

Getting Started

A practical guide for Travellers

JULY 2019

CONTENTS

MANAGING VISAS USING THE APP.....3

7.01 ADD VISA DETAILS..... 3

7.02 CHANGE VISA DETAILS 4

MANAGING VISAS USING THE PORTAL5

7.03 VIEW VISA DETAILS 5

7.04 EDIT VISAS DETAILS 5

7.05 ADD VISA DETAILS 6

MANAGING VISAS USING THE APP

7.01 Add Visa Details

1. To enter details of a visa/permit, return to the home screen and select Manage Visas



2. Select the + icon at the top of the screen



3. Enter the requested data Select Save

< Back Add Visa

Country required

Visa Type required

Start Date

10 September 2018

End Date

10 September 2018

Save

7.02 Change Visa Details

1. To change visa details, return to the home screen and select Manage Visas



2. Select the visa that needs to be edited



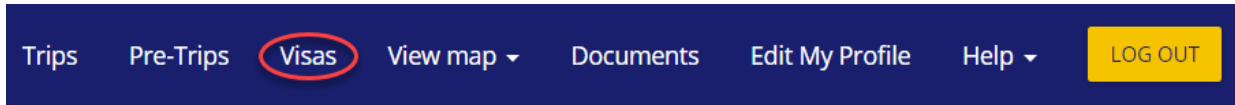
3. Make the changes to the visa screen and select Save



MANAGING VISAS USING THE PORTAL

7.03 View Visa Details

You can view details of all your visas logged in the system. Select Visas from the top menu bar.



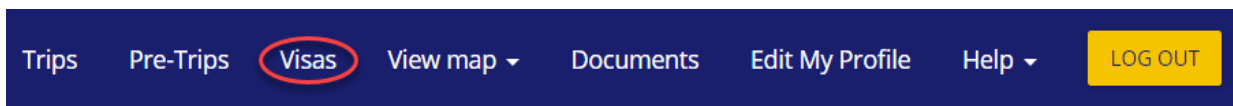
A full list of visas entered into the portal will appear on screen.

VISA TYPE	VISA START DATE	VISA END DATE	COUNTRY	DOCUMENTS	
PERMANENT RESIDENT/RESIDENT ALIEN CARD (FORM I-551)	April 01, 2019	August 20, 2020	United States	Copy of Alien Card	Edit Visa
TOURIST VISA - 30 DAYS	December 01, 2018	December 30, 2018	Russian Federation		Edit Visa
eTA - ELECTRONIC TRAVEL AUTHORISATION	September 01, 2018	September 30, 2018	Canada	Copy of ETA application	Edit Visa
TOURIST VISA (24A)	September 01, 2018	September 30, 2018	Argentina		Edit Visa

7.04 Edit Visa Details or Upload a Visa Document

To edit visa details:

1. Select Visas from the top menu bar



2. Select Edit against the applicable visa/permit

VISA TYPE	VISA START DATE	VISA END DATE	COUNTRY	DOCUMENTS	
PERMANENT RESIDENT/RESIDENT ALIEN CARD (FORM I-551)	April 01, 2019	August 20, 2020	United States	Copy of Alien Card	Edit Visa
TOURIST VISA - 30 DAYS	December 01, 2018	December 30, 2018	Russian Federation		Edit Visa

3. Make the changes and select Update visa

Edit Visa

* Country
Argentina

* Visa type
TOURIST VISA (24A)

* Visa start date
01 Sep 2018

* Visa end date
30 Sep 2018

Add a document **Update Visa**

4. To add a visa document, select add a document at the bottom of the Edit Visa screen

- Type in a document name
- Select the document from your computer
- Remember to select Update Visa

* Name

* Upload
Choose File No file chosen
Remove document

Add a document **Update Visa**

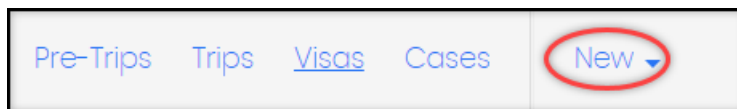
5 The document name will be shown in the list of documents

VISA TYPE	VISA START DATE	VISA END DATE	COUNTRY	DOCUMENTS	
PERMANENT RESIDENT/RESIDENT ALIEN CARD (FORM I-551)	April 01, 2019	August 20, 2020	United States	Copy of Alien Card	Edit Visa

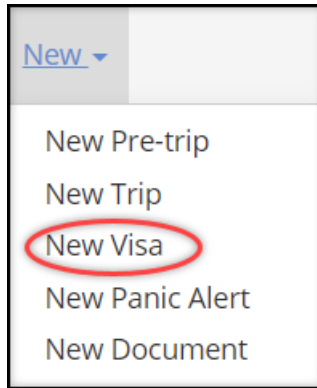
7.05 Add Visa Details

To add visa details:

1. Select New from the navigation bar



2. Select New Visa from the drop-down options



3. Add the visa details. Mandatory fields are denoted with an asterisk (*). Select Create visa

New Visa

* Country
...
Select an Option

* Visa type
...

* Visa start date
...

* Visa end date
...