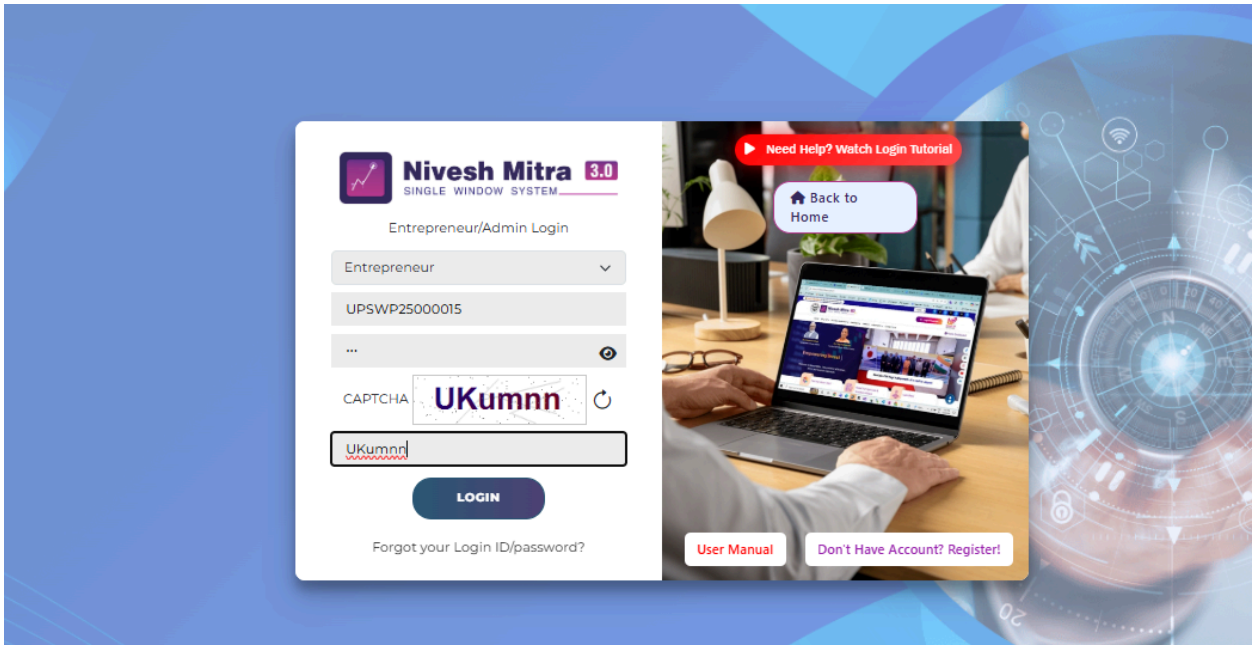
Applying for Incentive Services on the Portal

This guide walks you through the steps to log in, select a service, apply, and submit the application for final submission.

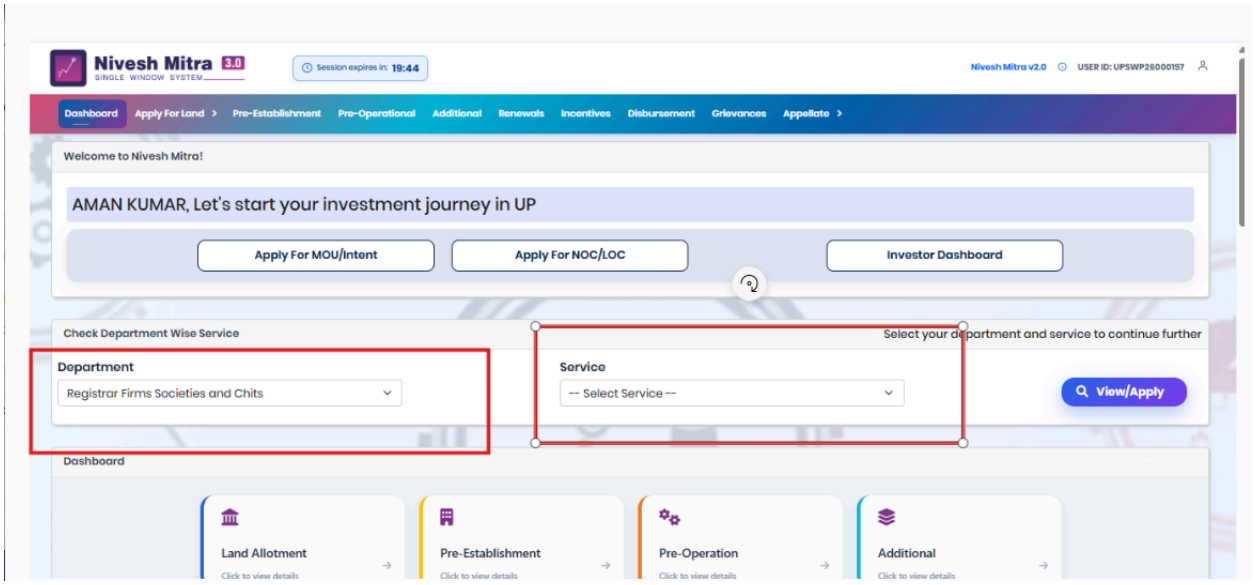
Step 1: Log in to the portal

Log in to the portal using your credentials.



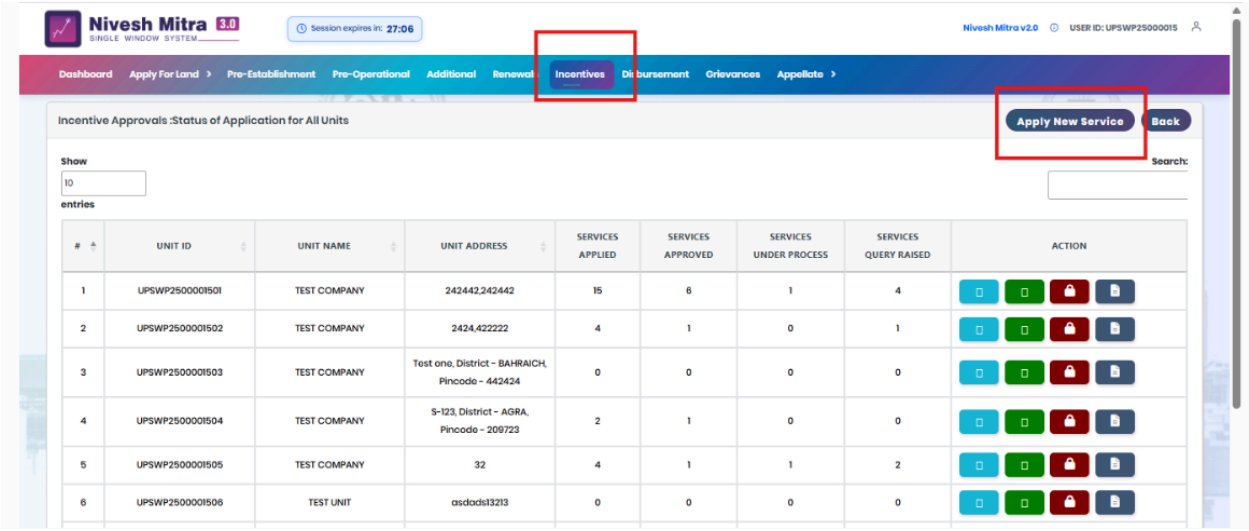
Step 2: Open the department service list

From the dashboard, navigate to the relevant department, select the service, and click View.



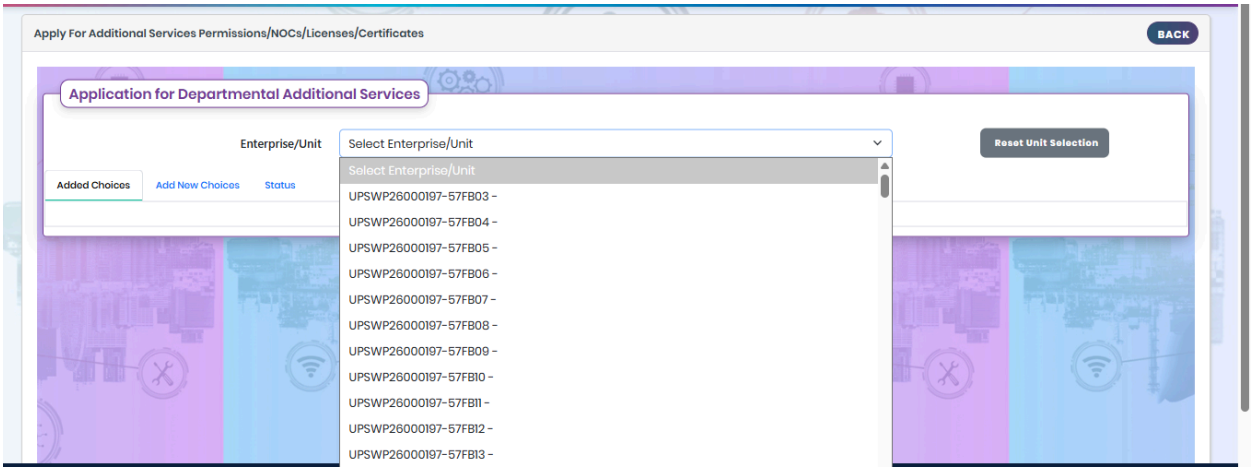
Step 3: Click Apply New Service

From the Incentives menu, open the Incentive Approvals page, which lists the status of applications for all units, and click Apply New Service.



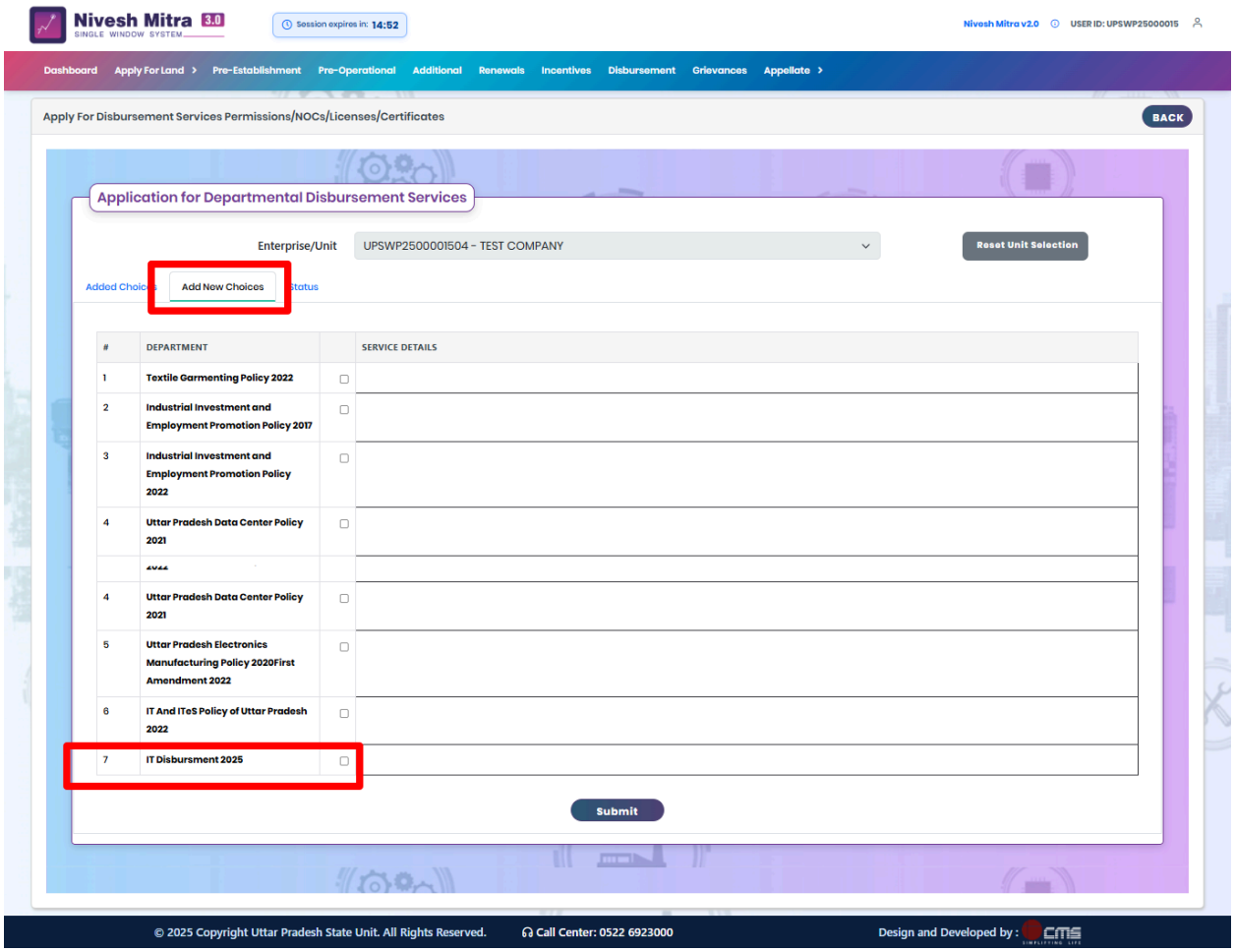
Step 4: Select the unit

Select the unit for which you want to apply from the Enterprise/Unit drop-down.



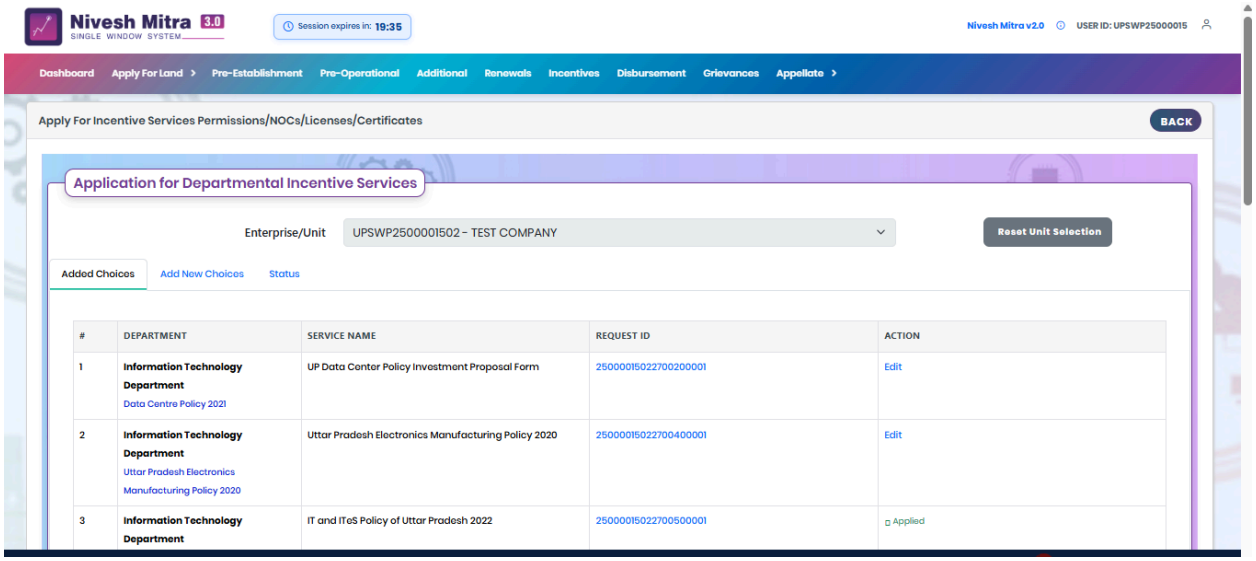
Step 5: Select the service

On the Add New Choices tab, a list of departments and services is displayed. Tick the required service and click Submit.



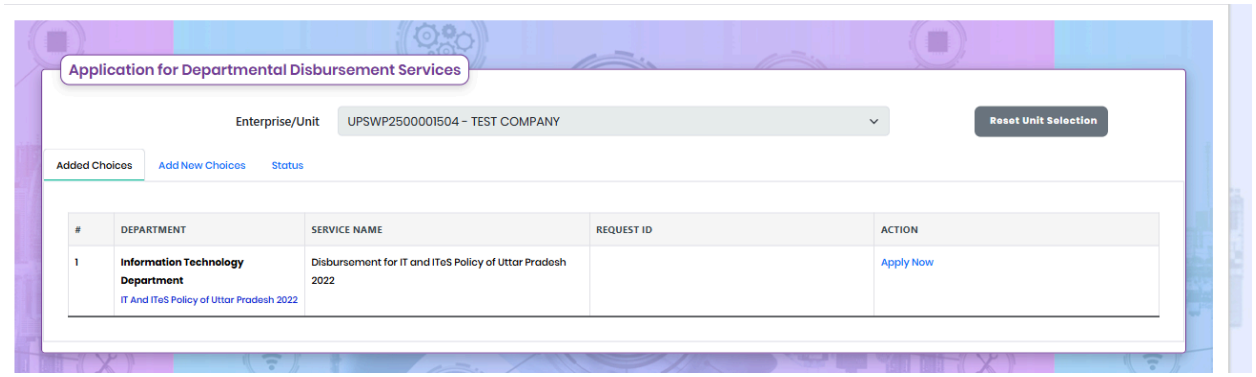
Step 6: Open the Added Choices tab

After you make your selection, you are automatically taken to the Added Choices tab, from which you apply for the service. Services you have already applied for show an Edit option or the status Applied.



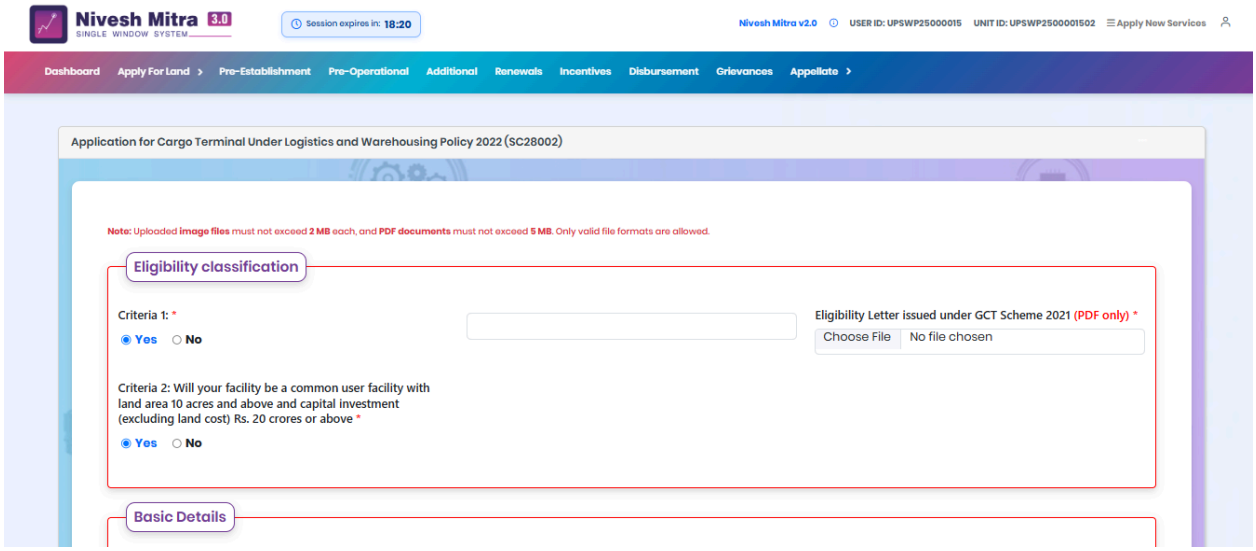
Step 7: Click Apply Now

Click Apply Now against the required service. If an application has already been saved, an Edit option is shown instead.



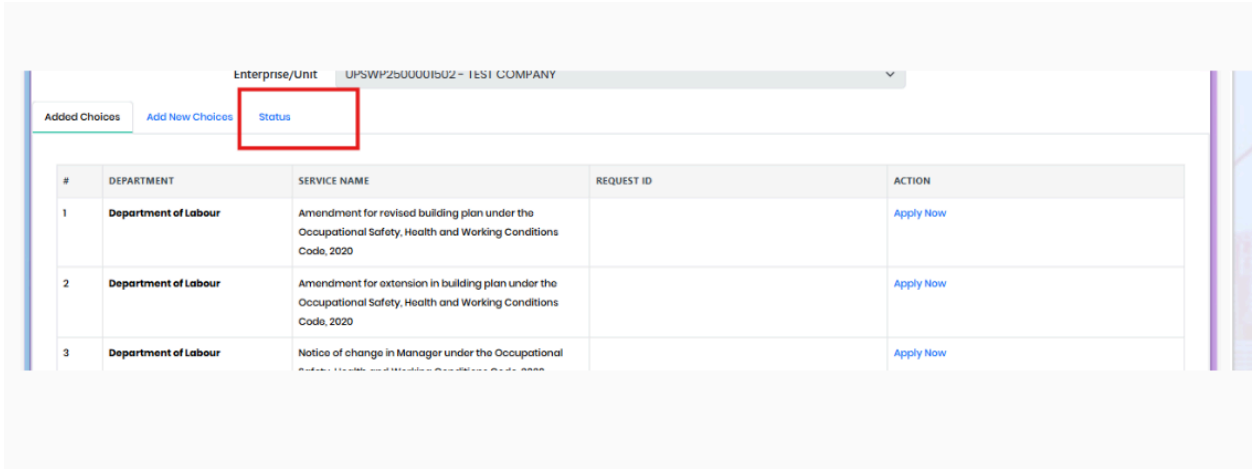
Step 8: Fill in and submit the form

You are redirected to the application form. Fill in your details, upload the required documents, and submit the form.



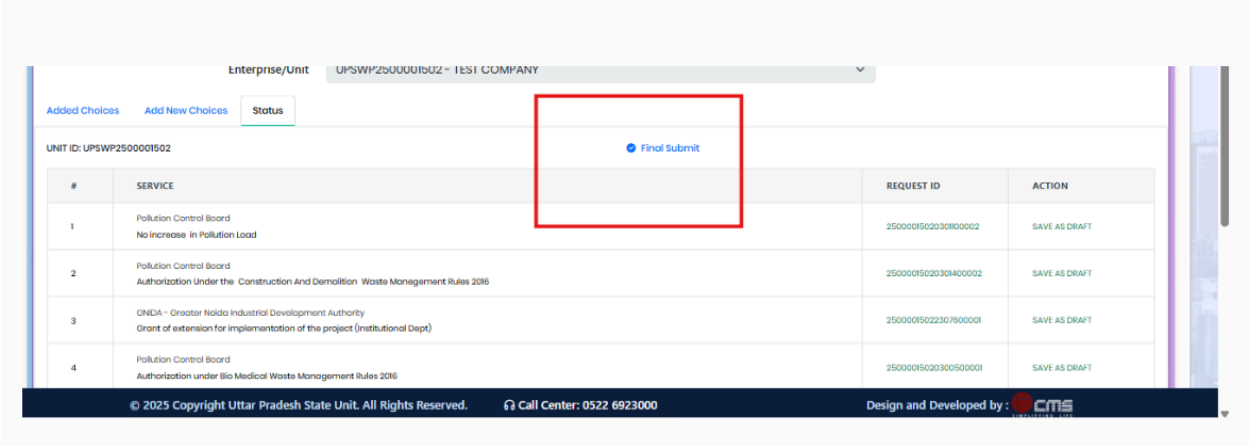
Step 9: Open the Status tab

After saving the form, go to Dashboard > Incentives > Apply New Service and click the Status tab.



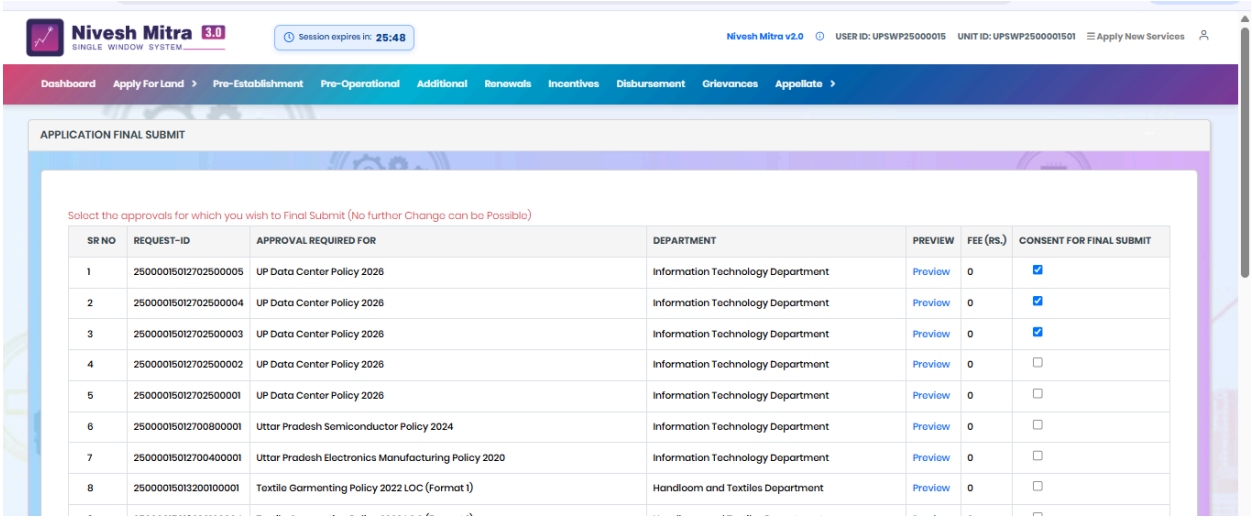
Step 10: Click Final Submit

On the Status tab, click Final Submit.



Step 11: Select the services to submit

On the Application Final Submit page, tick the Consent for Final Submit box against the service(s) you want to submit to the department. The fee, if applicable, is shown here.



Step 12: Proceed for Final Submit

Click Proceed for Final Submit to submit the application to the department.

