

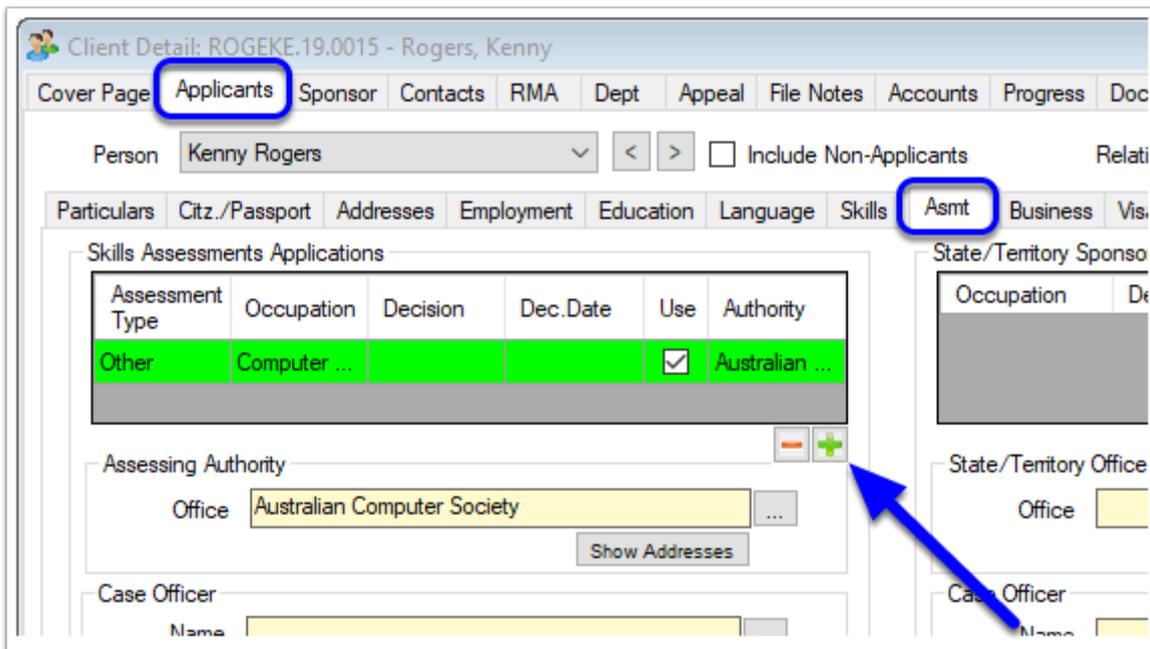
How to use eLodge to Lodge an ACS Application

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

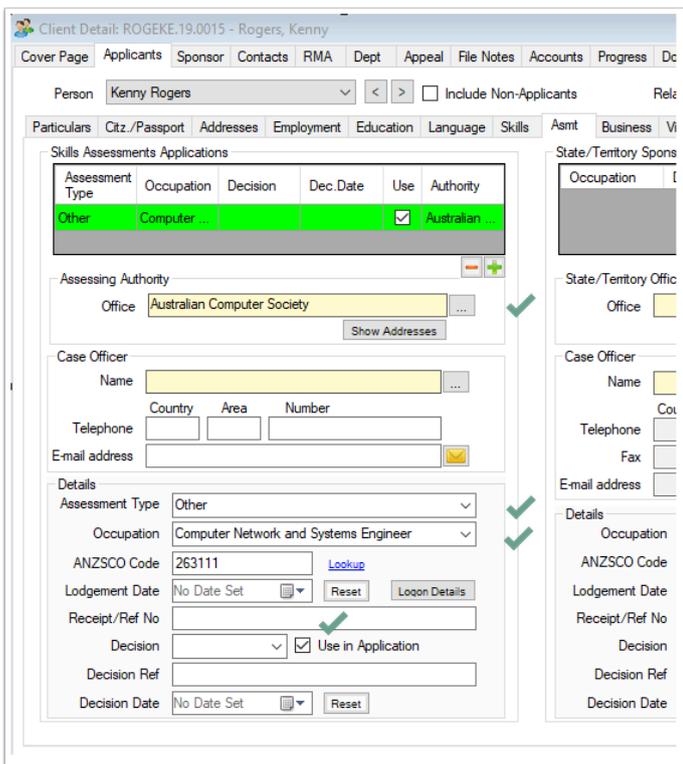
In order to be able to start an ACS application through eLodge, you must have an Assessment record created on the **Applicants** => **Asmt** tab of the Matter. If one does not exist, you can create it by clicking the **+ Add** button.



The Assessment Record should have the following selected:

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

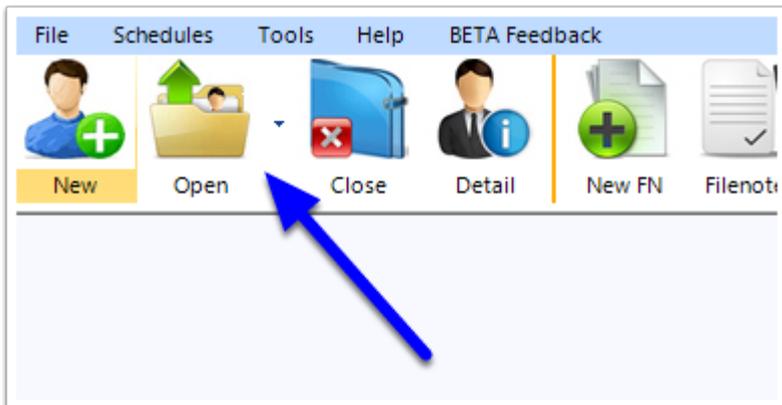
As well as this, the Assessment must **not** have a value in the **Lodgement Date, Receipt/Ref No** or **Decision** fields (as this would suggest the Assessment has already been submitted).



Processing an ACS Application through eLodge

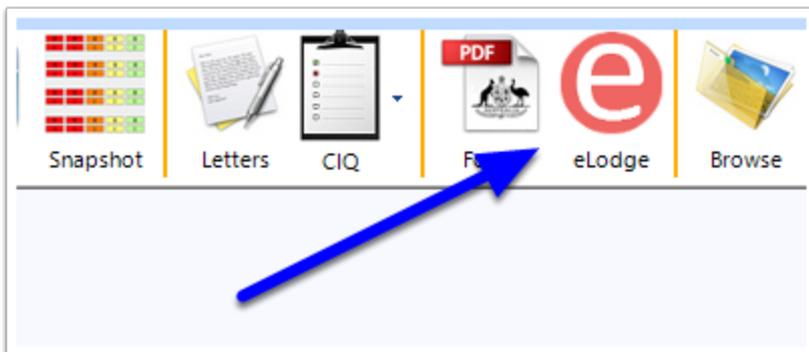
1. Open the Matter

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



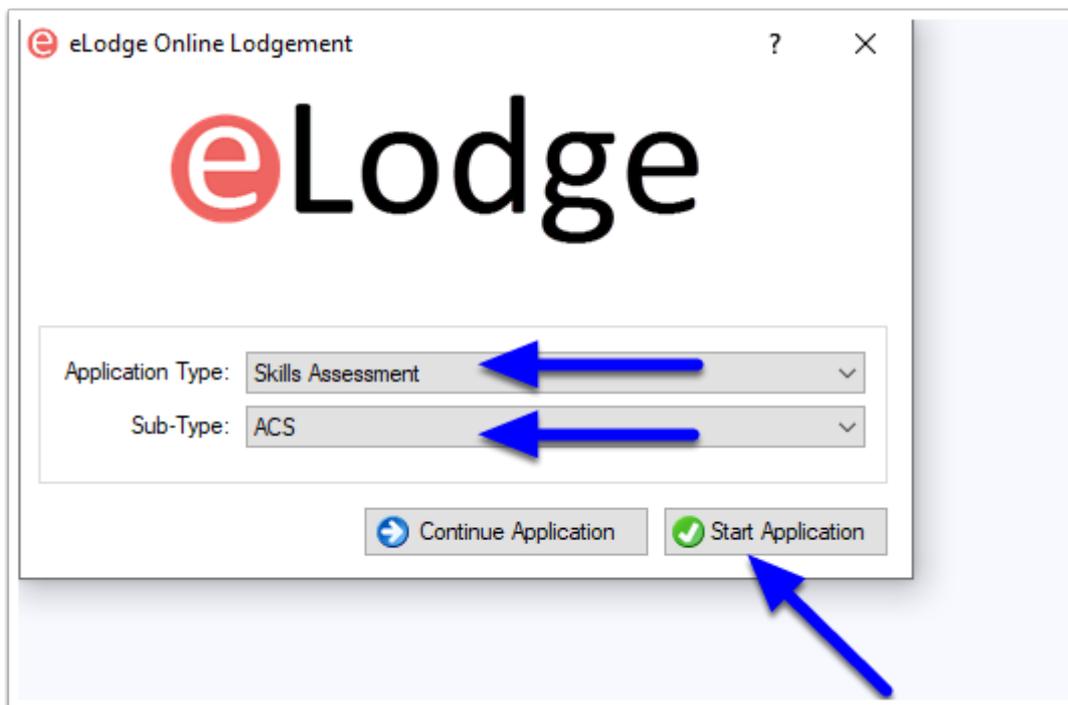
2. Open eLodge

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



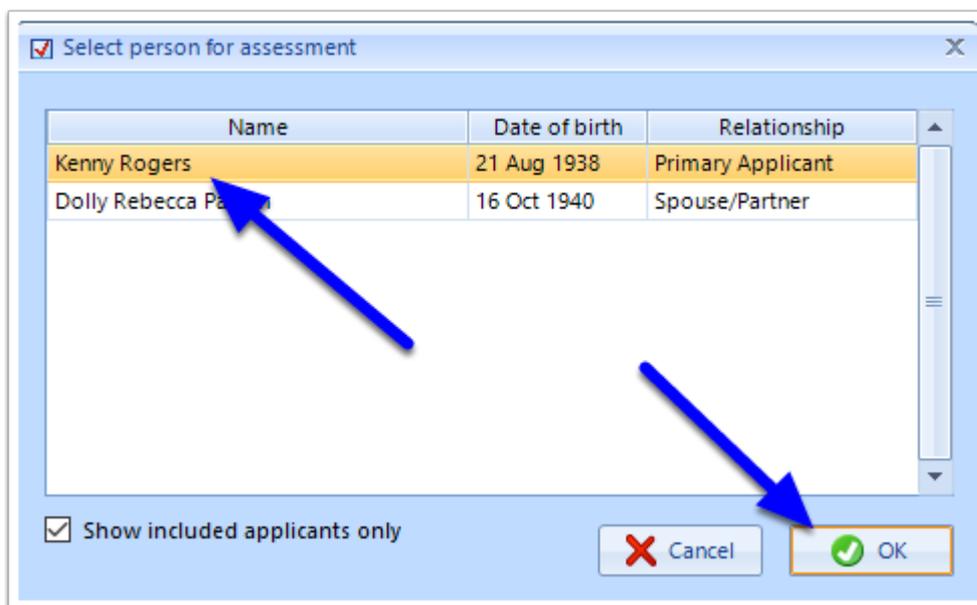
3. Select ACS and Start

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



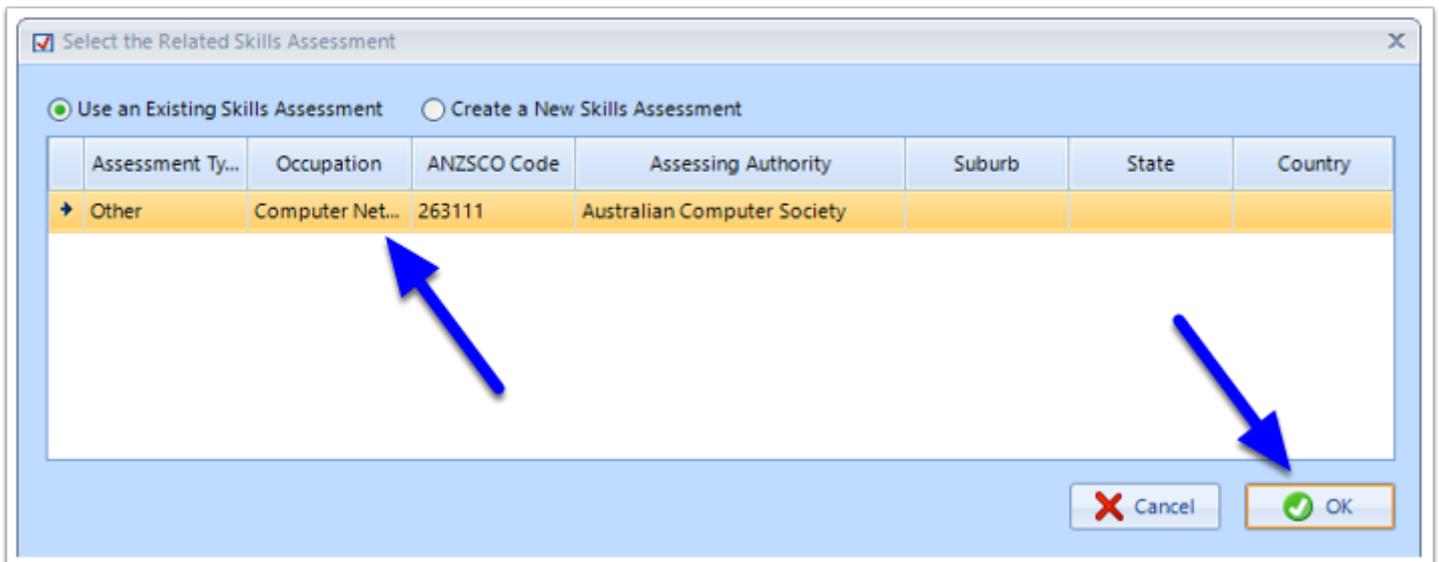
4. Select the Applicant

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



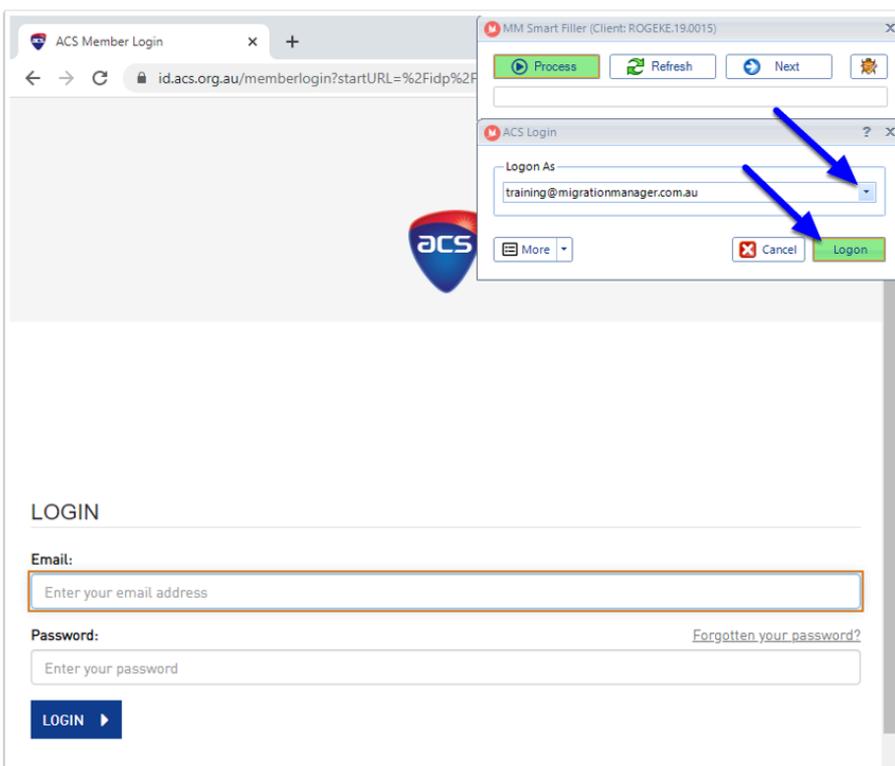
5. Select the Skilled Assessment

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

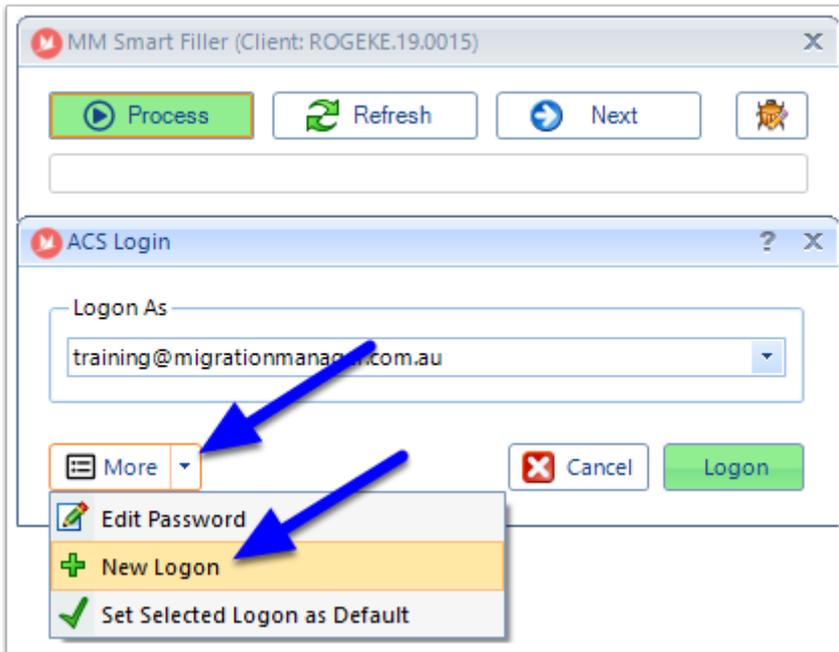


Chrome will open and to navigate itself to the ACS Website

6. Select your ACS Login Name and click Logon

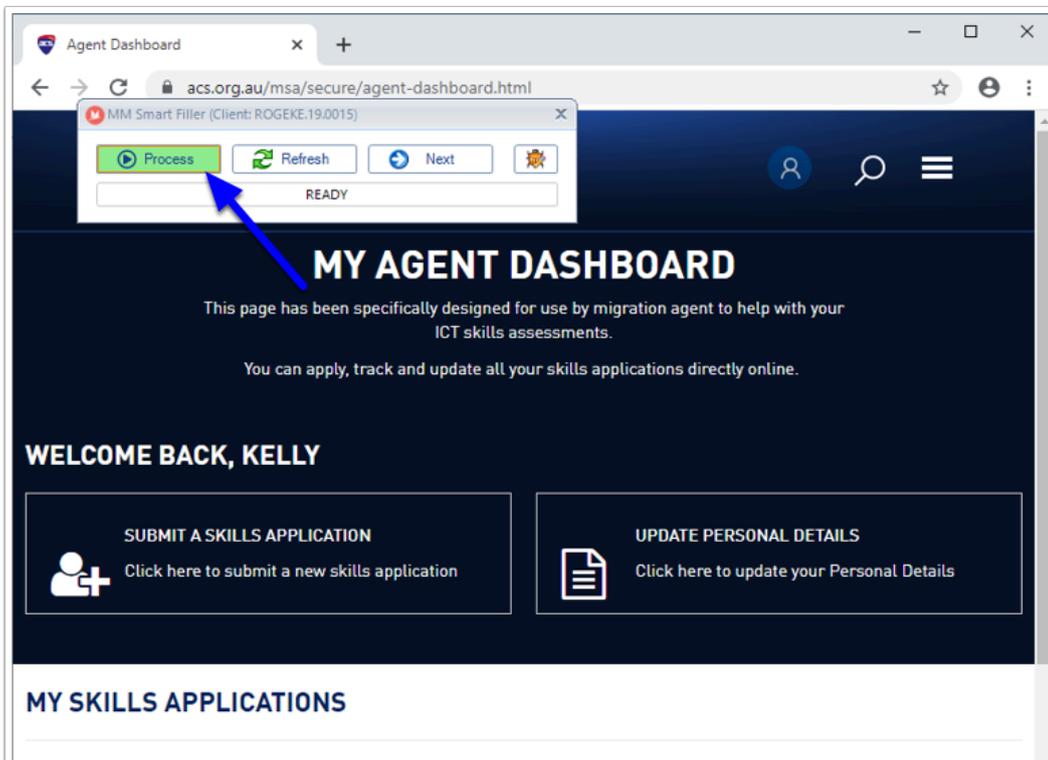


 Note: If you have not saved an ACS Login in Migration Manager before, you can do so by clicking **More**, then **+ New Logon**.



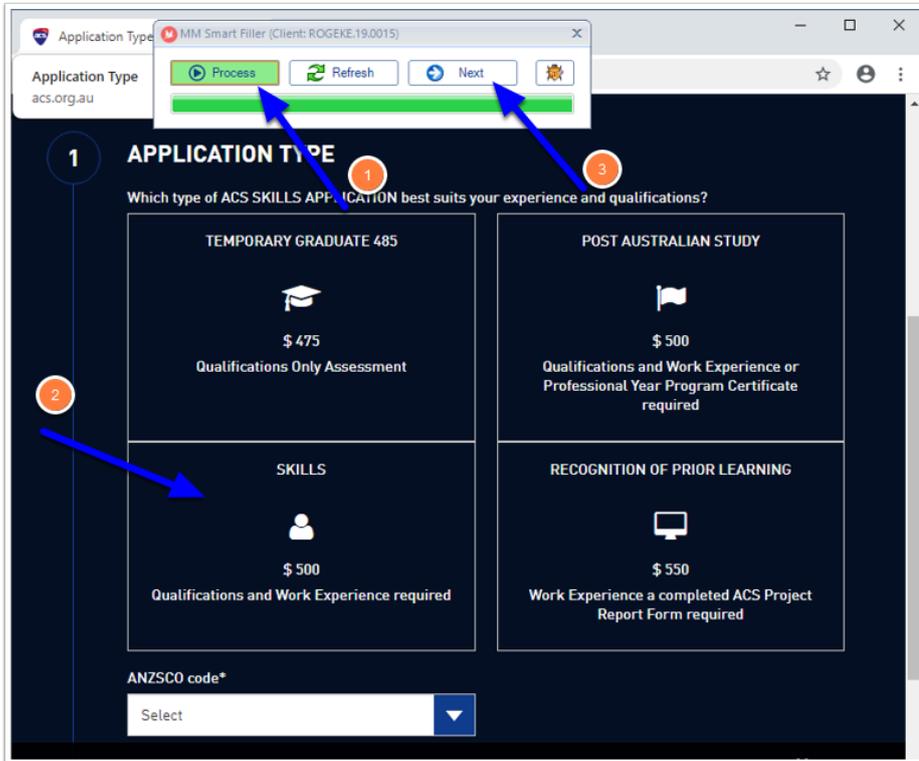
7. Click Process to submit a new Application

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



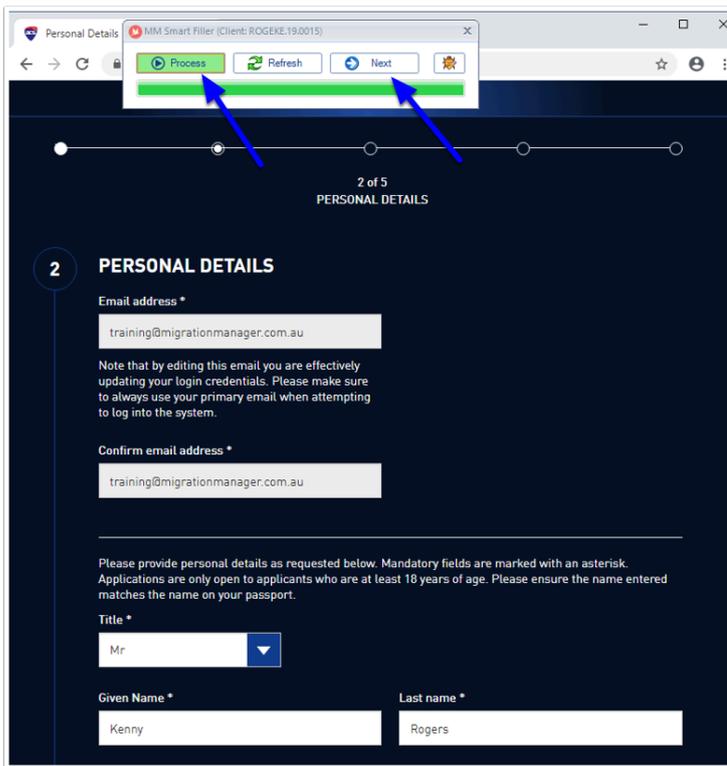
8. Select the ANZSCO and choose the ACS Skills Application Type

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**.

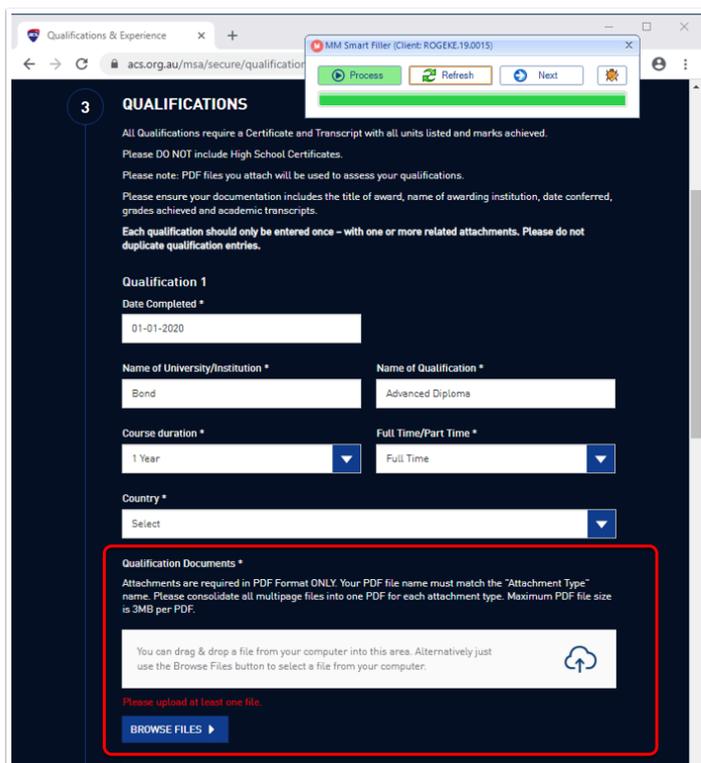


9. Populate the remaining pages

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



💡 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.



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.