

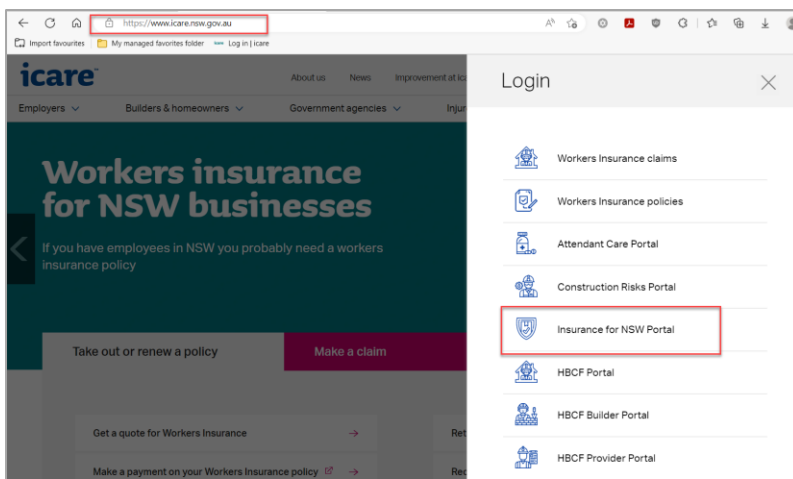
Coordinators & Approvers – Login Guide

Before Logging in – Coordinators and Approvers

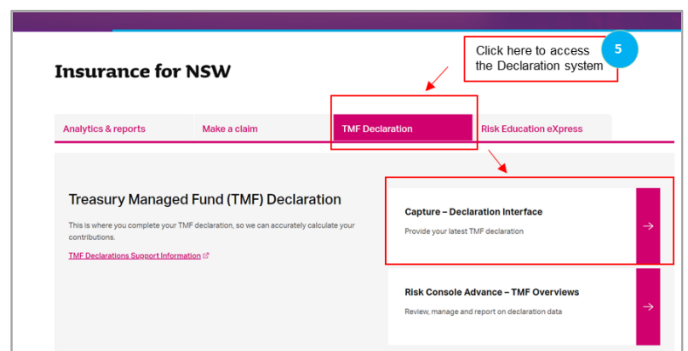
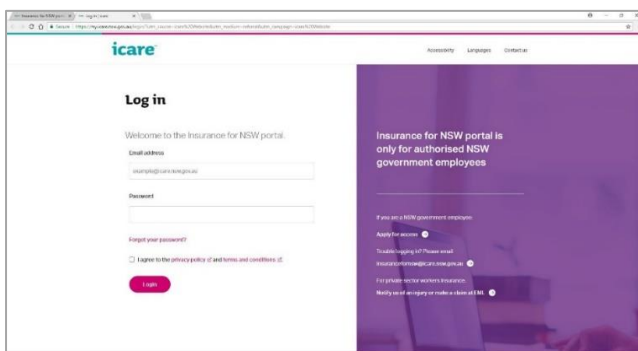
1. For an optimal experience, we recommend using **Google Chrome**, if available.
2. **New Users:** Coordinators and Approvers receive their login details in an email.
Existing Users: Coordinators and Approvers that already have access to the IFNSW Portal can use their known credentials.

How to Login

1. Login at <https://my.icare.nsw.gov.au/login>
2. Alternatively, go to the icare home page icare.nsw.gov.au.
3. In the top right-hand corner, click **Login**. From the selection list, click on **Insurance for NSW Portal**.



4. Enter your email address, password and check the box to agree to the privacy policy and terms and conditions. (If you require a password reset and need some guidance, please refer to the **Coordinators & Approvers – How To Reset Your Password Video**’).
5. Once you have successfully logged in, you will be directed into Insurance for NSW Portal dashboard.
6. Click on the **TMF Declaration** tab.
7. Click on **Capture – Declaration interface**. This will take you to your Declaration Dashboard.



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.