



Parents Gateway

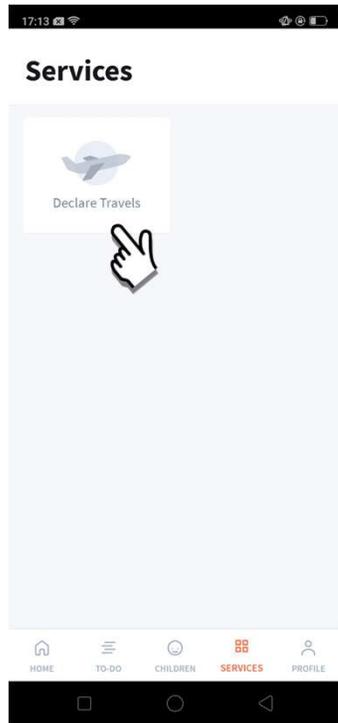
A quick start guide to Travel
Declaration and Update Contact
Details for Parents

Updated as at 1 May 19



1. Declare Travel Plan

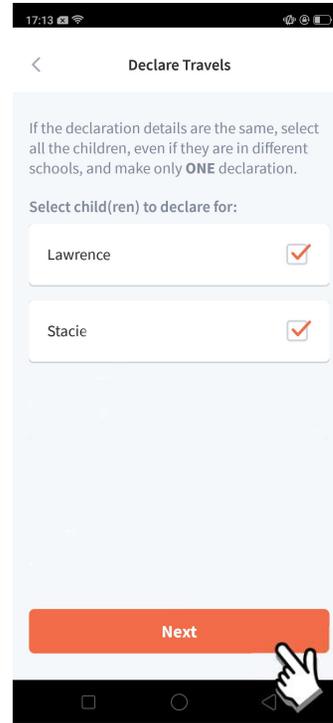
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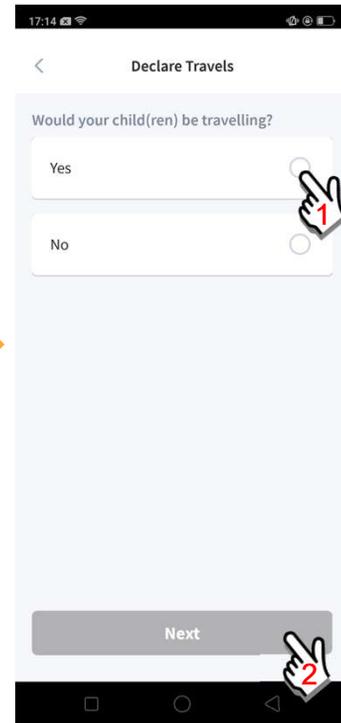
Go to '**SERVICES**' tab and tap on 'Declare Travels'.



Tap on the '+' sign.

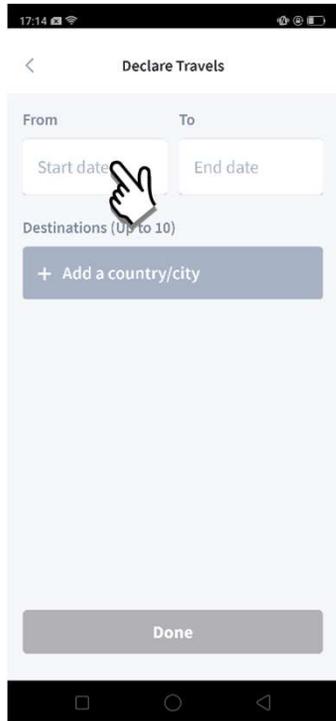


Select the child(ren) going on the trip and tap on '**Next**'.



Select '**Yes**' for travelling and tap '**Next**'.

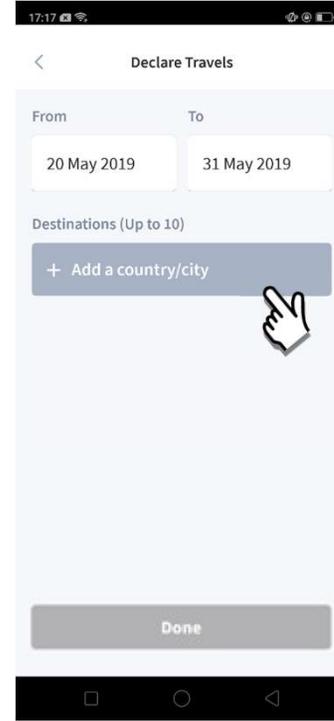




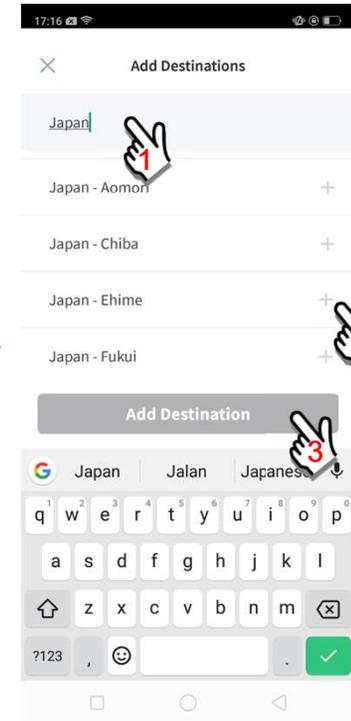
Tap on **'Start date'** to select travel dates.



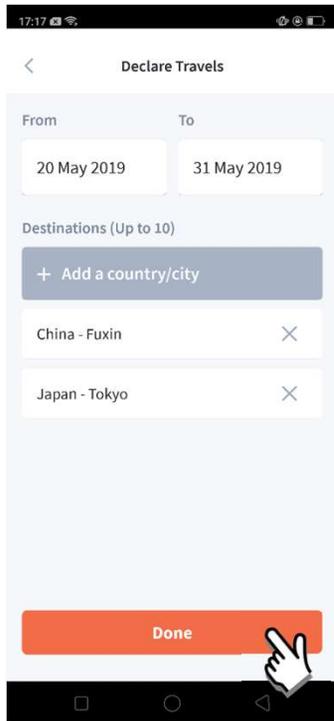
Select your travel period and tap **'Select dates'**.



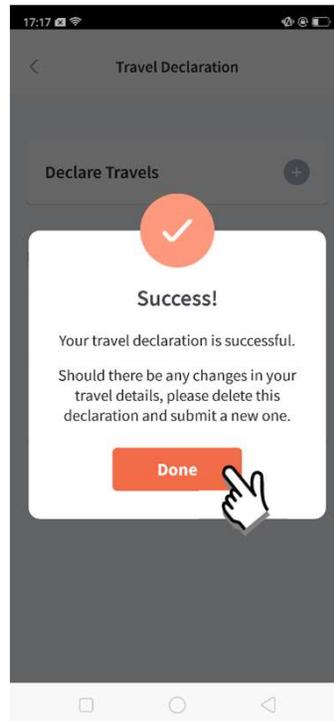
Tap on **'Add a country/city'** to select the travel destination(s).



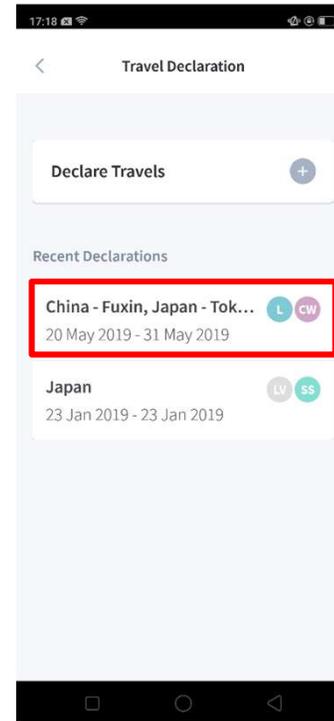
Type country name to search for the country (/city). Tap **'+'** on right of all the countries / cities you're visiting, then tap on **'Add Destination(s)'**.



Tap on **'Done'** to confirm.



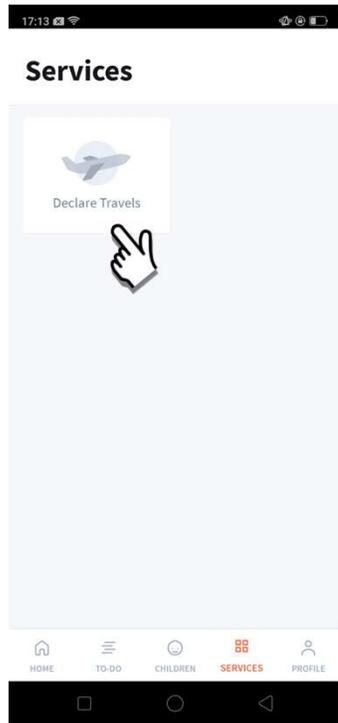
Successful Declaration.



Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.



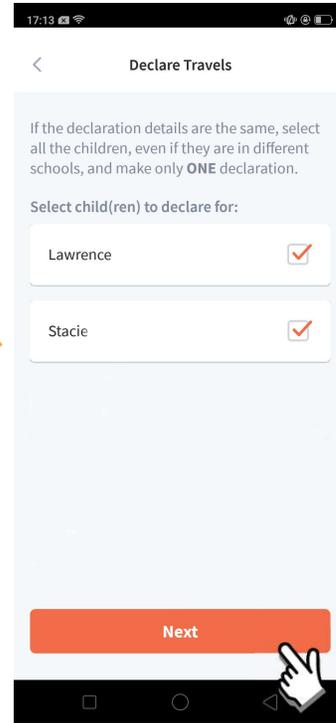
2. Declare NOT Travelling



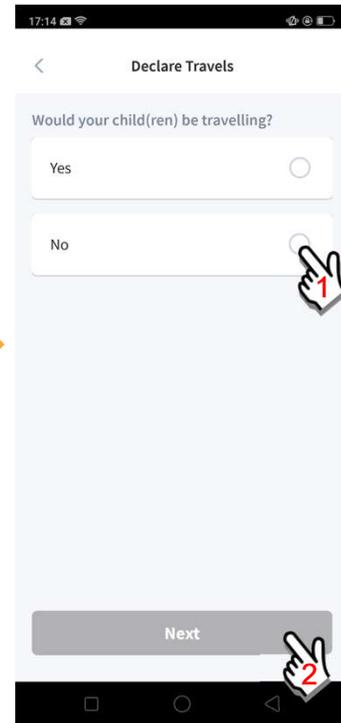
Go to '**SERVICES**' tab and tap on 'Declare Travels'



Tap on the '+' sig.

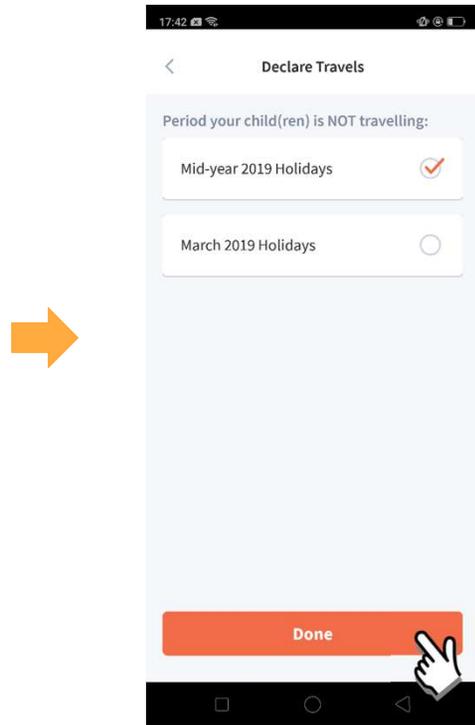


Select the child(ren) that are not travelling and tap on '**Next**'.



Select '**No**'.



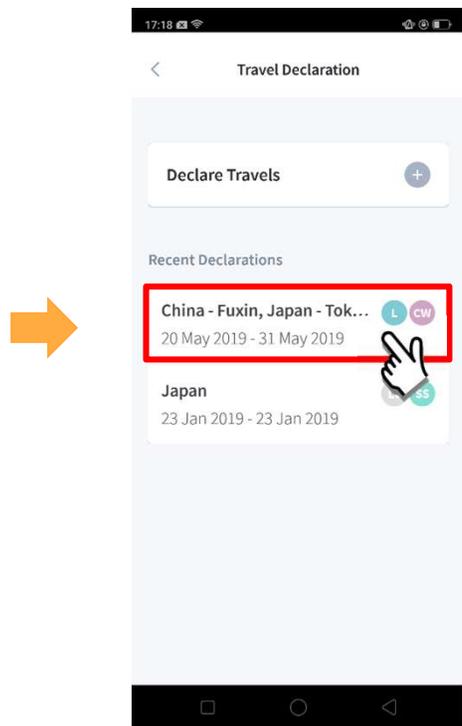


Pick the School Holiday period and tap on **'Done'**.

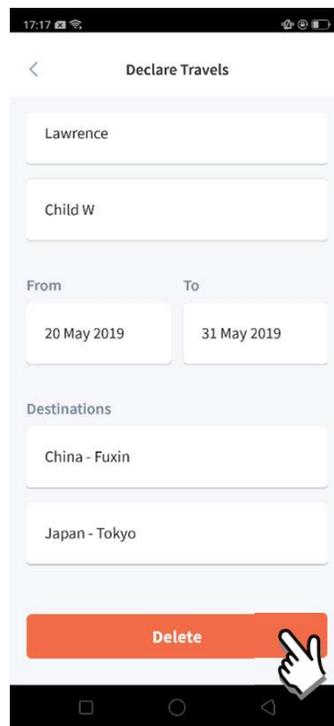


3. Edit Travel Declaration

Delete the existing travel plan and create a new plan



Tap on the travel plan to be changed.



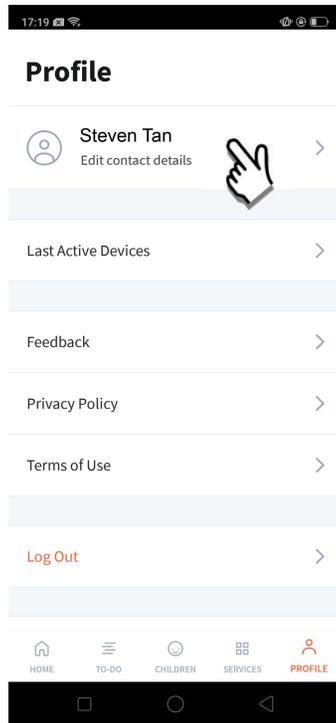
Tap on 'Delete' to delete the plan.



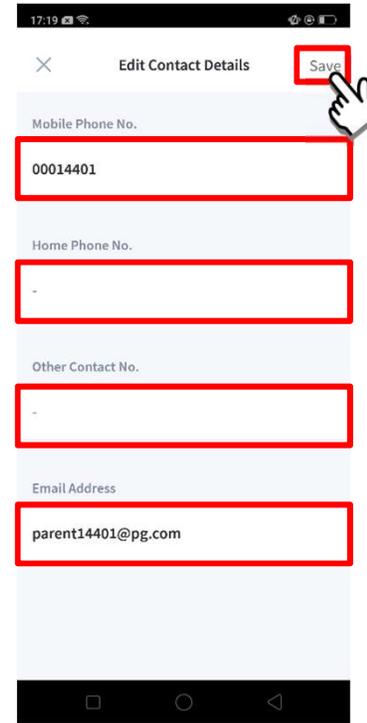
Create a new travel plan. (Refer to 1. Declare Travel Plan)



4. Update Your Contact Details



Tap on '**PROFILE**' then your name.



Update your contact details (must have at least 1 phone/contact number), then tap on '**Save**'.



Thank You