How To Amend a Rejected Form

![icare™ | Insurance for NSW]
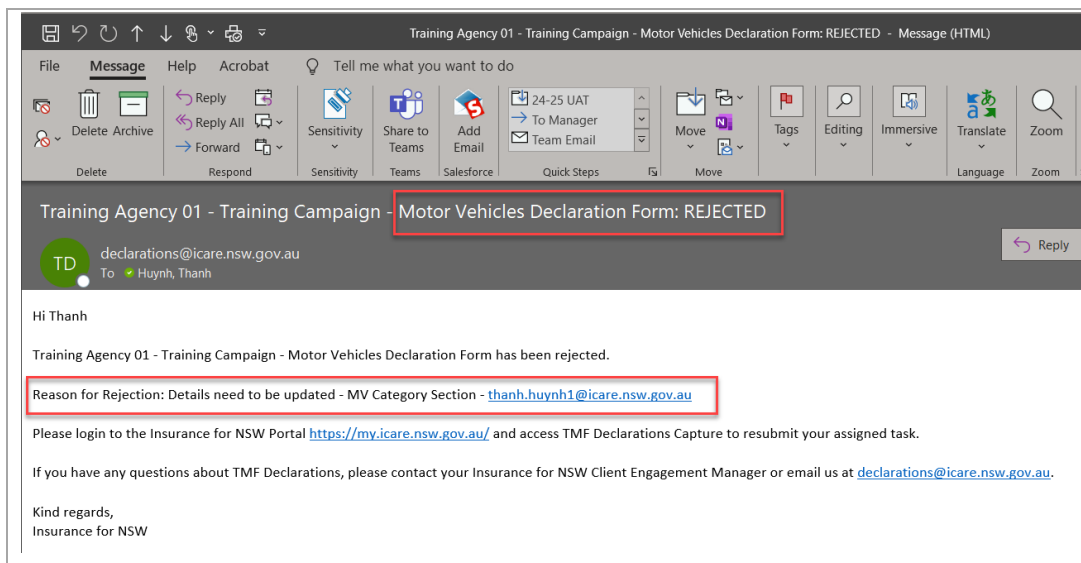
Rejected Declaration Forms

Have you received an email advising that your Declaration Form has been Rejected?


This could be one of two scenarios:

1. The Approver has reviewed the declared contents in the Declaration Form and has rejected the form for amendment.

2. When a Declaration Form is approved by the Approver, the system will perform a final validation check on the approved task. This is to ensure that its contents align with database requirements.

    -   The Declaration Form has failed this validation.

What Happens to Rejected Tasks?

1. The rejected task will be re-assigned back to your Declaration Dashboard with a rejected status.

2. The Approver should have provided a Rejection Comment, i.e. what the issues were and in which sections they were found.
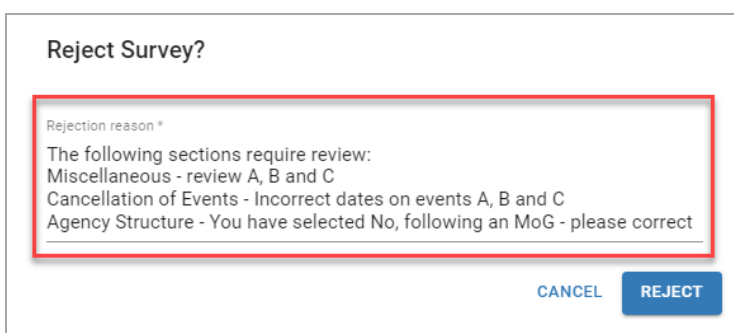
How to Amend a Section

As the Coordinator, you are required to amend the contents as per the Rejection Commentary.

To amend a form:

1. Unlock the section by clicking on the pink checkbox in the relevant section row.

2. Proceed to the relevant fields to make the amendments.

3. Once amendments have been made, click the Complete Section button on the bottom right of your screen.
If you do not take these steps, your changes will not be saved.

4. Don't forget to keep a copy of your now amended declaration form by clicking on the '**Download PDF**' button.

5. Repeat steps 1 to 3 if you are required to make amendments to multiple sections.

6. Once you have completed all the sections that require amendment, re-submit the form with supporting comments by clicking on **Submit**.

7. Your amended Declaration Form will go back 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.

8. 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.