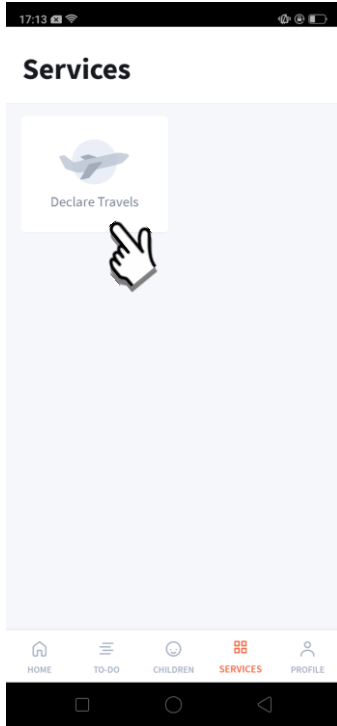




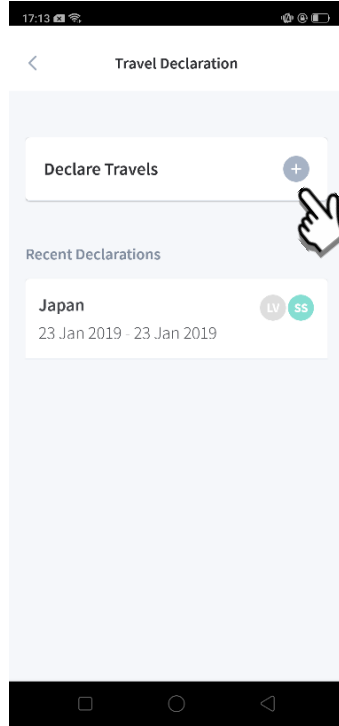
Parents Gateway

A quick start guide to Travel
Declaration and Update Personal
Contacts for Parents

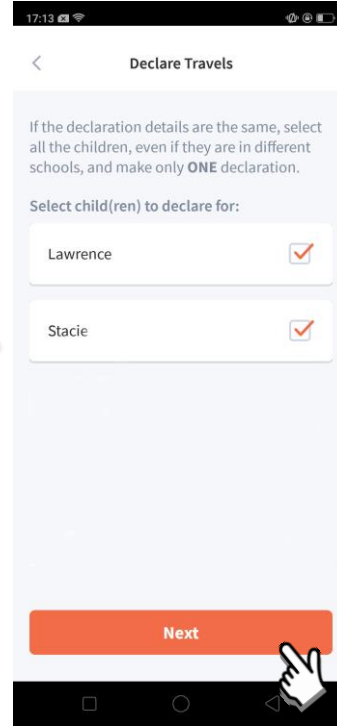
1. Declare Travel Plan



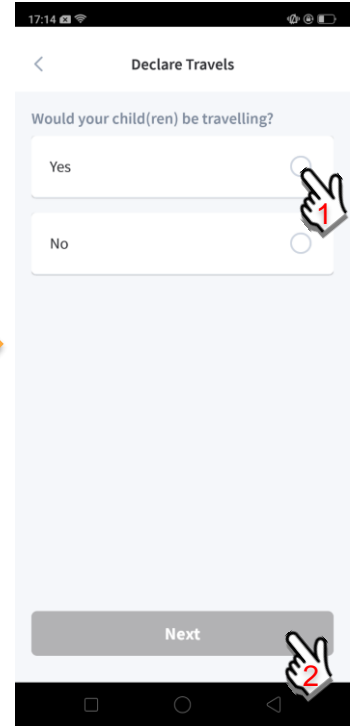
Go to 'SERVICES' tab and click on 'Declare Travels'



Click on the '+' sign

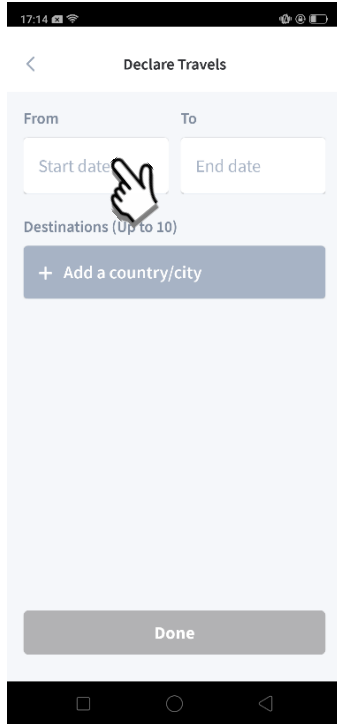


Select the child/children going on the trip and click on 'Next'.

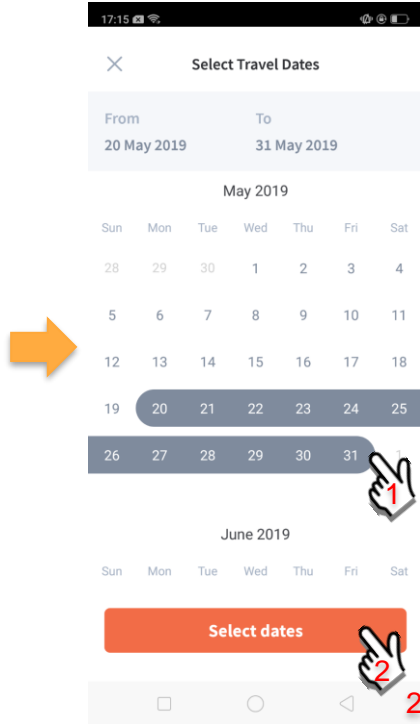


Select 'Yes' for travelling and click 'Next'

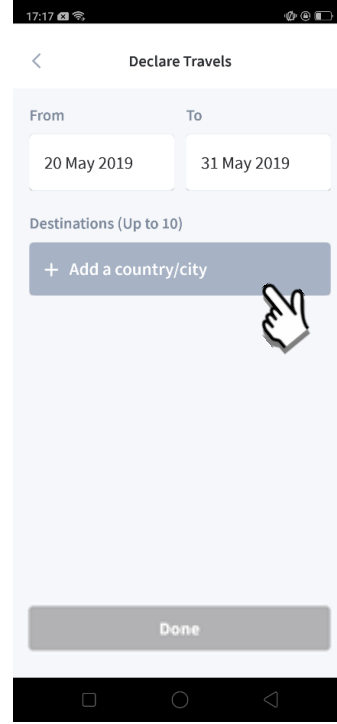




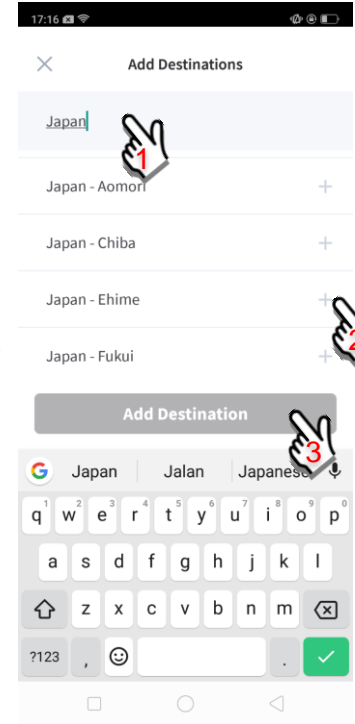
Click on 'Start date' to select travel dates.



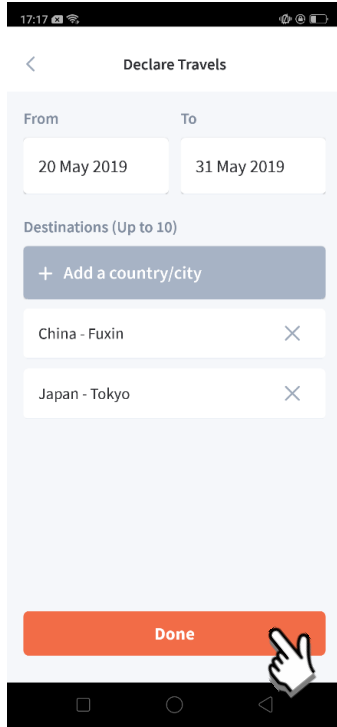
Select the range of dates and click 'Select dates'



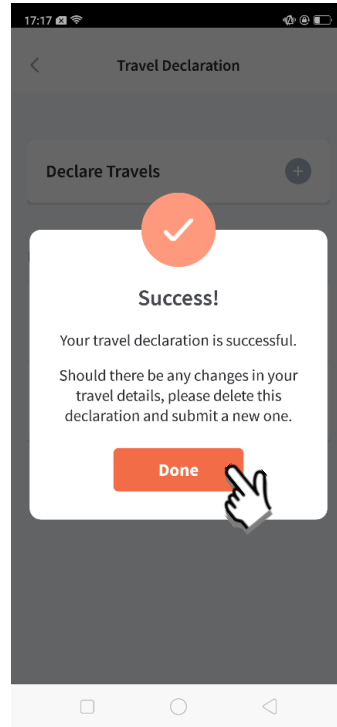
Click on 'Add a country/city' to select the travel destination.



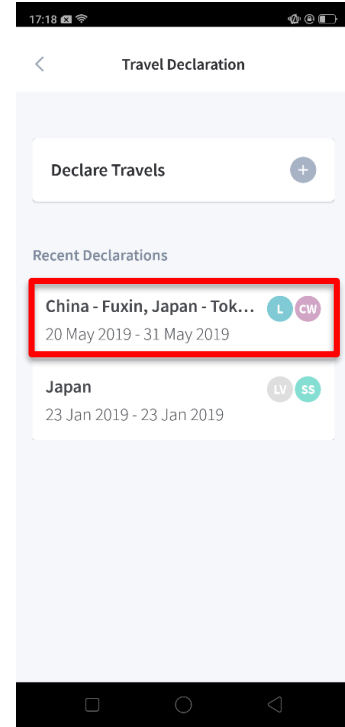
Type the country of travel to search for the city. Pick the city and click on 'Add Destination'.



Repeat the same process to add another Country/city if you travel to multiple destinations. Click on 'Done' to confirm.

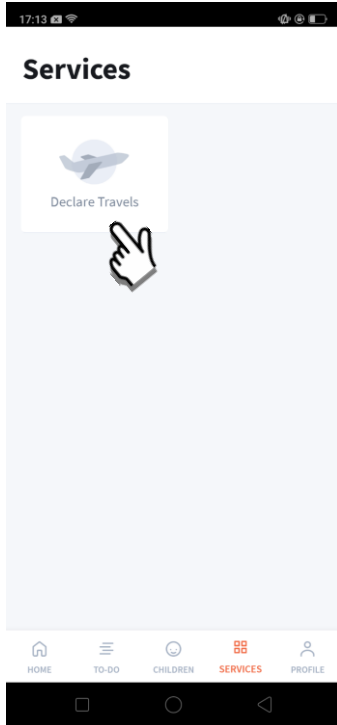


Successful Declaration.

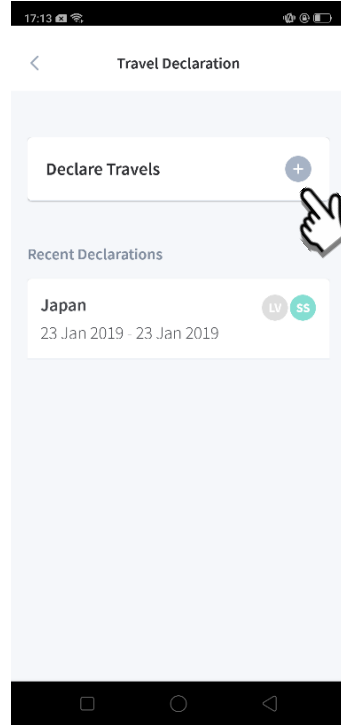


Travel Plan is shown as entered.

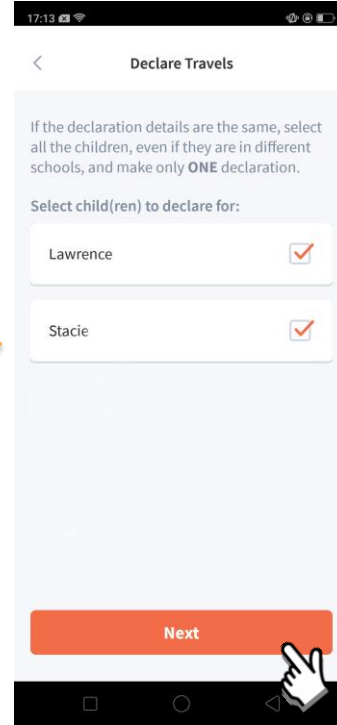
2. Nil return for Declaring Travel



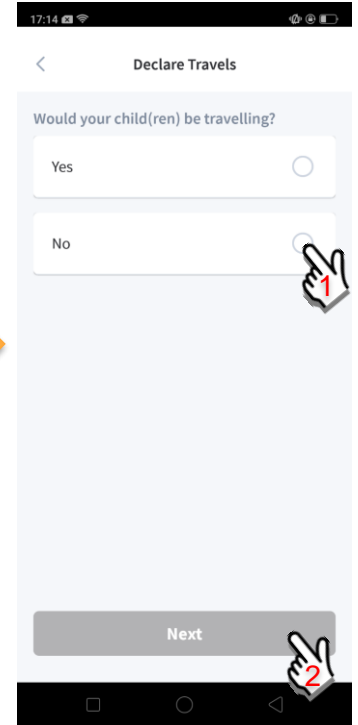
Go to 'SERVICES' tab and click on 'Declare Travels'



Click on the '+' sign

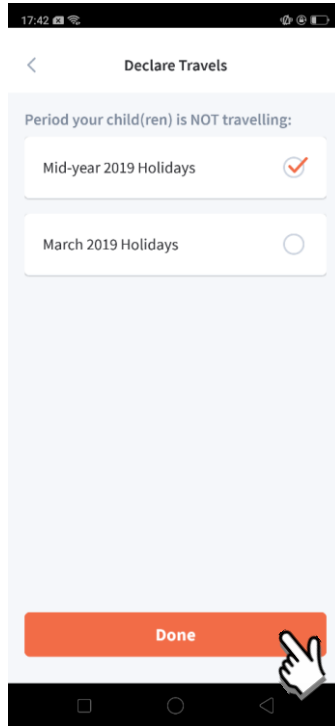


Select the child/children that are not travelling and click on 'Next'.



Select 'No' for travelling

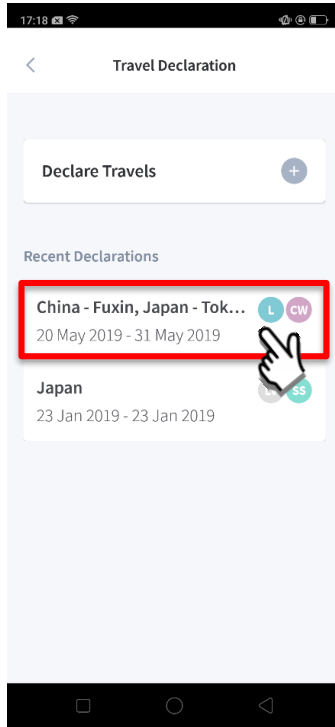




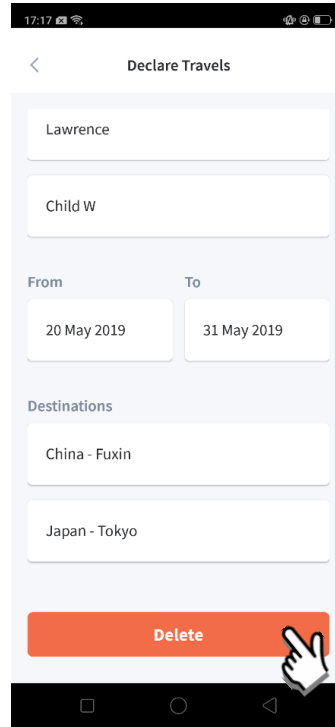
Pick the School Holiday period and click on 'Done'

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan



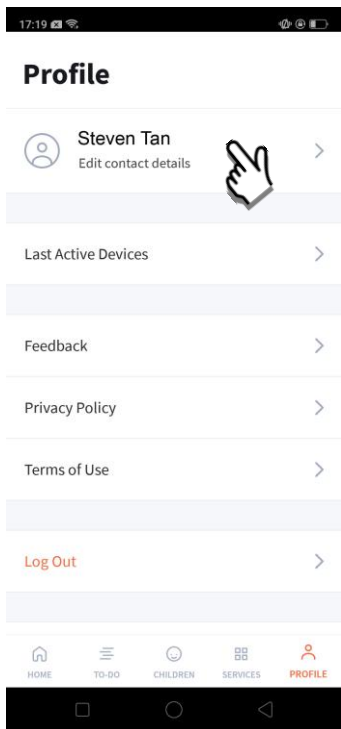
Click on the travel plan to be changed.



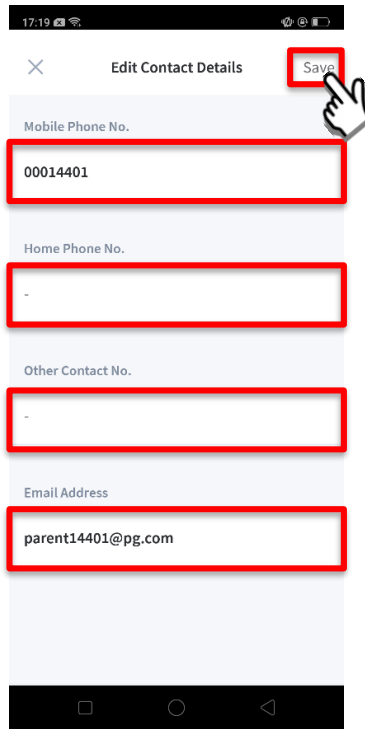
Click on 'Delete' to delete the plan

Create a new travel plan. (Refer to 1. Declare Travel Plan)

4. Update Personal Contacts



Click on Parent's Name under 'PROFILE'



Update the 4 contact details and click on 'Save'

Thank You