NSW Department of Education Assisted School Travel Program

ASTP Online for ATSOs user guide

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education.nsw.gov.au/public-schools/astp



Introduction

ASTP Online for ATSOs is a secure web portal that allows ATSOs to view and submit pay claims for runs and training.

Accessing ASTP Online

There are two options to log in as described below:

1) Log in directly

- 1. To log in, visit <u>https://online.astp.det.nsw.edu.au/ui/dashboard</u>
- 2. Enter your **DoE User ID** or **DoE Email Address** e.g. jane.citizen1 or jane.citizen1@det.nsw.edu.au
- 3. Enter your **DoE Password**
- 4. Click the **Log in** button.
- 5. Once logged in, you will be directed to the ASTP Online for ATSOs dashboard.

2) Log in via the DoE Staff Portal "ASTP Online" My Essentials

- 1. To log in, visit <u>https://education.nsw.gov.au/inside-the-department</u>
- 2. Enter your **DoE User ID** or **DoE Email Address** e.g. jane.citizen1 or jane.citizen1@det.nsw.edu.au
- 3. Enter your **DoE Password**
- 4. Click the **Log in** button.
- 5. Once logged in, you will be directed to you DoE Staff Portal landing page.
- 6. From the My Essentials list, click **ASTP Online**.
- 7. Once logged in, you will be directed to the ASTP Online for ATSOs dashboard.

Tip: To add the "ASTP Online" My Essentials, navigate to the <u>Application Store</u>, search for "ASTP Online", and click the "Add" button. Note that the icon may take up to 15 mins to appear in your My Essentials list.



Dashboard and Main Menu

The dashboard is the home page for ASTP Online for ATSOs and provides access to the main areas to complete your activities.

If on a different page, click on **Dashboard** from the left side main menu to navigate back to the Dashboard.



To collapse the left side main menu to just the icons and create more screen space, click the top left hamburger icon button. To expand the menu, click the same button again.

To log out, click the top right profile circle button, then click **Log out**.

Summary of key activities available from the Dashboard and left side main menu:

- Relief ATSO QR Code A QR Code containing your name and WWCC number to assist drivers in easily onboarding you as a relief ATSO via the ASTP Mobile App for Drivers, to support student(s) on an ASTP run.
- **ATSO Pay Claims** To view and submit pay claim for runs and training.
- Personal Profile Review and check your details via Employee Self Service (ESS).
- **Payslip** View your payslips online via the SAP payroll system.
- **Contact Us** To email the ASTP with any queries using the online contact form.



ATSO Pay Claims

IMPORTANT: ATSOs are paid fortnightly with the pay fortnight finishing on a Wednesday. To be paid the following week, you must submit your pay claim online (after your PM run has been completed) by Wednesday midnight (of the pay period end). Once submitted, ATSO pay claims will be available for the contractor to review and certify.

Contractors are requested to complete certification of ATSO pay claims by Thursday midnight (of the pay period end), to enable the ASTP to process your payment. If the ASTP receives your certified pay claim submission on time, you will be paid the following Thursday.

1. From the Dashboard or left side main menu, click **ATSO Pay Claims**.

= ·	STP Online for ATSOs				
0	Dashboard				
	Personal Profile	20 ATSC) Pay Clai	ims	
Z	Payslip	ATSO Name: Sam SMITH		Employee Number: 012345	WWCC: WWC0123456E (Expiry: 18/06/2024)
Ģ	Contact Us	Mobile: 0410 234 567		DOE Email: ss@det.nsw.edu.au	
		Please select a pay period	and enter a run number	to search for and add a pay claim.	
		21/10/2022 - 03/11/2022	•	Run number	Q Add run claim Add claim for training
		Pay Claim Period: 21/1	0/2022 - 03/11/2022		
		Claim Type	Status	Submitted Date	Actions
		Run 10001	Submitted	06/11/2022	View details
		Training 1	Draft	Not submitted	View details Remove claim
					Go to top
				© NSW Department of Edu	cation, 2022

- 2. The pay claims landing page contains the following information and actions:
 - A summary of the ATSO details the ASTP has on record. If any of the details are incorrect, please contact the ASTP at your earliest convenience.
 - A Pay period filter that displays a list of Submitted claims or claims that have been saved and still in Draft.
 Note: If no pay claims have been saved or submitted for the period, the list will be empty with a message of 'No pay claims found'.
 - Option to **Remove claim** if not submitted and still in draft.
 - Option to **Add run claim** for the pay period selected.
 - Option to Add claim for training for the pay period selected.
- 3. Refer to the following pages to complete a claim for a run or training.



Submit a run pay claim

IMPORTANT: You must complete a separate pay claim form for each run you have worked on throughout the fortnight. Please do not combine your ATSO training with the run you have worked on. Training pay claims require a separate pay claim form to be entered.

1. From the Dashboard or left side main menu, click ATSO Pay Claims.

=	ASTP Online for ATSOs					
	Dashboard					
:0	ATSO Pay Claims Personal Profile	ATSO P	ay Claims			
Ø	Payslip	ATSO Name: Sam SMITH	Employ	ree Number: 012345	WWCC: WWC0123456E (<i>Expiry: 18/06/2024</i>)	
æ	Contact Us	Mobile: 0410 234 567	DOE Er	nail: ss@det.nsw.edu.au		
		Please select a pay period and ent Pay period 21/10/2022 - 03/11/2022	Run number to search Run nu 10001	ror and add a pay claim. mber	X Q Add run claim Add claim for training	
		Pay Claim Period: 21/10/2022	- 03/11/2022			
		Claim Type	Status	Submitted Date	Actions	
				No pay claims found		

- 2. Select the **Pay period** dropdown for the period to add a claim.
- 3. Enter the **Run number** to add a claim.
- 4. Click the **Add run claim** button.
- 5. The pay claim form will appear that is required to be completed.

🔶 Back	k to pay claims						
Claim Stat	tus: Draft						
Note: If lea	ave was taken, ple	ase select the leave typ	e and enter	r the time you would norm	ally work.	Sav	/e 🕨 Submit
RUN 10	001						
				Copy down AM time	Copy down PM time	Copy down all time	Undo copy time
Friday 0	07/10/2022						
AM	Work	✓ Hrs	Mins	Student absences		▼ Comments	
PM	Work	▼ Hrs	Mins	Student absences		Comments	
Monday	10/10/2022						
AM	Work	✓ Hrs	Mins	Student absences		✓ Comments	
~ · ·	Work	1.	h din n	Ctudant abaanaaa		- Commonto	

- 6. For each day listed, complete the AM and PM rows with the following details:
 - **Type** Work (default), Sick, Leave, Jury duty.
 - Hrs, Mins Enter the total time in hours and minutes.
 - **Student absences** Select all students that were absent. Note that this option is only required for a 'Work' pay claim.
 - **Comments** Optionally add a short comment for the time entry.



7. To quickly populate the same **Hrs** and **Mins** for following entries, use the **Copy down** buttons. Simply complete the first day's **AM** and/or **PM** row and choose to copy down the AM, PM, or ALL where required.

Copy down AM time	Copy down PM time	Copy down all time	Undo copy time]
				۰.

8. At the bottom of the pay claim form, you can optionally attach supporting documents and add a comment relating to the pay claim. Additionally, if you have worked on other runs during the same pay period, tick the box.

		0 files (0 B in t
Additional comments (N	Max 500 characters)	

9. Before submitting your pay claim, please check that all information has been entered correctly. Optionally, you can print and/or save the page as a PDF.

TIP: If you are not ready to submit the pay claim but don't want to lose your progress, click the **Save** button. To resume your pay claim, locate the **Draft** entry on the ATSO Pay Claims home screen and click the **View details** button to continue.

10. Once you have confirmed all information is correct click the **Submit** button. If submitted successfully, you will receive the green confirmation message as follows.



11. Navigating back to the ASTO Pay Claims landing page it will display the **Submitted** pay claim summary, where you can click the **View details** button to view it again. Note that once a pay claim has been successfully submitted it can no longer be changed.

	Os				
Dashboard					
ATSO Pay Claims		O Pay C	laims		
Personal Profile					
Payslip	ATSO Name: Sam SM	птн	Employee Number: 012345	WWCC: WWC0123456E (Expiry: 18/06/2024)	
Contact Us	Please select a pay pe	riod and enter a run nu	mber to search for and add a pay clair	im.	
	Pay period 21/10/2022 - 03/11/20	22	Run number	Q Add run claim Add claim for training	
	Pay Claim Period:	21/10/2022 - 03/11/202	22		
	Claim Type	Status	Submitted Date	Actions	
	Run 10001	Submitted	06/11/2022	View details	
	Training 1	Draft	Not submitted	View details Remove claim	
				Go t	to top
			© NSW Department of	of Education, 2022	



Submit a training pay claim

IMPORTANT: You must complete a separate pay claim form for ATSO training and not combine it with the run you have worked on throughout the fortnight. Please do not enter a pay claim form for MyPL Training, as this training will be processed and paid to you by ASTP in the coming weeks.

1. From the Dashboard or left side main menu, click ATSO Pay Claims.

=	ASTP Online for ATSOs					55
:: :0	Dashboard ATSO Pay Claims Personal Profile	LO ATSO Pa	y Claims			
2 9	Payslip Contact Us	ATSO Name: Sam SMITH Mobile: 0410 234 567	Emplo DOE E	yee Number: 012345 mail: ss@det.nsw.edu.au	WWCC: WWC0123456E (Expiry: 18/06/2024)	
		Please select a pay period and enter Pay period 21/10/2022 - 03/11/2022	r a run number to search Run ni 10001	for and add a pay claim. J mber	X Q Add run claim Add claim for training	
		Pay Claim Period: 21/10/2022 -	03/11/2022 Status	Submitted Date	Actions	
				No pay claims found		

- 2. Select the **Pay period** dropdown for the period to add a claim.
- 3. Click the **Add claim for training** button.
- 4. The pay claim form will appear that is required to be completed.

← Bac	k to pay claims]		
Claim Stat	tus: Draft			
Note: If lea	ave was taken,	, please sele	ect the leave type and enter the time you would normally work.	Save Submit
TDAIN				
TRAIN				
Friday 2	21/10/2022			Comments
AM	Hrs	Mins	Training Course	e.g. Location
				Comments
PM	Hrs	Mins	Training Course	• e.g. Location
Monday	24/10/2022			Comments
AM	Hrs	Mins	Training Course	e.g. Location
	Line	hting	Training Course	Comments
РМ	HIS	MINS		• e.g. Location
Tuesday	25/10/2022			Comments
AM	Hrs	Mins	Training Course	e.g. Location
DM	Hrc	Mine	Training Course	Comments
PM				•
Wednese	day 26/10/202	22		Comments
AM	Hrs	Mins	Training Course	e.g. Location
DM	Hrs	Mins	Training Course	Comments • e.g. Location
PM				
Thursday	y 27/10/2022			Comments
AM	Hrs	Mins	Training Course	e.g. Location
DM	Hrs	Mins	Training Course	Comments ▼ e.g. Location



- 5. For each day listed, complete the AM and PM rows with the following details:
 - Hrs, Mins Enter the total time in hours and minutes.
 - Training Course Select the training courses that are relevant.
 - **Comments** Optionally add a short comment for the time entry.
- 6. At the bottom of the pay claim form, you can optionally attach supporting documents and add a comment relating to the pay claim. Additionally, if you have worked on other runs during the same pay period, tick the box.

	 O files (0 B in
Additional commonts (Max E00 characters)	
Additional comments (Max 500 characters)	

7. Before submitting your pay claim, please check that all information has been entered correctly. Optionally, you can print and/or save the page as a PDF.

TIP: If you are not ready to submit the pay claim but don't want to lose your progress, click the **Save** button. To resume your pay claim, locate the **Draft** entry on the ATSO Pay Claims home screen and click the **View details** button to continue.

8. Once you have confirmed all information is correct click the **Submit** button. If submitted successfully, you will receive the green confirmation message as follows.



9. Navigating back to the ASTO Pay Claims landing page it will display the **Submitted** pay claim summary, where you can click the **View details** button to view it again. Note that once a pay claim has been successfully submitted it can no longer be changed.

ASTP Online for ATSO	s				
Dashboard					
ATSO Pay Claims			aime		
Personal Profile			airris		
2 Payslip	ATSO Name: Sam SI	мітн	Employee Number: 012345	5 wwcc: WWC0123456E (Expiry: 18/06/	2024)
Contact Us	Mobile: 0410 234 56	7	DOE Email: ss@det.nsw.edu	u.au	
	Please select a pay p	eriod and enter a run nun	nber to search for and add a pay clai	aim.	
	21/10/2022 - 03/11/20	22	Run number	Q Add run claim Add claim for tra	ining
	Pay Claim Period:	21/10/2022 - 03/11/202	2		
	Claim Type	Status	Submitted Date	Actions	
	Run 10001	Submitted	06/11/2022	View details	
	Training 1	Submitted	06/11/2022	View details	
					Go to
			© NSW Department o	of Education, 2022	



Delete a draft pay claim

If you have already started and saved a pay or training claim, you can delete claims with a Status of **Draft** that have not been submitted yet, if no longer required or if requested by ASTP staff.

1. From the Dashboard or left side main menu, click **ATSO Pay Claims**.

≡ SSW ASTP Online for AT	SOs					
Dashboard						
ATSO Pay Claims Personal Profile	20 ATS	O Pay (Claims			
Payslip	ATSO Name: Sam SM	тн	Employee Number: 012345		WWCC: WWC012345	6E (Expiry: 18/06/2024)
💭 Contact Us	Mobile: 0410 234 567		DOE Email: ss@det.nsw.edu.au			
	Please select a pay per Pay period 21/10/2022 - 03/11/202	iod and enter a run i 2	wumber to search for and add a pay claim. Run number	Q	Add run claim	Add claim for training
	Pay Claim Period: 2	1/10/2022 - 03/11/2	2022			
	Claim Type	Status	Submitted Date	Actions		
	Run 10001	Draft	Not submitted	View details	Remove claim	
	Training 1	Draft	Not submitted	View details	Remove claim	

2. Under the Pay Claim Period heading, for claims with a Status of **Draft**, select the **Remove claim** button to the right side of the claim you want to delete.

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::	Dashboard				
20	ATSO Pay Claims		O Day (laims	
•	Personal Profile				
Ø	Payslip	ATSO Name: Sam St	мітн	Employee Number: 012345	WWC0123456E (Expiry: 18/06/2024)
£	Contact Us	Mobile: 0410 234 567	7	DOE Email: ss@det.nsw.edu.au	
		Please select a pay p	eriod and enter a run r	number to search for and add a pay claim.	
		Pay period 21/10/2022 - 03/11/20	22	▼ Run number	Q Add run claim Add claim for training
		Pay Claim Period:	21/10/2022 - 03/11/2	022	
		Claim Type	Status	Submitted Date	Actions
		Run 10001	Draft	Not submitted	View details Remove claim
		Training 1	Draft	Not submitted	View details Remove claim



Personal Profile

1. From the Dashboard or left side main menu, click **Personal Profile**.

≡ 🐝 ASTP Online	or ATSOs		
Dashboard			
ATSO Pay Claims	Personal Prof.	ile	
Personal Profile			
Paysiip	Change Profile Details		
Contact Us	- If the personal contact details below is not correc	ct, please use the Open SAP Portal button to review and change your contact informatio	ın.
	🖸 Open SAP Portal		
	ATSO Employee ID: 999529 Last name: SMITH	First name: Sam	
	Date of Birth: 01/01/1991	Gender: Male Aboriginal and/or Torres Strait Islander: Not supplied	
	WWCC Number: WWC0123456E	WWCC Expiry: 30/06/2029	
	Contact Details		
	Address: 100 Support St WOLLONGONG NSW	/ 2500	
	Email:	DOE Email: ss@det.nsw.edu.au	
	Home Phone: 0296543210		

2. As an ATSO of the ASTP, it is important that we always have the correct details. The information displayed on this page is read-only and if any of the details are incorrect, please update your contract details.

Update your residential address, contact details, emergency contact details and bank details

 Click the Open SAP Portal button which will open a new browser tab/window. Within Employee Self Service (ESS) you can update your residential address, contact details, emergency contacts and bank details. There is no longer a need to submit these changes via the ASTP.

AP	Pe	rsonal Profile		
			@~ 0	
✓ Addresses Add √				
Permanent residence (Valid For All Personnel Assignments)		No data available		
Contact person: Address line 1: 1 Crown Street	ı	✓ Bank Information Add √		
City: WOLLONGONG		Main bank (Valid For All Personnel Assignments)		
 Communication 		Payee: Smith, John	0	
Private E-Mail Address (Valid For All Personnel Assignments)		Bank Account: 123456789		
John.Smith@gmail.com	18			
V Personal Data	÷	• 0		
Name: Smith, John	0			
Date of Birth: 01.01.2000				
Emergency Contact				
No data available				



Payslip

IMPORTANT: From the commencement of Term 3, 22 July 2024, the ATSO's payroll system will move from the existing CEPS IT platform to the department's standard SAP platform.

1. From the Dashboard or left side main menu, click **Payslip** which will open the SAP payroll system in a new browser tab/window.

≡ SSS ASTP Online for ATSC	DS		
Dashboard			
ATSO Pay Claims	聞 Dashboard		
Personal Profile			
	Relief ATSO QR Code	20 ATSO Pay Claims	💄 Personal Profile
Contact US	Ask the driver to scan the QR code to onboard you as a relief ATSO to support student(s) on an ASTP Run.	Complete and submit your ATSO pay claim form.	Review and check your details via Employee Self Service (ESS).
	🖹 Payslip 🛛	ម្រា Contact Us	
	View your payslips online via the SAP payroll system.	Email the ASTP using our online contact form.	

2. The SAP payroll system will open showing your most recent statement.

Previous Statement Next State	ment >								©~ (
 Overview and Selection 									
how: All Available 🗸 🗸									
Payment Date			Gross Amount		Payme	nt Amount	Off-cycle		
25.04.2024			554.96 AUD		55	54.96 AUD			
14.03.2024			0.00 AUD			0.00 AUD			
29.02.2024			161.93, AUD			0.00 AUD			
01 02 2024			647.21 AUD		6	17.21 AUD			
10.01.0001			047.21 AOD		4.74	+7.21 AUD			
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i≡	Q ID A ¹⁰ Page Addvice John Smith Pay Facol X4 A2024 Pay Board X4 A2024 Pay Data 0.508-2024 Pay Data 0.508-2024 Value 0.508-2024 Value 0.508-2024 Value 0.508-2024 Value Value	+	I of 1 Of 1 Of 1 Of	Lvl Hrs 02-02-02 055-00-2024 055-00-2024 065-00-2024	Amard Rate 2 Amard Rate 2 24.31 Units Rate 5 27.956 5 30.9900 3.5 30.9900	Cation 0300173822 Status Premperary remporary 159:76 106:37 106:37	Q		
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3. To learn more about how to read your payslip please visit the website via this link: <u>https://education.nsw.gov.au/inside-the-department/human-resources/pay-leave-and-benefits/pay-and-salaries/payslips</u>



Contact Us

1. From the Dashboard or left side main menu, click **Contact Us**.

ASTP Online for ATSOs	
Dashboard	
ATSO Pay Claims	II Contact Lis
Personal Profile	
🗹 Payslip	Email to ASTP
🖽 Contact Us	subject Incident
	Normal \Rightarrow B I \cup \models \equiv \equiv \equiv \Rightarrow T_x
	Attach file (optional) Ofiles (0 B in total) Use the Attach file option to attach multiple files (max of 3), this action must be completed in one step. 16 MB limit. Allowed types: gif, jpg, jpeg, png, bmp, tiff, pict, txt, rtf, pdf, doc, docx, ppt, pptx, xls, xlsx.
	Reset Preview Send

- 2. Select a **Subject** from the dropdown that closest resembles your enquiry.
- 3. Enter your enquiry within the textbox.
- 4. Optionally, Attach file(s) relevant to your enquiry.
- 5. Optionally, click the **Preview** button to review your enquiry before sending.
- 6. Once your enquiry details are completed, click the **Send** button.
- 7. A green **Email sent** alert will confirm your email has been sent successfully.

Technical support

If you are unable to log into ASTP Online for ATSOs or experience issues with the Contact Us online form, please visit our <u>technical support page</u>.