

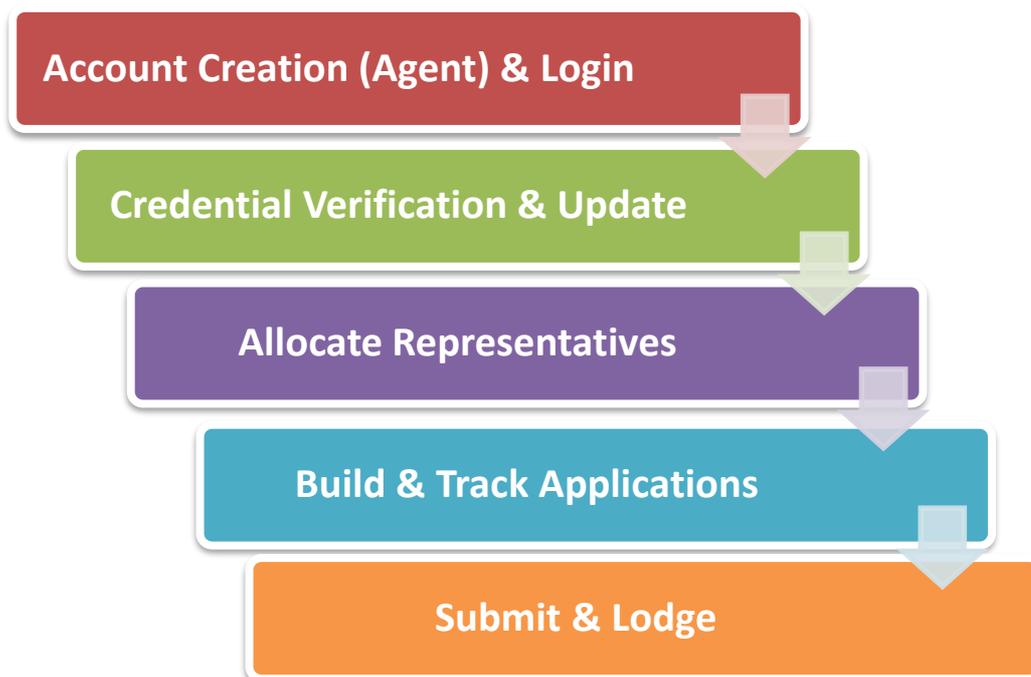


## ***Information for Sponsoring Businesses***

Thank you for choosing IVisa as your chosen provider to build, lodge and track your employees Australian visa applications. Since its development in 2011 we have worked alongside a leading migration agency to build a tried and tested solution from the ground up. With its simplicity and ease of use this software will revolutionise sponsoring practices, allowing you as a business to manage your affairs with absolute fluency and clarity.

This system lets you upload all the documents which you will need for your employee's application, see instantly the status of the application and also communicate with the Agent and Processor who is helping you with the case.

### **Flow Chart of Sponsoring Business Processes**



### **Contacting IVisa**

If for any reason you need to contact IVisa directly you can do so at;

Website: [www.ivisa.com.au](http://www.ivisa.com.au)

Email: [support@ivisahosting.com](mailto:support@ivisahosting.com)

Phone: +61 8 9429 8860

## Introduction

This support document aims to provide an overview of the functionality and instructions about how best you can manage your iVisa portal. Once your account has been created by a nominated migration agent, please read this document and use the following steps to help build your employees case.

## Logging In

1. Please log on to the system at [www.ivisa.com](http://www.ivisa.com) using the username and password sent to you by your chosen migration agent.



Welcome to the  
iVisa Migration  
online migration portal.

To fill in our online questionnaire, please [Click here](#)  
Existing clients please log in here:

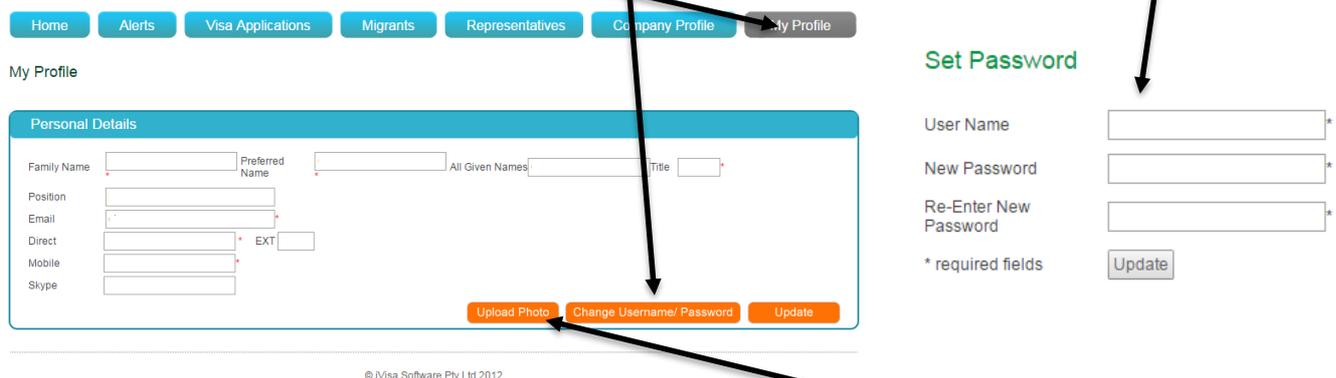
Username

Password

[Forgot your password?](#)

## Company Particulars

1. **IMPORTANT:** After you have logged in for the first time please change your password immediately. To do this, click "My Profile" and click on the "[Change Username/Password](#)" button at the bottom of the page. Simply enter your new password and click "Update"



Home Alerts Visa Applications Migrants Representatives Company Profile **My Profile**

My Profile

Personal Details

Family Name  Preferred Name  All Given Names  Title

Position

Email

Direct  EXT

Mobile

Skype

Set Password

User Name

New Password

Re-Enter New Password

\* required fields

2. Please ensure that all your personal details are correct on the "My Profile" tab. If you need to change anything just click "[Update](#)" after you have finished. If you have a photo please upload it using the "[Upload Photo](#)" button this is useful for the embedded Instant Messenger client you will see later.

- Similarly, you may want to click on the “Company Profile” Tab to make sure that the company details and contacts are all correct. If you need to change anything just go back to the “My Profile” page, edit accordingly and click “Update”.

### Allocating Representatives

You may want to oversee and manage your employee cases yourself, however if you wish to delegate certain applications to other members of staff, this is how;

- “Visa Applications” Tab - Here you can see any nomination or other visa applications your agent is working on for you.

Case	Migrant	Division	Visa Type	Status	Stage	Type	Expiry	Conditions	Manage
1473	Fields Jonathan		187n	Preparing	View	OFFSHORE		View	Charlie Massarelli
1472	Fields Jonathan		187vs	Preparing	View	OFFSHORE		View	Charlie Massarelli
1457	Page Liam		187n	Preparing	View	417-YR2	02-08-2015	View	Charlie Massarelli
1456	Page Liam		187vs	Preparing	View	417-YR2	02-08-2015	View	Charlie Massarelli
1447	Kelly Andrew		457n	Granted	View	OFFSHORE		View	Charlie Massarelli
1446	Kelly Andrew		457vs	Info Requested - DJBP	View	OFFSHORE		View	Charlie Massarelli
1365	Chrabaszc Urszula		187n	Lodged	View	457vd	09-04-2017	View	Charlie Massarelli
1359	Massarella Charles		457n	Granted	View	457vs	17-04-2019	View	Charlie Massarelli
1358	Massarella Charles		457vs	Granted	View	457vs	17-04-2019	View	Charlie Massarelli
1172	Chrabaszc Urszula		457n	Granted	View	457vd	09-04-2017	View	Charlie Massarelli

- The primary sponsoring business contact will be the person selected under “Manage” to be handling the case. If however you want to have other people managing cases for you within your organisation, go across to the “Representatives” Tab, and add your Representative.

Representative Name	Employee Number	Divisions	Manage Permissions						
CO	DIV	REP	MIG	CASE					
Edit	Edit	Create	Delete	Edit	Create	Delete	Create	Delete	
Charlie Massarella		Divisions	M						Update

- Once you have added your chosen representative, completing all the relevant fields, you should then create a unique username and password for that user.

Representative Profile Remove << Back

**Contact Details**

Family Name  Page Preferred Name  Liam All Given Names  Liam Page Title  Mr

**Contacts**  
 Email  liam.p@massrecruitment.com.au  
 Direct  0421085325 Ext   
 Mobile  0421085325  
 Skype

**Main Address**  
 Street  300 Albany Highway  
 Suburb  Perth  
 State  Western Australia  
 PCode  6100  
 Country  Australia

**Postal Address**  
 Postal Address is same as the Main Address  
 PO Box or Street  300 Albany Highway  
 Suburb  Perth  
 State  Western Australia  
 PCode  6100  
 Country  Australia

Set Username/ Password Upload Photo Update

- Select the “Visa Applications” Tab to change the Rep handling the case. Just click “Manage” dropdown box as illustrated in point 1 and select your representative accordingly.

### Migrants

- Clicking on the “Migrants” tab allows you to see all your migrants, their visa application type, current visa expiry, and any conditions.

Home Alerts **Visa Applications** **Migrants** Representatives Company Profile My Profile

Migrants

First | Prev Go To 1 Next | Last

Migrant Name	Type	Expiry	Conditions	Go To		
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>		Alerts	Cases	Payments
Chrabaszcz Urszula	457vd	09-04-2017	View	Alerts	Cases	Payments
Fields Jonathan	OFFSHORE		View	Alerts	Cases	Payments
Kelly Andrew	OFFSHORE		View	Alerts	Cases	Payments
Massarella Charles	457vs	17-04-2019	View	Alerts	Cases	Payments
Page Liam	417-YR2	07-08-2015	View	Alerts	Cases	Payments

First | Prev Go To 1 Next | Last

- The “Go To” heading provides a direct link to alerts, cases and payment information.

### Alerts

- If there is something urgent to be done, we will let you know via “Alerts” – you can see all Alerts past and present by clicking on the grey “Alerts” tab. When we send you a new alert, you will also receive an email notification.

Home **Alerts** Cases System Companies Migrants Agents Visas Agency Profile My Profile

Current Alerts  Show All Cases  Show My Cases

First | Prev Go To 1 Next | Last

Case	Migrant	Division	Visa Type	Author	Role	Action	Details	Alert Date	Due Date
<input type="text" value="6"/>	<input type="text" value="Butler John"/>	<input type="text" value="-Select-"/>	<input type="text" value="857vs"/>	<input type="text" value="Baars Gi"/>	<input type="text" value="Processor"/>	<input type="text" value="Upload Document"/>	<input type="text" value="View"/>	<input type="text" value="21-03-2012"/>	<input type="text" value="29-03-2012"/>
<input type="text" value="4"/>	<input type="text" value="457sbs"/>	<input type="text" value="Carol-Ann Lynch"/>	<input type="text" value="457sbs"/>	<input type="text" value="Carol-Ann Lynch"/>	<input type="text" value="Processor"/>	<input type="text" value="Upload Document"/>	<input type="text" value="View"/>	<input type="text" value="23-02-2012"/>	<input type="text" value="14-03-2012"/>

## Cases

1. Clicking on the “Case” tab applicable to your selected migrant opens up a list of all relevant visa applications.
2. Selecting the case number will in turn take you to the specific visa application page where you can view, build and submit cases.

Home Alerts **Visa Applications** Migrants Representatives Company Profile My Profile

Visa Applications

First | Prev Go To 1 Next | Last

Migrant Details			Visa Application			Current Visa			Manage
Case	Migrant	Division	Visa Type	Status	Stage	Type	Expiry	Conditions	
-Select- 1365	Chrabaszc Chrabaszc Urszula	-Select-	-Select- 187n	-Select- Lodged	View	457vd	09-04-2017	View	Charlie Massarelli
1172	Chrabaszc Urszula		457n	Granted	View	457vd	09-04-2017	View	Charlie Massarelli
828	Chrabaszc Urszula		187vd	Lodged	View	457vd	09-04-2017	View	Charlie Massarelli

First | Prev Go To 1 Next | Last

## Instant Messaging

1. If you have any questions, simply type them in the Instant Messaging client window on the right hand side of the Visa Application Case page. The representative assisting with your case will be able to respond to you, this way all your questions and answers are in one place.

### Form and Document List

#### Required Forms

Description	Template Upload	Retrieve	Status
Acknowledgement of Receipt of Consumer Guide			APPROVED
Appointment of Migration Agent (Form 956)			APPROVED
Character Assessment for Applicant (Form 80)			APPROVED
Life in Australia			INFORMATION
Life in Australia Acknowledgement			APPROVED

#### Personal Documents

Description	Instructions Upload	Retrieve	Status
Full Birth Certificate of the Applicant (Certified Copy)			APPROVED
Passport biodata page for the Applicant (Certified Copy)			APPROVED
Passport Photo x2 of the Applicant			APPROVED
VEVO Current Visa Status Check			APPROVED

#### Qualifications, Experience and Skills

Description	Instructions Upload	Retrieve	Status
Curriculum Vitae			APPROVED
Detailed Employment Reference 1 (Certified Copy)			APPROVED
Detailed Employment Reference 2 (Certified Copy)			APPROVED

### Chat With: AGENT

Agent: Esther Thurbin  
Migrant: Liam Page  
Processor: Gemma Gray

**AGENT:** Esther Thurbin  
**PROCESSOR:** Gemma Gray  
52 messages: 24 sent, 28 received.

My Aussie one is completed I am waiting on t cert in the post. The UK one was lodged 10 ago, but I haven't heard anything yet.

**Esther Thurbin :**Wednesday 15/07/15 @ 10:30  
Hi Liam, thanks for uploading those extra documents. Unfortunately, the East Labour H Group reference doesn't have the company's address and contact details for the referee o The Department want those details so that t can check your

**Esther Thurbin :**Wednesday 15/07/15 @ 10:30  
references if they decide to. Are you able to that reference amended? Thanks and kind regards Esther

**Liam Page :**Wednesday 15/07/15 @ 11:33  
Hi Esther, please see updated reference. As as I receive my UK police check I will forward onto you aswell. Cheers.

**Liam Page :**Wednesday 15/07/15 @ 11:34  
Sorry Australian police check!

250 characters left Send Text Format Export

## Building & Submitting an Application

- Once you are in the “Visa Application” Tab, you can see a list of all the Required Forms and Documents needed for that specific visa application by clicking on the relevant case number.

Migrant Details			Visa Application			Current Visa			Manage
Case	Migrant	Division	Visa Type	Status	Stage	Type	Expiry	Conditions	
-Select	-Select	-Select	-Select	-Select					
1473	Fields Jonathan		187n	Preparing	View	OFFSHORE		View	Charlie Massarelli
1472	Fields Jonathan		187vs	Preparing	View	OFFSHORE		View	Charlie Massarelli

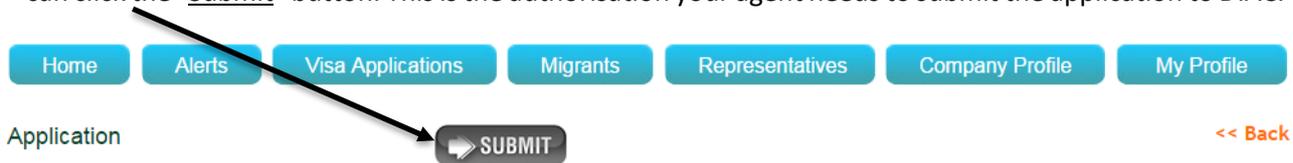
- For Nomination or Small Business Sponsorship applications, you can download any “Template” for Required Forms in the “Required Forms” section. These will be provided and uploaded by your visa migration agency and are there to provide instruction and guidance. Just click on the Template icon and follow the on screen instructions.

Form and Document List				
<b>Required Forms</b>				
Description	Template	Upload	Retrieve	Status
Appointment of Migration Agent (Form 956)				 APPROVED
Form 1404 or other RCB specific Form (TO BE COMPLETED BY AGENT)				 REQUIRED
Subclass 187 Company Nomination Questionnaire				 REQUIRED
<b>Business Documents</b>				
Description	Instructions	Upload	Retrieve	Status
ABN registration confirmation				 APPROVED
Certificate of Company/Business Registration				 APPROVED
Declaration of Attempt to fill the Position with an Australian Citizen				 APPROVED
Detailed Job Description				 APPROVED
Detailed Organisational Structure Chart				 APPROVED
Evidence of Advertisement of Position				 APPROVED

- Once you have done this you can scan the completed forms and then use the blue “Upload” button (blue arrow) to load the document into the system. For Migrant Visa Applications the Migrant will also have a login to the system so you or the Migrant can download any Required Forms and fill them in.

*NOTE: You can only upload one file for each required Form or Document, so if you have multiple pages as separate files, please make sure you merge them into one file before uploading.*

- Please gather all the Documents required in support of your visa applications, scan them and upload them into the system for review. As you upload documents, your agent will review the documents and if all is OK you will see the status change from  to .
- When the agent has all the documents you need for your application and they have all been checked, you can click the "Submit" button. This is the authorisation your agent needs to submit the application to DIAC.



- When we submit your applications to DIAC, For all visas other than 457's, we will need to ensure that your supporting documents are provided as "Certified Copies" of the originals. A Registered Migration Agent and a number of other professionals are permitted to certify copy documents. Certification of documents can take place once the documents have been approved by your agent. If you prefer to organise certification of documents before upload, this is also acceptable.