

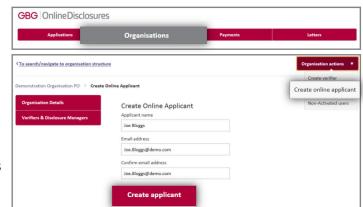
The Customer – How to Get Started

Creating an Applicant

To add an applicant, ensure you are in the correct organisation branch (see above) and follow these steps:

- 1. Click on Organisation Tab
- 2. Click Organisation Actions
- 3. Click Create Online Applicant
- 4. Enter the Applicants name and email address
- 5. Click Create applicant

An activation email will be sent to the email address provided.



Applications Organisations Payments Letters CTo search/inviduals to organisation structure Organisation FO > Non Activated Users Organisation Organisation FO > Non Activated Users Non-Activated Users Non-Activated Users Non-Activated Users Select Org Pin Full Name Email Create On | 127535 | Post Office Branch 0101095 | 0101095 | 06 Aug 2014

Re-sending an Activation Email

If the applicant cannot locate the email or has deleted it in error . Follow these steps:

- 1. Click the Organisation tab
- 2. Click on Organisation actions
- 3. Click Non-Activated users
- 4. Select the relevant applicant
- 5. Click Re-send Activation Email

An activation email will be sent to the email address provided.