

# **CUSTOMER PORTAL SUBMIT AN APPLICATION**

## **SLIDE 1**

To submit an application, you must have completed all the mandatory requirements, within an application.

Once completed, click save after you have entered the emergency contact details for the application, and you will be returned to the application details page.

If you have not completed all mandatory requirements, a submission checklist will display, advising you what needs to be completed, before you can submit your application.

**Note. Click the, Fix this, link to be taken to the part of the application that requires information.**

This is your final chance, to review your application, before you submit for processing.

Once your application has been reviewed, click, submit application, at the bottom of the page.

## **SLIDE 2**

Once you have submitted your application, it will display in the top row of the applications list view, with a status of, submitted, as shown in the image.

## **SLIDE 3**

The upcoming demonstration will show, how to submit your application.

## **SLIDE 4**

To submit your application once you have completed all mandatory requirements, click save, and you will be taken back to the application details page.

Simply scroll to the bottom of the page and click submit application.

A pop-up box will display, confirming that you wish to submit. Click OK and your application will be forwarded to the TMR support staff in the local district for review, processing, and approval.

## **SLIDE 5**

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.