icare^{*} Insurance for NSW

How-To Review, Amend, Approve or Reject Declarations



Reviewing Completed Declaration Forms as an Approver

Your role as an **Approver** is to review completed Declaration forms and either Accept or Reject them.

1. You will receive an email for each form submitted for approval by the Coordinator, advising that you have a new task pending for your Review and Approval.



- Completed forms awaiting approval will be displayed in the Declaration Dashboard under the Pending Approval task list.
- 3. To access the declaration form, click on the assigned task under the Pending Approval task list.

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4. On the bottom left of your screen, you will see the **Approve** and **Reject** buttons.

	Pending Approval by thanh.huynh1@icare.nsw.gov.au	2
Miscellaneous Section Completed by anna.thomas_tmf@icare.nsw.gov.au		>
Cancellation of Events Section Completed by anna.thomas_tmf@icare.nsw.gov.au		>
Agency Structure Completed by anna.thomas_tmf@icare.nsw.gov.au		>
CANCEL SAVE & EXIT DOWNLOAD PD		

- To determine the appropriate course of action, please review the information declared in each section of the Declaration form:
 - Click on each section to review the declared information.
 - You have the option to download the Declaration form as a PDF document. To do this:
 - Select the **Download PDF** button, which is available on the form.



Please note: the PDF document will only include data that was entered on-screen. If you opted to use any Excel templates, or if other documents have been attached as supporting information, please request these separately from the Coordinator or the Delegate.

- 6. As an Approver, you will have the authority to edit the contents of each section.
 - To edit a section, **click on the pink checkbox** in the relevant section to unlock the section. (If this step is not followed, changes cannot be made.)

Insurance for NSW	LIABILITY DECLARATION FORM UATI LORD HOWE ISLAND BDARD - TEST CAMPAIGN ML - LIABILITY DECLARATION FORM
Test Campaign ML - Due 28-Sep-2019 🗸	
INSTRUCTIONS Test Instruction Text - Create Campaign DOWNLOAD INSTRUCTIONS	1 If you need to edit the content in any section, you must first click on the pink checkbox to unlock the section.
Agency Activities Section Completed by aleks.ryumin1@icare.nsw.gov.au	
Droduct Lishility Section	

- Confirm to make the section incomplete and proceed into the section to make the necessary amendments.
- Once amendments have been made, select the **Complete Section** button on the bottom right of your screen. **If you do not take these steps, your changes will not be saved.**

	Please describe any new activities proposed in the next 12 months (including gain/loss of business unit responsibility): Clear and detailed answer Please advise the dollar value of your Agencies expected annual revenue	0	
BACK TO MENU DOWNLOAD PDF	100000 English ~		
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How-to Approve Declaration Forms

1. To **Approve** the form after your review, select Approve. You will receive a pop-up asking to confirm your action.

Confirm Approval	
By approving this form you are confirming that the information pro- true and correct and that if need be your agency is willing to provid documents/financial statements that support the declared informa	vided is e ation.
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- 2. The Declaration form will now be sent to the system database.
 - The Approver will receive a confirmation email with a copy of the Approved Declaration Form.



• The Coordinator will receive an email advising them that the task has been Approved.

UAT5 Hunter New England Local Health District - UAT TMF Declaration 2024/2025	- Motor Vehicles Declaration Form APPROVED ⓒ ← Reply ≪ Reply All → Forward 1
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We could not verify the identity of the sender. Click here to learn more.	
[External Email] Do not click links or open attachments unless you trust the sender and know the content is safe. If in doubt, Hi Thanh	report as 'suspect email'
UAT5 Hunter New England Local Health District - UAT TMF Declaration 2024/2025 - Motor Vehicles is required.	Declaration Form has been approved. No further action
If you have any questions about TMF Declarations, please contact your Insurance for NSW Client Er declarations@icare.nsw.gov.au.	ngagement Manager or email us at
Kind regards, Insurance for NSW	

 The approved task will now appear in your Completed Tasks list on your Declaration Dashboard. Click on View Completed Tasks (located on the top left of your screen) to review all completed tasks.

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4	UAT5 Forestry Corporation of NSW - Training TMF Declaration 2024/2025 - Risk Matur 10-May-2023 11:21:50	ity Declaration Form		are marked with a clock	07-Jun-2023 14:13:35	Q

4. The Coordinator's Completed Tasks list will also show that the form has been approved.

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3	Training Agency 04 - Training TMF Declaration 2023/2024 - Motor Vehicles Declaration Form 08-Aup-2022 13 55:28				29-May-2023 16:34:16
4	Training Agency 04 - Training TMF Declaration 2023/2024 - Property Declaration Form 11-Aug-2022 08:34:00				29-May-2023 16:34:14

- **5.** The system will perform a final validation check on the approved task. This is to ensure that the submitted contents align with the database requirements:
 - Passing Validation the Coordinator will receive another system-generated email advising them that the task has been successfully received and processed by the system.
 - Failing Validation the Coordinator will receive an email advising that the task has been rejected. If this happens, icare will contact the Coordinator directly to determine the most appropriate course of action.

How-To Reject Completed Declaration Forms

- 1. To **Reject** the form and send back to the Coordinator to amend, click **Reject**.
- 2. A **reason is required** for your rejection in the pop-up window. [Your rejection comments should provide clear instructions to the Coordinator. Provide as much information as possible e.g. what the issues were and in which sections they were found].



- 3. The rejected task will be removed from your task list and re-assigned back to the Coordinator with a rejected status.
- 4. The Coordinator will receive an email advising them that the task has been rejected, including the reason.



- 5. The Coordinator is required to update the contents as required, before re-submitting the form for approval with supporting comments.
- 6. Once the Coordinator re-submits the form, the Task will once again appear in your **Pending Approval** task list.
- 7. The history of comments associated with the approval process for this form can be accessed by clicking on the **Rejection Commentary** button in the Section Menu, or on the exclamation mark (!) in any of the sections.

icare	CYBER DECLARATION FORM	SECTIONS +		Sections 1 of 1
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INSTRUCTIONS Test Instruction Text - Create Campaign	Once the Coordinator actions your comments, you can access the review history from the Saction Menu or from		Updend as required - akks systemini (glocen, new gor, au X	
DOWNLOAD INSTRUCTIONS	within any of the form sections		CLOSE HISTORY	
			PalicyDetal	
Cyber Liability Section Completed by aleis.ryumin1 (dicare.rsw.gov.au			Policy Number Line of Exsiness	
			FY1920 PL P02 PL	
			In the last fear years, the emerging risk looses generally as Cyter has become an issue for all organizations workskip, TMF has misported by continning the againcise that the investment durating them Cyter exposures is supported within the TMF Statement of Cover. To understand risk factors and account for resulting supposers, we need to ask questions surrouncing this relatively new TMF controll-to mismorize that:	
			TMF also purchases a Cyber risk transfer from professional global insures who are interested in understanding the extent of agency prevention and security measures for digital and internet based systems.	
			The question set should reduce in future years as our partners gain a greater understanding of agency network controls.	

If you require further assistance with this, please contact your icare Client Engagement Manager or email <u>declarations@icare.nsw.gov.au</u>.