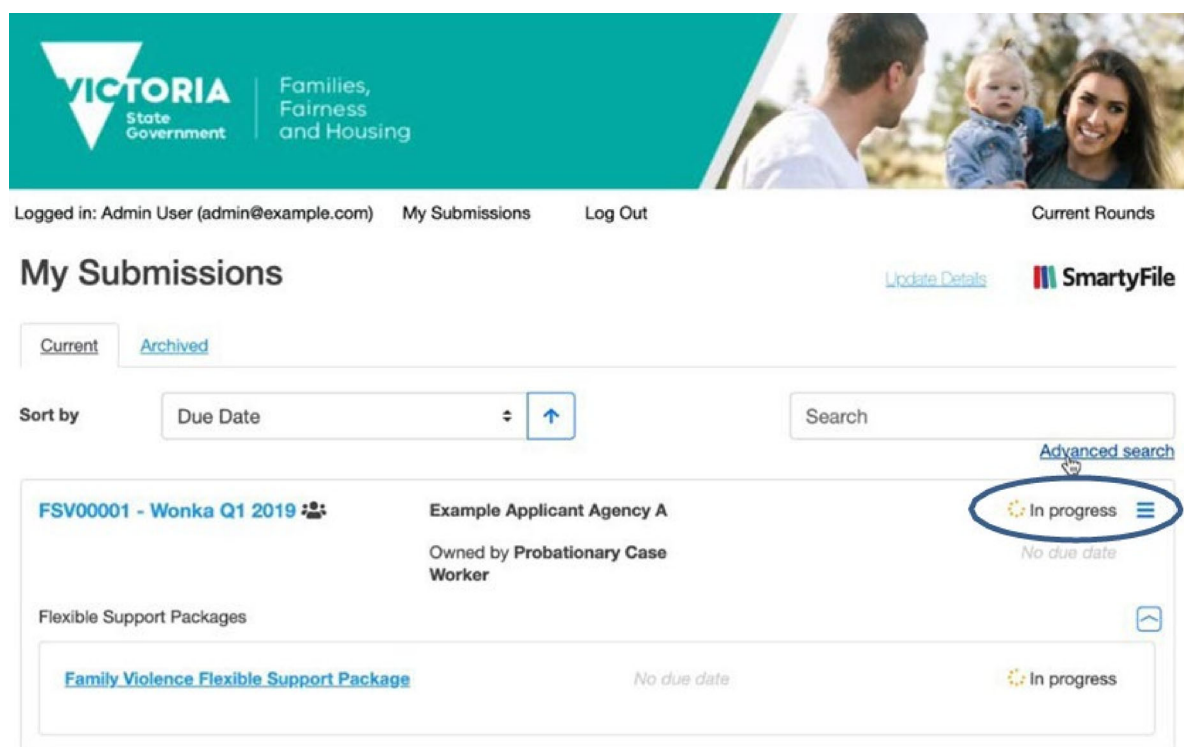


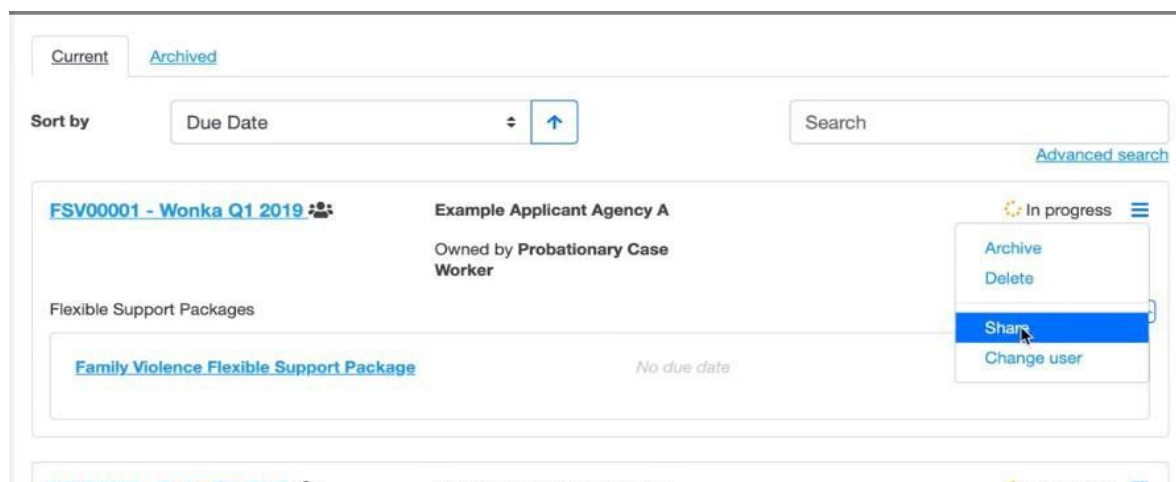
# FSP Portal

## How to Share Applications

- My submission – Use List view to see your applications
- Locate the application you want to share with your Team Leader (Use advanced search to locate applications if required)
- Click on the three blue horizontal bars to the right of the screen



- Select Share



- Locate the name of the person you want to share the application with
- Drag their name into the “Share Application to these users” field (You can share with multiple people)
- Add a message
- Schedule a date the share expires
- Click on Share

Share Application - FSV00001

×

Select user/s to share this application with

Show only

☐ Viewer/Analyst
 ☒ Contributor
 ☐ Author
 ☐ Administrator

User name

Add

Share application to

Case Worker ×

Admin User

Case Worker

Finance

PSI

Team Leader

Add a message (optional)

45 of 1000 characters

Share expires

📅

If any of the details above are changed, a new email will automatically be sent to the selected users letting them know this application has been shared with them.

Cancel

Share

When you need to **submit** a tax invoice or variation (Only senior practitioners can submit, practitioners can only upload)

- Click on the application
- Click on the stage (I.e.: Additional information request)
- Click next, click submit

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Application for Family Violence  
Flexible Support Package

Submitted

Additional Information Request

Open (due on 18 Nov 2021, 12:00PM AEDT)



Brokerage Programs October 2021.