disclosure services
Expert Support. Informed Clients. Clear Decisions.

USING RENEWALS

The renewals tab will act as a prompt for you that it's time to initiate a new check for the applicant, based on the renewals frequency set for your organisation.

You can set your renewal frequency preference within the **'Organisation'** tab > **Account** > **Renewal Frequency.**

The applications will start appearing in your Renewals tab when there is 3 months (90 days) to their renewal date.

The applications will be colour coded based on the number of days left until the renewal:

- **'Green'** if its greater than 60 days
- **'Amber'** when it's between 0 and 60 days
- **'Red'** when the renewal is overdue

You can **hide** or **unhide** your applications based on your preference.