

International Funding Request Web Form Guide



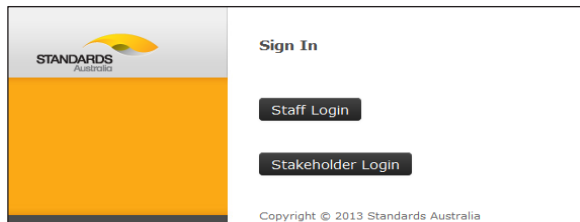
Log in and Log out

To log in as Standards Australia staff:

1. Go to <https://forms.standards.org.au/>
2. Click the 'Staff Login' button.
3. Enter your user name and password and click 'Ok'.

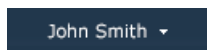
To log in as Stakeholder:

1. Go to <https://forms.standards.org.au/>
2. Click the 'Stakeholder Login' button.
3. Use your existing Standards Hub user name (email address) and password and click 'Login'. ([Click here](#) if you need to register for a Standards Hub account).



To log out of the web form:

1. Click the downward-pointing arrow (located at the top right of the page, next to your user name).

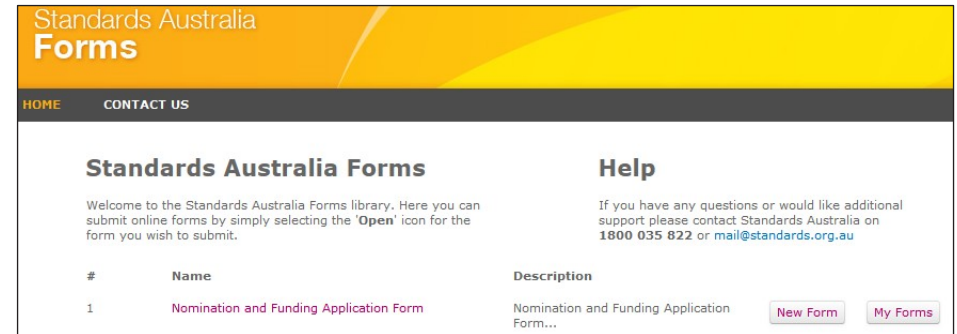


General Information

- To save partially filled form, click 'Save' button.
- To close the form, click 'Close' button.
- Click the blue balloon help (i) icon to get help on specific fields.

Access Forms

- To open new form, click 'New Form' button.
- To view all forms associated with the logged in user, click 'My Forms' button.



Steps for completing the form:

Meeting Tab

Data in some of the fields is populated automatically.

1. After you enter data in 'National Committee Code' please make sure to tab out or click outside of this field.
2. Click the magnifying glass to select 'International Committee Code'. The rest of the committee details are populated automatically.
3. To add multiple committees (Technical and/or Governance), click 'Add Committee' link.



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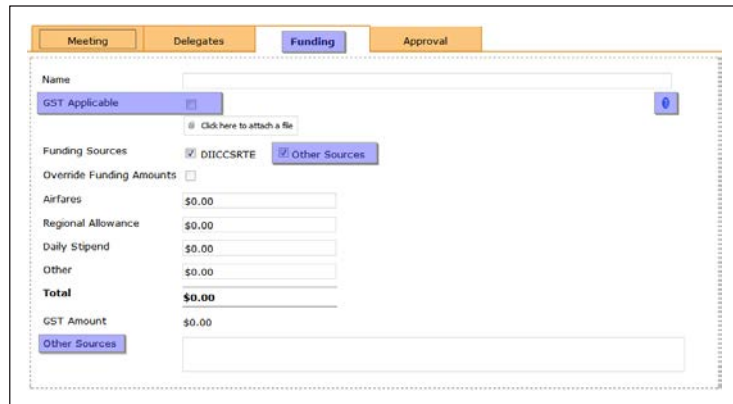
Delegates Tab

4. To add multiple meetings, click 'Add another meeting to attend' link.
5. To add multiple delegates, click 'Insert delegate' link.
6. Select 'Other' option from 'Committee Designation' dropdown field and enter committee designation, if the expected committee is not available.



Funding Tab

7. If GST is not applicable, untick the 'GST Applicable' box and attach supporting document.
8. Tick 'Other Sources' box if funded by other sources and enter details in the 'Other Sources' text field. (Appears below GST Amount.)
9. Dollar amounts are populated automatically.

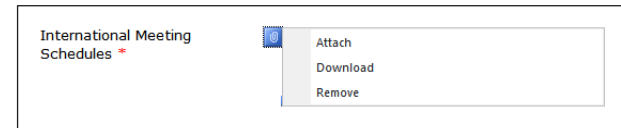


10. To submit the completed form, click 'Submit' button.

After submitting, the form will be automatically forwarded for approval (via workflow). Submitter will be notified via email regarding the application decision and further process.

Miscellaneous

- To remove or download any attached file, move the mouse cursor over the field, click on icon located at the top left corner and then select the desired option as shown below.



- To insert or remove a record, move the mouse cursor over the record, click on the icon located at the top left corner and then select the desired option as shown below.

