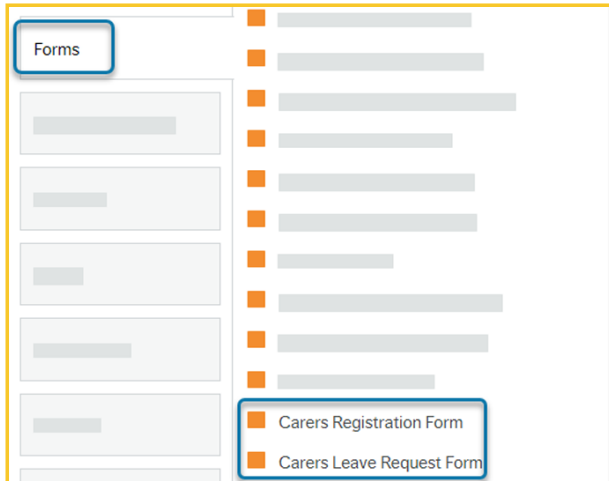


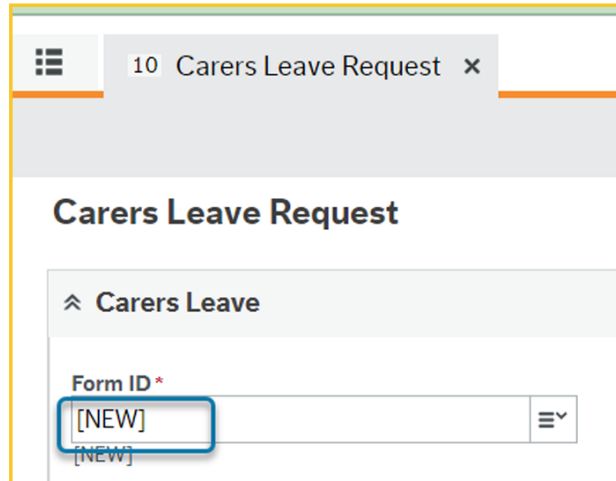
Register to be a Carer

Submit Carer's Registration and Leave Forms



The forms can be found from the main homescreen menu under the 'Forms' section

If you are not already registered please submit the 'Carer's Registration Form' prior to submitting any 'Carer's Leave Request' Forms.



All new forms populate with [NEW] as the Form ID. When you submit the form it will auto-populate with a reference.

Register to be a Carer

Submit a Carer's Registration Form

1

Read the content in the Guidance tab.

This includes important information.

2

Your details should automatically populate in the first section of the 'Employee Details' tab.

3

Answer the questions in both the 'Eligibility Criteria' and the 'Consent & Declaration' sections.

You will need to attach evidence to the form after clicking "**Save as Draft**".

Register to be a Carer

The image shows a screenshot of a web browser window titled "Carers Registration Form". The browser's address bar and top navigation icons are visible. The main content area contains several greyed-out form fields. At the bottom of the page, there are two buttons: "Submit form" and "Save as draft".

2 Click the paperclip icon to upload your evidence

After you submit the form will workflow to the People and Organisational Development team. You will receive a system notification once they add you to the register.

3 Only click "Submit form" after documents have been uploaded

1 Click "Save as Draft" and wait for "Success!" message

To attach a document - click on the Save as draft button. After you attach your document s...
... click on the paperclip at the top right of your screen to add your