


## 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.

Right to work



**Jeffrey Lestz**

They have permission to work in the UK from 8 February 2023. They can work in the UK until 3 September 2025.


**Details**

They can work in any job.

Rotate ↻

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'.

Right to work



**Jeffrey Lestz**

They can work in the UK.

**Details**

They can work in any job. There is no limit on how long they can stay in the UK.

▶ [Legal basis of status](#)

Rotate ↻

If you employ this person

**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.**



You can now view Jeffrey Lestz right to work details

They have used the 'Prove your right to work' service on GOV.UK to email you a share code.

To view their right to work details, go to the 'View a job applicant's right to work details' service on GOV.UK and enter their:

- date of birth
- share code WNT 89M 39R

This share code will expire on Wednesday, 5 March 2025.

Please do not reply to this email, as the inbox is not monitored.

**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.**

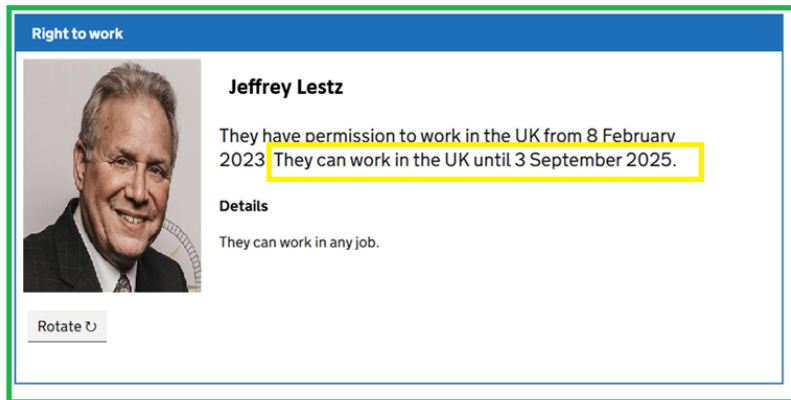
**4. When completing your IBA please make sure your nationality matches your passport / eVisa information.**

The screenshot shows the Genistar online application interface. On the left is a navigation menu with options: Contact, Address, Employment, Fitness, Identification, Independent Business Application Agreement, May, Must & Must Not Agreement, and Summary. The main content area is titled 'Contact Information' and contains several input fields: First Name (Testing), Last Name (Ibas), Email (yasah0373@eolup.com), Mobile Number (+447954156419), Date Of Birth (Day: 12, Month: September, Year: 1985), and Gender (Male/Female). A 'Nationality' dropdown menu is highlighted with a yellow box, showing 'Select...'. A green 'Next' button is located at the bottom right of the form.

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'.



GENISTAR Testing Ibas recruit

Identification Submission

Do you have a current passport that you can submit for your identification now?  
Yes

Passport Country: \*  
Albania

Upload Passport  
Select a file or Drop a file here

Passport Expiration Date:  
Day: Choose a day Month: Choose a month Year: Choose a year Applicable:

Upload Visa  
Select a file or Drop a file here

Visa Expiration Date:  
Day: Choose a day Month: Choose a month Year: Choose a year Applicable:

Visa Shared Application Code: \*

Previous Next

**6. Sharecode: this must start with a W for right to work.**  
Please enter the sharecode in the box highlighted in blue below.

The screenshot shows the 'Identification Submission' form in the GENISTAR system. The left sidebar contains navigation links: Contact, Address, Employment, Fitness, Identification, Independent Business Application Agreement, May, Must & Must Not Agreement, and Summary. The main content area is titled 'Identification Submission' and contains the following fields:

- Passport Section:**
  - Question: 'Do you have a current passport that you can submit for your identification now?' with a dropdown menu set to 'Yes'.
  - Field: 'Passport Country: \*' with a dropdown menu set to 'Alabama'.
  - Field: 'Upload Passport' with a 'Select a file' button and the text 'or Drop a file here'.
  - Field: 'Passport Expiration Date:' with sub-fields for 'Day:' (Choose a day), 'Month:' (Choose a month), and 'Year:' (Choose a year). Each sub-field has a red error icon. An 'Applicable:' checkbox is checked.
- Visa Section:**
  - Field: 'Upload Visa' with a 'Select a file' button and the text 'or Drop a file here'.
  - Field: 'Visa Expiration Date:' with sub-fields for 'Day:' (Choose a day), 'Month:' (Choose a month), and 'Year:' (Choose a year). Each sub-field has a red error icon. An 'Applicable:' checkbox is checked.
- Visa Shared Application Code:** A text input field labeled 'Visa Shared Application Code: \*' is highlighted with a blue border.

At the bottom of the form, there are 'Previous' and 'Next' buttons.