

Sending us your form and documents

Functional Capacity Assessments · One upload, five days ahead · Last updated: 21 September 2026

Everything for your assessment comes back to us in one go: your completed intake form, and every report, letter and assessment you would like considered. Here is how to do that, and when it needs to be with us.

At least five days before your appointment

Please have everything with us at least five days before your interview. We read the whole of it before we meet you — your form, your documents, the pattern across them — and the questions we ask on the day are shaped by what we have read. Five days is what that takes.

If your appointment is already closer than that, send it as soon as you can and email fca@seedsoccupationaltherapy.com.au to tell us. We would far rather move your appointment a little than meet you unprepared.

HOW TO DO IT, IN ORDER

1 Fill the form in on a computer or tablet

Open the intake form in Adobe Acrobat Reader, which is free, or in Preview on a Mac. Type your answers straight into it and save as you go — take it in as many sittings as you need, and nothing reaches us until you send it. The only date that matters is the one above. Filling it in inside a browser tab can lose your answers when the tab closes, so please save it to your device first.

ACROBAT READER OR PREVIEW · SAVE AS YOU GO

2 Please don't print it, write on it by hand, or send photos or scans

The form is built so that every answer is stored in its own place inside the file. That is what lets us read it properly and prepare before we meet you. A photograph or a scan of a printed form loses all of that, and we won't be able to use it — we would have to come back to you and ask you to start again. If filling it in on a screen is difficult, tell us and we will work out something else together.

THE PDF ITSELF · NOT A PHOTO OR A SCAN

3 Gather your documents while you are filling it in

There is room for your intake form plus up to twelve supporting documents. No single file may be larger than 40 MB, and 90 MB is the limit for everything together. Supporting documents can be PDFs, Word documents or clear photographs of paper letters — it is only the intake form itself that has to be the PDF you typed into.

FORM + UP TO 12 DOCUMENTS · 90 MB IN TOTAL

4**More than twelve? Combine, or send the most recent of each kind**

Put related reports together into one PDF, or choose the most recent of each kind — recent and relevant beats a full drawer. You do not need a complete set at all; even a couple of older documents add useful context, and we can complete an assessment without any.

RECENT AND RELEVANT · A FULL SET ISN'T NEEDED

5**Everything goes back in one upload, together**

Your completed form and every report, letter and assessment you want considered all travel in the same upload. Documents sent afterwards can't be accepted. That isn't a rule for its own sake: we read the whole lot as one picture and shape your interview around it, so something arriving later reaches us once that thinking is already done. Anything you remember on the day is very welcome — the interview is exactly where new detail belongs.

ONE UPLOAD, ONCE · NOTHING ADDED LATER

6**And at least five days before your appointment**

Work back from your appointment rather than forward from today. Finish the form, gather the documents, and send the lot with five clear days to spare. We read all of it and prepare before we meet you, and five days is what that takes. If your appointment is already sooner than that, send it anyway and email fca@seedsoccupationaltherapy.com.au — we will either make it work or move your time, and we will tell you which.

FIVE CLEAR DAYS · TELL US IF YOU'RE INSIDE IT

7**You will need your client ID**

Your client ID is in the email we sent the moment you signed your service agreement. It looks like FCA-AGR-0123 — four digits of your own. The upload portal asks for it, along with the participant's name and your email address, and it is how everything you send is matched to your file. If you can't find it, check your junk folder, and if it isn't there, email us and we will send it straight back.

FCA-AGR-0123 · IN YOUR AGREEMENT EMAIL

WHERE TO SEND IT

The upload portal is at seedsoccupationaltherapy.com.au/upload-portal — you can open it from any of our emails, or type that in. It takes a few minutes, and it tells you the moment everything has landed. A receipt follows by email listing every file we received; if something is missing from that list, reply to it straight away.

Anything stuck, unclear or gone wrong: fca@seedsoccupationaltherapy.com.au. A person reads it, and we will sort it out with you.

IF YOU TAKE ONE THING FROM THIS PAGE

Everything, once, five days ahead

Your completed intake form and every document you would like considered, sent together in a single upload, at least five days before your appointment. That is the whole of it. If anything about that is difficult, tell us rather than worrying about it — we would rather hear from you early.

PORTAL **seedsoccupationaltherapy.com.au/upload-portal**

EMAIL **fca@seedsoccupationaltherapy.com.au**

PHONE **03 7056 9242**