



## **COMPLETING ONLINE INFORMATION**

### **Are you experiencing issues completing information online?**

The new DAMS system allows applicants to complete certain application and information forms by completing form fields and step-by-step actions on the portal.

Just as the information provided on previous application forms was required, so too is the completion of online form fields a requirement on the new portal. As you work through each step of the online submission process, it is important to remember that these form fields replace our previous applications forms. The details requested are still required in order to successfully submit an application.

Omissions and incorrect information may result in unnecessary delays and in some cases may prevent the application from being submitted for decision.

Kindly check the form field requirements for accuracy and completion before moving onto the next step.