icare Insurance for NSW

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'.

From: declarations@icare.nsw.gov.au <declarations@icare.nsw.gov.au></declarations@icare.nsw.gov.au>	
Sent: Tuesday, 13 August 2019 3:09 PM	If you are a Delegate
To: davidp.wong@outlook.com	If you are a Delegate – you will
Subject: Your Digital Account details for TMF Declarations	receive your login details in a
Hi davidp.wong@outlook.com	system generated email
Welcome to your new Ventiv Digital account for the TMF Declarations.	
Please login using the below URL with the provided username and temporary password below. You will be required to reset your password upon login.	
Username: davido.wong@outlook.com	
Password: [6M6rhLj	
URL: https://mobile.ventivtechnology.com	
Kind regards,	
Insurance for NSW	
This message and any attached files is intended solely for the use of the individual or entity to whom it is addressed and may contain information that is privileged, confidential, proprietary and/or exempt from disclosure under applicable law. Personal	
and health information is highly sensitive. You should not disclose or retain such information unless you have consent or are authorised by law. If you are not the intended recipient of this message, please delete all copies and notify the sender. Any	
views expressed in this message are not necessarily the views of insurance and Care NSW.	

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 1a. only in the How-To below
 - b. an Existing User (i.e. you've completed declarations in prior years) Skip to 1b.

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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.

Login with your username and temporary password and reset your password when prompted	davidp.wong@outlook.com
	Passend
	Remember me
	Z Accept coskie policy
	Our website uses cookies so that we can provide you with the best user experience. Without some of these cookies the website would simply not work. By continuing to use this website you are giving consent to cookies being used.
	Visit the following link for more info on cookies: www.whatarecookies.com
	FORGOT PASSWORD?
	Powered By ventiv DIGITAL
	CONTACT SUPPORT PRIVACY POLICY

b. Existing Delegates

- 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 <u>declarations@icare.nsw.gov.au</u>.