

# Guide to Uploading your EPA Evidence

**SmartEPA System**

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## How to Log into your Smart EPA

Your Training Provider should create an Apprentice record for you on SmartEPA, CIPD's End Point Assessment Platform. Once this has been done you'll receive your login details via email from [sepa@smartapprentices.com](mailto:sepa@smartapprentices.com)

SmartEPA is the End Point Assessment platform where you'll upload your EPA evidence once it's ready to be assessed.

Please click this link to take you to your SmartEPA login page <https://smartepea.co.uk/>



Type your username and password into the log in box and click Login. If you have forgotten your password click 'Forgot Password' then type your username and click 'Send Reset Email'.

Forgot Password

Enter your username below and you will be sent an email with a link to reset your password.

Username

An automated email will be sent by the SmartEPA platform with instructions to reset your password.

## EPA Evidence Required

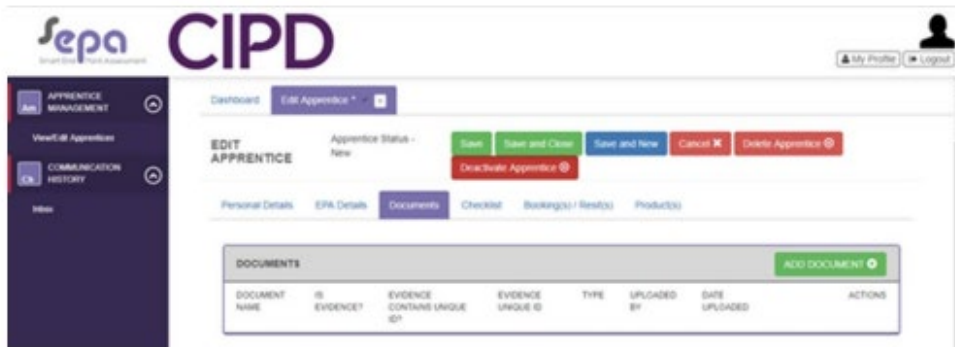
Your evidence must be uploaded to Smart EPA in line with specified timelines. The evidence you share may contribute to a professional discussion or presentation.

Please contact your Training Provider if you are unaware of the dates of your discussion.

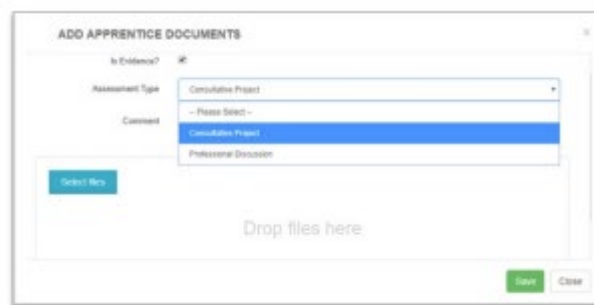
**Note:** Failure to submit your documents on specified dates without adequate notification may result in an assessment fail.

## How to submit your EPA Evidence

Open your Smart EPA record by clicking on 'View/Edit Apprentices' under the Apprentice Management tab in the Navigation Menu. Once your record has opened select the Documents Tab and click 'Add Document'.



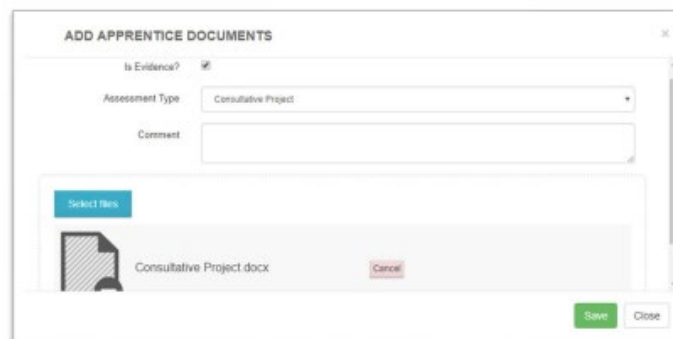
The 'Add Apprentice Documents' window will open. Tick the 'Is Evidence' box and choose the relevant option from the 'Assessment Type' options.



To upload your evidence by either dragging and dropping the file from your computer into the box or use the 'Select Files' button.

Once your evidence has been uploaded successfully it will be visible in the drag box.

There's an option to add a comment to this file. If no comment is required please enter N/A. Click 'Save' to submit your project to Smart EPA.



Your EPA evidence will now be visible under the Documents Tab and is ready to be assessed.