


How to use eLodge to Lodge an ACS Application

Migration Manager has the ability to interact with the Australian Computer Society to lodge online applications. Through the use of Migration Manager's eLodge system, Migration Manager can speed up the filling out of online forms by opening up the ACS Online Lodgement site through the users installed Chrome browser and then auto filling the various online application fields with information held within Migration Manager.

 **IMPORTANT NOTICE:** It is the responsibility of all users to ensure that any application that they complete or lodge has been filled out correctly. You should always proof read / check an application before sending it to a client or lodging it to ensure all of the necessary details have been completed correctly. Also note that Migration Manager's ability to populate fields is only as good as the quality of the data recorded in the system.

Prerequisite

In order to be able to start an ACS application through eLodge, you must have an Assessment record created on the **Applicants** => **Asmt** tab of the Matter. If one does not exist, you can create it by clicking the **+ Add** button.

Client Detail: ROGEKE.19.0015 - Rogers, Kenny

Cover Page **Applicants** Sponsor Contacts RMA Dept Appeal File Notes Accounts Progress Doc

Person: Kenny Rogers < > ☐ Include Non-Applicants Relati

Particulars Citz./Passport Addresses Employment Education Language Skills **Asmt** Business Visi

Skills Assessments Applications

Assessment Type	Occupation	Decision	Dec.Date	Use	Authority
Other	Computer ...			<input checked="" type="checkbox"/>	Australian ...

Assessing Authority

Office: Australian Computer Society ...

Case Officer

Name: ...

State/Territory Spons

Occupation: ...

State/Territory Office

Office: ...

Case Officer

Name: ...

The Assessment Record should have the following selected:

- Assessing Authority Office.
- Assessment Type.
- Occupation (which will populate the ANZSCO code).
- 'Use in Application'.

As well as this, the Assessment must **not** have a value in the **Lodgement Date, Receipt/Ref No** or **Decision** fields (as this would suggest the Assessment has already been submitted).

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Skills Assessments Applications

Assessment Type	Occupation	Decision	Dec.Date	Use	Authority
Other	Computer ...			<input checked="" type="checkbox"/>	Australian ...

Assessing Authority

Office: Australian Computer Society ...

Case Officer

Name: ...

Country: ... Area: ... Number: ...

Telephone: ...

E-mail address: ...

Details

Assessment Type: Other

Occupation: Computer Network and Systems Engineer

ANZSCO Code: 263111 [Lookup](#)

Lodgement Date: No Date Set [Reset](#) [Loon Details](#)

Receipt/Ref No:

Decision: ☒ Use in Application

Decision Ref:

Decision Date: No Date Set [Reset](#)

State/Territory Spons

Occupation: ...

State/Territory Office

Office: ...

Case Officer

Name: ...

Country: ...

Telephone: ...

Fax: ...

E-mail address: ...

Details

Occupation: ...

ANZSCO Code: ...

Lodgement Date: ...

Receipt/Ref No: ...

Decision: ...

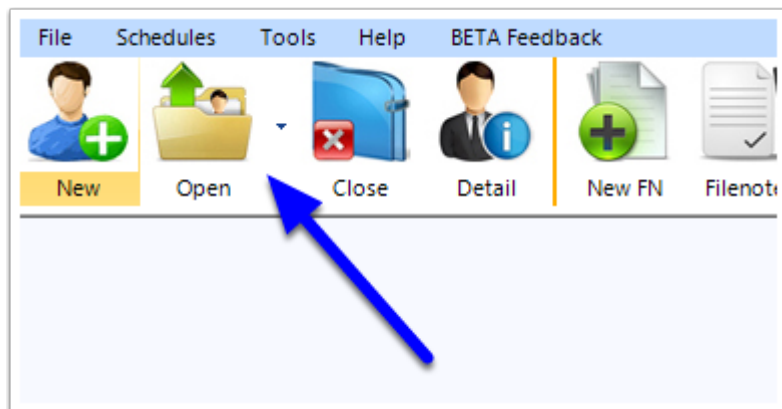
Decision Ref: ...

Decision Date: ...

Processing an ACS Application through eLodge

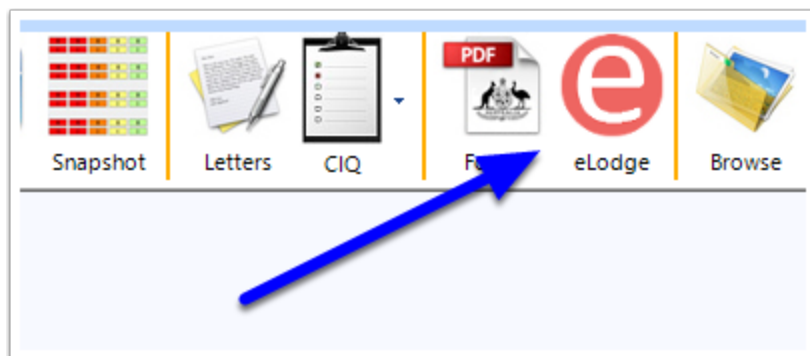
1. Open the Matter

From the main Tool Bar, click **Open**, then select the Matter.



2. Open eLodge

From the main Tool Bar, click the **eLodge** button.



3. Select ACS and Start

1. Select the 'Application Type' as **Skills Assessment**.
2. Select the 'Sub-Type' as **ACS**.
3. Then select **Start Application**.

The screenshot shows the 'eLodge Online Lodgement' window. At the top is the 'eLodge' logo. Below it, there are two dropdown menus: 'Application Type' set to 'Skills Assessment' and 'Sub-Type' set to 'ACS'. Blue arrows point to both dropdown menus. At the bottom, there are two buttons: 'Continue Application' (with a blue arrow icon) and 'Start Application' (with a green checkmark icon). A blue arrow points to the 'Start Application' button.

4. Select the Applicant

Choose the **Applicant** you wish to make the assessment application for, then click **OK**.

The screenshot shows a 'Select person for assessment' dialog box. It contains a table with three columns: 'Name', 'Date of birth', and 'Relationship'. The first row is highlighted in yellow and contains 'Kenny Rogers', '21 Aug 1938', and 'Primary Applicant'. The second row contains 'Dolly Rebecca P...', '16 Oct 1940', and 'Spouse/Partner'. A blue arrow points to the first row. At the bottom, there is a checkbox labeled 'Show included applicants only' which is checked. There are two buttons: 'Cancel' (with a red X icon) and 'OK' (with a green checkmark icon). A blue arrow points to the 'OK' button.

Name	Date of birth	Relationship
Kenny Rogers	21 Aug 1938	Primary Applicant
Dolly Rebecca P...	16 Oct 1940	Spouse/Partner

5. Select the Skilled Assessment

Select the **Skills Assessment**, then click **OK**.

Select the Related Skills Assessment

☒ Use an Existing Skills Assessment ☐ Create a New Skills Assessment

Assessment Ty...	Occupation	ANZSCO Code	Assessing Authority	Suburb	State	Country
→ Other	Computer Net...	263111	Australian Computer Society			

Cancel OK

Chrome will open and to navigate itself to the ACS Website

6. Select your ACS Login Name and click Logon

ACS Member Login

id.acs.org.au/memberlogin?startURL=%2Fidp%2F

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Process Refresh Next

ACS Login

Logon As

training@migrationmanager.com.au

More Cancel Logon

LOGIN

Email:


Enter your email address

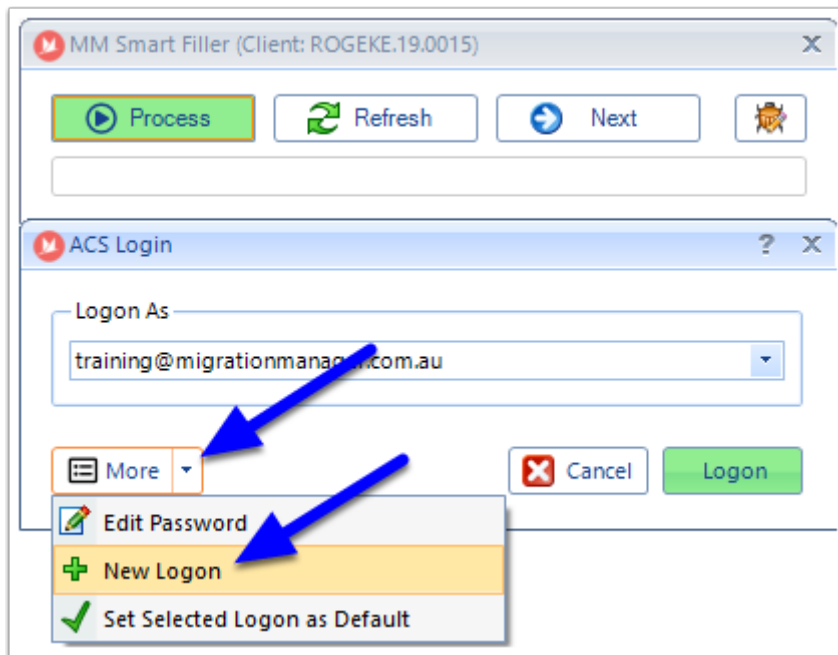
Password:

Enter your password

Forgotten your password?

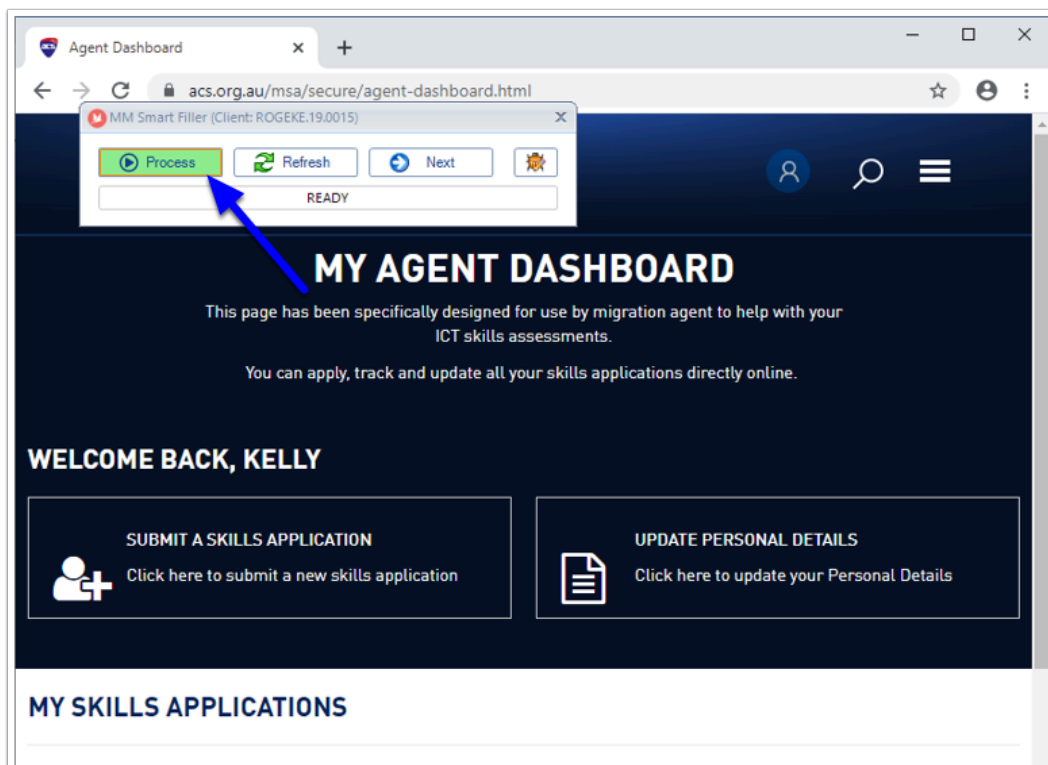
LOGIN

 Note: If you have not saved an ACS Login in Migration Manager before, you can do so by clicking **More**, then **+ New Logon**.



7. Click Process to submit a new Application

Once you have logged in, click the **Process Page** button to **Submit a Skills Application**.



8. Select the ANZSCO and choose the ACS Skills Application Type

Click **Process Page** to populate the ANZSCO code recorded in Migration Manager, then manually select the **ACS Skills Application Type** you wish to process. Then click **Next**.

The screenshot shows a web browser window with the URL 'Application Type acs.org.au'. A floating toolbar at the top contains buttons for 'Process' (highlighted with a green bar), 'Refresh', and 'Next'. Below the toolbar, the main content area is titled 'APPLICATION TYPE' and asks 'Which type of ACS SKILLS APPLICATION best suits your experience and qualifications?'. There are four application type cards: 'TEMPORARY GRADUATE 485' (\$475, Qualifications Only Assessment), 'POST AUSTRALIAN STUDY' (\$500, Qualifications and Work Experience or Professional Year Program Certificate required), 'SKILLS' (\$500, Qualifications and Work Experience required), and 'RECOGNITION OF PRIOR LEARNING' (\$550, Work Experience a completed ACS Project Report Form required). At the bottom, there is a field for 'ANZSCO code*' with a 'Select' dropdown menu. Numbered callouts and arrows indicate the workflow: 1 points to the 'Process' button, 2 points to the 'SKILLS' application type card, and 3 points to the 'Next' button.

9. Populate the remaining pages

From Pages 2 onwards, click **Process Page** to populate the Page, followed by **Next** to move to the next record or page.

Personal Details

MM Smart Filler (Client: ROGEKE19.0015)

Process Refresh Next

2 of 5
PERSONAL DETAILS

2 PERSONAL DETAILS

Email address *

training@migrationmanager.com.au

Note that by editing this email you are effectively updating your login credentials. Please make sure to always use your primary email when attempting to log into the system.

Confirm email address *

training@migrationmanager.com.au

Please provide personal details as requested below. Mandatory fields are marked with an asterisk. Applications are only open to applicants who are at least 18 years of age. Please ensure the name entered matches the name on your passport.

Title *

Mr

Given Name *

Kenny

Last name *

Rogers

💡 Note: ACS Applications work differently to immi Applications. With ACS applications, as you enter each record, you need to add its Qualification or Experience Document before moving onto the next record.

Qualifications & Experience

acs.org.au/msa/secure/qualification

MM Smart Filler (Client: ROGEE19.0015)

Process Refresh Next

3 QUALIFICATIONS

All Qualifications require a Certificate and Transcript with all units listed and marks achieved.
Please DO NOT include High School Certificates.
Please note: PDF files you attach will be used to assess your qualifications.
Please ensure your documentation includes the title of award, name of awarding institution, date conferred, grades achieved and academic transcripts.
Each qualification should only be entered once – with one or more related attachments. Please do not duplicate qualification entries.

Qualification 1

Date Completed *

01-01-2020

Name of University/Institution *

Bond

Name of Qualification *

Advanced Diploma

Course duration *

1 Year

Full Time/Part Time *

Full Time

Country *

Select

Qualification Documents *

Attachments are required in PDF Format ONLY. Your PDF file name must match the "Attachment Type" name. Please consolidate all multipage files into one PDF for each attachment type. Maximum PDF file size is 3MB per PDF.

You can drag & drop a file from your computer into this area. Alternatively just use the Browse Files button to select a file from your computer.

Please upload at least one file.

BROWSE FILES

So the process when completing records such as Qualifications and Experience would be:

1. Click **Process Page** to populate the first record.
2. For that new record, click **Browse Files** or **drag and drop** to add the corresponding Attachment.
3. Click **Process Page** to populate the second record.
4. For the second record, click **Browse Files** or **drag and drop** to add the corresponding Attachment.

And so on until all records are complete.