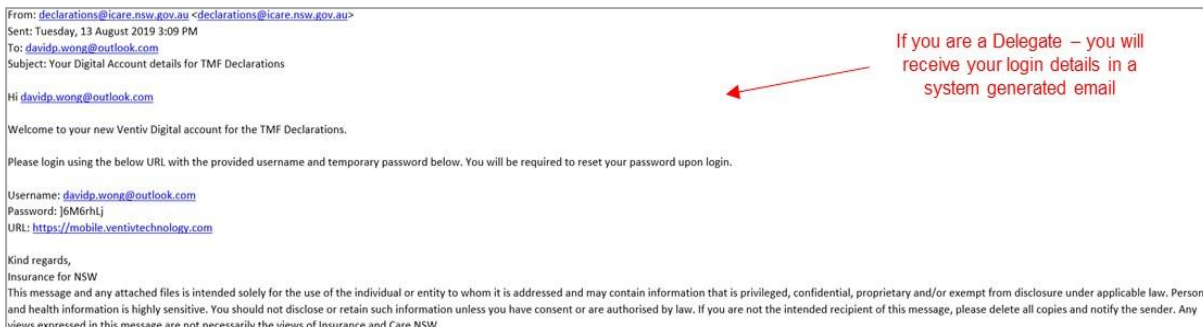


Delegates – Login Guide

Before Logging In

1. For an optimal experience, we recommend using **Google Chrome**, if available.
2. You will receive your login details (once your Coordinator adds you as a user in the Declaration System) via a system generated email titled:
 ‘Your Digital Account details for TMF Declarations’.



NOTE: A Delegate will only be able to access the Declaration System via the link in the email.

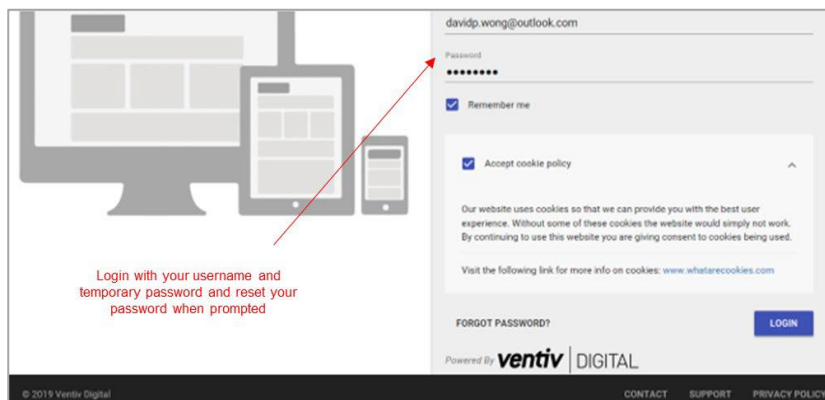
3. Consider whether you are:
 - a. a New User (i.e. never used the system) – Refer to 4a. only in the How-To below
 - b. an Existing User (i.e. you’ve completed declarations in prior years) – Skip to 4b.

Delegates – Login Guide

4. Click on the URL link provided in the system-generated email.

a. New Delegates

- i. Enter your username and temporary password.
- ii. Once logged in, reset your password.
- iii. Log back in using your new password using the link from the email.



b. Existing Delegates

- i. Use your current password (if known), otherwise reset your password
 (please refer to the **Delegates – How To Reset Your Password Video** for guidance).
- ii. Login with your new password using the link from the email.

Note: If you have not received the automated email, check your Junk or Spam folder.

If you experience any other login issues, please contact your Agency’s TMF Client Engagement Manager or email us at declarations@icare.nsw.gov.au.