

## USE THE TRAINING GUIDE



### Open two screens on your computer/laptop

Open two screens, one being the FSP Portal and the other the training guide. The training guide is designed to help you work through the application.

## DON'T SKIP AHEAD

### Work through the application

Apply a methodical process and work through each screen in order to ensure all information is entered into the application form. As a default, the system will alert you to any information you have missed.

## PREPARE

### Prepare Supporting Documentation

Save supporting documents as word or pdf files on your computer/laptop before you start an application. By doing this you'll have all necessary documents on hand ready to upload to the portal.

## SHARE

### Share applications to create team structures

Always share your application with the person who is authorised to approve and submit it. Not only does sharing mitigate conflict of interest, in the back ground you build teams aligned to organisational structure .

## PICK UP FROM WHERE YOU LEFT OFF

### Save and close to return to your application at a later time

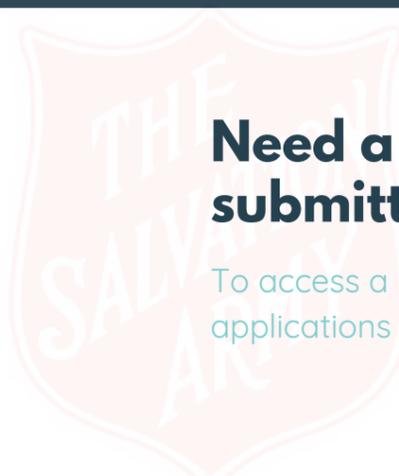
You may not be able to complete a FSP application in one sitting. Select save and close to leave the application; all information is retained and when time permits you can pick up from where you left off and complete the application.

## CONFIRM

### You will know when your application is submitted

You will receive a confirmation email with a copy of your submitted application attached. If you don't, then it has not been submitted.

## LOOK BACK



### Need a list of your submitted applications?

To access a list of all your submitted applications select *My Submissions*