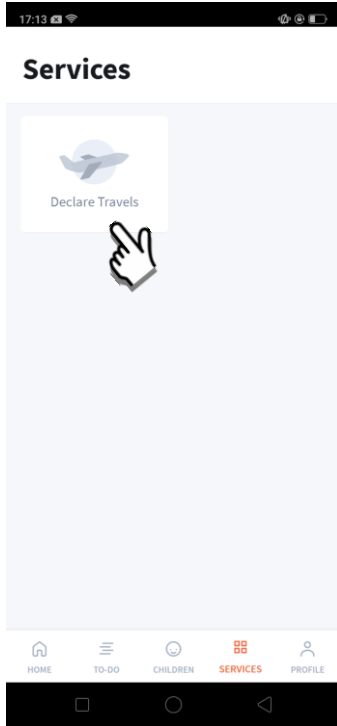




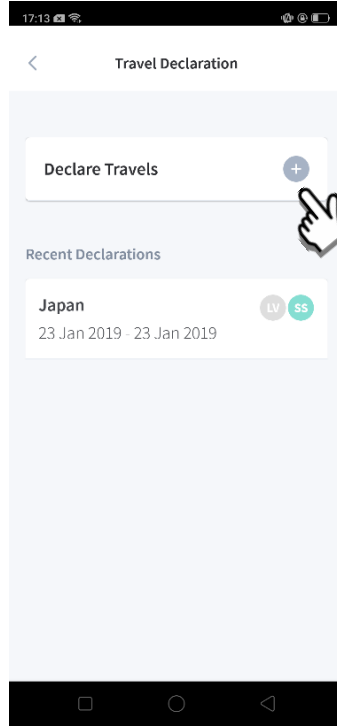
Parents Gateway

A quick start guide to Travel
Declaration and Update Contact
Details for Parents

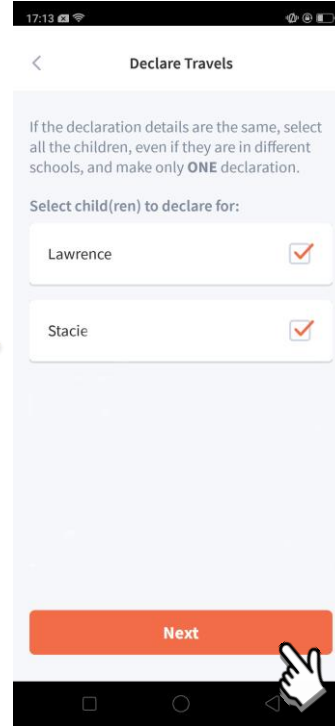
1. Declare Travel Plan



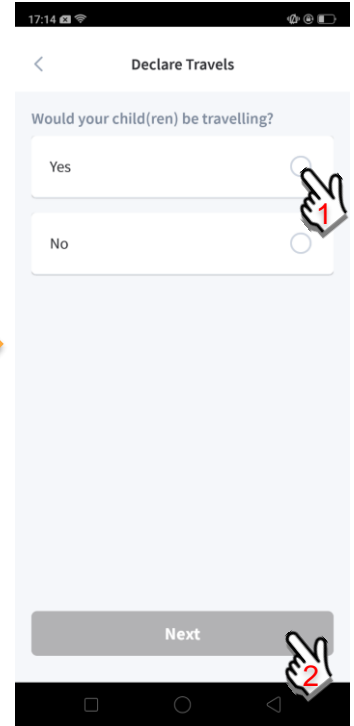
Go to '**SERVICES**' tab and tap on 'Declare Travels'.



Tap on the '+' sign.



Select the child(ren) going on the trip and tap on '**Next**'.



Select '**Yes**' for travelling and tap '**Next**'.



17:14

< Declare Travels

From To

Start date End date

Destinations (Up to 10)

+ Add a country/city

Done

Tap 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

Done

Select your travel period and tap '**Select dates**'.

17:17

< Declare Travels

From To

20 May 2019 31 May 2019

Destinations (Up to 10)

+ Add a country/city

Done

Tap on '**Add a country/city**' to select the travel destination(s).

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

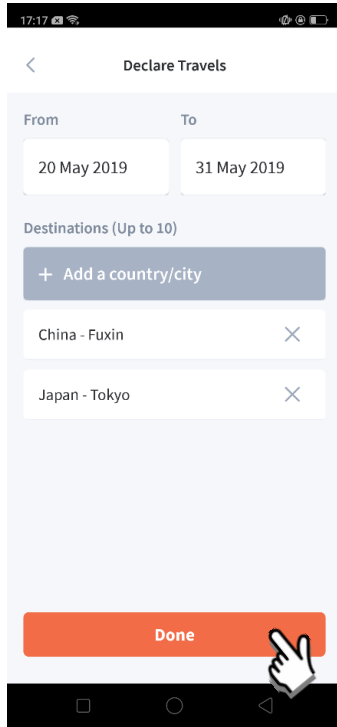

a s d f g h j k l

z x c v b n m

?123 , .

✓

Type country name to search for the country (/city). Tap '+' on right of all the countries / cities you're visiting, then tap on '**Add Destination(s)**'.



17:17

< Declare Travels

From To

20 May 2019 31 May 2019

Destinations (Up to 10)

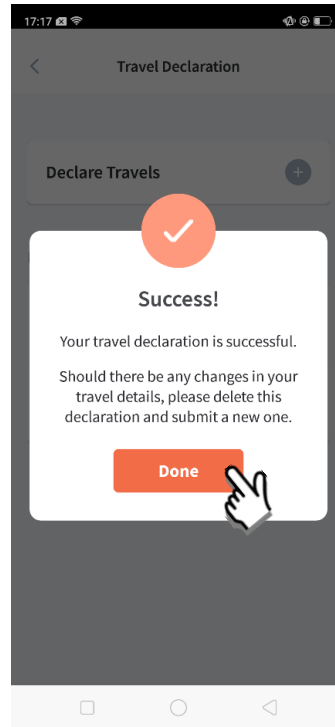
+ Add a country/city

China - Fuxin ×

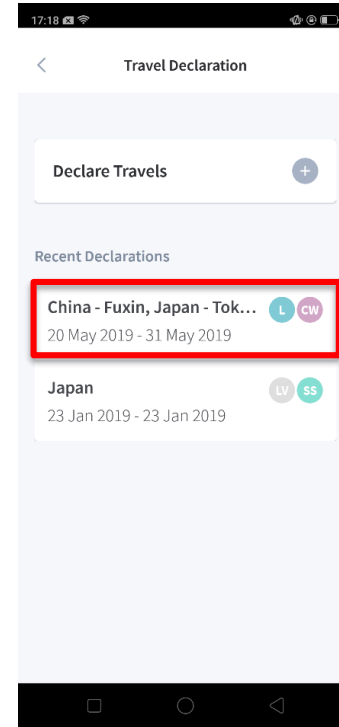

Japan - Tokyo ×

Done

Tap on **'Done'** to confirm.



Successful Declaration.



17:18

< Travel Declaration

Declare Travels +

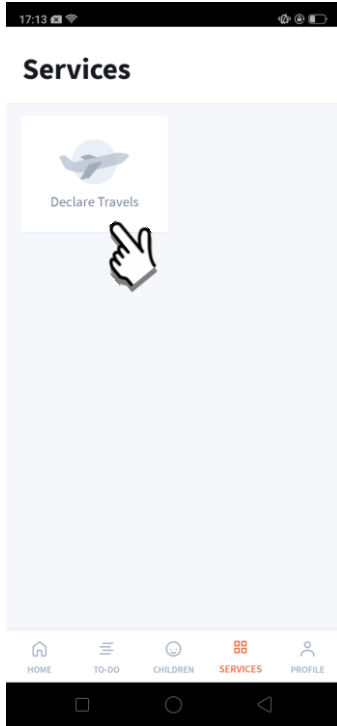
Recent Declarations

China - Fuxin, Japan - Tok... L CW
20 May 2019 - 31 May 2019

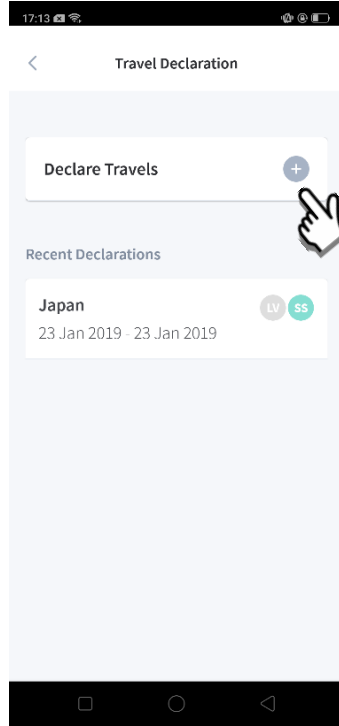
Japan LV SS
23 Jan 2019 - 23 Jan 2019

Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

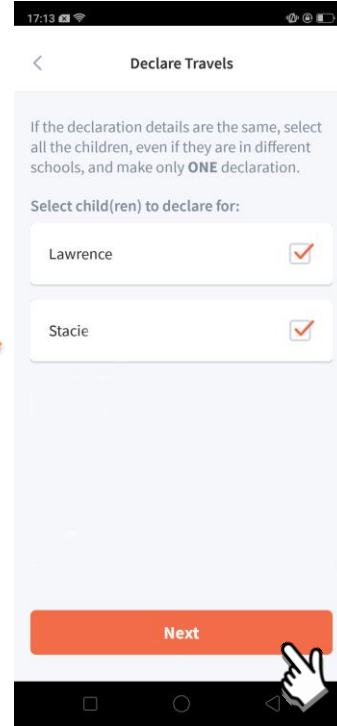
2. Declare NOT Travelling



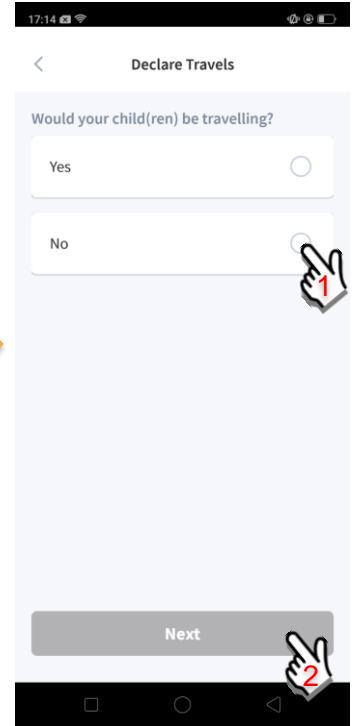
Go to '**SERVICES**' tab and tap on 'Declare Travels'



Tap on the '+' sig.



Select the child(ren) that are not travelling and tap on 'Next'.



Select 'No'.





17:42

< Declare Travels

Period your child(ren) is NOT travelling:

Mid-year 2019 Holidays ☒

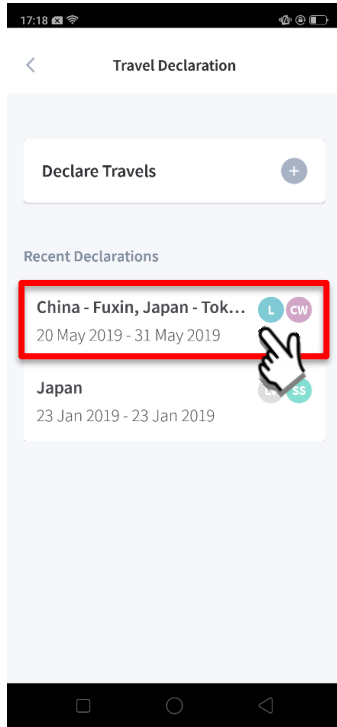
March 2019 Holidays ☐

Done

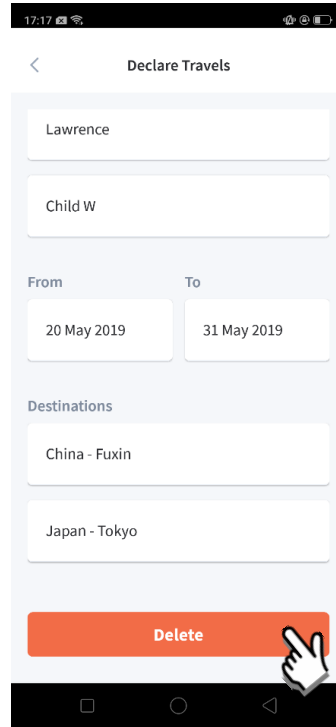
Pick the School Holiday period and tap on **'Done'**.

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan



Tap on the travel plan to be changed.



Tap on '**Delete**' to delete the plan.

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