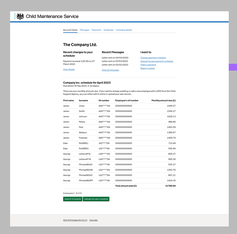
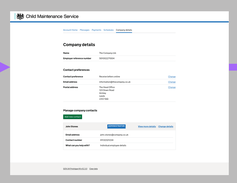
Admin user creates a new ‘Individual’ contact on the Employer account - Part 1

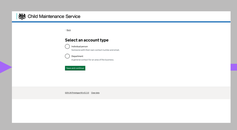
The admin user signs into the Child Maintenance Service and lans at their Company account home page. They click the navigation link to access the ‘Company details’ page.



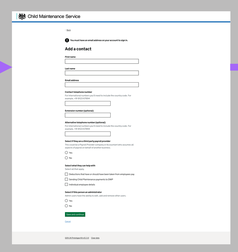
One the ‘Company details’ page they click the ‘Add a new contact’ button to add a new person to the company account.



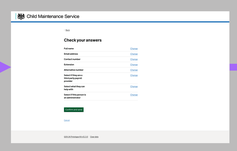
The Admin user selects if the new contact will be an ‘Individual’ or ‘Department’ contact.



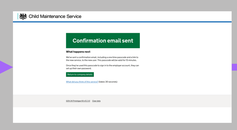
The Admin user completes all details and contact information for the new contact.



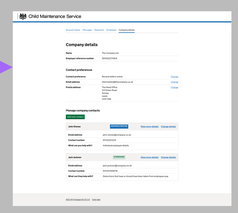
The Admin user reviews the details and clicks confirms when all are correct.



The Admin user receives a ‘Confirmation’ screen with details about the confirmation email and one-time passcode.



The Admin user retruns to the ‘Company details’ page with the new contact added to the list of contacts.

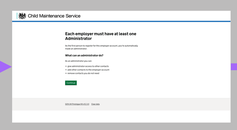


The new contact receives the invite email and starts Registration - Part 2

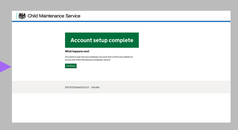
The user enters their email address and one-time passcode they received in the invite email.

The user creates a password, which they will use to sign into the service in future.

The user receives a system message about being set up as an Administrator.



The user receives a notification that their account is set up and instructions to what will happen next.

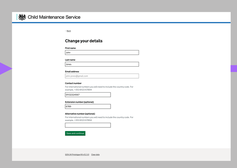


The new contact continues the Registration journey - Standard contact user - Part 3

The user signs into the Child Maintenance employer service using their email address and password.

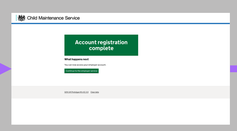
The user reviews their details and clicks the ‘change’ link to make any amendments.

The user can make changes to their contact details and saves them.

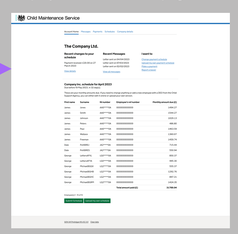


The user reviews the changes and when happy continues.

The user receives a final notification that they have completed the ‘Registration’ process.



The continues to the Child Maintenance employer service, employer account home page.

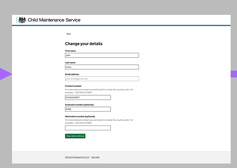


The new contact continues the Registration journey - Admin contact user - Part 3 variation for admin user

The user signs into the Child Maintenance employer service using their email address and password.

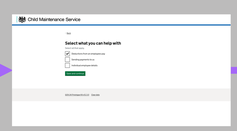
The user reviews their details and clicks the ‘change’ links to make any amendments.

The user can make changes to their contact details and saves them.



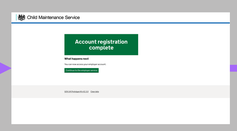
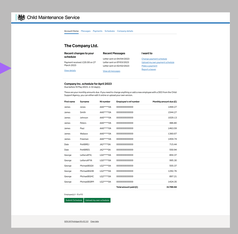
If the user clicks the change link they can edit if they are a Payroll Provider

If the user clicks the change link they can edit what they can help with.



The user reviews the changes and when happy continues.

The user receives a final notification that they have completed the ‘Registration’ process.



The continues to the Child Maintenance employer service, employer account home page.