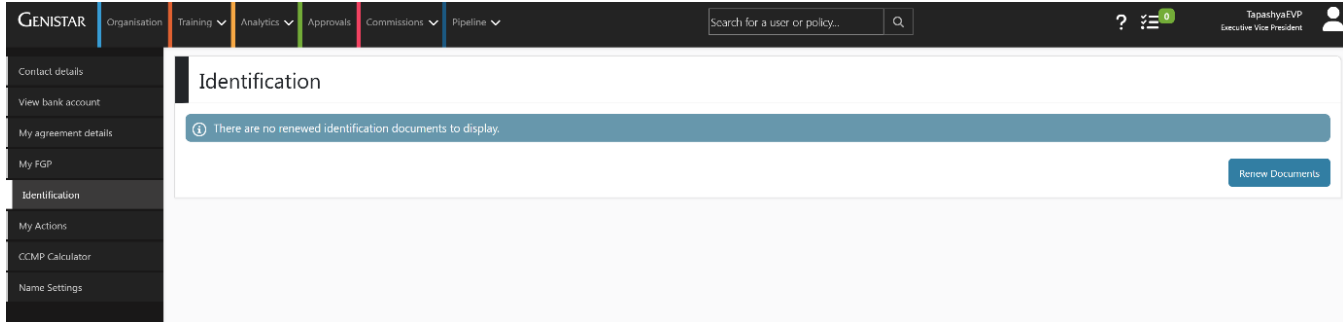


Uploading ID and Sharecode for Existing Representatives

For current Representatives that need to update their ID documentation and Visa Expiry information please following the instructions below:

1. Click on the 'my account person icon'
2. Go to the Identification tab on the left hand side.
3. Click renew documents

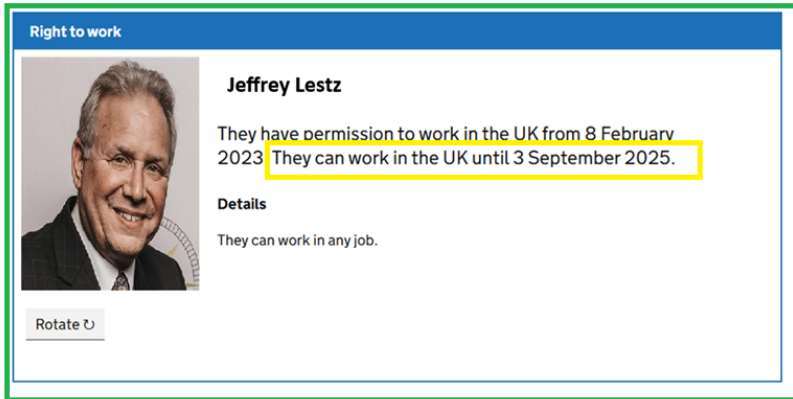


4. If they have a passport, please select yes, then enter the country of issue. Please complete the passport details as required.

A screenshot of the 'Renew Identification Documents' form in the GENSTAR application. The form includes a warning message: 'Please make sure that all provided information is accurate. Please note that no data will be saved unless submitted.' The form is divided into several sections: 1. 'Do you have a current passport that you can submit for your identification now?': A dropdown menu with 'Yes' selected. 2. 'Passport Country': A dropdown menu with 'Nigeria' selected. 3. 'Upload Passport': A file upload area with a 'Select a file' button and the text 'or Drop a file here'. 4. 'Passport Expiration Date': Three dropdown menus for 'Day', 'Month', and 'Year', each with a red error icon and the text 'Choose a day', 'Choose a month', and 'Choose a year' respectively. An 'Applicable:' checkbox is checked. 5. 'Upload Visa': A file upload area with a 'Select a file' button and the text 'or Drop a file here'. 6. 'Visa Expiration Date': Three dropdown menus for 'Day', 'Month', and 'Year', each with a red error icon and the text 'Choose a day', 'Choose a month', and 'Choose a year' respectively. An 'Applicable:' checkbox is checked. 7. 'Visa Shared Application Code': A text input field with an asterisk indicating it is required. A green 'Submit' button is located at the bottom right of the form.

5.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'.



GENSTAR Setting Bias recruit

Identification Submission

Do you have a current passport that you can submit for your identification now? Passport Country: *

Yes 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 form is titled 'Identification Submission' and is part of a recruitment process for 'Testing Ibas Recruit'. The form includes the following sections:

- Do you have a current passport that you can submit for your identification now?:** A dropdown menu with 'Yes' selected.
- Passport Country: *** A dropdown menu with 'Albania' selected.
- Upload Passport:** A section with a 'Select a file' button and 'or Drop a file here' text.
- Passport Expiration Date:** A section with three dropdown menus for 'Day', 'Month', and 'Year', each with a red error icon and the text 'Choose a day', 'Choose a month', and 'Choose a year' respectively. There is also an 'Applicable' checkbox.
- Upload Visa:** A section with a 'Select a file' button and 'or Drop a file here' text.
- Visa Expiration Date:** A section with three dropdown menus for 'Day', 'Month', and 'Year', each with a red error icon and the text 'Choose a day', 'Choose a month', and 'Choose a year' respectively. There is also an 'Applicable' checkbox.
- Visa Shared Application Code: *** A text input field highlighted with a blue border.

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

7.If they do not have a passport, please select no and you will see the screen and options below.

Please follow the questions to select what documentation the individual has available and enter as appropriate.

The screenshot shows the 'Renew Identification Documents' form in the GENISTAR system. The form is titled 'Renew Identification Documents' and is part of a recruitment process for 'TapashyaEVP Executive Vice President'. The form includes the following sections:

- Warning:** A yellow banner with the text: 'Please make sure that all provided information is accurate. Please note that no data will be saved unless submitted.'
- Do you have a current passport that you can submit for your identification now?:** A dropdown menu with 'No' selected.
- Do you have a current national ID card that you can submit for your identification now?:** A dropdown menu with 'No' selected.
- Do you have a current driving licence that you can submit for your identification now?:** A dropdown menu with 'No' selected.
- Do you have a valid visa?:** A dropdown menu with 'Yes' selected.

8. For the Visa section please complete as above using instructions from point number 5 but you will also need to supply other evidence to confirm identity.

GENSTAR Organisation Training Analytics Approvals Commissions Pipeline Search for a user or policy... TapashyaEVP Executive Vice President

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Upload Birth Certificate
Select a file or Drop a file here

Birth Certificate Expiration Date:
Day: Choose a day Month: Choose a month Year: Choose a year Applicable: MS

Upload Proof of Address
Select a file or Drop a file here

Proof of Address Expiration Date:
Day: Choose a day Month: Choose a month Year: Choose a year Applicable: MS

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: MS

Visa Shared Application Code: *

Submit