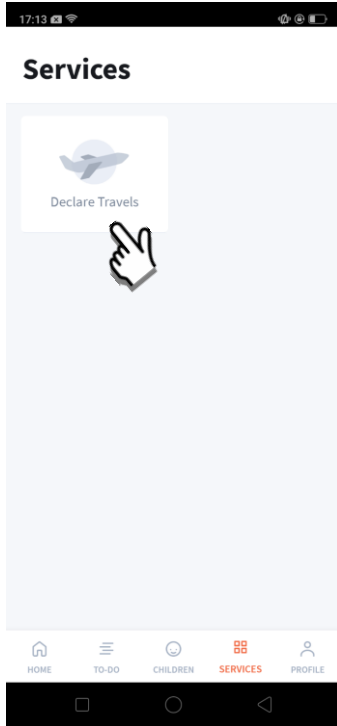




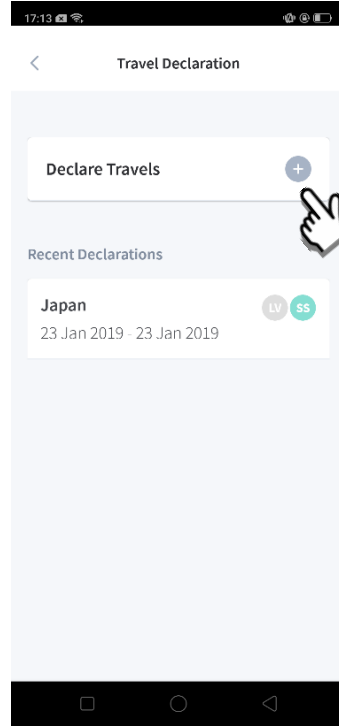
Parents Gateway

A quick start guide to Travel
Declaration and Update Personal
Contacts for Parents

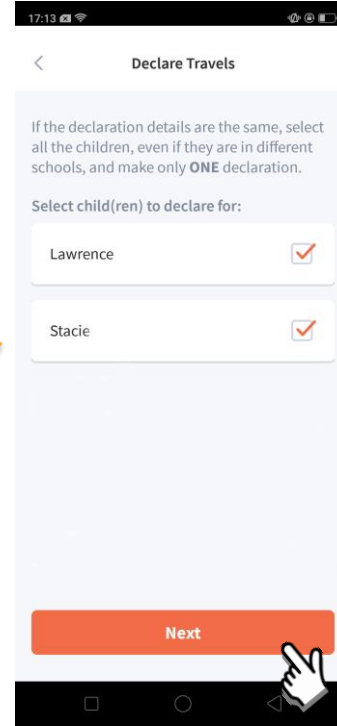
1. Declare Travel Plan



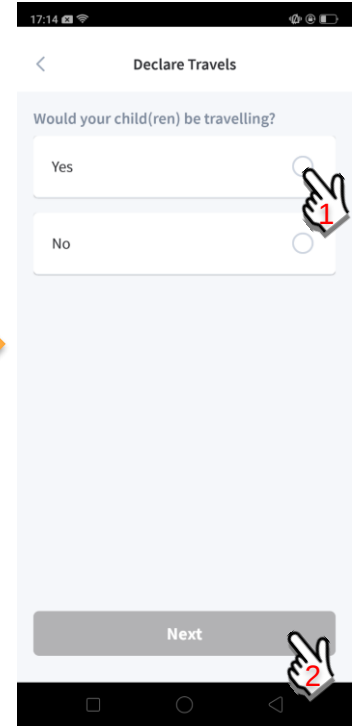
Go to 'SERVICES' tab and click on 'Declare Travels'



Click on the '+' sign



Select the child/children going on the trip and click on 'Next'.



Select 'Yes' for travelling and click 'Next'



17:14

< Declare Travels

From To

Start date End date

Destinations (Up to 10)

+ Add a country/city

Done

Click on 'Start date' to select travel dates.

17:15

× Select Travel Dates

From To

20 May 2019 31 May 2019

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Select dates

Select the range of dates and clock 'Select dates'

17:17

< Declare Travels

From To

20 May 2019 31 May 2019

Destinations (Up to 10)

+ Add a country/city

Done

Click on 'Add a country/city' to select the travel destination.

17:16

× Add Destinations

Japan

Japan - Aomori +

Japan - Chiba +

Japan - Ehime +

Japan - Fukui +

Add Destination

Japan Japanes

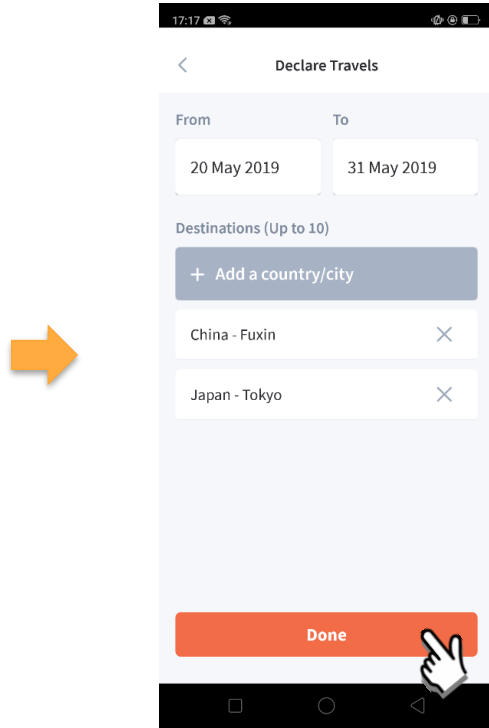
q w e r t y u i o p

a s d f g h j k l

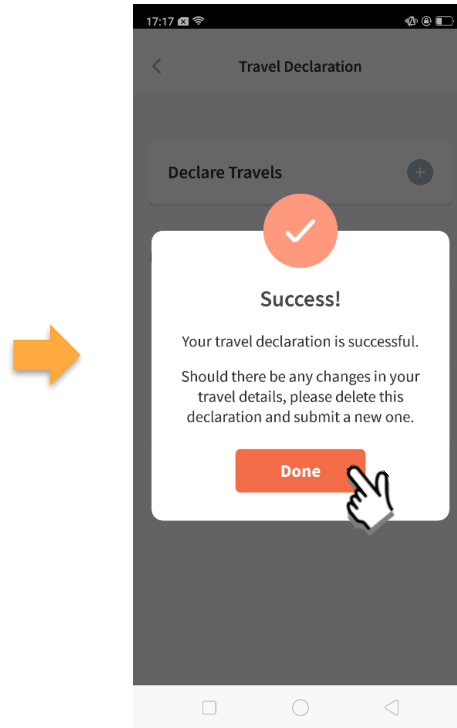
z x c v b n m

?123 , @ . ✓

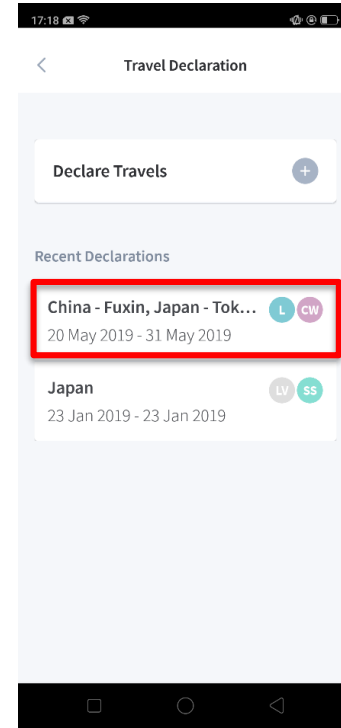
Type the country of travel to search for the city. Pick the city and click on 'Add Destination'.



Repeat the same process to add another Country/city if you travel to multiple destinations. Click on 'Done' to confirm.

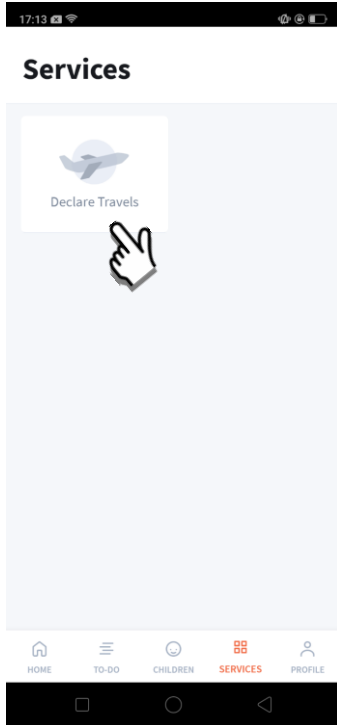


Successful Declaration.

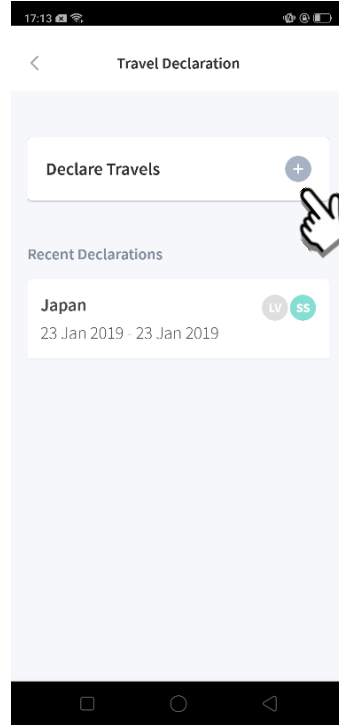


Travel Plan is shown as entered.

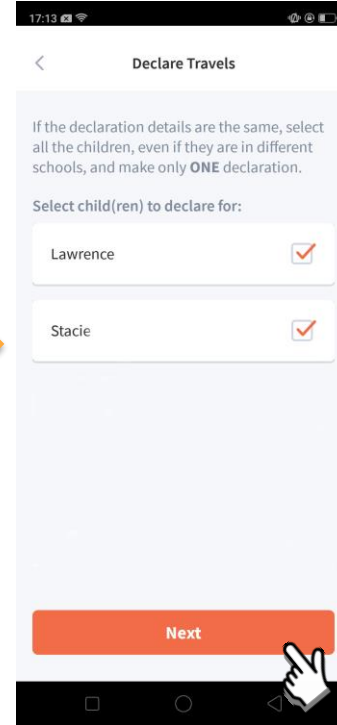
2. Nil return for Declaring Travel



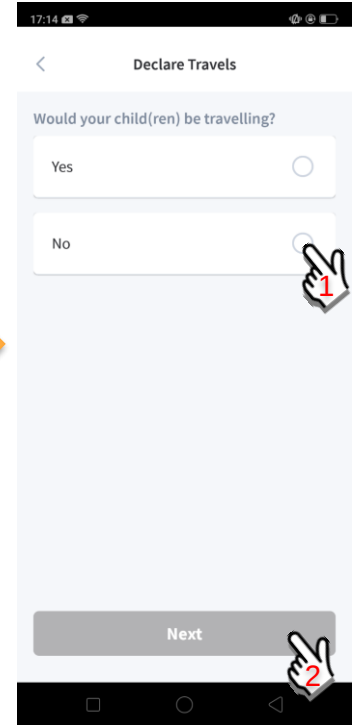
Go to 'SERVICES' tab and click on 'Declare Travels'



Click on the '+' sign



Select the child/children that are not travelling and click on 'Next'.



Select 'No' for travelling





17:42

< Declare Travels

Period your child(ren) is NOT travelling:

Mid-year 2019 Holidays ☒

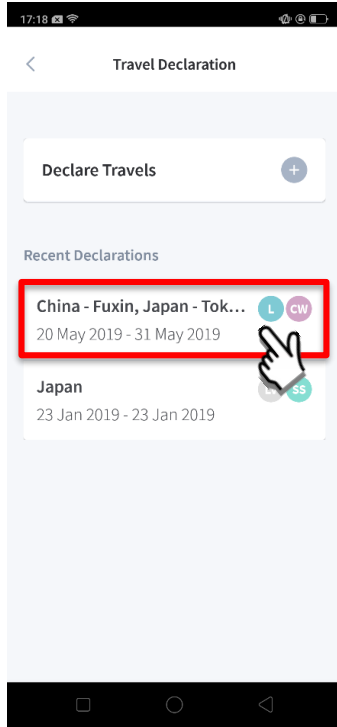
March 2019 Holidays ☐

Done

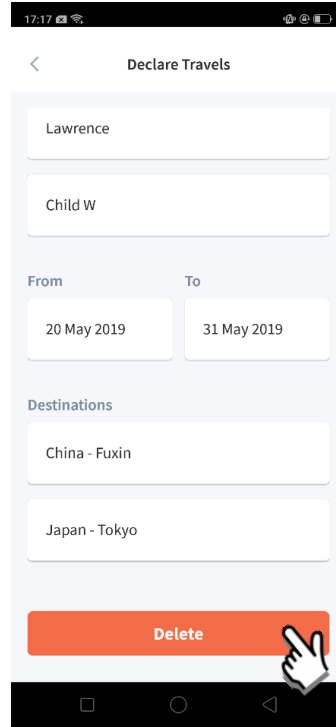
Pick the School Holiday
period and click on
'Done'

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan



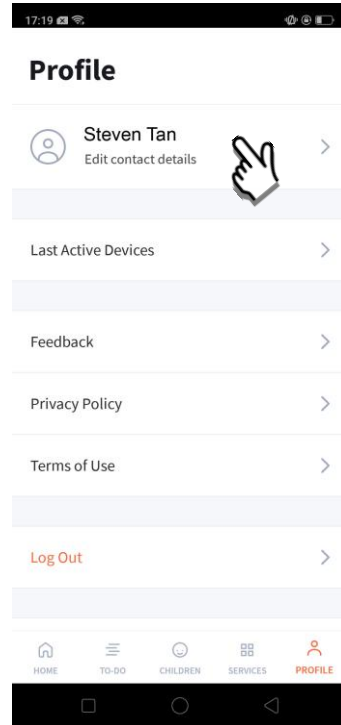
Click on the travel plan to be changed.



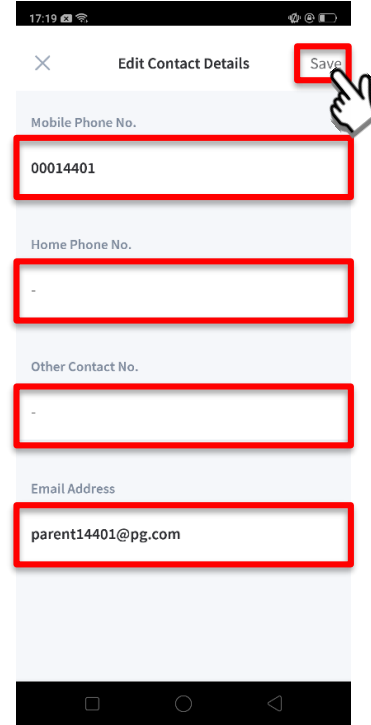
Click on 'Delete' to delete the plan

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

4. Update Personal Contacts



Click on Parent's Name
under 'PROFILE'



Update the 4 contact
details and click on
'Save'

Thank You