Uploading ID and Sharecode for a New IBA on Genistar Online

1. Once the Share Code has been generated, you will need to take a screenshot or photo of the sharecode information page, please see an example we created below.

Please check the written information to take note of the expiry date because this will be needed on their application; 3 September 2025.

You will notice that some sharecodes do not have an expiry date, such as the one below. In this instance the person has the **right to work indefinitely, so on Genistar online please select the 'applicable' toggle next to Visa Expiration Date so it says 'No'.**

2. You will then proceed to the next page, which will show the right to work share code. Please note, the right to work share code begins with a 'W'. Any sharecode not starting with a W will not be accepted.

3. Now you have generated and taken a screenshot or photo of the right to work share code page, you will need to upload the screenshot or photo image onto Genistar Online during your IBA application process.
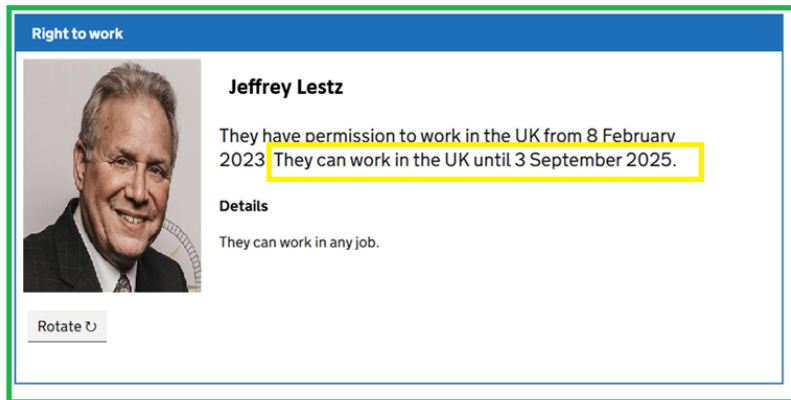
4. When completing your IBA please make sure your nationality matches your passport / eVisa information.

5. The identification screen on the IBA requires you to upload a passport, upload an eVISA image, enter the eVISA expiration date (this is the right to work date from sharecode page) and also enter the sharecode.

eVISA: Please upload the screenshot or photo of the right to work share code page in the 'upload VISA' section highlighted green.

Visa Expiration Date: In this section highlighted yellow, please enter the right to work share code expiry date as shown in the below image circled in yellow. If there is no expiry date, please select the 'applicable' toggle next to Visa Expiration Date so it says 'No'.

6. Sharecode: this must start with a W for right to work.

Please enter the sharecode in the box highlighted in blue below.