

USING THE PORTAL

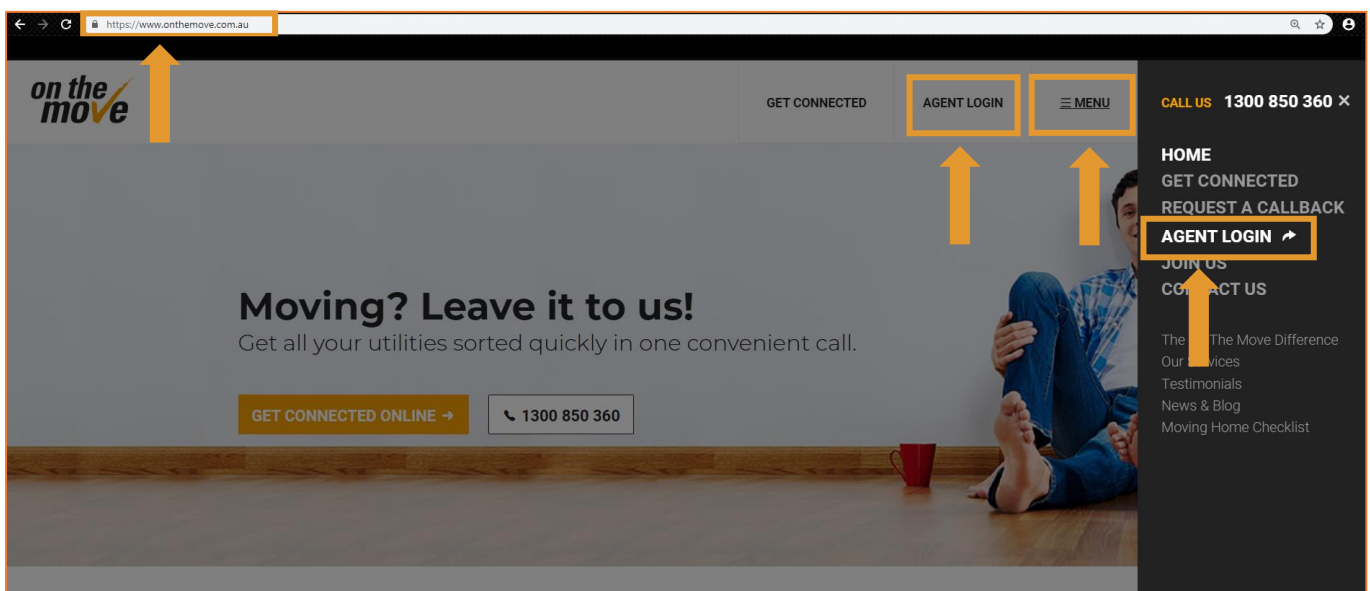
Submitting Applications

You can send applications through to On The Move via any of the following ways:

- ✓ Phone – call our friendly customer service team on **1300 850 360**
- ✓ Fax – send the application through to **1300 661 160**
- ✓ Direct Email – to sales@onthemove.com.au
- ✓ E-Application – online application via our website portal (directions below)

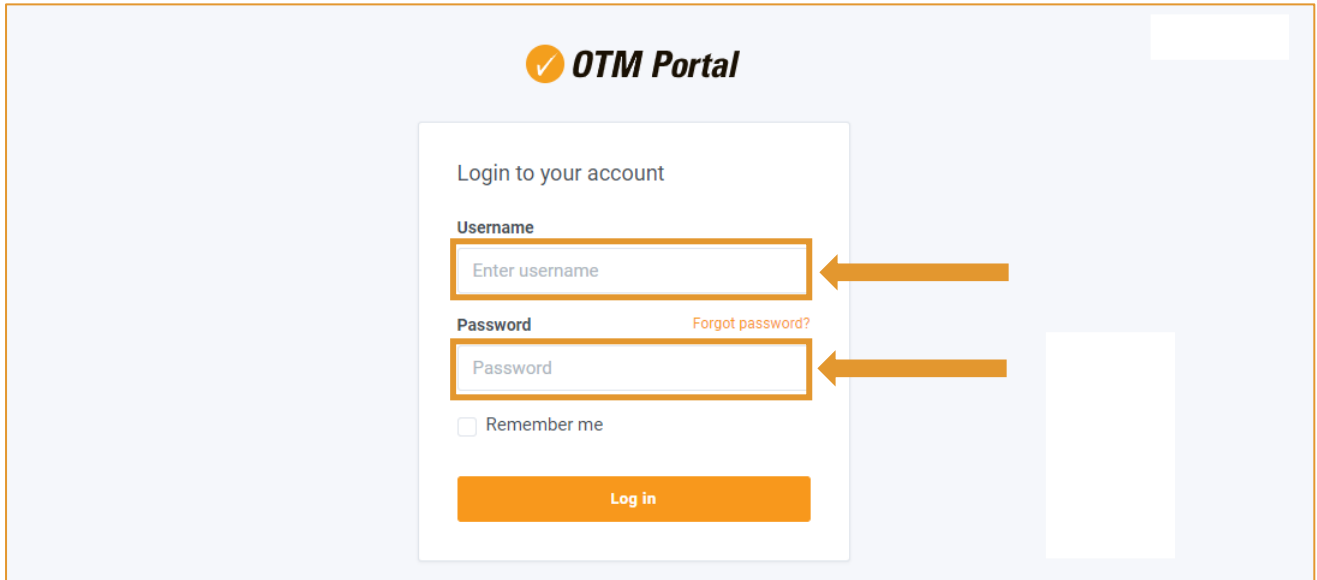
Access to our system & online applications instructions

- ✓ Go to www.onthemove.com.au
- ✓ Click **Agent Login** on the top right of the website or **click on Menu** on the top right and **select Agent Login**.



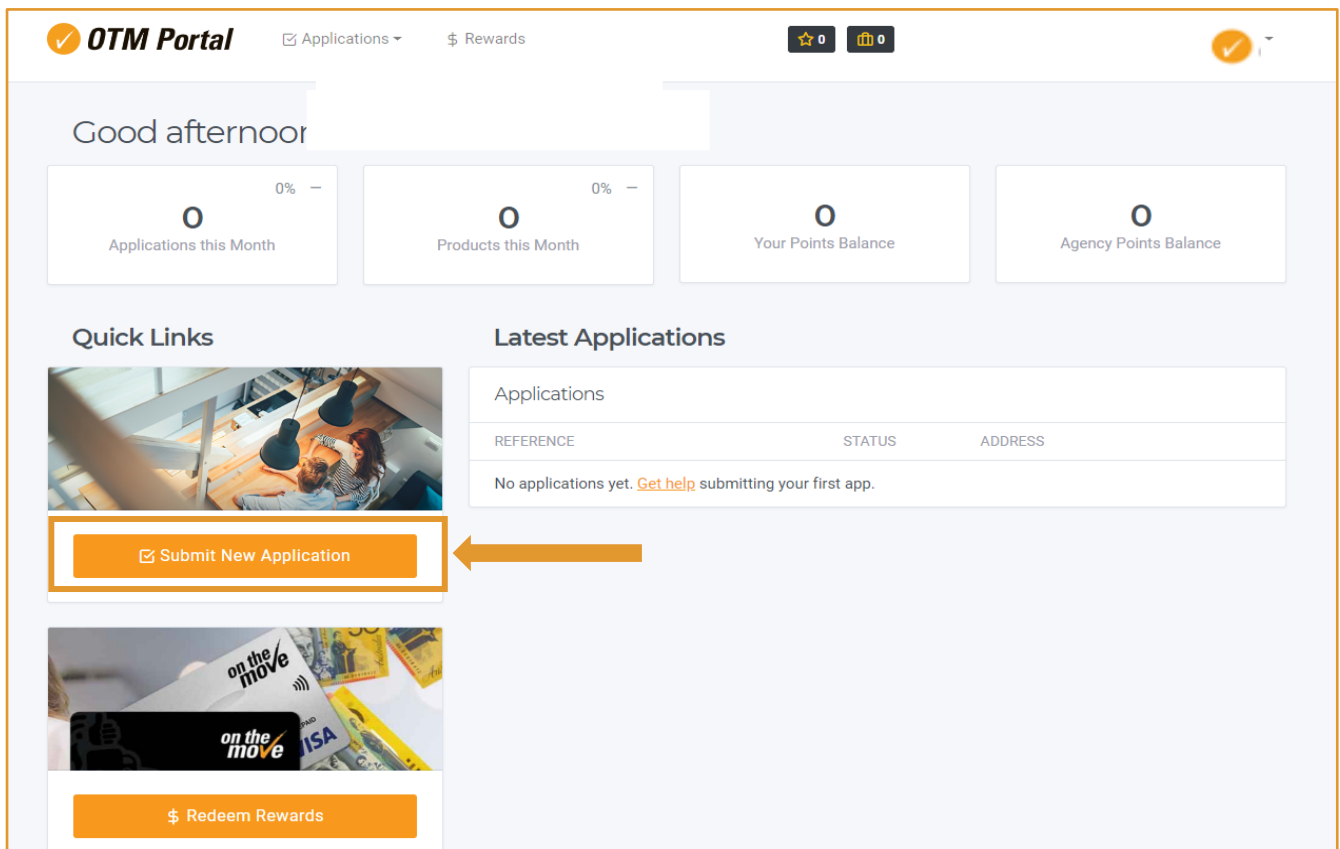
SUBMITTING APPLICATIONS

- ✓ Enter your **username and password** that you have been provided by your account manager and click **login**.



The screenshot shows the OTM Portal login interface. At the top, there's a header with the OTM Portal logo and a user profile icon. Below the header, a central white box contains the login form. The form has a title 'Login to your account'. It includes a 'Username' field with a placeholder 'Enter username', a 'Password' field with a placeholder 'Password', and a 'Remember me' checkbox. A 'Log in' button is at the bottom of the form. Two orange arrows point to the Username and Password fields respectively. A 'Forgot password?' link is located next to the Password field.

- ✓ Click on **Submit New Application** from the menu below your account information.



The screenshot shows the OTM Portal dashboard. At the top, there's a header with the OTM Portal logo, navigation links for 'Applications' and 'Rewards', and user icons. Below the header, a greeting 'Good afternoon' is displayed. The dashboard features four summary cards: 'Applications this Month' (0), 'Products this Month' (0), 'Your Points Balance' (0), and 'Agency Points Balance' (0). Below these cards, there are two main sections: 'Quick Links' and 'Latest Applications'. The 'Quick Links' section contains a 'Submit New Application' button, which is highlighted with an orange arrow. The 'Latest Applications' section shows a table with columns 'REFERENCE', 'STATUS', and 'ADDRESS'. The table is currently empty, with a message 'No applications yet. [Get help](#) submitting your first app.'

- ✓ This page will appear.

- ✓ Enter all details of the **application** and **any required notes on the property**.

- ✓ Add details of the **primary applicant**.

The screenshot shows the 'Applicants' section on the left with a button 'Add another applicant'. To the right is the 'Primary Applicant' form. It contains fields for Title, First Name, Last Name, Date of Birth, Occupation, Email Address, Mobile, and Home Phone. Below these fields are two buttons: '+ Add ID' and '+ Add Concession'. At the bottom of the form is a green 'Submit Application' button with a checkmark icon. Orange arrows point from the 'Add another applicant' button to the 'Primary Applicant' form, and from the 'Submit Application' button to the left.

- ✓ Click **Add ID** to enter the **ID verification details**.

The screenshot shows the 'Identification' form. At the top, there is a blue '+ Add ID' button. Below it is a form with fields for ID Type, ID Number, and ID Expiry. The ID Number field contains '123456789A'. The ID Expiry field has a 'Select Date' dropdown. Orange arrows point to the '+ Add ID' button and the ID Number field.

- ✓ Click on **Submit Application** from the menu below your account information.

The screenshot shows the 'Concession' form. At the top, there is a blue '+ Add Concession' button. Below it is a form with fields for Concession Type, Concession Issuer, Concession Number, and Concession Expiry. The Concession Number field contains '123456789A'. The Concession Expiry field has a 'Select Date' dropdown. Orange arrows point to the '+ Add Concession' button and the Concession Number field.

- ✓ Click **Submit** if there are no secondary applicants.

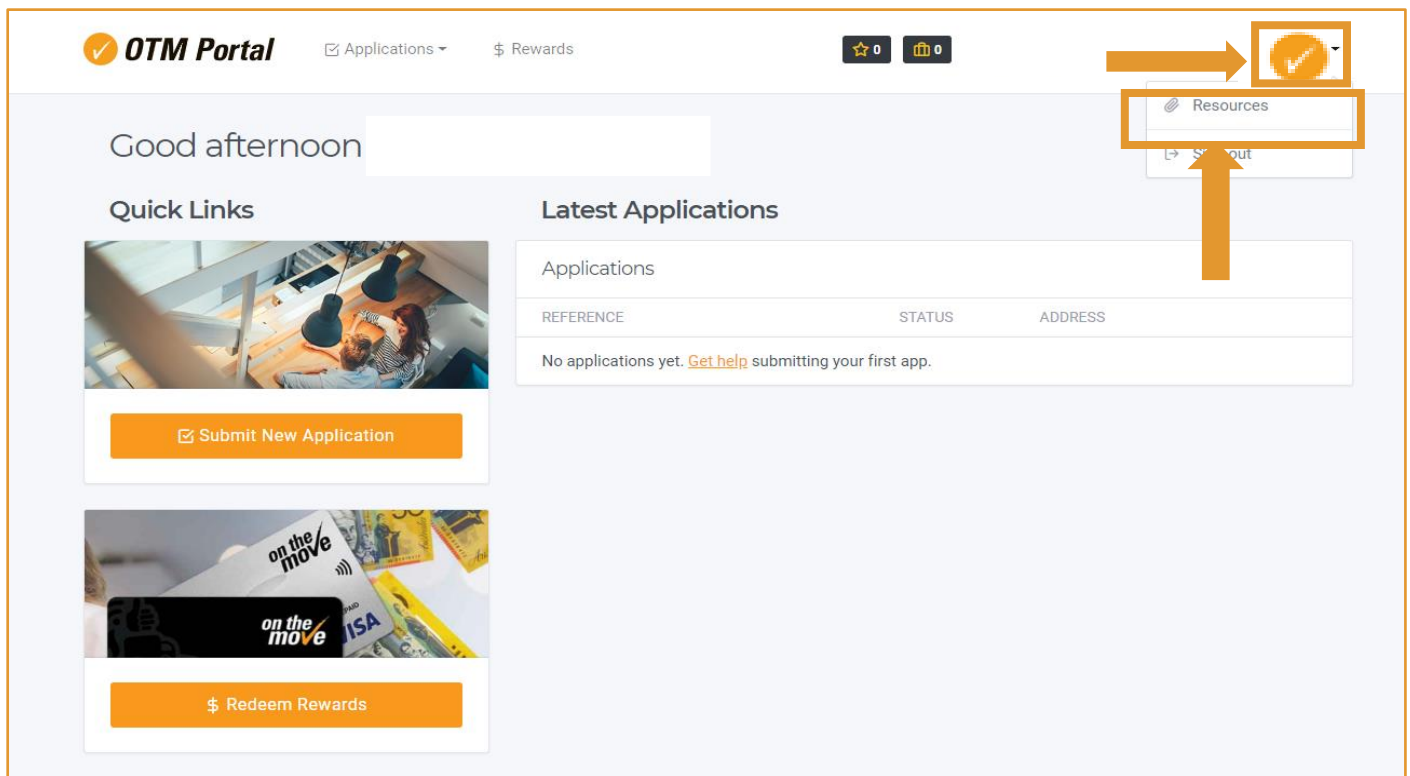


- ✓ If there are any secondary applicants **click Add another Applicant.**

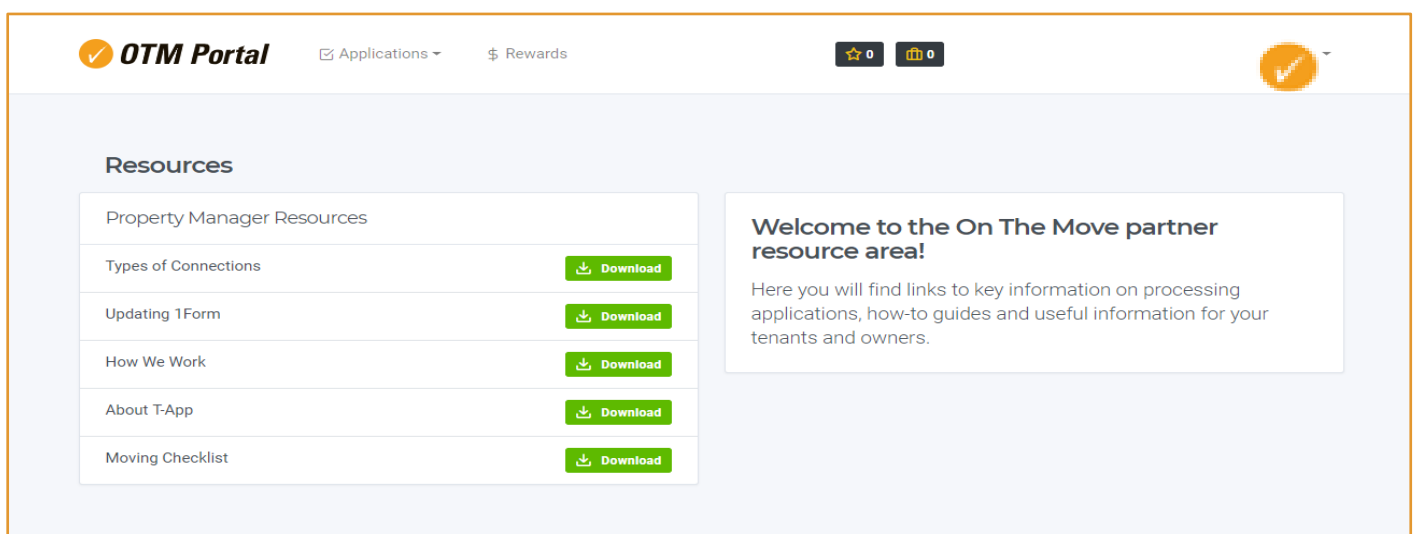
- ✓ Fill in the details of the **secondary applicant**. Please note, you can add as many secondary applicants as you want.
- ✓ Add **ID details** and **Concession details** if required
- ✓ Click **Submit**

How To Find Resources

- ✓ When you enter the portal, on the top bar click the drop-down menu on your logo and click **Resources**.

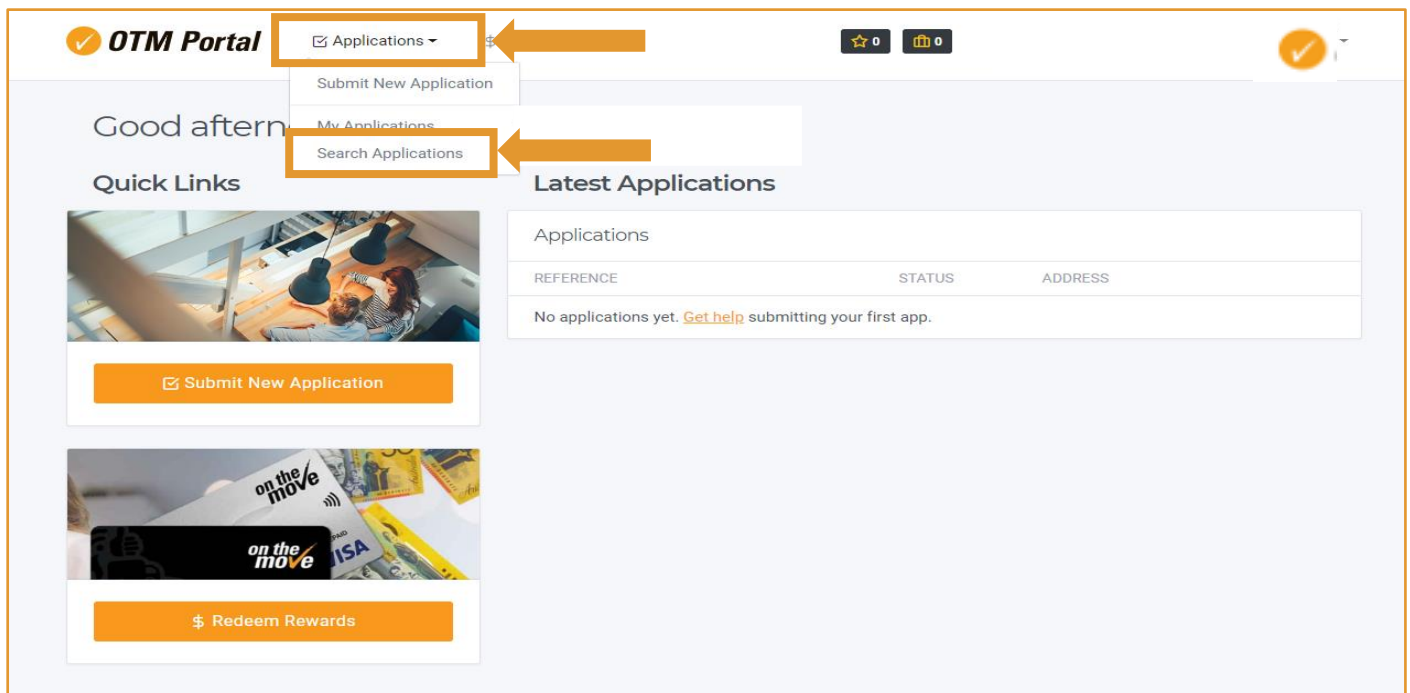


- ✓ This page will appear. You can download all resources and guides from here.

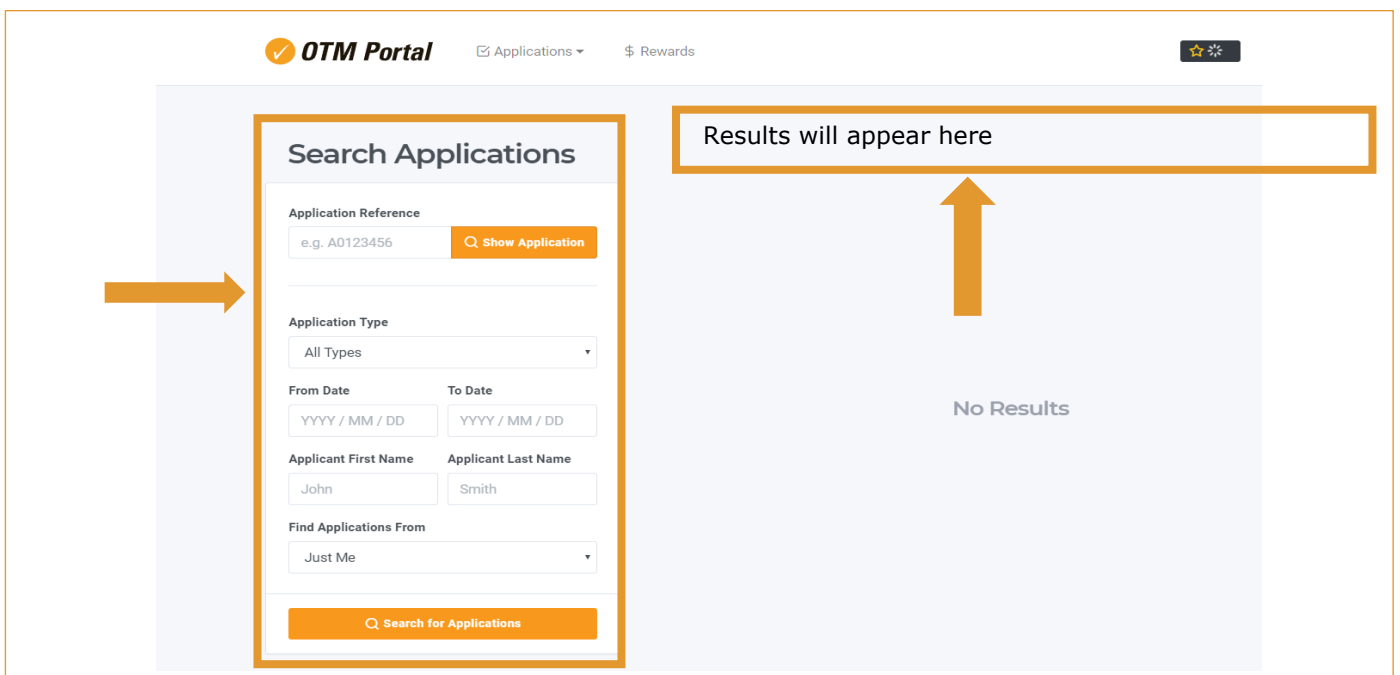


Searching For An Application

- ✓ When you enter the portal, on the top bar click the drop-down Applications tab and click Search Applications.

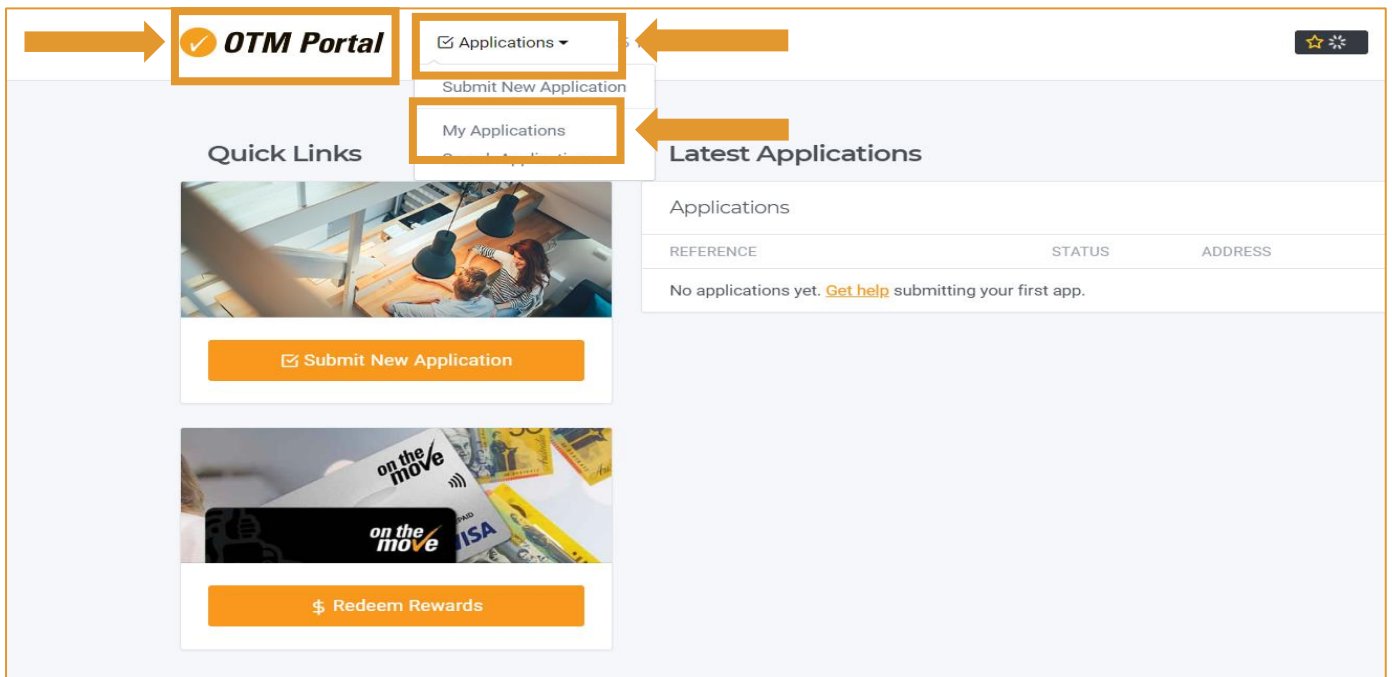


- ✓ Enter the application details or the applicant's information in the given tabs and click Search Application. The application will appear on the right side.



Reviewing An Existing Application

- ✓ When you enter the portal, on the top bar click the **drop-down Applications** tab and click **My Applications**.



- ✓ Your applications will appear on this page where you can track their status, address, and products the applicant asked for. If you want to amend your application, you can always call your dedicated account manager and get the amendment made.

