

Your project has a secure online portal where you can view the live status of all asset protection submissions and upload documents directly to Redwell. This guide explains how to access it and how to upload files.

Part 1 — Logging in to your portal

01

Go to the portal

Open your browser and go to:

redwelluk.app

This is the Redwell website. You do not need to create an account — your login credentials have been provided by Redwell.

02

Find the login section

Scroll down the page until you see the **Client Portal** section — look for the heading "Track your submissions in real time." You will see two input fields: Project ID and Password.

03

Enter your credentials

Enter the **Project ID** and **Password** provided by Redwell. These are unique to your project. If you have not received your credentials, contact Redwell at **d.wells@redwelluk.com**.

04

Access your dashboard

Click **Access dashboard**. Your project dashboard will open showing three tabs: **Submissions**, **Document Upload** and **Document Archive**.

Part 2 — Viewing your document tracker

The **Submissions** tab is your live document register. It shows every document required for your project, its current status, key dates and any comments from the authority.

Status	What it means
Awaiting document from contractor	Redwell is waiting to receive this document from you or your contractor.
With Redwell	The document has been received by Redwell and is being reviewed before submission.
Submitted for approval	Redwell has submitted the document to the authority. The 20 working day review period has started.
Returned with DRN comments	The authority has responded with comments. Redwell will review and advise on next steps.
DRN — Cat 2 / Cat 3 — returned for amendment	The document has been sent back to the designer for amendment based on authority comments.
Resubmitted for approval	An amended version has been resubmitted to the authority.
Accepted — closed out	The authority has accepted this document. No further action required.

Part 3 — Uploading documents

Use the **Document Upload** tab to send documents to Redwell. Redwell will review each document before submitting it to the authority.

01

Select the document upload tab

Click **Document Upload** in the navigation bar at the top of your dashboard.

02

Choose the document

Use the dropdown labelled "**Select a document from the register**" to choose which document you are submitting. Only documents listed on your project register can be uploaded — if a document is not listed, contact Redwell before uploading.

03

Attach your file

Drag and drop your file into the upload area, or click **browse** to locate the file on your device. PDFs, Word documents and drawing files are accepted. You can upload one file at a time.

04

Complete the details

Fill in the following fields:

Revision — the revision number of this document (e.g. Rev001, Rev002)

Uploaded by — your full name

Email address — your email address

05

Submit the upload

Click **Upload documents**. The file will be sent to Redwell and the status of that document in your tracker will update to **With Redwell**. You will see a confirmation message once the upload is complete.

Important notes	
File naming	Name your files clearly before uploading, e.g. <i>ProjectName_FormB_CladDesign_Rev001.pdf</i> . Avoid spaces or special characters in file names.
Revisions	If you are uploading a revised version of a document, use the same document selection from the dropdown. Redwell will manage the revision history.
File formats	Submit documents as PDF wherever possible. Drawings should be submitted as PDF unless otherwise agreed. Do not submit password-protected files.
Questions	If you have any questions about what to submit or when, contact Redwell directly — do not upload speculative documents without first confirming with Redwell.

Need help?

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