

How To Complete & Submit Declaration Forms



How To Complete A Section

1. The **Complete Section** button on the bottom right of your screen, will only appear when you have completed all the mandatory questions and fields. (This includes the acknowledgment that you have reviewed all Inactive assets and ensured all values have been updated with zero values.)

Select '**Complete Section**' to finish your section and return to the Section Menu.

I acknowledge that I have reviewed all Inactive assets and have updated Buildings, Contents and Consequential Loss with ZERO(\$) values. (Noting that any Inactive assets with values, will calculate towards your policy's Total Asset Value in the Property Summary Section)

I Agree

System Admin Use only (Asset Excel File)

CHOOSE A FILE +
Choose a file to Upload

Ensure that all fields have been completed. This includes the acknowledgment that you have reviewed all Inactive assets and ensured all values have been updated with zero (0).

Click to Complete Section and return to the Section Menu

BACK TO MENU DOWNLOAD PDF Select Language English **COMPLETE SECTION**

2. A completed section will be flagged with a pink checkbox. This section is now locked and cannot be amended.

icare Insurance for NSW PROPERTY DECLARATION FORM TRAINING AGENCY 04 - UAT TMF DECLARATION 2024/2025 - PROPERTY DECLARATION FORM

UAT TMF Declaration 2024/2025 - Due 30-Jun-2023

INSTRUCTIONS

Welcome to 2023/2024 TMF Declaration Online. A wide variety of Training Materials are available to assist with your online declaration this year by visiting <https://www.icare.nsw.gov.au/declaration-training/> A Training Guideline is attached to help you identify relevant training material that suits your needs, and contains a clickable link to our training site.

DOWNLOAD INSTRUCTIONS

Asset Register Section Completed by thanh.huynh1@icare.nsw.gov.au In Progress

Watercraft Section Incomplete DELEGATE

This Section has been completed and locked for editing. To make changes to this completed section, click on the pink check-box to unlock.

3. To amend a Section, **uncheck the pink checkbox to unlock and edit** any content in a completed section. The system will prompt you with, "Would you like to mark this section as incomplete?". Click OK.

Incomplete Section

Would you like to mark this section as incomplete?

CANCEL OK

How To Submit a Declaration Form

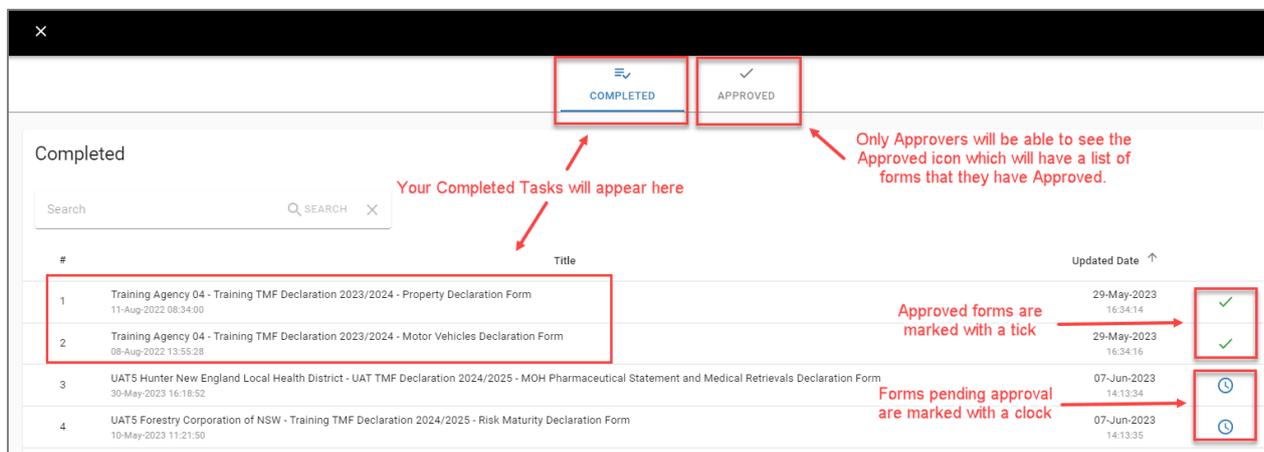
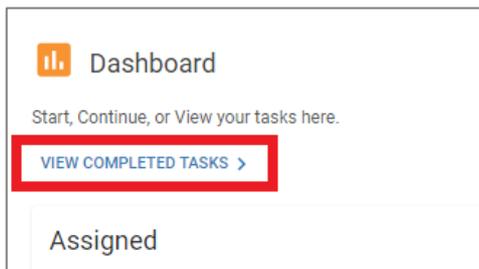
1. The **Submit** button will only appear once all sections within the form has been completed and marked with a pink checkbox. To complete and submit the form to the Approver, click on **Submit**.

CANCEL SAVE & EXIT **SUBMIT**

Click to submit your completed Task and return to your Dashboard

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- When a Coordinator submits a completed task, this task (i.e. a completed form) will go to the Approver for review and approval. The Approver will receive an email advising them that they have a new task pending their review and approval.
- Using the Dashboard, you will be able to view all your 'Completed' tasks/ forms by clicking on **View Completed Tasks** (located on the top left hand of your dashboard).



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