Australian Avocado Industry
Online Export Registration System

A step-by-step guide to completing your annual online export registration

Introduction

The Australian Avocado Industry (AA) are excited to announce the launching of a new online registration system that will enable Australian avocado growers and pack houses to register their properties, packing and treatment facilities for export accreditation to protocol countries.

In 2021, the online system will replace the previous manual, paper-based registration and accreditation process. Growers will have access a high-quality online mapping system, incorporating pest monitor recording and reporting, to apply for the export countries of choice. The online system also allows for a simplified audit process by the Department of Agriculture and Environment (DAWE).

This document has been developed as a tool to guide you through the new online export registration process. Screen prints and instructions have been included to provide users with a "Step-by-Step Guide" to successfully register al business details, property maps and pest monitoring records for the forthcoming season.

We wish you all the very best for the forthcoming season.

Getting Started

1. Receival of a "Welcome Email"

2. Resetting your password
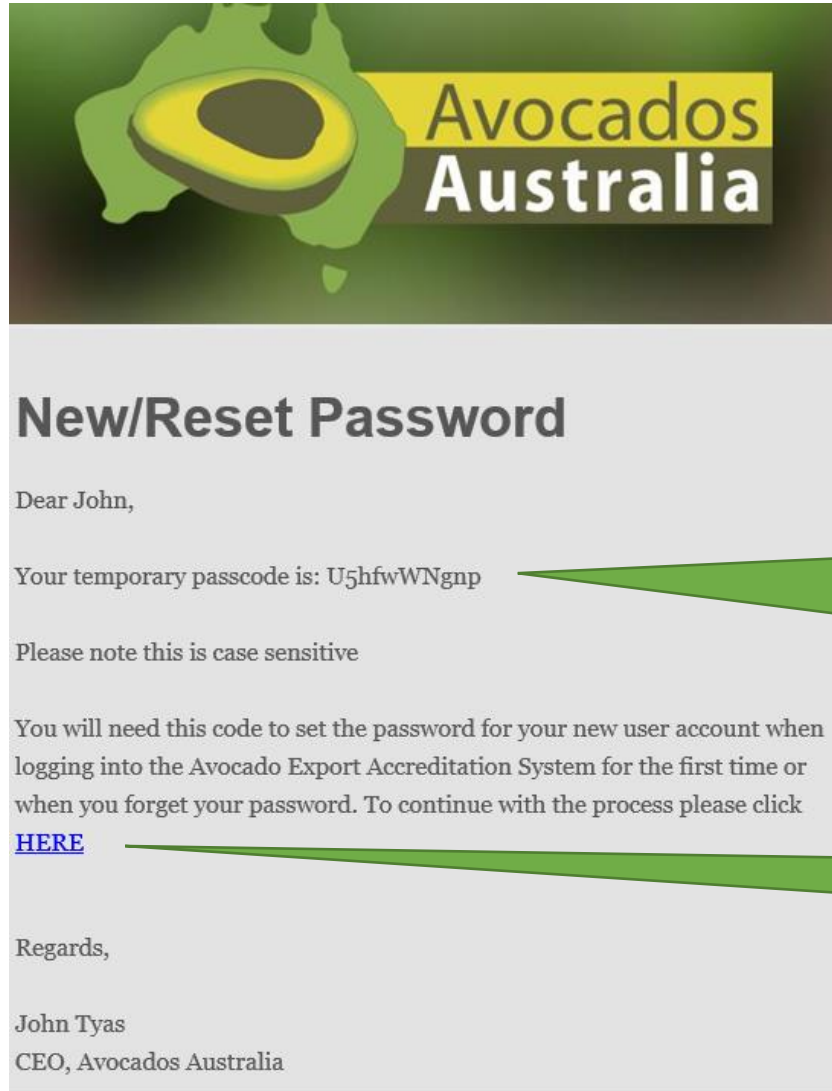
3. Logging in

Receival of "Welcome Email"
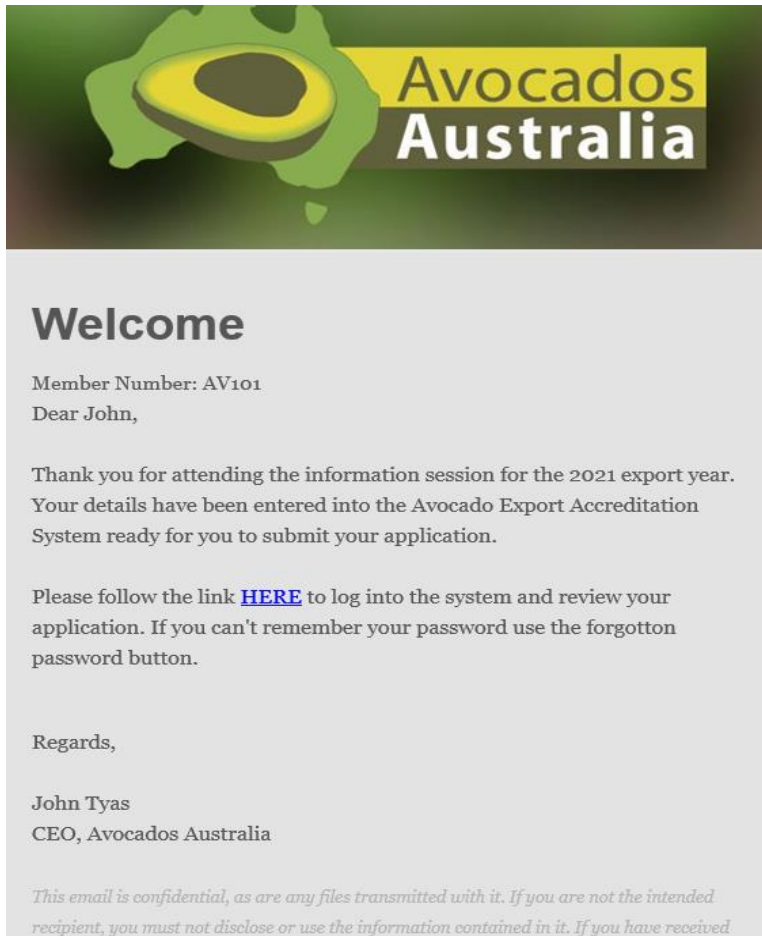
AA will activate online registrations for each grower, prompting the receival of a "Welcome Email" to all parties who have indicated their intent to register for the forthcoming season

NOTE: Only one email address can be used for the Login, so you must decide where you intend on receiving your registration correspondence prior to providing your email address

.

***Wording in actual welcome email may vary to opposite**

Resetting your Password

New/Reset Password

Dear John,

Your temporary passcode is: U5hfwWNgnp

Please note this is case sensitive

You will need this code to set the password for your new user account when logging into the Avocado Export Accreditation System for the first time or when you forget your password. To continue with the process please click **HERE**

Regards,

John Tyas
CEO, Avocados Australia

(callout) Your 10 digit temporary password is case sensitive

(callout) Click on the link provided to reset the temporary password

**Wording on actual email may vary to the above

In order to reset your temporary password from the New/Reset Password email you have received, you are required to type the 10-digit code into the Enter Code text box (as shown below). Press the "Submit" button in order to be redirected to setting your unique, 9 digit password. New passwords must contain a capital letter and at least one number e.g. *Avocado21*

If you forget your passcode you can request another one:

Forgot Password

john@tyas.com.au

Send password reset information via:

◉ Email   ○ SMS

✈ Submit

You have a choice of receiving your temporary password by email or SMS

Email Sent

Success!

Please check your registered email address for the next step of the password reset process

↩ Return

You will receive this message once your temporary password has been sent

Enter Code

Please Enter Your 10 Digit Security Code

Enter Security Code

◢ Submit

Type in the 10 digit code that was sent via email

Click "Submit"

TIP: You must type temporary password into this text box and press Submit. If the system does not recognise the temporary password, we recommend you try Copying [CTRL C] and Pasting [CTRL V] the password from the email, into the text field above.

Enter Password

Enter New Password

Enter New Password

Confirm Password

Confirm Password

◢ Submit

Your unique Password must be 9 digits, including a capital letter and a number

Click "Submit""

Password Reset

Success!

You have successfully set a new password.

Please click the button below to return to the login page and login using your new password

↩ Return

You have successfully changed your password!

Click "Return" to formally login to the system

Logging in

Once you have successfully reset your password, you will be redirected to the main Login screen. Here you will be prompted for your User Name and Password. Your User Name will always be the email address to which you received your Welcome Email. The Password will be the unique 9 digit code you previously selected. Click "Sign In" once you have entered your details. You will now be directed to your online registration.

TIP: Use this Forgot Password button to prompt a new temporary password if you ever forget

Completing your Online Export Registration

The registration system will require users to navigate six sections, being:

1. Grower Details
2. Export Options
3. Properties
4. Property Maps
5. Meeting Point
6. Summary

Welcome John Tyas!   2021

Noticeboard

Posted	Message	Attachments
	No Notices.	

Please click on the coloured **Grower** boxes below to view an growers current and previous registrations

Grower: AV101 - John Tyas
View grower registrations

When you login for the first time a screen will appear that will welcome you to the system, show the registration year and display your Noticeboard for any messages that you may have received. You will also see a big blue box displayed your registration number eg. AV101 and your registration name.

Click anywhere in this section to commence your new export registration

The next step is to CLICK inside the blue box.

Grower: AV101 - John Tyas   2021

Welcome
Please click on the coloured boxes below to complete pending registrations or view registration information

2021
Status: Pending Creation
Closing date for registrations is **December 31, 2021**

When you login to the online registration system, you will always be directed to the home page registration along with any messages from AA or the Department of Agriculture and Environment titled, *Status: Pending Creation by Grower* as shown in the screen above.

(below). On the home page, you will see the current status of your To start creating a new registration, click anywhere in the blue box

NOTE: In future years, you will be able to see previous years' registrations on the screen.

Click anywhere in this section to commence your new export registration

Note the closing date for registrations is listed here

1. Grower Details

Complete all fields on this screen and click the "Next" button at the bottom right of the screen

| 1. Grower Details | 2. Export Options | 3. Properties | 4. Property Maps | 5. Meeting Point | 6. Summary |

Grower Details

Fill in all details of the grower or growers company

Grower Name *

John Tyas

ABN *

Enter the ABN

Physical Address *

Enter the postal or business address of the grower

Suburb *

Enter the suburb name of the grower

State *

Please select a state

Postcode *

Primary Contact First Name *

John

Primary Contact Last Name *

Tyas

The primary contact for communication regarding this registration

Phone *

(XX) XXXX XXXX

Mobile *

XXXX XXX XXX

Fax

(XX) XXXX XXXX

Email *

john@tyas.com.au

* denotes mandatory fields

Add additional contact   Next →

It is important to ensure accuracy of your ABN to the Registration name

Click NEXT when completed

2. Export Options

This section will step you through the export option selection process, as well as the Property and Packhouse / Facility mapping.

The User Guide contains two primary registration examples. 1). Grower registering multiple orchards and facilities for all export markets, and a Packhouse / Treatment facility only registration for all export markets. This is to demonstrate slight differences in the registration data required. Actual selections will vary depending on each user's individual operations and exporting preferences.

Users will simply select the boxes they intend to register for each season. Options you choose under the "Select Activities" heading will determine subsequent data you are required to provide further below.

Next select the countries you wish to register for Export

Avocados Australia

Yes

Select Activities

Pack House (Includes 3rd party packhouse)
Yes

Orchard
No

Select YES to the countries you want to register to export to

Select Regions

Queensland
No

Northern Territory
No

Western Australia
Yes

Tasmania
No

South Australia
No

Select Export Countries

Japan
Yes

Thailand
No

New Zealand
Yes

India
No

REGISTERING A PACK HOUSE ONLY (not an orchard)

Registration Details

Packhouses

Packhouse 1   +

Packhouse Name *

Smashed Avocado

Packhouse manager *

Smashed Avocado

Packhouse manager email *

smashed@avocado.com.au

Packhouse Dept Registered Establishment No.

Dept Registered Establishment No. (if applicable)

Packhouse address *

28300 South Western Highway

Packhouse suburb *

Manjimp

Packhouse state *

Western Australia   ×   ▾

Packhouse postcode *

6258

3rd party packhouse?

No

> If only completing a pack house registration and not also an Orchard, you will be asked to complete the details of your pack house

> IMPORTANT:
> If you are registering YOUR pack house DO NOT tick Yes to Third party

If you are a grower registering an orchard and you do noy have your own pack house but are using someone else's to pack your fruit then you must tick YES to 3rd party pack house.

You can add as many pack house details as you need by clicking the **+** symbol.

Registration Details

Packhouses

| Packhouse 1 | **+** |

The details entered must be the 3rd party pack house details

Packhouse Name *

Smashed Avocado

Packhouse manager *

Smashed Avocado

Packhouse manager email *   **Packhouse Dept Registered Establishment No.**

smashed@avocado.com.au   Dept Registered Establishment No. (if applicable)

Packhouse address *

28300 South Western Highway

Packhouse suburb *   **Packhouse state** *   **Packhouse postcode** *

Manjimp   Western Australia   × ▾   6258

3rd party packhouse?

Yes

Tick YES if you do not have a pack house and are using some else's pack house

TAB 3: Properties

You will need to include details of each property that you wish to register. As you add each property, you will also need to map the boundary and blocks. If you add multiple properties, the list of properties will expand.

Enter the road address of the property only

Additional properties can be added at a latter stage in the registration process

TAB 4: Property Maps

When completing an Orchard and Packhouse registration, you will need to define the property boundary, block boundaries, and location of traps for each property registered. The mapping process is comprised of 4 main steps:

1. Property Boundary

2. Block Boundaries

3. Traps

4. Pack Houses

NOTE: For Packhouse Only registrations, only the property boundary, and packhouse location is required on your map. See Page 18 for the example screen print.

1a. Locating Your Property – Orchard & Pack house Registration example

Firstly, the satellite imagery should zoom to the address that you entered in the previous "Properties" section. It will locate your property based on the street addresses registered with Australia Post, rather than block numbers. You may need to move the map to view your property correctly, or zoom in or out to draw your boundaries.

You have the option of registering a property with "Mixed Fruits" if a block has a variety of fruits on it.
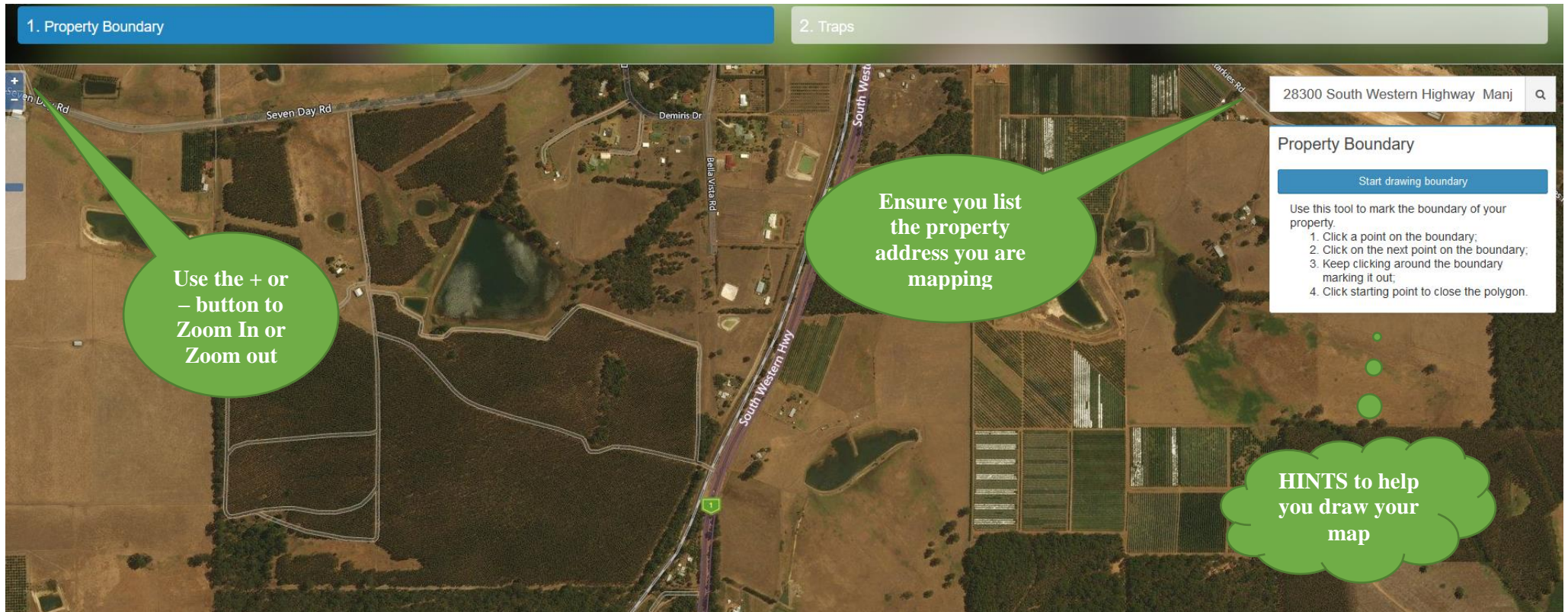
Zoom

To Zoom in or out, use the + or – buttons in the top left corner of the map or use the slider bar located beneath these buttons

Move the Map

To move the map, click and hold the mouse on the map whilst moving the mouse. This will move the map beneath the mouse.

Map Step 1: Property Boundary

Once you have the map centred on your property, you will define the property boundary.

Click on the blue *Start drawing boundary* button in the text box on the right hand side of the map.

To start drawing the property boundary, choose a section of your boundary line and click on the map. A blue dot should appear when you click, and when you move the mouse, a blue line will "pull away" from the dot – see example below.

Use your mouse to draw the property boundary – follow the points / corners of your properties to create the boundary

Start drawing the outline of the property boundary by clicking from one corner to the next. When you have clicked on all the property boundary points, you click again on the starting point to "close" the boundary.

Once you have returned to your starting point, two buttons will appear in the text box on the right of the screen. The red can be used if you wish to delete the boundary and start again; the green is to proceed to drawing the individual block boundaries.

TIP: If you make a mistake drawing the property boundary, you do not need to delete entirely. Just complete the property boundary by returning to your starting point, click in the middle of the boundary shape on the map, and then move any of the boundary lines to the required space. Or simply click on the ESC button on your keyboard and start again.

1. Property Boundary 2. Block Boundaries 3. Traps 4. Pack Houses

1723 Sturt Highway Barmera South Au:

Property Boundary

Use this tool to mark the boundary of your property.
1. Click a point on the boundary;
2. Click on the next point on the boundary;
3. Keep clicking around the boundary marking it out;
4. Click starting point to close the polygon.

Delete boundary   Done

Boundary is now complete – next step is to draw the individual block boundaries

Map Step 2: Block Boundaries

Once you have defined the property boundary and clicked the 'Done' button, you will be required to define each of the blocks you intend to register for export.

Using the same process as drawing the Property Boundary, start by clicking the blue *Start drawing block* button in the text box to the right side of the map – see example below. The Property Boundary will remain visible as you continue through the mapping process.

Block one complete

Block Area calculated automatically

Enter the specifics for each block – commodity, export destination

Enter Block Name

Click to add another Block to your map

28300 South Western Highway Manj

Block Boundaries

Use this tool to mark the boundary of your blocks.
1. Click a point on the block boundary;
2. Click on the next point on the boundary;
3. Keep clicking around the boundary marking it out;
4. Click starting point to close the block.

Please note block numbers will have fruit letter prepended on save if missing.

Area

3.16 ha

Fruit *

Avocado

Country *

Block Name

Enter name of your Block, the system will include your registration number and fruit prefix automatically eg: REG101-A{name}. Leave blank to have the system generate you a number.

Fruit varieties *

🗑 Delete block ➕ Add another block ✔ Done

Blocks are drawn using the same "click and drag" method as completing your property boundaries. Upon completing the individual blocks, you will be required to identify the commodity, export destinations and varieties specific to each block. Selections can be made by clicking in each field selecting from the drop down list.

When you've added a patch, you can press "*Add another patch*" to add more patches within your property boundary. Press the green *Done* button when you've completed all the blocks you wish to register.

TIP: If you draw a block and the hectares do NOT calculate automatically, it may prevent the variety from saving to this block. Simply click your mouse in the centre of the block to prompt the system to recalculating your block area. The variety will save correctly if the hectares appear.

Map Step 3: Traps

To add a trap, press the blue "*Start identifying traps***" button and then click** in the centre of a block.
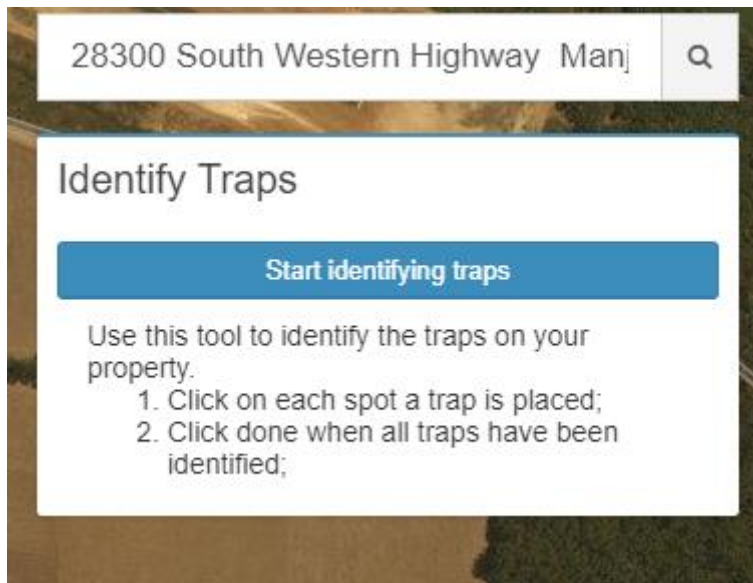
TIP: Simply move traps just by clicking on the red dot and dragging. When you select a trap the dot will turn blue, which allows you to place elsewhere on your map or remove completely using the "Delete trap" button.

The system automatically registers your blocks with your Export registration number and Block number
The red dots are where you have identified the trap locations

Map Step 4: Pack Houses

Once the traps have been saved to your map, and you have clicked the green "Done" button, you will be redirected to the next step in the mapping process which is to mark the location of the Pack House (if applicable to your registration).

Select the blue Start identifying pack houses button located in the text box on the right side of the screen. The process for marking the pack house location is the same as marking a trap, simply locate your packhouse on the map and click on it. If your pack house not located on the property map you are currently viewing, you may need to zoom out in order to locate, mark and save.

NOTE: If your Pack house is located at another property you intend to map, you are not required to mark it on all property maps you are submitting.

1b. Locating Your Property –Packhouse Only Registration example

Follow the same "drop & drag" method as above in order to mark your Property Boundary and simply click the green "Save & Close" button. You will then be redirected to Tab 2. Pack Houses where you can simply click on the map to mark the location of your Pack House. Again, click the green "Save & Close" button when complete and you will be redirected to the following screen.

When you have finished marking your pack houses, simply click the green 'Done' button and you will be redirected to the following screen. This is where you can add another property (ies) to your registration, or proceed to marking your meeting point.

What Next

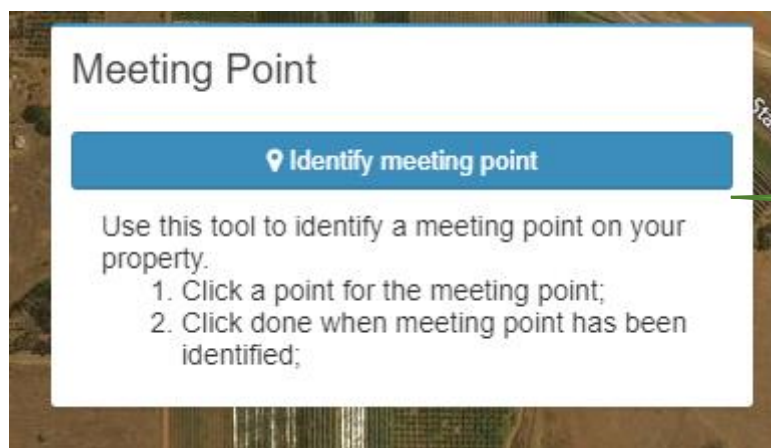If you wish to add another property Click the blue box   "Add another property"

If you are only registering one property then click "Proceed to meeting point"
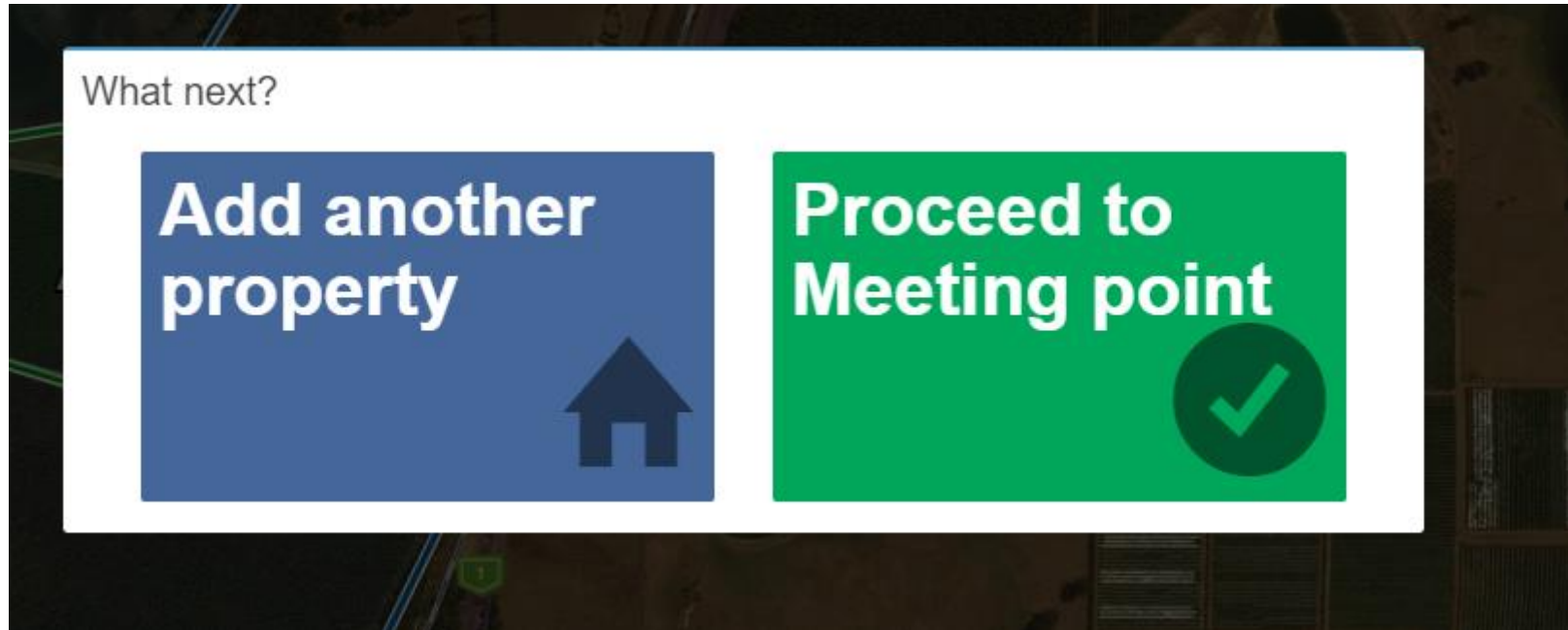
Tab 5: Meeting point

The identified meeting point provides DAWE auditors with corresponding GPS co-ordinates which they will use to find producers located in regional areas, particularly those which are not easily identifiable due to poor signage or differing addresses. Meeting points are added using the same method as placing and saving traps.

If you selected the *Proceed to Meeting point* button in the previous stage, you would be redirected to your map once again with a similar text box on the right hand side of the map. Select the blue *Identify meeting point* button and click on the location you deem most suitable to meet your Auditor.

The Meeting Point will appear as a blue dot on your map. The GPS co-ordinates of your Meeting Point will also appear on your summary page. Should you decide to change your Meeting Point, simply click on the blue dot and drag to your new meeting location. Simply click on the green 'Done' button once you have finalised the meeting location.

TAB 6: Summary

| 1. Grower Details | 2. Export Options | 3. Properties | 4. Property Maps | 5. Meeting Point | 6. Summary |
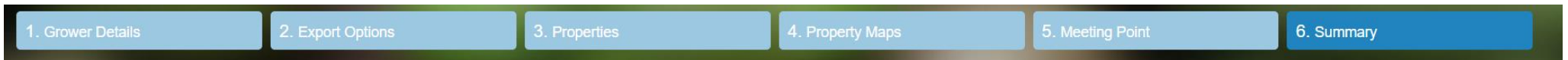
Once you have progressed through each of the steps of the registration, you will be redirected to the registration summary which will appear as follows:

Application - Property Details - Smasjhed Avocado

Property Name

Smasjhed Avocado

Property Address

28300 South Western Highway

Suburb	State	Postcode
Manjimp	Western Australia	6258

Blocks	Fruit	Countries
AV107-A01: Hass	Avocado	Japan New Zealand
AV107-A02: Shepherd	Avocado	Japan New Zealand
AV107-A03: Hass, Shepherd	Avocado	Japan

⚑ Edit Map　**☑ Edit**

Application - Export Activities

Packhouses

Packhouse 1

Packhouse Name

Smashed Avocado

Packhouse manager

Smashed Avocado

Packhouse manager email　　　　　**Packhouse Dept Registered Establishment No.**

smashed@avocado.com.au

Packhouse address

28300 South Western Highway

Packhouse suburb	Packhouse state	Packhouse postcode
Manjimp	Western Australia	6258

3rd party packhouse?

Yes

Orchard

Listed crop monitor must have successfully completed the DAWE online pest monitoring training

Crop monitor

No action is required in this step unless you noticed some fields remain blank, or information has been entered incorrectly. If changes are to be made to any of the sections displayed, simply click on the blue 'Edit' button which is located at the bottom right hand side of each summary section.

Application - Property Details - Smasjhed Avocado

Property Name
Smasjhed Avocado
Property Address
28300 South Western Highway

Suburb	**State**	**Postcode**
Manjimp	Western Australia	6258

Blocks	**Fruit**	**Countries**
AV107-A01: Hass	Avocado	Japan New Zealand
AV107-A02: Shepherd	Avocado	Japan New Zealand
AV107-A03: Hass, Shepherd	Avocado	Japan

"Edit" button allows users to make changes to each section of the registration before the final submission is made

Edit Map   Edit

Application - Export Activities

| 1. Grower Details | 2. Export Options | 3. Properties | 4. Property Maps | 5. Meeting Point | 6. Summary |

Registration Status

Member Number	**Export Year**
AV107	2021
Current Status	**Preferred Audit Date**
Pending Creation	Week of 11th June

Pay Application Fee   Remove Registration   Save Registration   Submit Registration

Press "Submit Registration" once you have reviewed the summary

Once all details are correct, press the green "Submit Registration" button in the Registration Status section at the top of the summary, to submit the registration to AA for review
Users will be once again redirected to another screen which requires all registered parties to sign an electronic declaration, agreeing to meet requirements for export protocols and Department audits

Submit Registration to Department of Agriculture ✕

Declaration

Privacy notice

'Personal information' is defined in the Privacy Act 1998 and includes information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture, Water and the Environment collects your personal information in relation to this form for the purposes of assessing your application to register as an accredited property and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to overseas governments or agencies, Australian Diplomatic Posts and other Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the disclosure of all personal information contained in this form to overseas governments, agencies and the National Plant Protection Organisation (NPPO) of each nominated importing country. The department has not taken steps to ensure that these parties do not breach the Australian Privacy Principles. This means that:

- the overseas recipient may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction
- overseas governments, agencies and NPPOs may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See our Privacy Policy web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.

Applicant declaration

To be completed by the person named in section B of this application.

I acknowledge that I have read the relevant protocols and/or work plans that apply to the export to the nominated protocol market(s) and agree to meet the conditions and requirements.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

I consent to the use and disclosure of my personal information as set out in the Privacy Notice.

Signed:

[Enter your full name]

Declaration must be electronically signed by the grower responsible

[Cancel]   [✈ Agree & Submit]

You are required to type in your name, which along with your log in details will confirm your application. Press the green "*Agree & Submit*" when name has been added

Invoicing & Payment

AA will be accepting payment by Paypal – the preferred method, for grower export registration submissions. Funds must be received prior to the closure date, or registrations will not be submitted to the Department of Agriculture for consideration. The fee is $200 plus GST Registrations which have been successfully completed in the system will be verified via an automated email to the user. The message you will receives is as per below. Attached to the confirmation email will be a PDF copy of the Invoice, providing payment amount and options. All registrations must be paid in full PRIOR to submission to the DAWE. Failure to submit payment will result in your registration being cancelled by AA in the registration system.

We have received your application

Member Number: AV107

Thanks for submitting your export accreditation documentation, it has now been received and will be assessed.
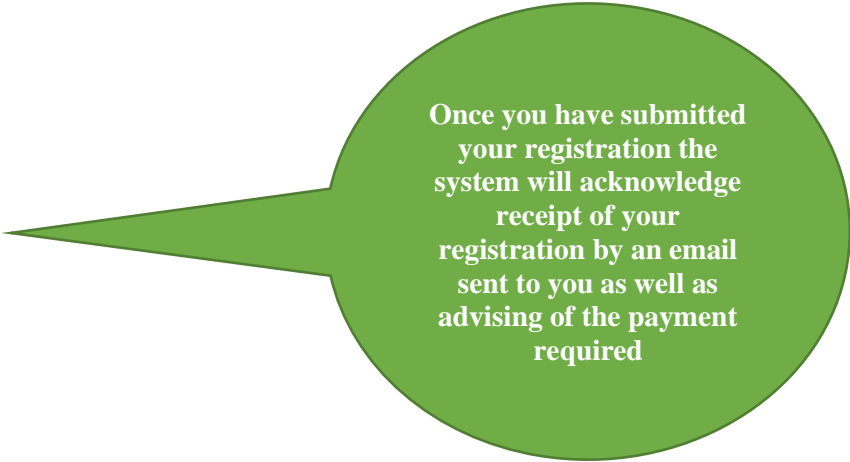
Your export accreditation form will not be submitted to the Department of Agriculture until application payment has been made by one of the below methods (please note credit card cannot be accepted).

The fee is $220 (GST inclusive).

- **Cheque** payable to the Australian Table Grape Association, posted to 33 Madden Avenue Mildura 3500
- **Direct Debit** to Australian Table Grape Association
  BSB 063739 Account No 10080128
  Reference: TG No and name (please email ATGA once done)
- **Cash** received at the ATGA Office 33 Madden Avenue Mildura 3500

Regards,

John Tyas
CEO, Avocados Australia

Once you have submitted your registration the system will acknowledge receipt of your registration by an email sent to you as well as advising of the payment required

ATGA
Australian
Table Grape
Association Inc.

33 Madden Avenue, Mildura, Victoria 3500, Australia
Telephone: +613 5021 5718 Facsimile: +613 4009 0036
Mobile: 0417 122 086 Email: atga@ncable.com.au

TAX INVOICE
ABN: 69 953 034 946

Wednesday, April 21, 2021

Invoice No: AV107-2021

To: Smashed Acocado
             Smashed Avocado

Address: 28300 South West Highway, Manjimp, Western Australia,
              6258

Reference: Annual Export Accreditation System Application

Application Fee for Annual Export Accreditation System Application		$200
	GST	$20
	TOTAL	**$220**

PAYMENT OPTIONS

Electronic Transfer
Account Name:	Australian Table Grape Association inc
Bank & Branch:	CBA Robinvale VIC
BSB:	063 739
Account No:	1008 0128

Cheque
Payment to:	Australian Table Grape Association (ATGA)
Mail / Deliver to:	33 Madden Avenue, MILDURA, VIC 3500

Jeff Scott
Chief Executive Officer

Application Fee   x

Would you like to make your application fee payment now via PayPal?

Charge	Amount
Application fee	$200
GST	$20
Merchant Fee (Paypal Only)	$6.6
Total	$226.6

P Pay Now	Pay Later

Cancel

Once you have submitted yor application you can log back in at any time to review your registaion. The following screen will apepear
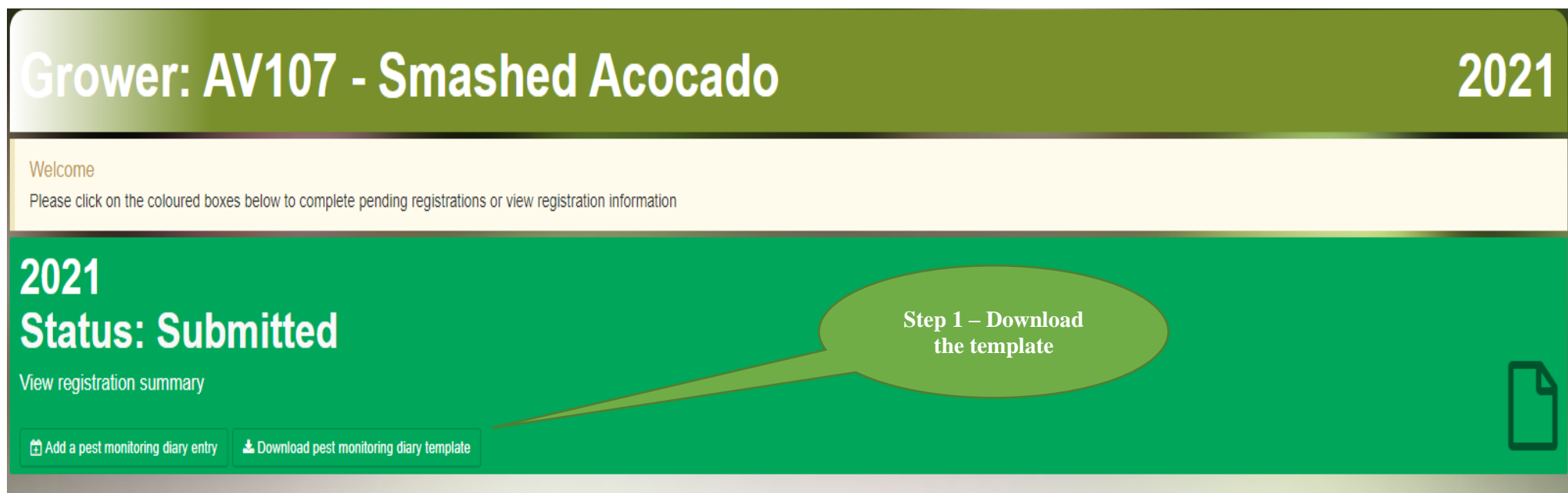
Step 3: Uploading of Pest Monitoring Records

As per the protocol requirements for each export market, you may be required to download, record and upload pest monitoring excel templates to your registration depending on the markets selected. You can complete this process from your online registration Home page, which will appear as follows once your registration has been submitted to AA.

The first step in this process is to select the *Download pest monitoring diary template* button as per the above.

NOTE: You MUST download a new template for fortnightly pest monitoring requirements. Saving the template to your computer and updating the information will result in a failure to save updated pest monitoring data to the online system.

The same process must be followed EACH fortnight as follows:

Download Template – Update information – Save to computer – Upload to Online System

Once you have clicked the "Download" button on your registration Home page, you will be prompted to either Open or Save an excel template or download (depending on the version of Microsoft you use). You can select either depending on your individual preference. The template will open as follows:

	A	B	C	D	E	F	G	H
1	Block Patch	Inspection Date DD/MM/YYYY Every cell must be filled	Inspection Start Time HH:mm in 24 hour time Every cell must be filled	Med Fruit Fly	QLD Fruit Fly	Lesser QLD Fruit Fly	Light Brown Apple Moth	Fullers Rose Weevil	Black Pea
2	ABC-001	01/01/2016	16:05	3	1	2		1	8
3	AV107-A01								
4	AV107-A02								
5	AV107-A03								
6									
7									
8									
9									

This is only the cover page. If you look towards the bottom of the excel sheet you have open, there will be another tab at the base with your Property Name listed. Click on that tab, and you will be able to enter all pest monitoring data.

NOTE: There will be separate Excel sheets for each property identified in your registration.

The excel template has been locked to prevent any changes to the formulas in each field. All data must be entered exactly as the example line (Row 2) demonstrates, e.g. the Inspection Start Time must be entered in 24hr time only.
Monitoring fields must contain numerical data only, leave any text for the Comments field at the end of the row. Do not leave any of the fields blank – this will result in a failure to upload. For zero detections, just include a 0.

NOTE: All block numbers will appear automatically as these fields are populated from the registration information. Block numbers will appear on the Excel sheet for each Property they are listed under.

When you have completed the template and saved to your desktop (or easy to find location), log back into the online registration system and select the green *Add a pest monitoring diary entry* button located on your homepage – screen print below

When you click the button to upload your diary entry, you will be redirected to a small text box which allows you to select the file you saved to your computer. Simply click on the "Browse" button and then select the location of your saved template.

Upload Document or Inspection Report ✕

Inspected or Upload date *

[   ] ▦

File *

[Choose file | No file chosen]

Comment

[Enter comment   ]

Please use this Excel Template as a guide for inspection report uploads

⬆ Upload

> Use this button to locate your saved pest monitoring

Upload Excel Spreadsheet ✕

File *

[C:\Users\Allison\Desktop\Pest Monitoring Diary Template 6-6-17.xlsx]   Browse...

Please use the Excel template for diary uploads

⬆ Upload

> Once you have selected and opened your uploaded file, and the location appears in the File field – press the Upload button

If the upload has been successful, your screen will update and your entry visible in the *Pest Monitoring Diary* section of your online registration. The screen example below – an eample from the Summerfruit Registration System - clearly shows a single entry dated June 5, 2017.

Unsuccessfully entries will be confirmed via screen error messages, or the session may time out. In the event you are met with an error or issues, we recommend you revisit the template and ensure all fields are completed as detailed. Otherwise contact your online support team.