

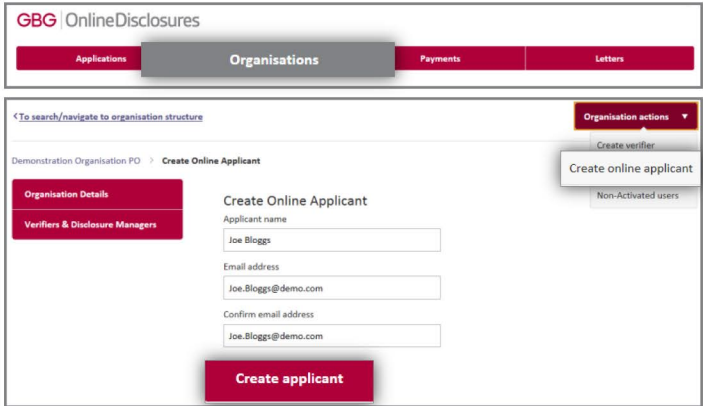
The Customer – How to Get Started

Creating an Applicant

To add an applicant, ensure you are in the correct organisation branch (see above) and follow these steps:

1. Click on Organisation Tab
2. Click Organisation Actions
3. Click Create Online Applicant
4. Enter the Applicants name and email address
5. Click Create applicant

An activation email will be sent to the email address provided.



Re-sending an Activation Email

If the applicant cannot locate the email or has deleted it in error . Follow these steps:

1. Click the Organisation tab
2. Click on Organisation actions
3. Click Non-Activated users
4. Select the relevant applicant
5. Click Re-send Activation Email

An activation email will be sent to the email address provided.

