

# 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.

This screenshot shows the bottom of a form with a red-bordered box containing the following text: "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)". Below this is a checked checkbox labeled "I Agree". To the left, there is a "System Admin Use only (Asset Excel File)" section with a "CHOOSE A FILE" button and a "Choose a file to Upload" link. At the bottom right, a red button labeled "COMPLETE SECTION" is visible. Red arrows point from the acknowledgment text, the "I Agree" checkbox, and the "COMPLETE SECTION" button to explanatory text: "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)." and "Click to Complete Section and return to the Section Menu".

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

This screenshot shows the "PROPERTY DECLARATION FORM" interface. At the top, it says "icare Insurance for NSW" and "PROPERTY DECLARATION FORM". Below this, there is a dropdown menu for "UAT TMF Declaration 2024/2025 - Due 30-Jun-2023". Under "INSTRUCTIONS", there is a welcome message and a link to "DOWNLOAD INSTRUCTIONS". A list of sections is shown: "Asset Register Section" (Completed by thanh.huynh1@icare.nsw.gov.au) and "Watercraft Section" (Incomplete). The "Asset Register Section" has a pink checkbox and a right arrow, indicating it is completed and locked. Red arrows point from this section to explanatory text: "This Section has been completed and locked for editing. To make changes to this completed section, click on the pink check-box to unlock." and "Click to Complete Section and return to the Section Menu".

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.

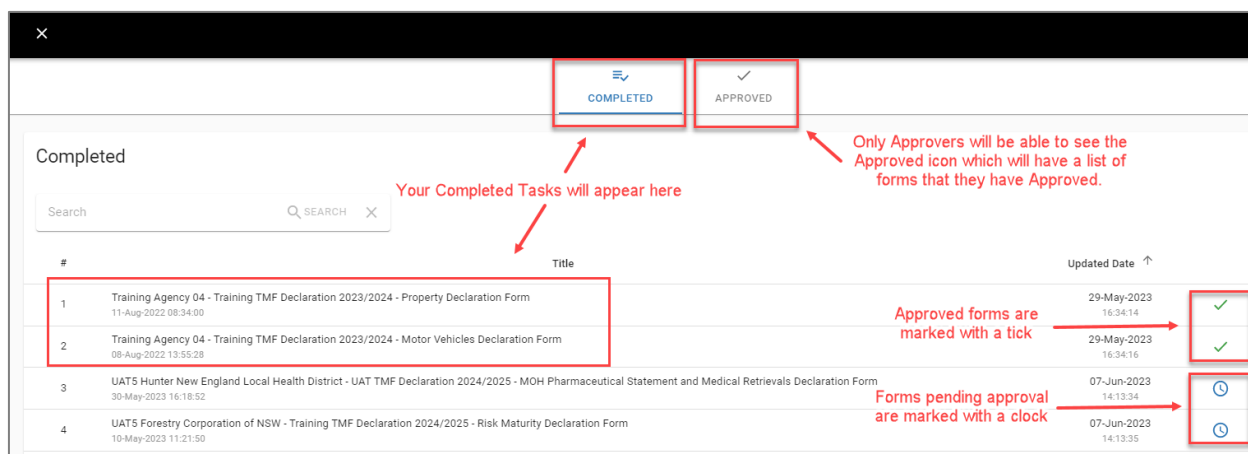
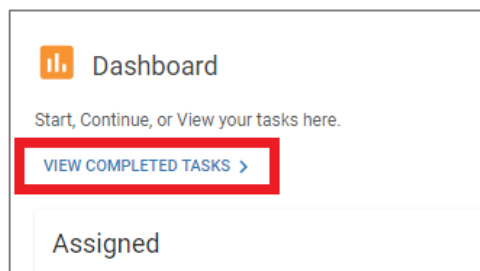
This screenshot shows a dialog box titled "Incomplete Section". It contains the text "Would you like to mark this section as incomplete?". At the bottom right, there are two buttons: "CANCEL" and "OK".

## 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**.

This screenshot shows the bottom of a form with three buttons: "CANCEL", "SAVE & EXIT", and "SUBMIT". The "SUBMIT" button is highlighted with a red box. A red arrow points from the "SUBMIT" button to explanatory text: "Click to submit your completed Task and return to your Dashboard". To the right of the buttons, there is a blue circle with the number "3".

2. 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.
3. 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](mailto:declarations@icare.nsw.gov.au).