



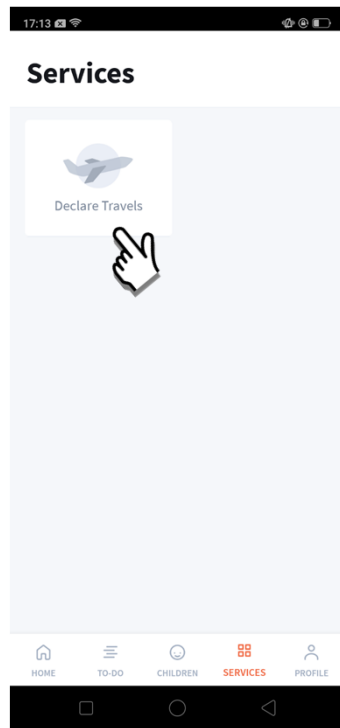
Parents Gateway

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

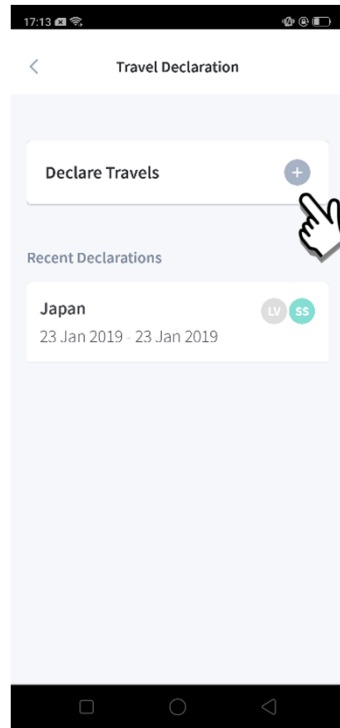
Updated as at 1 May 19

1. Declare Travel Plan

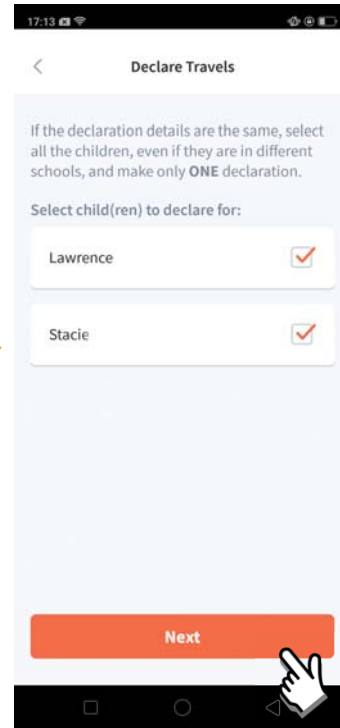
Download and Install latest version of Parents Gateway App V3.0.0



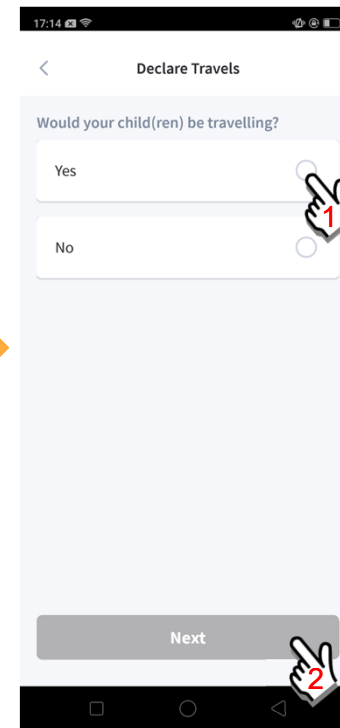
Go to '**SERVICES**' tab and tap on 'Declare Travels'.



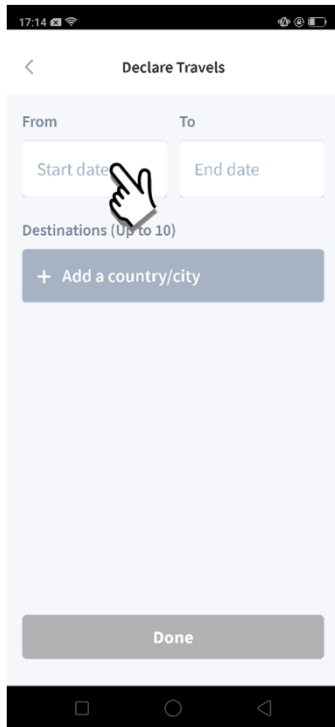
Tap on the '+' sign.



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



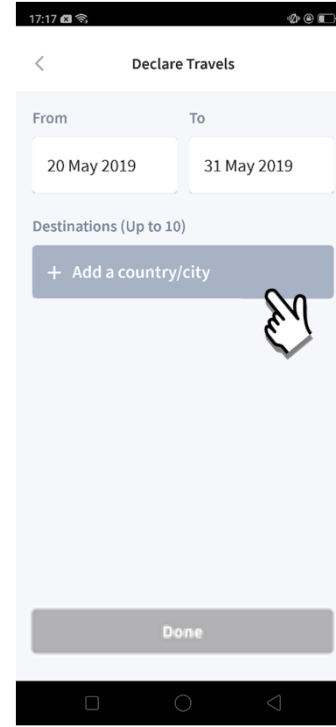
Select '**Yes**' for travelling and tap '**Next**'.



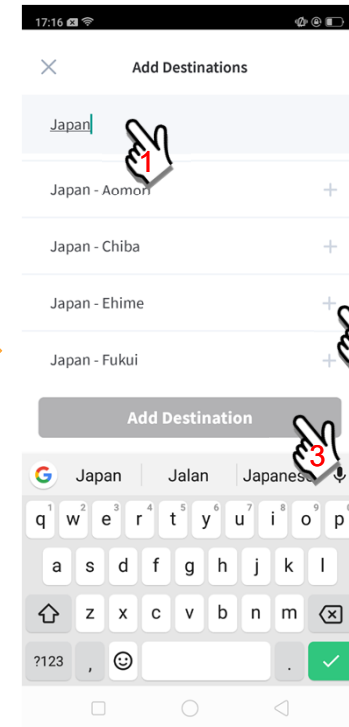
Tap on **'Start date'** to select travel dates.



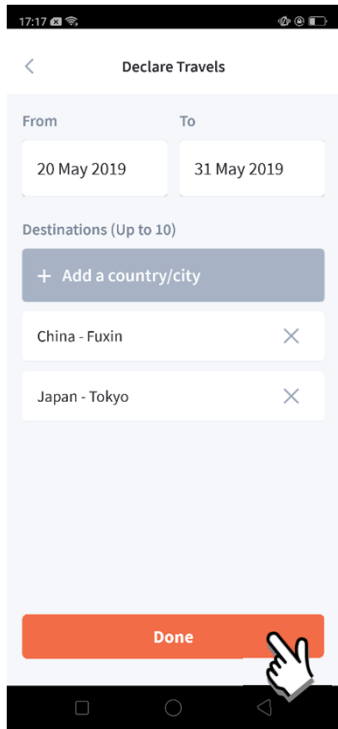
Select your travel period and tap **'Select dates'**.



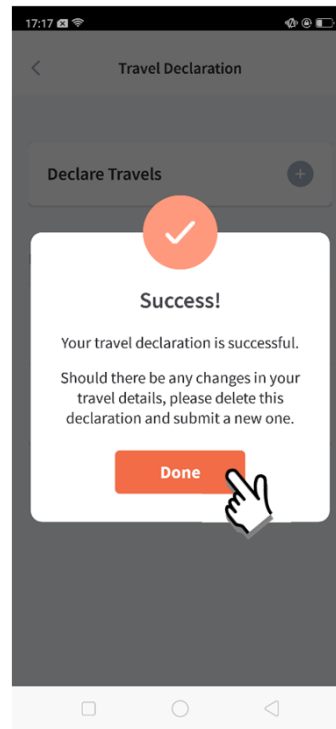
Tap on **'Add a country/city'** to select the travel destination(s).



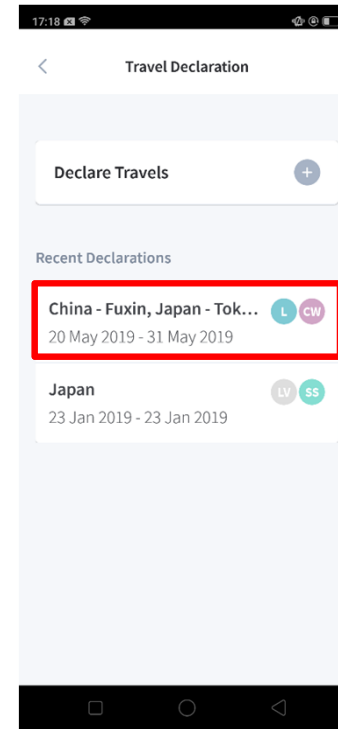
Type country name to search for the country (/city). Tap **'+'** on right of all the countries / cities you're visiting, then tap on **'Add Destination(s)'**.



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

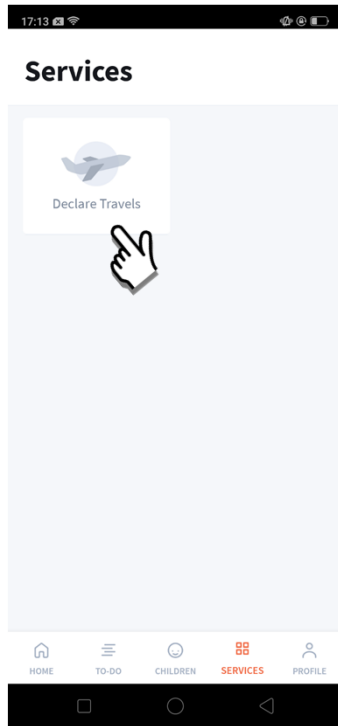


Successful Declaration.

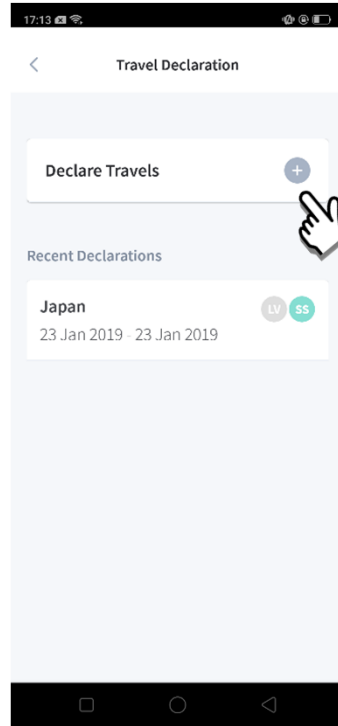


Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

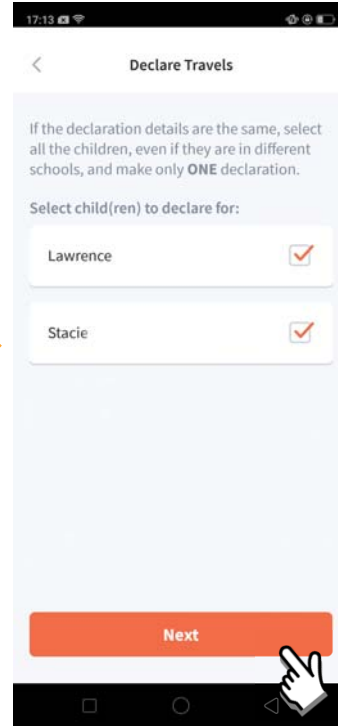
2. Declare NOT Travelling



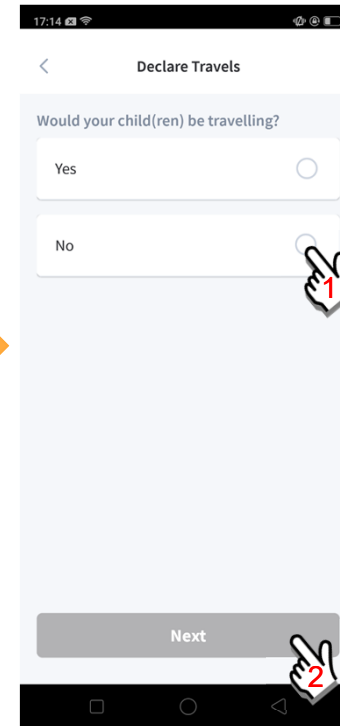
Go to '**SERVICES**' tab and tap on 'Declare Travels'



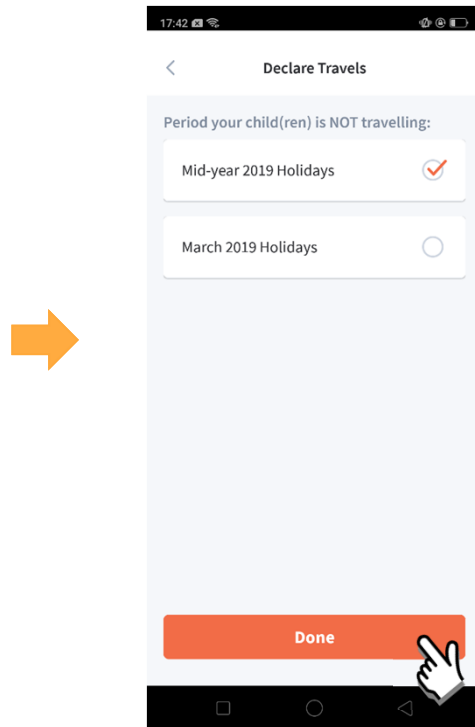
Tap on the '+' sig.



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



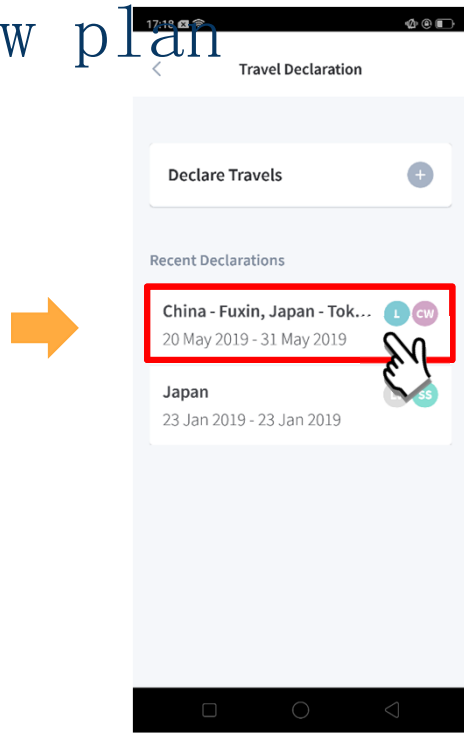
Select '**No**'.



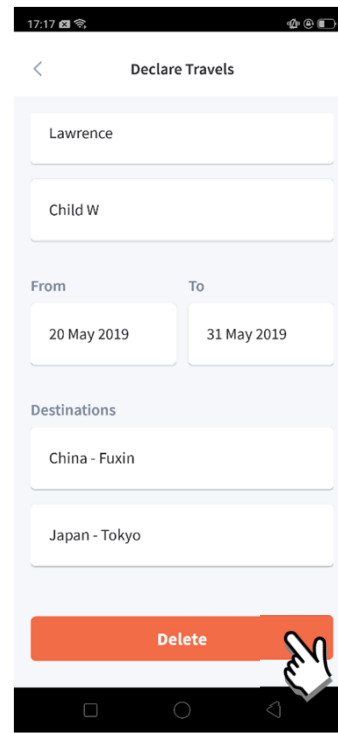
Pick the School Holiday period and tap on **'Done'**.

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan



Tap on the travel plan to be changed.

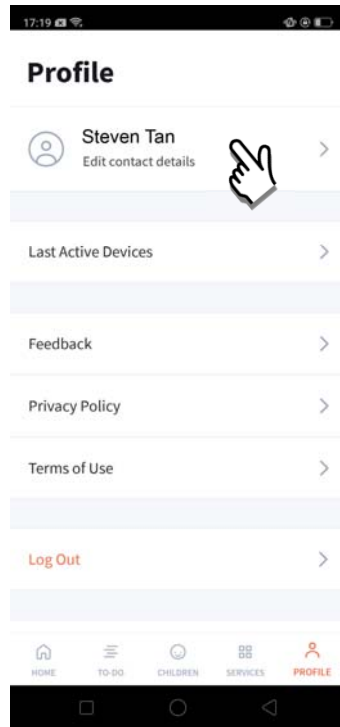


Tap on '**Delete**' to delete the plan.

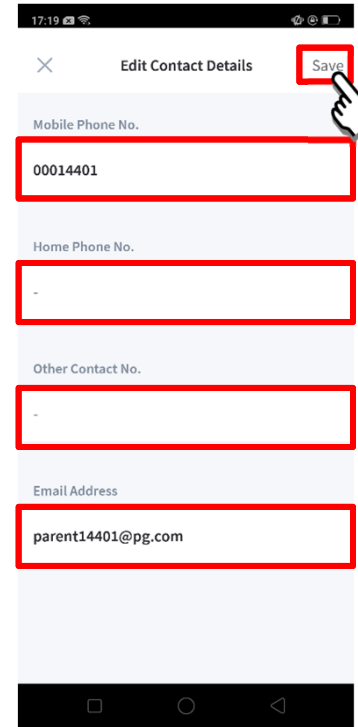


Create a new travel plan. (Refer to 1. Declare Travel Plan)

4. Update Your Contact Details



Tap on '**PROFILE**' then your name.



Update your contact details (must have at least 1 phone/contact number), then tap on '**Save**'.

Thank You