

ASIC Issuing Process

Training Site

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12345

IDS Aviation VMS Training

Applying for an ASIC

ASIC Applicants can either be added from Web Pre Registration via the **Individual Login** or manually entered via **Issuing Body Administrator Login** >

Administration > **ASIC Applicants** > **Add ASIC Applicant**.

In VMS > **Administration** > **ASIC Issuing**

Administration > + Add ASIC Applicant

+ Add ASIC Applicant

Step 1. Add ASIC Applicant via Wizard (if not completed by the Applicant)

Click **+ Add ASIC Applicant** and complete all forms and 'Submit Application'

Application will appear in **ASIC Applicants** after being submitted.

Administration > ASIC Applicants

Step 2. Add Payment (if not already paid via merchant)

In **ASIC Applicants** find the applicant in the table and scroll across to right and click **'Edit'**

Click on **Payment, Access & Immigration**

Under ASIC Application Check Paid > Tick Box and complete Paid by Field

Step 3. Ready to Lodge

Update and check all information in check on each of the following tabs for each applicants.

Personal Information

- a) Affirm Spelling and Address History and **'Save'**

Payment, Access & Immigration

- b) If application is check enter Card Number and **'Save'**

Identification, Photo & Documentation

- c) Upload **Photo and Documentation** (if not already uploaded) Note: Photo will copy across to **Visitors**

d) After all documentation and information has been checked uploaded go to ASIC Applicants Table and

- ❑ Check applicant under **Ready to Lodge**

Step 4. Export Application

Click **'Export to AusCheck Template'**

Save document to desktop

Step 5. Import Applications to AusCheck Template

Login to AusCheck portal and upload applications via spreadsheet and wait for Lodgement Notification email.

*If you have entered the application via the AusCheck wizard email the **AusCheck Lodgement Number** to support@idsecurity.com.au*

ASIC Lodged Applicants

Step 6. Import ASIC Lodged Applications

Click [Choose file] and upload Lodgement file with Client Reference to move applicant from **ASIC Applicants** table to **Lodged Applicants** table.

Step 7. Import Eligible/Not Eligible

a) Importing Decision **'Eligible'** records the applicant as Eligible

This will also update **Visitors** to Card Status to **ASIC Pending** and will automatically reset their visit count to '0' enabling the reissue of VIC's if they are already in the Visitors Table.

b) If **'Not Eligible'** card status will update to 'ASIC Denied' in **Visitors** and visitor will not be able to be issued a VIC and also be imported into the **ASIC Denied** table in Visitors.

ASIC Approved Applicants

Step 8. Import ASIC Approved/Denied Applicant

Click [Choose file] and upload Approved csv. file with Client Reference.

This will move applicant from **ASIC Lodged** table to **ASIC Approved** table.

The Application will copy through **Visitors** where they will be **ASIC Approved Status** in VIC Profile

Administration > Visitors > ASIC Issued**Step 8: Print Card and Notify applicant for collection****Administration> Visitors**

Search for Applicant via Filter

Scroll to the right and click > **'Edit'** > **Click Red ASIC Icon**

Update ASIC No (if required) and then Add ASIC Expiry and click **'Save'**

Check the following boxes when applicable;

- ☐ **ASIC Ready to Collect**
(sends email to applicant)
- ☐ **ASIC Collected**

Next Version Update

- ASIC Print File