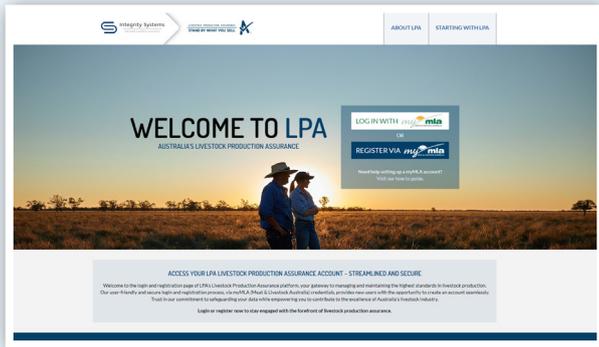


How-to: Respond to an LPA Corrective Action Request (CAR)



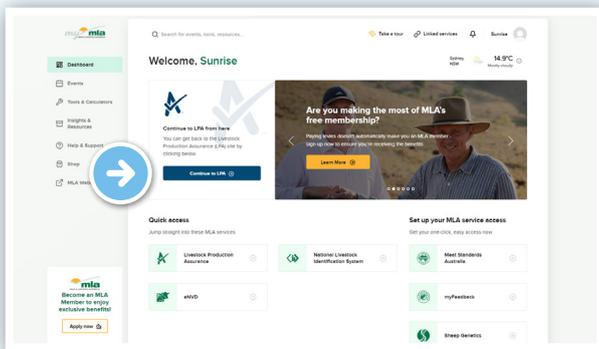
1 First, go to the LPA home page, lpa.nlis.com.au/welcome, and login to your LPA account by clicking the 'Log in with myMLA' button.



2 Log on to myMLA by entering your email and password.



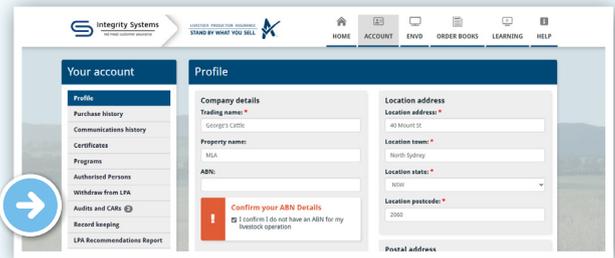
3 Click 'Continue to LPA' from the myMLA homepage.



4 To access your Audits and CARs, click on the 'Account' tab on the top right-hand side of your screen (next to Home).



5 Now, from the left hand 'Your account' menu, click on 'Audits and CARs'.



6 Click on the eye icon under the 'View' column for each of the Corrective Action Requests (CARs) listed to see the details.

