# How to use eLodge - ImmiAccount online Applications

Migration Manager has the ability to interact with the Department immi Account and Skills Select systems to help users complete online visa applications. Through the use of Migration Manager eLodge system, Migration Manager can speed up the filling out of online applications by opening up immi Account or Skills Select 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 with the Deparment 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.
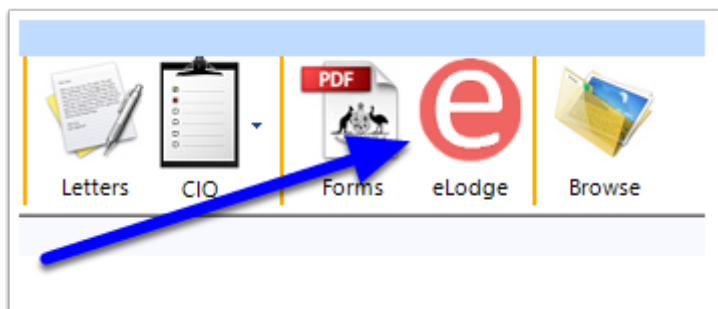
1. Open the Matter

To prepare a Visa or Nomination application, you must first open the relevant Migrant Matter. If you are preparing an SBS, you must open the relevant Business Sponsor Matter.
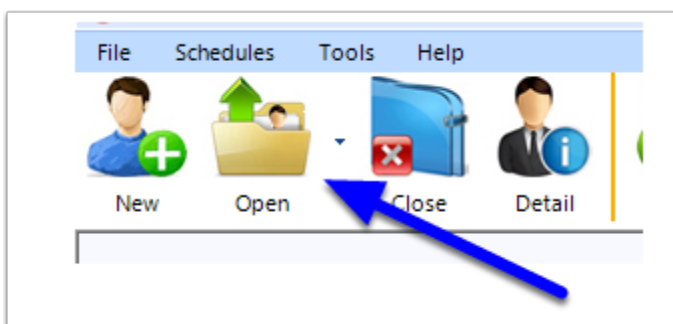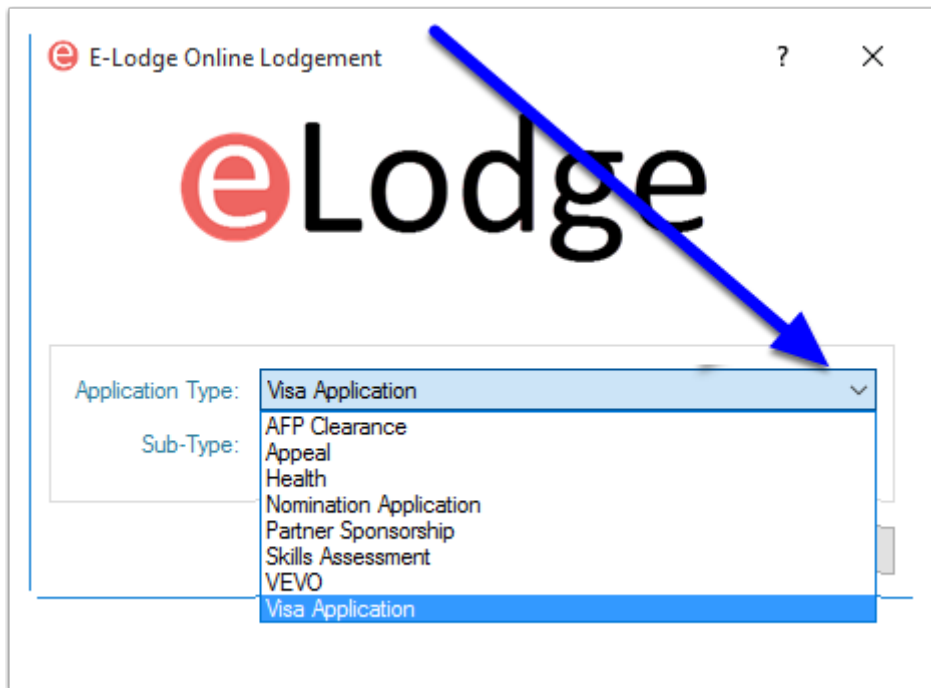

2. Click the eLodge Button

Once you have opened the relevant Matter, click the eLodge button in the main toolbar

The eLodge window will now appear.

3. Select the Application Type

From the Application Type dropdown, select the type of application you wish to undertake. In order to prepare an online Visa application, choose 'Visa Application'.
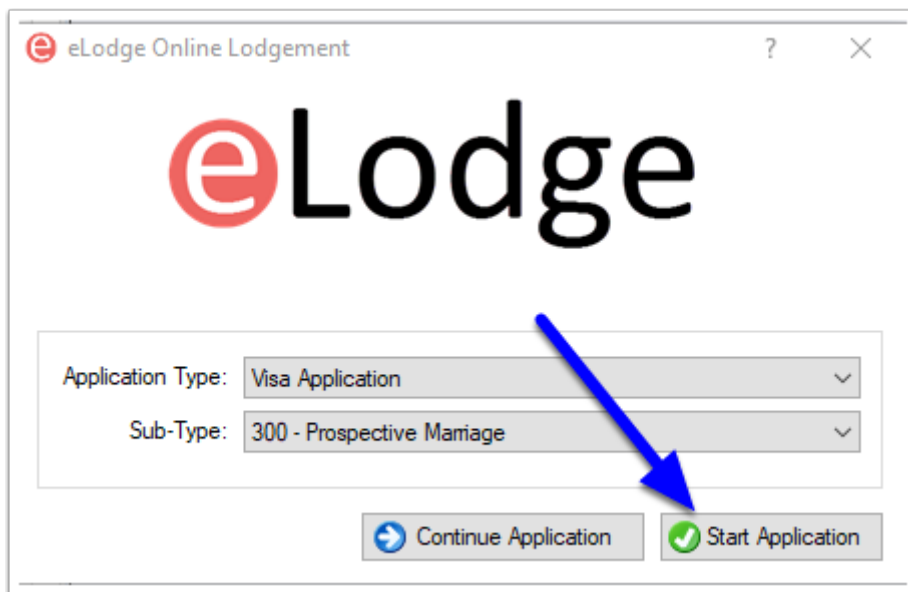
4. Select the sub-type of application you want to prepare

From the Sub-Type dropdown, select the type of visa application you wish to prepare using the eLodge system.
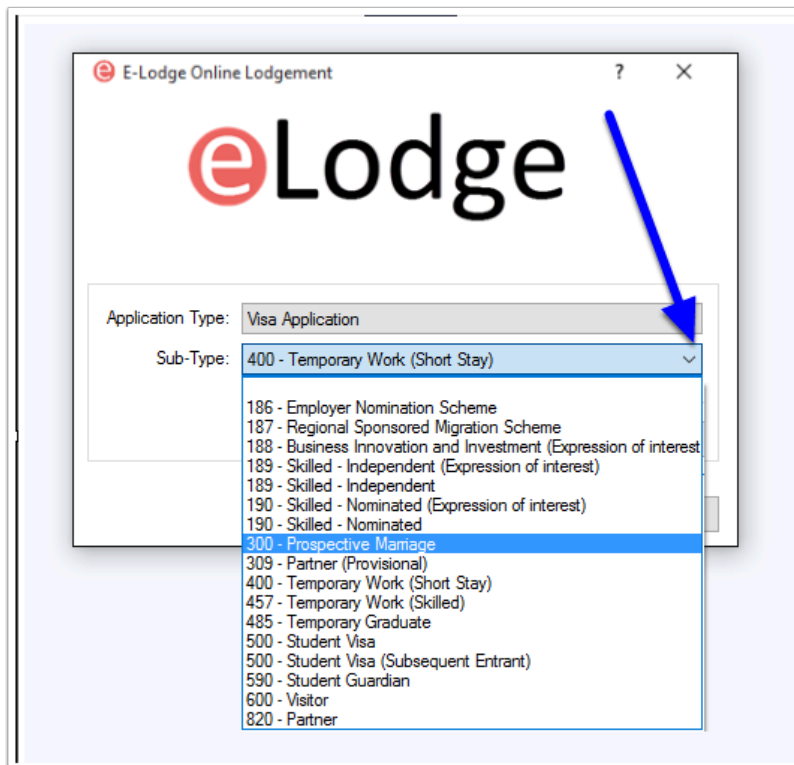
5. Click Start Application

Click the 'Start Application' button to proceed.

# 6. Acknowledge and Accept your responsibilities and the End User Agreement

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 with the Department 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. herefore you should check everything carefully.   A copy of the current End User Agreement can be obtained by clicking here: End User Agreement.
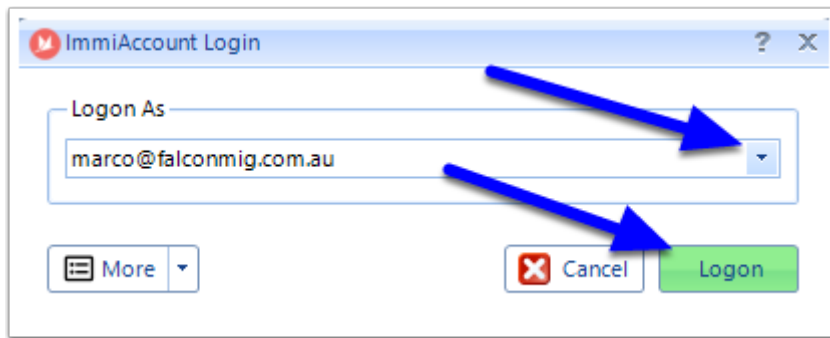
When you are ready to proceed, click OK.

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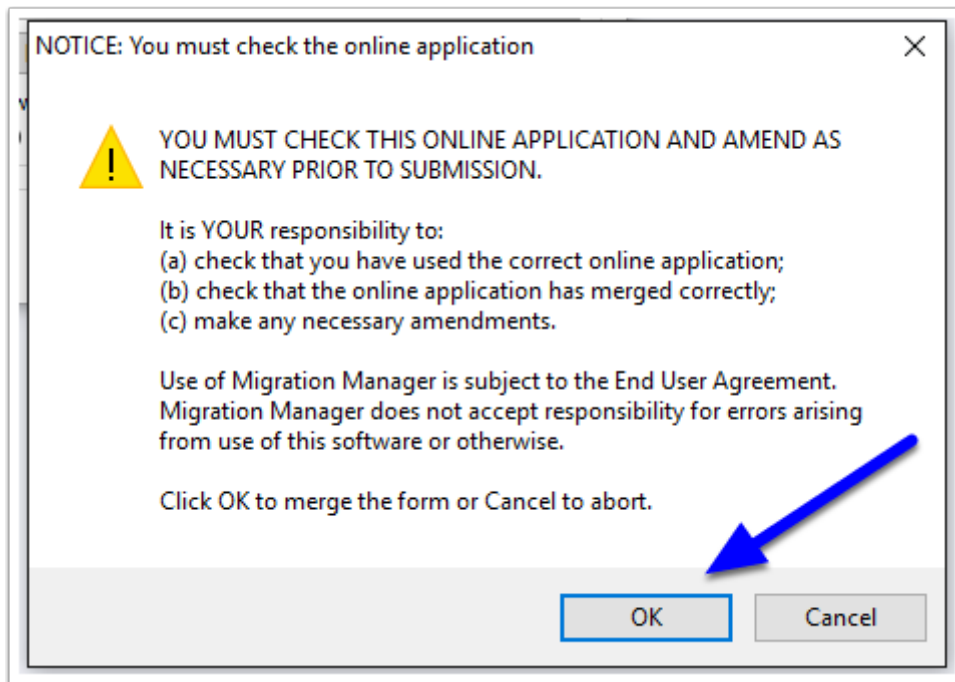
7. Login to ImmiAccount

A Google Chrome browser should now open on your computer. The Migration Manager eLodge Filler buttons will also appear in the top left-hand corner of the screen as well as the ImmiAccount login panel.
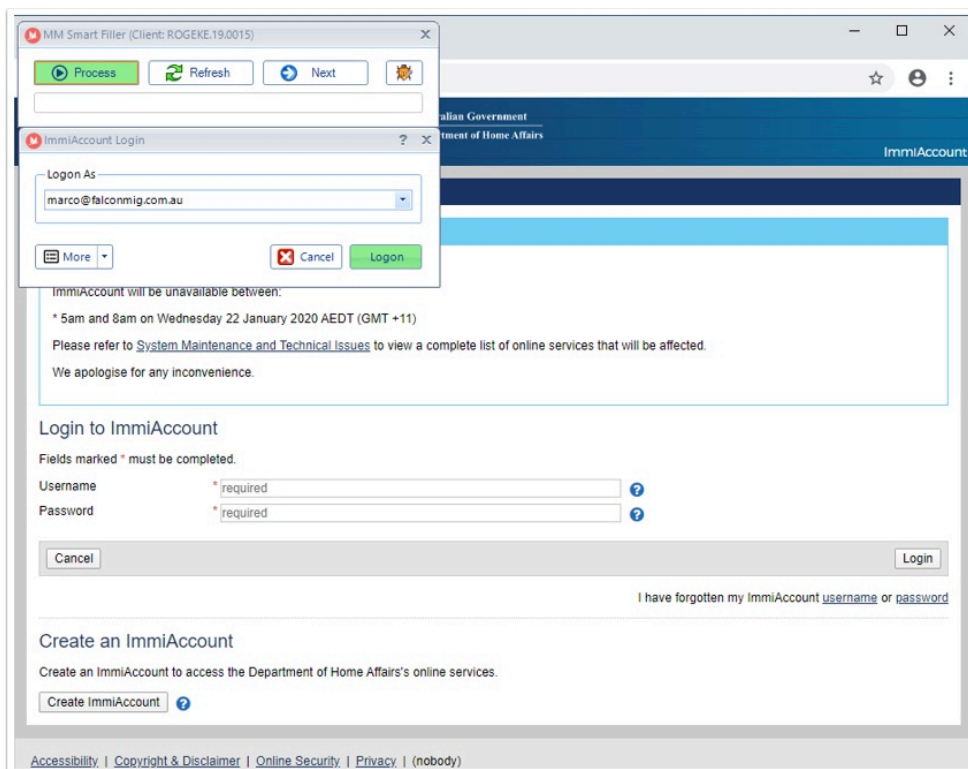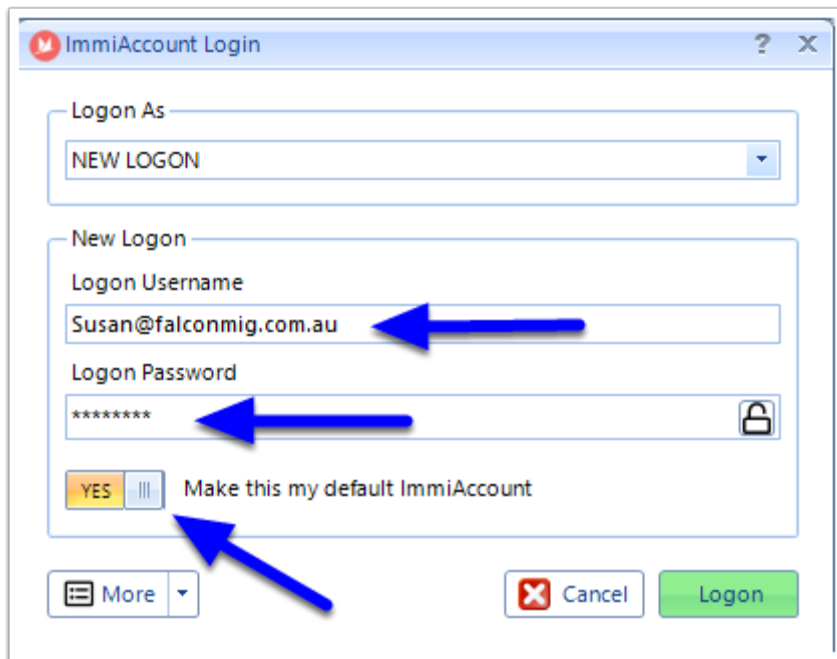

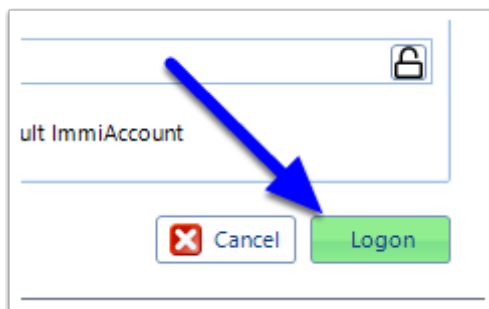Select the **immi user** to logon as and click **Logon** to log into immi.

💡 If you have not previously entered your ImmiAccount login details, Click **More**, then **+ New Logon**.
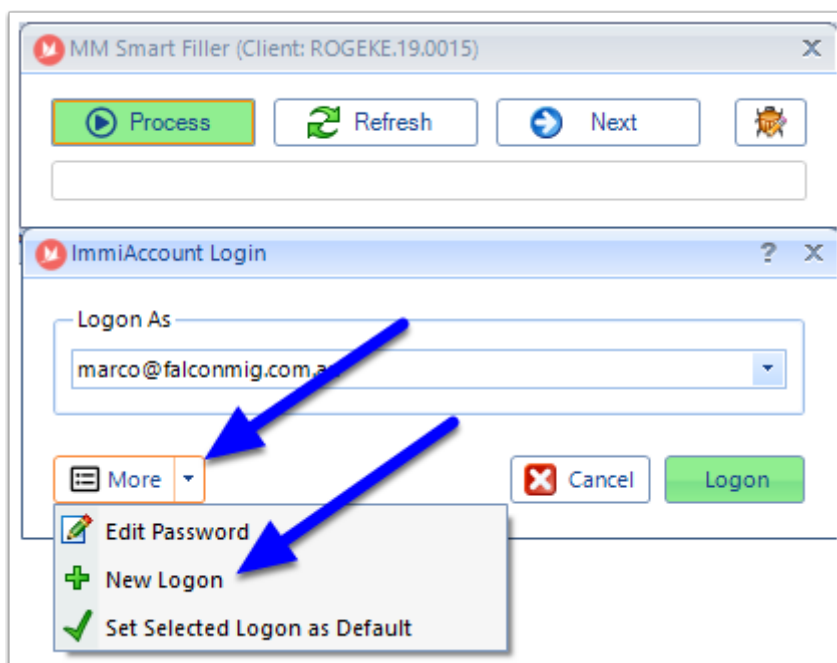
💡 Here you can now enter your new immi Account **Logon Name** and **Logon Password**. You can also make this your default login details for immi.

Click **Logon** to proceed.

8. Proceed through the ImmiAccount Information pages

You will now be taken to the immiAccount information page. To proceed, click Process Page.

> ℹ️ It is recommended that you regularly read the Information page as it provides important information from the Department of Immigration about the operations of ImmiAccount and any maintenance/use issues.
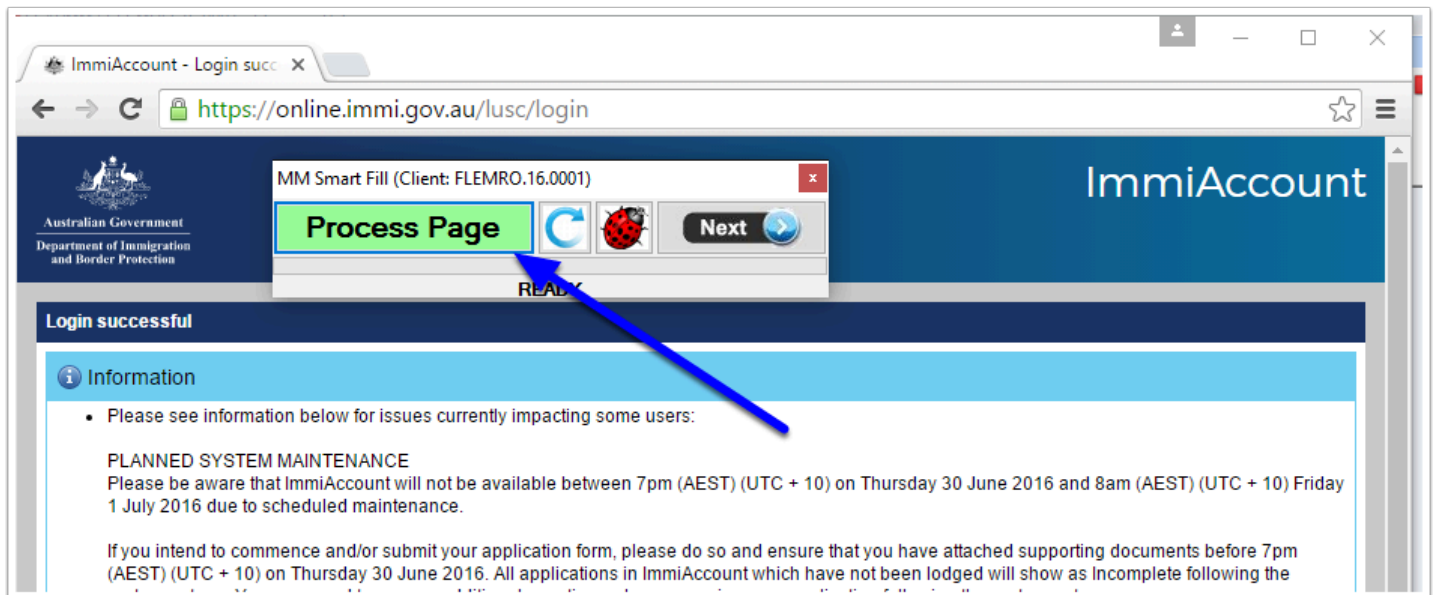
9. Proceed through the Applications page

You will now be taken to your ImmiAccount list of applications page. To proceed, click Process Page on the eLodge toolbar.

> ⚠ Important: Do not click any of the buttons on the page. Use the eLodge toolbar to proceed.
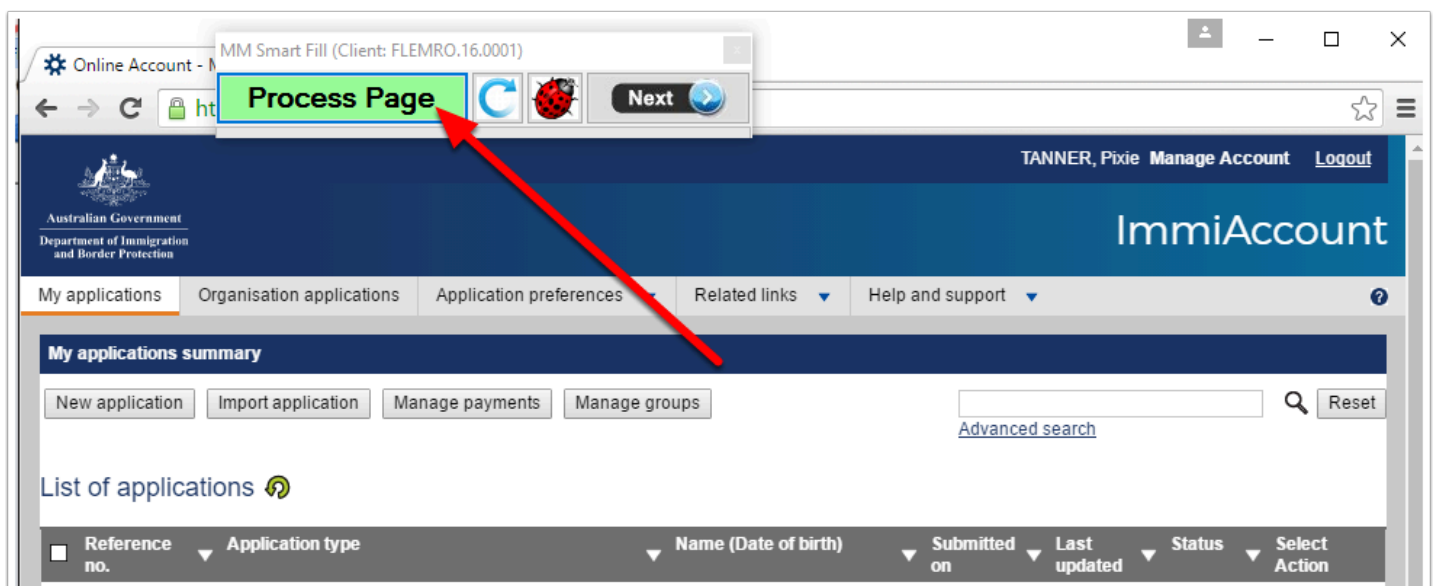
10. Commence filling out the Application

The eLodge System will now select the type of application and proceed to the first page. Once it arrives that the first page you use the eLodge toolbar to process and complete each page. Once you click Process Page, the eLodge toolbar will enter data into the various fields. The process bar will go fully green once it is complete and then go clear, at which point you can either manually type in any other fields.

> ℹ️ Note: the eLodge system can only fill a field if the data is held within the program. If a field does not fill please check that the information has actually be recorded in the program.
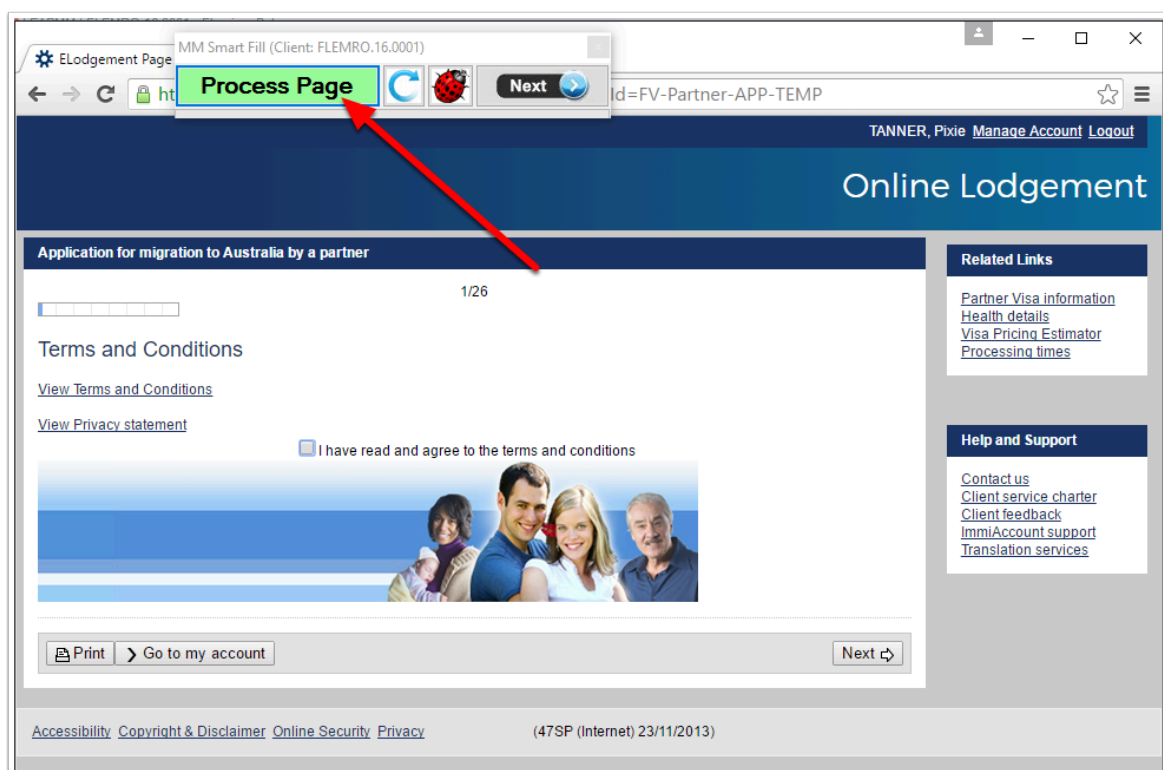
11. Move to the Next Page

After the system has finished completeing a page, review it to make sure that all of the content has been completed. If there is missing information you can manually type the required information. Once complete, you can move to the next page by clicking the 'Next' button on the eLodge toolbar. The eLodge system will then proceed to the next page of the application.

12. Continue Processing each page

Continue to fill in the remainder of the application remembering to always click the 'Process Page' button on each page, followed by the 'Next' button.

Note that as you should click Process Page on every page that you come to, even if there are no fields to complete as Migration Manager will assess each page and will on certain pages record important information back to the system such as the TRN, which is saved to the Dept tab.

If you answer a question that has multiple entries to be added, the Smart Filler should tell you how many have been inserted. To ensure that you do not miss any entries make sure you always click 'Process Page' whenever you come to or a returned to a multi entry page / section.
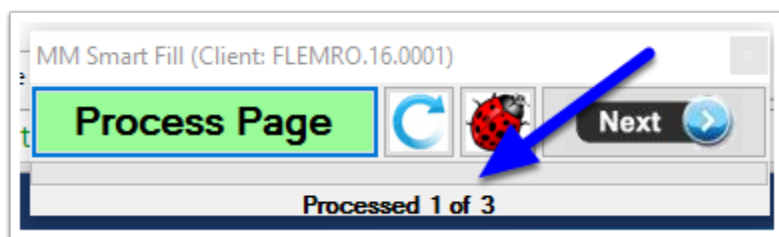
13. Review and Print the Application

When you reach the summary page of the application, it is strongly recommended that you review what has been completed and make any necessary amendments. Again, it is your responsibility of ensure that any application that you complete or lodge has been filled out correctly. You should always proof read / check an application before sending it to a client or lodging with the Department to ensure all of the necessary details have been completed correctly. We also recommend that you print a copy of the application by clicking the 'Print' button on the webpage.
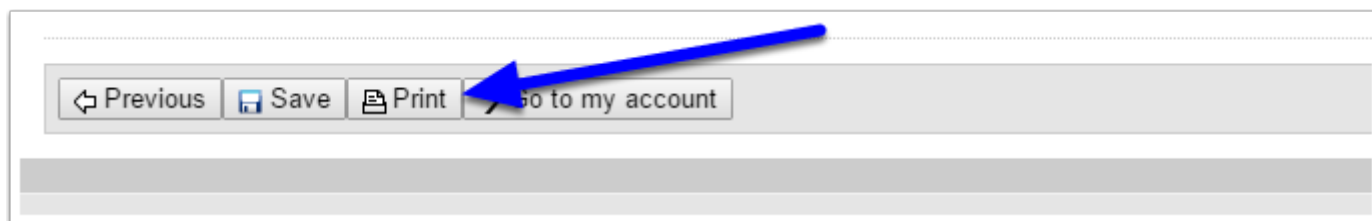
> ℹ️ Note: eLodge helps populate and navigate through the Online Application. It will not automatically Save or Submit the Application for you. We reccomend you periodically click the **Save** button on the application pages to save your application's progress, and always remember to click **Save** before you leave an incomplete application.
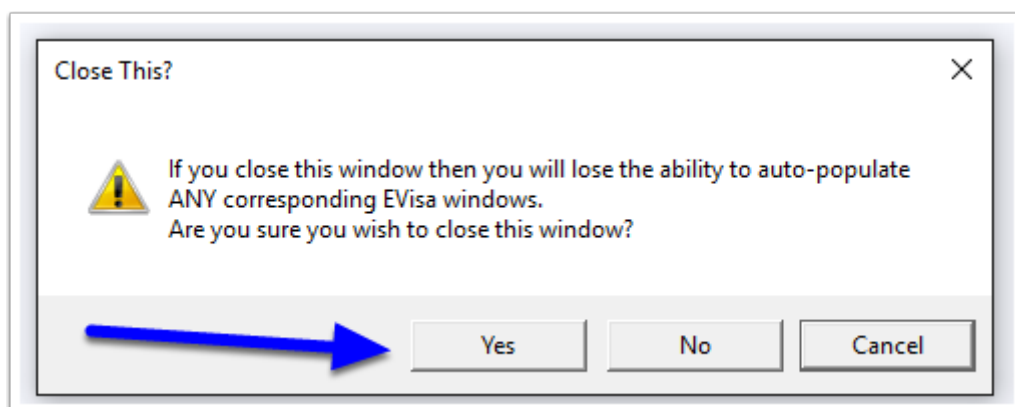
14. Submit the Application

Once you reach the Submit page for the application, Migration Manager ceases to be involved in the process. Migration Manager is not involved in lodging the application, recording payment details or uploading documents. From this point forward you must enter all information manually.
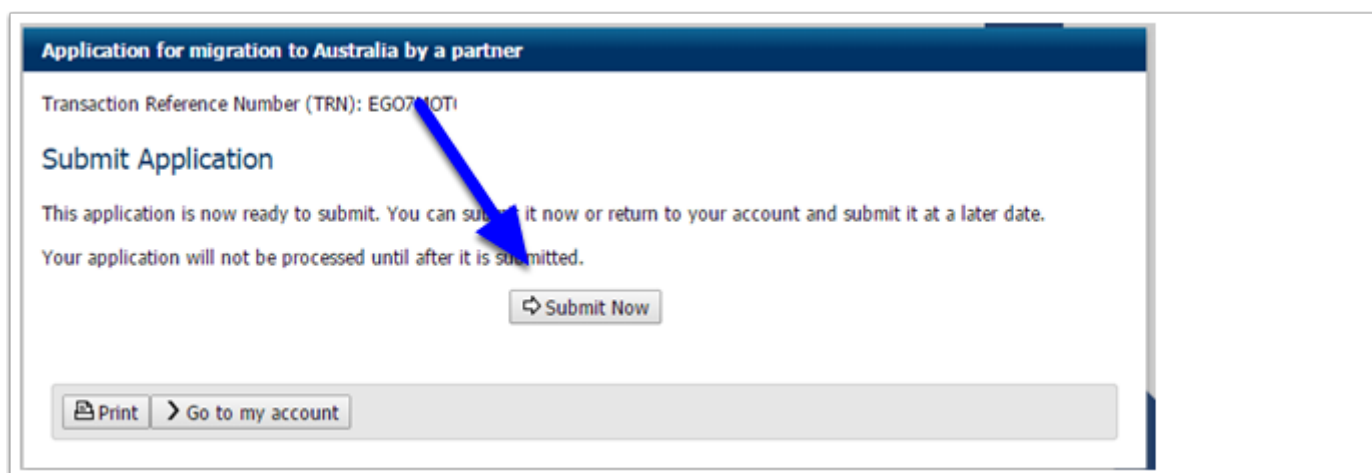
15. Close the eLodge toolbar

When you have finished with eLodge, you must close both the webpage and the Smart Filler tool. Do Not start another eLodge application without first closing these windows. Any new eLodge must be started from within Migration Manager in order for eLodge toolbar to work.

Video Guide