NSW Department of Education Assisted School Travel Program

# ASTP Online for Contractors user guide

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# **Australian Government Digital Identity System**

ASTP Online uses the Australian Government Digital Identity System to verify users. Digital Identity is a safe, secure and convenient way to prove who you are online.

For more information, visit the Digital Identity website.

# Using Digital Identity and RAM to access ASTP Online

**myGovID** is the Australian Government's Digital Identity app. Download the myGovID app to your smart device to prove who you are when accessing government online services like ASTP Online. myGovID is different to a myGov account.

**Relationship Authorisation Manager (RAM)** is an authorisation service that allows you to act on behalf of an entity online when linked with your Digital Identity, like myGovID.

### Set up your myGovID

Set up your myGovID in three easy steps:

#### 1. Download the myGovID app



Only download the myGovID app from the official app stores listed above.

#### 2. Enter your details

Open the myGovID app on your smart device and follow the prompts. You need to enter your full name, date of birth and a personal email address..

#### 3. Verify you identity

A 'Standard' identity strength is required to access ASTP Online, and will require you to enter your personal details and verify at least two Australian identity documents.

For more information, visit the myGovID set up webpage



# Linking your myGovID to an ABN using RAM

To access ASTP Online on behalf of a business, you need to link your myGovID to the business using Relationship Authorisation Manager (RAM).

How you link depends on your role.

### **Principal authority**

A principal authority is a person responsible for the entity. They need to link to the entity in RAM first. Once linked, the principal authority can authorise others to access government online services like ASTP Online on behalf of the entity.

Find more information, visit the <u>RAM principal authority webpage</u>.

#### Authorised user or administrator

An authorised user or administrator is someone who acts on behalf of an entity.

A principal authority or authorisation administrator needs to authorise you before you can access ASTP Online on behalf of an entity.

Use your myGovID to log into RAM and accept an authorisation request.

For more information, visit the RAM authorised users and administrators webpage.

### Security and privacy

Together, RAM with a Digital Identity such as myGovID:

- protects your business, ensuring only you and authorised users can access government online services and transact for the business
- gives greater assurance and visibility over who is transacting for your business, enabling you to remove or modify an authorisation at any time
- protects your identity data. The government online service can only identify who is making the transaction for the business, not your personal information.

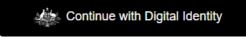
#### Help and support

- For myGovID, visit the <u>myGovID help webpage</u>.
- For RAM, visit the <u>RAM help webpage</u>.



# **Accessing ASTP Online**

1. To access ASTP Online, simply press the 'Continue with Digital Identity' button (as displayed below) on the <u>Accessing ASTP Online webpage</u>.



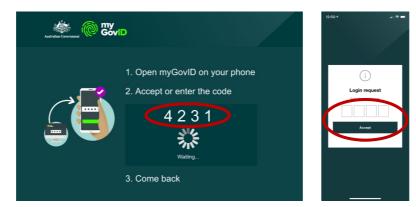
2. Select myGovID as your Digital Identity and provide consent to sharing the information outlined. myGovID is the Australian Government's Digital Identity app.



3. Enter your myGovID email address.



4. A four-digit code will appear on the login screen. Log in to your myGovID app on your device and enter or accept the four-digit code.



5. Once logged in, you will be directed to the ASTP Contractor Online dashboard.



# Dashboard and Main Menu

The dashboard is the home page for ASTP Online for Contractors 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**.

=	ASTP Online for Co	ontractors			
	Dashboard			AB Able Bennette Last Logon: 1 July 2024 at 09:00 am	
•	Profile	器 Dashboard		E Log out	<b>±</b>
20	Admin Staff				20
<b>*</b>	Drivers	2 Profile	🍰 Admin Staff	🗈 Drivers	27
í 🛱	Vehicles	View your business details that the ASTP has on record.	View your list of current and historical administrative staff.	View the list of current and historical drivers assigned to your business.	f
	Run Cards				
9	Run Routes	🛱 Vehicles	🗉 Run Cards	🞗 Run Routes	_
20	Run Route Review	View the list of current and historical vehicles assigned to your business.	Generate and download a PDF of your current run cards.	View your run journeys using an interactive map.	8
\$	Contractor Pay Claims				<b>99</b>
2.	ATSO Pay Claims	😫 Run Route Review	\$ Contractor Pay Claims	ATSO Pay Claims	\$
ᄃ	Mobile App for Drivers	Submit a request to review the route of a run.	Submit your monthly run pay claims for processing.	View and certify fortnightly pay claims submitted by ATSOs.	2
Ľ	ASTP Key Dates		processing.	addimited by Alsoa.	<u>_</u>
Ģ	Contact Us				Z
		Contractor Dashboard.	SASTP Key Dates View important ASTP Key Dates from our webpage.	Contact Us Email the ASTP using our online contact form.	μ

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

- **Profile** View your business details that the ASTP has on record.
- Admin Staff View your list of current and historical administrative staff.
- **Drivers** View the list of current and historical drivers assigned to your business.
- Vehicles View the list of current and historical vehicles assigned to your business.
- Run Cards Generate and download a PDF of your current run cards.
- **Run Routes** View your run journeys using an interactive map.
- **Run Route Review** Submit a request to review the route of a run.
- **Contractor Pay Claims** Submit your monthly run pay claims for processing.
- ATSO Pay Claims View and certify fortnightly pay claims submitted by ATSOs.
- Mobile App for Drivers Access the ATSP Mobile App for Drivers Contractor Dashboard.
- **ASTP Key Dates** View important ASTP Key Dates from our webpage.
- **Contact Us** Email the ASTP using our online contact form.



### Profile

As a contractor of the ASTP, it is important that we always have the correct information for your business. The information displayed on this page is read-only and if any of the details are incorrect, please contact the ASTP at your earliest convenience.

=	ASTP Online for Contrac	tors			АВ
::	Dashboard				
:	Profile	💄 Profile			
-	Admin Staff				
<b>1</b>	Drivers	Contractor details - ABN	90123456789		
æ	Vehicles	As a contractor with the Assisted School T	ravel Program (ASTP), it is important that we always have		
	Run Cards	contact you. If any of the contact details an First name Able	re incorrect, please contact us to correct the erroneous d Last name BENNETTE	etails.	
2	Run Routes	Trading name MY TRANSPORT SERVICES PTY LTD			
••	Run Route Review	Business address 123 Contractor St WOLLONGONG NSW 25	00		
\$	Contractor Pay Claims	Business number 0410 234 567	Mobile	Email contractor@email.com.au	
2.	ATSO Pay Claims				
	Mobile App for Drivers	Aboriginal-owned Business	Small and Medium Enterprise Business		
Ø	ASTP Key Dates			Go to	o top
Ģ	Contact Us		© NSW Department of Education, 2024		



# Admin Staff

1. From the Dashboard or left side main menu, click Admin Staff.

≡	ASTP Online for Contra	actors							
	Dashboard								
•	Profile	🔓 Adm	vinict	rators					
¢	Admin Staff	<b>⊿</b> ¢ Aun	minsu	ators					
7	Drivers	Filter administ	rators:						
2	Vehicles				,			-	
3	Run Cards	Administrator name				WWCC expiry	•	Date of birth	
5	Run Routes	Exclude Previo	us/Alias names	from search (Previ	ious/Alias names wil	l appear in grey).		Apply	× Clear
?	Run Route Review								
	Contractor Pay Claims	Administrators							
	ATSO Pay Claims	Name	DOB	Admin Type	Escalation Level	Position	WWCC No.	WWCC Expiry	Separation Date
j	Mobile App for Drivers	Kristine EMPLOYEE	01/01/1970	Admin/Driver	Level 1	Admin Level 1	WWC1234567E	31/12/2028	
3	ASTP Key Dates						Rows per page:	25 ¥ 1-1 of 1	< >
1	Contact Us								Go to to
					© NSW Departm	ent of Education, 20	24		

- 2. All administrative staff appear in the list or can be searched by using the available filters.
- 3. To see additional details, click anywhere on the row to the view the **Administrative Staff Details** the ASTP has on record.

≡ 🗱 ASTP Online for Cor	ntractors		
Dashboard			
Profile	🔓 Administrat	tor Details	
Admin Staff			
Drivers	< Back to list		
Vehicles	Administrator ID: 12345678		
Run Cards	Last name: EMPLOYEE	First name: Kristine	Second name: Citizen
Run Routes	Gender: Female	Date of Birth: 01/01/1970	Aboriginal and/or Torres Strait Islander: Not supplied
Run Route Review	State of Birth: NSW	Place of Birth: Sydney	Country of Birth: Australia
Run Route Review	Residential address: 100 Contractor R	Rd WOLLONGONG NSW 2500	
S Contractor Pay Claims	Home Phone: 0265561685	Work Phone: 0241234567	Mobile: 0401234567
ATSO Pay Claims	Escalation Level 1	Position: Admin Level 1	Email: myemail@email.com.au
	WWCC Number: WWC1234567E	WWCC Expiry: 31/12/2028	
Mobile App for Drivers	Licence No: 98765432	Licence Expiry: 06/06/2026	Licence Class: Car
ASTP Key Dates			
Contact Us			Go to top
		© NSW Department of Education,	2024

4. To return to the administrator list, click the **Back to list** button.



## Drivers

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

	NSIL .	actors								
	Dashboard									
	Profile	💻 Driv	/orc							
¢	Admin Staff									
-	Drivers	Filter drivers:								
5	Vehicles							-		
3	Run Cards	Driver name					α	Date of birth		
2	Run Routes	WWCC expiry		Licence ex	piry	<ul> <li>Medica</li> </ul>	l expiry	<ul> <li>Authori</li> </ul>	sed	•
8	Run Route Review	Exclude Previo	us/Alias name	s from search (P	revious/Alias nan	nes will appear in s	grey).	► Ap	pply 3	< Clear
\$	Contractor Pay Claims									
,	ATSO Pay Claims	Drivers								
i	Mobile App for Drivers	Name	DOB	Mobile	WWCC Exp	Medical Exp	Licence Exp	Licence Class	Mobile App Access	Authorised
	ASTP Key Dates	Suzan SMITH Suzan CITIZEN	19/06/1955	0410123456	20/05/2026	22/05/2024	09/05/2027	Car		
		Charlie GRAYSON	15/09/1962	0411123456	28/11/2024	17/02/2023	23/04/2023	Light Rigid		
1	Contact Us	Jon CHAN	09/02/1976	0412123456	17/08/2021	21/10/2021	04/12/2020	Car		
		Karen CRUISE Karen GREY	25/04/1972	0413123456	20/05/2026	22/07/2019	09/05/2024	Car		ß
		Mo AHMAD	25/04/1963	0414123456			30/01/2007	Medium Rigid		
							Rows	per page: 25 💌	1+5 of 5	< >
		Disclaimer								
		The information provide Contractors may not u	se the informat	ion for any purpo	se other than to c	heck that prospec	tive drivers have cle		e Assisted Scho	ol Travel

- 2. Locate the driver in the list, or use the **Filter drivers** section by using one or more of the following filters:
  - **Personal details:** Driver name (First, Second, Last Name), Date of birth.
  - Clearance status: WWCC expiry, Licence expiry, Medical expiry, Authorised.
  - **Exclude Previous/Alias names from search:** Ticking this box will not search on a driver with an Alias name. This means only their legal First, Second, Last Name will be used for searches. The Previous/Alias names will appear in grey.
  - Additional details not searchable: Mobile, Licence Class, Mobile App Access.
- 3. To search for drivers with upcoming clearance expiry regarding their **WWCC, Licence** or **Medical** status, choose the 0-3 or 0-6 months filter from the desired dropdown.
  - **0-3 Months:** Will display drivers who have upcoming expiry's within the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> months starting from today's date.
  - **3-6 Months:** Will display drivers who have upcoming expiry's within the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> months starting from today's date.
- 4. Once your filters are set, click the **Apply** button to search.
- 5. To reset and clear the search filters, click the **Clear** button.

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6. To see additional details for the driver, including the Runs they are attached to, click anywhere on the row to the view the **Driver Details** screen.

=	ASTP Online for Co	ntractors			AB
5	Dashboard				
:	Profile	💶 Driver De	ataile		
20	Admin Staff		etalls		
<b>1</b> <sup>27</sup>	Drivers	< Back to list			
æ	Vehicles	Driver ID: 10022334			
	Run Cards	Last name: SMITH	First name: Suzan		
8	Run Routes	Gender: Female	Date of Birth: 19/06/1955	Place of Birth: Wollon	gong
0		State of Birth: NSW	Country of Birth: Australia		
28	Run Route Review	Residential address: 100 Ocean	St WOLLONGONG NSW 2500		
\$	Contractor Pay Claims	Home Phone: 0242240000	Work Phone:	Mobile: 0410234567	
2,	ATSO Pay Claims	Previous or Alias Names	5		
Ŀ	Mobile App for Drivers	Last Name	First Name	Second Name	
Ø	ASTP Key Dates	CITIZEN	Suzan		
Ę.	Contact Us				
		Additional Information			
		Licence No: 11223344	Licence Expiry: 09/05/2027	Licence Class: Car	
		WWCC Number: WWC1234567E	WWCC Expiry: 20/05/2026		
		TfNSW consent received: 23/05	/2016		
		Medical certificate expiry: 22/0	5/2024		
		Driver Authorised to work			
		Mobile App Access			
		Driver Runs			
		Run No. Run	Year Start Date	End Date	Primary
		10001 202	3 27/01/2023	19/12/2023	ß
					Go to top

7. To return to the driver list, click the **Back to list** button.



# Vehicles

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

≡	ASTP Online for Co	ntractors							
55	Dashboard								
÷	Profile		Vehicles						
•	Admin Staff	, bad	venicies						
<b>1</b>	Drivers								
f <b>a</b>	Vehicles	Filter	vehicles:						
·=	Run Cards	Make,	model or registration num	ber			(	A Year	•
2	Run Routes	Vehicle	type	<ul> <li>Reg. expiry</li> </ul>		<ul> <li>Insurance</li> </ul>	expiry	<ul> <li>Active</li> </ul>	•
22	Run Route Review	Ex	clude Disposed/Sale vehicl	es from the search.				► Apply	< Clear
\$	Contractor Pay Claims								
2,	ATSO Pay Claims	Vehicles							
	Mobile App for Drivers	Make	Model	Year	Reg. No.	Reg. Expires	Insur. Expiry	VIN	Active
ß	ASTP Key Dates	HYUNDA	Al iMax	2022	ААААА	01/01/2029	15/10/2032	0123456789ABCDEFG	
ÿ	Contact Us	τογοτά	HiAce	2019	BBBBBB	02/02/2029	15/10/2033	123456789ABCDEFGH	
		LAND R	OVER Range Rover S	sport 2010	cccccc	03/03/2029	15/10/2034	23456789ABCDEFGHI	
		ΤΟΥΟΤΑ	AURION	2014	DDDDDD	04/04/2029	27/02/2035	3456789ABCDEFGHIJ	

- 2. Locate your vehicles in the list, or use the **Filter vehicles** section by using one or more of the following filters:
  - Vehicle details: Make, model or registration number.
  - Vehicle year: Manufacture year.
  - Vehicle type: Sedan, People Mover, Minibus, Maxibus, W/C1-3, W/C4+.
  - **Registration expiry:** Expired, Expiring in 0-3 or 3-6 months.
  - Insurance expiry: Expired, Expiring in 0-3 or 3-6 months.
  - Active: Yes or No.
- 3. To search for vehicles with upcoming registration or insurance expiry's, choose the 0-3 or 0-6 months filter from the desired dropdown.
  - **0-3 Months:** Will display vehicles that have upcoming expiry's within the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> months starting from today's date.
  - **3-6 Months:** Will display vehicles that have upcoming expiry's within the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> months starting from today's date.
- 4. Once your filters are set, click the **Apply** button to search.
- 5. To reset and clear the search filters, click the **Clear** button.

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6. To see additional vehicle details, including the Runs they are used for, click anywhere on the row to view the **Vehicle Details** screen.

≡	ASTP Online for Contra	actors				A
5	Dashboard	_				
÷	Profile		cle Deta	ilc		
20	Admin Staff	Pri Vern		115		
<b>1</b> 7	Drivers	< Back to list				
í,	Vehicles	Vehicle				
	Run Cards	Make: HYUNDAI		Colour:	ß	Active
8	Run Routes	Model: iMax		VIN: 0123456789ABCD	EFG 🗹	Air Conditioning
29	Run Route Review	Year: 2022		Date of Manufacture:	_	Warning Signs
		Engineering Cert:	ame: CONTRACTOR TR	Hoist		Ramp
\$	Contractor Pay Claims					
2.	ATSO Pay Claims	Registration &	Insurance			
ㅁ	Mobile App for Drivers	Reg. No: AAAAAA		TfNSW Registration Ty	rpe: HAND	TfNSW Consent Received
Ø	ASTP Key Dates	Reg. Expiry: 01/01/2		Date TfNSW Consent F		
Ę	Contact Us	Comprehensive Ins No: MSS012345678	urance Policy	Comprehensive Insura	ince Expiry Date: 15/10/2032	
		Seating Plan				
		ID	Vehicle Type	No. of Seats	Wheel Chair Spaces	Wheel Chair
		98765432	People Mover	7	0	
		Vehicle Runs				
		D	Run No.	Run Year	Start Date	End Date
		01234567	10001	2025	31/01/2025	19/12/2025
		01234567	20002	2024	28/05/2024	18/12/2024
		01234567	30003	2024	02/02/2023	12/12/2023
						Go to top

7. To return to the driver list, click the **Back to list** button.



### **Run Cards**

1. From the Dashboard or left side main menu, click **Run Cards**.

ASTP Online for Con	tractors						
Dashboard							
Profile	E D	un Cards					
Admin Staff		un carus					
Drivers	Filter run	e.					
Vehicles	Run numbe			Q			
Run Cards							
Run Routes	Contractor Ru						
Run Route Review	Run No	Start Date	End Date	Run Card	<u> </u>		
Contractor Pay Claims	20002	01/02/2024	18/12/2024	Generate run card	Cenerate with multiple drivers		
ATSO Pay Claims	30003	01/02/2024	18/12/2024	Generate run card	Generate with multiple drivers		
Mobile App for Drivers		01/02/2024	10/12/2024	ocherate run card			
ASTP Key Dates					Rows per page: 10 👻	1-3 of 3	< >
							Go to top
Contact Us							

- 2. Locate the run number in the list, or use the **Run number** filter by entering the whole run number.
- 3. Once you have located the run, click the **Generate run card** or **Generate with multiple drivers** button based on your preferred format.
- 4. Depending on your internet browser, the file may download automatically, or you may see a popup window to Open, Save or Cancel the download.

-						SENSITI	VE: PE	RSO	NAL								
	ducation ublic Sc			1	Run	Card (	Run	N	o 1'	111	1)				1300 33	8 278 (toll t	avel Program (ree) (et.nsw.edu.au
Nease be ad Travel Program lease contac	m (ASTP)	will advise y	you of any	changes to	this run	by email, an	d daily i	monit	oring a	of you							isted School nal informatio
Operator	tor Name : Address : Phone No : Email :	Locked B 1300 338	ag 7009, 3 278	avel Program WOLLONG stp@det.nsv	DNG EA	v	Vork Ph	ione :	130	0 338	3 278			Ve	Date : Fax : File No : ndor No:	By Ema PROJ1	ail 5/5512
	ay Rate:	BB88BBF People mover	Make:	Toyota I	Model: Type:	Commuter MiniBus			eats: Date:	15 28/(	)1/17			aces: ( Date: 1	) 16/12/17	Hoist:	N Ramp:
Driver: Na	ame: Bo	ЬМ	Ade	dress: 60	Town Ci	r FORESTV	LLE 20	87		Ph	one N	lo: '	1300 :	338 278	Mobi	le No:	1300 338 278
ATSO: Na	ame: Ga	rry P	Add	dress: 100	) Carefre	ee St DEE V	/HY 209	19		Ph	one N	lo:	1300 3	338 278	Mobi	le No:	1300 338 278
School Deta Email Addre	Sch	sisted Scho hool		Addres	WO	ked Bag 70		2520	)		one N hool (			338 278 100	Fax	No:	1300 338 278
School oper				5:27 TUE:08		7 WED:08:2	25/15:27	THU	08:25						SEA:	Northe	m Beaches
TRANSPOR		ED: 3	0/Jan/201	7 Phones	Tra	02/Jun/20 nsport puirements	017 Mo	Tu	We	Th	Fr	Car Seat	wc	ATSO	Respite	D.O.B	File No-ID
student Name	Locked by	g 7009 NOR1	H RYDE	1300 338 27			Full	Full	Full	Full	Full	N	•	8	N	05/05/00	Sch12/1222-1 112
							- ·	· ·	-	•	Full	N	•	-	N	01/12/15	Sch12/1223-1 1113
Jessie E	2300	g 7009 BILG	ALC	1300 338 27	8		1.										
Jessie E John S Steph S	2300 Locked ba PLATEAU			1300 338 27 1300 338 27	~			•	•	•	Full	N	•	•	N	17/12/88	Sch12/1224-1 1114



### **Run Routes**

1. From the Dashboard or left side main menu, click **Run Routes**.

=	ASTP Online for Contractors	AB
::	Dashboard	
÷	Profile	🙎 Run Routes
•	Admin Staff	& Rui Routes
<b>1</b> *	Drivers	Run Routes View
í 🖨	Vehicles	
·=	Run Cards	Q, Run Number
2	Run Routes	🗎 Run Date
••	Run Route Review	
\$	Contractor Pay Claims	Date format is dd-mm-yyyy (e.g. 31-12-2018)
2,	ATSO Pay Claims	O AM O PM
Ē	Mobile App for Drivers	View Run on Map Clear
Ø	ASTP Key Dates	
æ	Contact Us	Co to top

- 2. Enter the **Run Number** you wish to view.
- 3. Enter the **Run Date** using the format dd-mm-yyyy (e.g. 20-12-2020), or you can use the pop-out calendar that appears as soon as you click on the Run Date.
- 4. Select the **AM** or **PM** option to display the relevant map.
- 5. Click the **View Run on Map** button to display the map.
- 6. A new window will open with the current set route.

			Route Calculation fo	r Run Number:	(Morning Runs)			
- Terreto	Manni Derevers Manni Charles Carlos Tyres Carlos Tyres	Annu Designed The start of the						
Google	TO					Map deta 83210 Boogle 5 km s	. Territoria	and the second
								Collapse may
						Legendi 😤 School	Student	PRespite Locatio
				Run Defails				
				Route Details				
Run Numb	ниг	Year	Run Date	Time	Distance	Duration		
		2014	01-02-2016	am	20.825 km	Dh 33m 27s		
				Operator Details				
id	Operator Name		Operator Address		Phone	Vendor #	File #	
				Vehicle Defails				
Reg. #	Make		Model		# Seats	W/C Spaces	Hoist	Ramp
	Toyota		Histor		4	2	н	14
				Route Directions				

Note: Once the page has loaded, you can print and/or save to PDF.



### **Run Route Review**

1. From the Dashboard or left side main menu, click **Run Route Review**.

=	ASTP Online for Contrac	tors
::	Dashboard	
:	Profile	😢 Run Route Review
20	Admin Staff	
<b>1</b> <sup>10</sup>	Drivers	Run Route Review Process
í,	Vehicles	Following are steps to process with the route review request
•=	Run Cards	Enter fun Number, Jun Date; and 'AM/PM' condition to adjust route.     Click 'Adjust Route on Map' button.
8	Run Routes	New pop-up screen with current set route will appear, you could amend the map and save to PDF into local machine.
20	Run Route Review	Click 'Submit Run Route Review,' the email for to submit the request will appear.     Add comment into email body and attach saved PDF map(s) as well as any support documents.     Send email as normal.
\$	Contractor Pay Claims	Q. Run Number
2	ATSO Pay Claims	
ᅳ	Mobile App for Drivers	🛱 Run Date
Ø	ASTP Key Dates	
Ģ	Contact Us	Date format is dd-mm-yyyy (e.g. 31-12-2018)
		Adjust Route on Map Submit Run Route Review Clear

- 2. Enter the **Run Number** you wish to view.
- 3. Enter the **Run Date** using the format dd-mm-yyyy (e.g. 20-12-2020), or you can use the pop-out calendar that appears as soon as you click on the Run Date field.
- 4. Select the **AM** or **PM** option to display the relevant map.
- 5. Click the **Adjust Route on Map** button to display the map.
- 6. A new window will open with the current set route. You can amend the map by:
  - Changing the order of students by dragging the blue box on left side of page.
  - Removing them by clicking the red dot in the blue box on left side of page.
  - To refresh the page press F5 on your keyboard.

	To add the removed Student back please regenero	are me map nom Astroname.
Base Journey Sequence	Toggle Routes: Base route	Legend: 🖗 School 🛛 📍 Student 📍 Respite Location
Student Address Student's Name 🤤	Map Satellite	Umna Béach
Student Address Student's Name 🤤	Richmond	n mg Gar
School Address School's Name	Bouse Hill	
School Address School's Name	Nouse Hill	
Print	Perrith Jamibonom Ess Mount Drutt Blacktown	
Journey opportunitions	Parramatta	
Base Route	Sydh	
Loaded Distance:		
Duration:		



7. If the Google route differs from the journey actually travelled, you can click on the Route and drag it to a more appropriate path. This will create a waypoint, which can be moved or removed.

	Route Calculation Run: 77 Year: 2016	6 Date: 16-11-2016 Time: am
	To add the removed Student back please rege	nerate the map from ASTP online.
Base Journey Sequence	Toggle Routes: 🜌 Base route	Legend: 🕅 School 🌹 Student 📍 Respire Location
Student Address Student's Name	Map Sateline National Park	
Student Address Student's Name		
School Address School's Name		
🖗 User Waypoint #1 🥥	Parramatta	
School Address School's Name	Sydney	
Print		
Journey Specifications		
😆 Base Route		
Loaded Distance:	-	
Duration:	Cronulla	

- 8. Once you have adjusted the map as desired, click the **Print** button and save a copy as a PDF to your computer.
- 9. Return back to the main **Run Route Review** page and click the **Submit Run Route Review** button which will automatically open an email using your details email client.
- 10. Add your comments into the body of the email and attach your saved PDF map(s), along with any other supporting documents.
- 11. Send the email to ASTP Finance at <u>finance.astp@det.nsw.edu.au</u>.

	5				۰ 2		Kilon	netre Review	- Message	e (HTML)	<u></u>	困 -	
File	Messa	age	Insert	Opti	ons	Forma	t Text	Review	Help	Acrobat	Content Manager	♀ Tell me	
Add y Regar	From To,- To,- Subject Attached ASTP Financour comme ds, ansport Se	Ce,	1 MB	DEC		•							



## **Contractor Pay Claims**

**IMPORTANT:** Lodge your online pay claim after 6pm on the last school day of the month. You can only submit pay claims for the current calendar year, so all pay claims for a contractor must be submitted online before midnight 31 December.

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

≡	ASTP Online for Contractors	5		
	Dashboard			
:	Profile	\$ 00	ontractor Pay Claims	
•	Admin Staff	<b>\$</b> C0		
<b>1</b> "	Drivers			
A	Vehicles	Run Year 2024	<ul> <li>Search Run Number</li> </ul>	٩
	Run Cards			
9	Run Routes	Run No	Payment Month	Payment Claim
9	Run Route Review	10001	June	▼ Start pay claim
\$	Contractor Pay Claims	20002	June	▼ Start pay claim
	ATSO Pay Claims	30003	June	▼ Start pay claim
_0	Mobile App for Drivers			Rows per page: 10 ▼ 1-10 of 32 < >
Z	ASTP Key Dates			
•	Contact Us			Co to top

- 2. Locate the run in the list, or use the **Search Run Number** filter by entering the whole run number.
- 3. Once you have located the run, select the **Payment Month** you wish to lodge using the dropdown menu, then click the **Start pay claim** button.
- 4. From the **Contractor Pay Claims** page, confirm that your company and run details have been correctly populated.

ASTP Online for Contr	ractors					
Dashboard						
Profile	\$ Con	tractor	Pay Claims	-		
Admin Staff	Ç CON			5		
Drivers	< Back to list					
Vehicles	Back to tist					
Run Cards	Run No: 20002 Vendor No: 12345		hool(s): High School ontractor: MY TRANSPORT SE	ERVICES PTY LTD	Transport Area Claim Status: []	
Run Routes						
Run Route Review	Variation					Save Save
Contractor Pay Claims	AM/PM Load	ded Kms Map	Driver	Vehicle Rate	Claimed Student(s)	Student(s) absent
ATSO Pay Claims	Copy Down		AM PM All			AM PM All
Mobile App for Drivers	01/Jul/2024			•		\$17
ASTP Key Dates	AM 10.5			Sedan	2	
Contact Us	02/Jul/2024			Jedan	2	\$17
	AM 10.5	0 <u>Map</u>		<ul> <li>Sedan</li> </ul>	2	
	PM 12.2	5 <u>Map</u>		<ul> <li>Sedan</li> </ul>	2	
						Total Amount: \$



- 5. Complete the **ATSO(s) on run**, **Driver** and **Student(s) absent** details where required by using one of the following options:
  - Select an existing name from the dropdown menu
  - If the name is not listed in the dropdown menu, you can manually type it in
  - leave the name field empty if not required

**TIP:** When you are entering a name, start typing the first or last name and the dropdown menu list will begin filtering to the closest match. If more than one name is required, they will be comma separated.

6. To quickly populate the same ATSO(s) on run, Driver or Student(s) absent throughout the month, use the **Copy Down** buttons. Simply complete the first day's AM row and choose to copy down the AM, PM, or ALL where required.

AM/PM	Loaded Kms	Map	ATSO(s) on run	Driver	Vehicle Rate	Claimed Student(s)	Student(s) absent
Copy Down		•	AM PM AI				AM PM All

7. If there was no transport for a particular day, simply uncheck the box to the left of the day/date. This will remove all data for that day to indicate no transport was required.

01/Jul,	/2024					
AM	10.50	Map	~	Sedan	2	~
PM	12.25	Map	·····	Sedan	2	•

 To provide details regarding any variation that might have occurred during the month on your run, click the Variation button and enter the details into the Variation details text box. Example: "Variation to loaded kms occurred on such a day." Click the Update button to save the notes.

=	ASTP Online for Contractors		AB
5	Dashboard		
÷	Profile	\$ Contractor Pay Claims	
20	Admin Staff		
•	Drivers	< Back to list	
6	Vehicles		
:::	Run Cards	Num Non-20002         Colored Link Work Colored         Transport Area: Wollangung           Ven         Unforeseen variation on the run.         Im Status: Draft	
9	Run Routes	Veriation details - An accident occurred on the afternoon of 01/07/2024 resulting in a detour incurring X	
28	Run Route Review	5km extra.	
\$	Contractor Pay Claims	A Student(s) absent	
2.	ATSO Pay Claims	\$175.00	
	Mobile App for Drivers	94/3000	
	ASTP Key Dates	P Cancel	
ţ,	Contact Us	2 02/5ul/2024 \$175.00	
		AM 10.50 Mag Sedan 2	
		PM 12.25 <u>Mag</u> Sedan 2 Sedan 2 Total Amount: \$350.00	

#### NSW Department of Education Assisted School Travel Program



To review the run's loaded kilometres, click on the **Map** link for the relevant AM or PM run you wish to view. A new page will open displaying an interactive map and details for the journey. Optionally, you are able to print and/or save this page to a PDF for your records.

			Route Calculation for	Run Number:	(Morning Runs)			
Literatory Marso	n den dit Regenter Barten Duffystores Duffystores Duffystores Duffystores Duffystores	Warrances Hambeen						8
Googl						Map data 82016 Google   5 km 4	Tarre of Use	
								Collapse map
						Legend: Y School	Y Student	Respite Location
				Ron Details				
				Route Details				
Run Nun	ber	Year	Run Date	Time	Distance	Duration		
		2016	01-03-2016	am	20.825 km	0h 33m 27s		
				Operator Details				
14	Operator Name	(	Operator Address		Phone	Vendor #	File #	
				Vehicle Details				
Rog. #	Malur		Hodel	- smark	# Seats	W/C Spaces	Haist	Ramp
	Toyota		Hisce		4	2	14	N
				Route Directions				
				Rouse usechols				Collapse directions

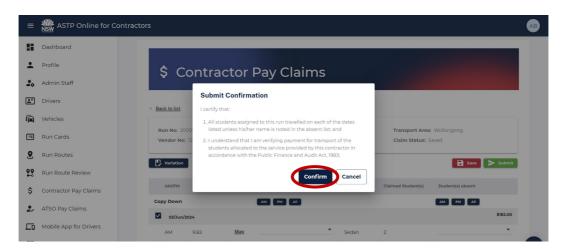
9. Before submitting your pay claim, please check that all information has been entered correctly. Optionally, you are able to print and/or save the page as a PDF.

**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, follow the steps again to locate the run's pay claim and continue on from your last save.





10. Once you have confirmed all information is correct, click the **Submit** button where a confirmation pop-up message will appear. By clicking the **Confirm** button, you confirm that you have read and understood the message.







11. You will receive a receipt email confirmation to your nominated email address along with a PDF copy of your payment claim.

ب د 🔜 ا	🙂 🔺 🌩 🛱 🐡 🥃 🍦 Contractor Payment Claim for Run 9563 period February 🛛 📼	• ×					
File	Message HP Records Manager Adobe PDF	۵ 😮					
ि X & Delete Delete	Reply     Password Expiny       Reply All (%)     To Manager       Team E-mail     To Move       Respond     Quick Steps						
	Follow up. Completed on Tuesday, 29 March 2016. You forwarded this message on 29/03/2016 12:16 PM.						
From: To: Cc:	☐ do_not_reply@det.nsw.edu.au Sent: Thu 24/03/ ■	2016 4:09 PM					
Subject:	Contractor Payment Claim for Run period February						
🖂 Message	🔁 Contractor Payment Claim Form.pdf (5 KB)						
Contractor Payment Claim for Run period February emailed to ASTP successfully. Should you have any questions regarding your claim please email finance.astp@det.nsw.edu.au Regards,							
Assisted S T 1300 33	School Travel Program 18 278 .astp@det.nsw.edu.au						



# **ATSO Pay Claims**

**IMPORTANT:** ATSOs are paid fortnightly with the pay fortnight finishing on a Wednesday. For ATSOs to be paid the following week, they must submit their pay claim online 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 ATSO payments. If the ASTP receives a certified pay claim submission on time, ATSOs will be paid the following Thursday.

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

=	ASTP Online for Contra	actors						AB
	Dashboard							
:	Profile	. ΔΤ	SO Pay Clair	ns				
20	Admin Staff			115				
<b>1</b>	Drivers	Filter result	ts:					
<b>F</b>	Vehicles			<ul> <li>Pup number</li> </ul>				
	Run Cards	Pay period		Run number			Apply	
9	Run Routes	ATSO Pay Claim	c					-
20	Run Route Review	Run	Pay Period	ATSO	Employee ID	Status	Last Submitted	
\$	Contractor Pay Claims	Run 10001	25/08/2024 - 07/09/2024	Amanda WEST	123456	Submitted	13/10/2024	
2/	ATSO Pay Claims	Run 20002	16/06/2024 - 29/06/2024	Jason NORTH	234567	Certified	23/06/2024	
	Mobile App for Drivers	Run 30003	16/06/2024 - 29/06/2024	Michelle SOUTH	345678	Queried	22/06/2024	
Z	ASTP Key Dates	Run 40004	02/06/2024 - 15/06/2024	Jeanette EAST	456789	Submitted	07/06/2024	

- 2. Locate the pay claim in the list, or use the **Filter results** section by using one or more of the following filters and click the **Apply** button to search:
  - Pay period: Select the pay period from the dropdown menu
  - Run number: Enter the whole run number
- 3. Once you have located the pay claim, click anywhere on the row to view or action it.

≡	ASTP Online for Contractor	rs				АВ
55	Dashboard					
:	Profile	🗊 ATSO Paj	v Clair	ns		
20	Admin Staff		y cian			
<b>1</b>	Drivers	< Back to list				
í 🖨	Vehicles	ATSO Name: Amanda WEST		Employee Number: 123456	WWCC: WWC1234567E (Expiry: 20/12/2028)	
	Run Cards	Mobile: 0401123456		DOE Email: email@det.nsw.edu.au		
2	Run Routes				✓ Certify this claim 2 Query this claim	
••	Run Route Review				✓ Certify this claim ? Query this claim	
\$	Contractor Pay Claims	Pay Claim Period: 25/08	8/2024 - 07/0	09/2024		
2,	ATSO Pay Claims	Claim Status: Submitted		Submitted By: AMANDA.WEST	(13/10/2024, 05:30 pm)	
ᄃ	Mobile App for Drivers	RUN 10001				
Ø	ASTP Key Dates	Claim Type Friday 25/08/2024	Time	Student absences	Comments	
ţ	Contact Us	AM Work PM Work	2 hrs 2 hrs			



- 4. For pay claims with a status of **Submitted**, you will have two options:
  - Certify this claim: You agree with the claim details and certify it for processing.
  - **Query this claim:** You are uncertain about aspects of the claim details (e.g. overclaiming) and would like the ASTP to review it. Please submit pay claim queries as soon as possible.



5. If you query a claim, please enter a short description for the reason and click the **Submit** button. The claim will be submitted to the ASTP for review.

The 25/08/2024 time entry appe	ears incorrect. 🗙 🗙
	······································

6. Once a pay claim has been submitted successfully (Certified or Queried), you will receive the green confirmation message as follows, and you cannot change it.

✓ Pay claim submitted successfully.

7. Submitted pay claims (Certified or Queried), can be viewed again from the Certify ATSO Pay Claims landing page.

For **Certified** pay claims, the following additional information is displayed:

- Run Status: Certified
- Certified By: Name and date/time of submission

For **Queried** pay claims, the following additional information is displayed:

- Run Status: Queried
- **Queried By:** Name and date/time of submission
- Reasons for query: Description of supplied query
- 8. If you require a change to be made to a submitted pay claim that has not yet been processed, please navigate to the **Contact Us** page and complete the online form.

×



# ASTP Mobile App for Drivers – Contractor Dashboard

The ASTP Mobile App for Drivers - Contractor Dashboard allows contractors to view the activity completed by their drivers using the Mobile App.

1. From the Dashboard or left side main menu, click **Mobile App for Drivers** which will open a new browser tab/window.

=	ASTP Online for Contra	ctors			AB
-	Dashboard				
÷	Profile	品 Dashboard			
20	Admin Staff				
<b>*</b> =	Drivers	L Profile	🎝 Admin Staff	E Drivers	
æ	Vehicles	View your business details that the ASTP has on record.	View your list of current and historical administrative staff.	View the list of current and historical drivers assigned to your business.	
	Run Cards				
9	Run Routes	🛱 Vehicles	🗉 Run Cards	🙎 Run Routes	
<b>?</b> ?	Run Route Review	View the list of current and historical vehicles assigned to your business.	Generate and download a PDF of your current run cards.	View your run journeys using an interactive map.	
\$	Contractor Pay Claims				
2,	ATSO Pay Claims	👷 Run Route Review	\$ Contractor Pay Claims	2 ATSO Pay Claims	
	Mobile App for Drivers	Submit a request to review the route of a run.	Submit your monthly run pay claims for processing.	View and certify fortnightly pay claims submitted by ATSOs.	
ß	ASTP Key Dates				
ē	Contact Us	<b>Cit Mobile App for Drivers</b> Access the ASTP Mobile App for Drivers - Contractor Dashboard.	SASTP Key Dates View important ASTP Key Dates from our webpage.	Contact Us     Email the ASTP using our online contact     form.	

2. The initial landing page displays a count of your Total, In Progress and Completed Runs for the current day, with a summary of **Runs** and **Events**. To view historic run data, use the calendar and arrow navigation buttons next to the date at the top-left of the page.

Please note that the **Transport Area** and **Run Period** dropdowns will filter the content on the entire page, whereas the filters below the **Runs** and **Events** tabs will only affect the table data.

🎄 ASTP Mobile App for Drivers - Contr	actor Dashboard	Transport Area			- AB
< Today Mond	ay, 1 July 2024				Run Period 🗡
Total Runs 4	In Progress Run 0	\$	Con 0	npleted Runs	
RUNS EVENTS					
Run 👻 Status 💌			Q Search	Run No.	✓ Search <u>Reset</u>
Run No. Transport Area	Driver	Run Details	Run Progress 🛈	Notes	Run Status
10001 AM Sutherland	John SMITH, Suzan CITIZEN, Charlie BROWN	6 Students, 0 ATSOs	0/12		NOT STARTED
10001 DM Sutherland	John SMITH Suzan CITIZEN Charlie DDOWM	6 Studente D ATSDe	0/12	-	NOT STADTED



3. **RUNS tab:** This table displays separate rows for AM and PM runs, including key information such as Transport Area, Driver, Run Details, Run Progress, Notes and Run Status. Use the available filters to narrow down results. Click anywhere on a row to view the Run Details screen.

🎆 ASTP Mobile A	pp for Drivers - Contra	ctor Dashboard			Transport Area			- AB
<	Today Monda	y, 1 July :	2024					Run Period 🗸
Total F 4	tuns		0	In Progress Runs <b>2</b>		2	ompleted Runs	
RUNS	EVENTS							
Run	Status					Q Search	Run No.	✓ Search <u>Reset</u>
Run No.	īransport Area	Driver			Run Details	Run Progress 🛈	Notes	Run Status
<u>10001 AM</u> 5	Sutherland	John SMITH			6 Students, 0 ATSOs	12/12		COMPLETE
<u>10001 PM</u>	Sutherland	John SMITH			6 Students, 0 ATSOs	6/12	-	IN PROGRESS
20002 AM 5	St George	Jane DOE			2 Students, 1 ATSO	6/6		COMPLETE
20002 PM 5	St George	Jane DOE			2 Students, 1 ATSOs	3/6	÷	IN PROGRESS
						Rows per page:	10 👻 1-4 of 4	I< < > >I

- 4. **EVENTS tab:** This table displays the actions performed by drivers while using the Mobile App. These actions have been categorised into Event Types such as:
  - Incident Events (E.g. Home Alone, Medical Emergency, Vehicle Incident)
  - **Route Events** (E.g. Change in Route, Traffic, Running Late)
  - **Passenger Events** (E.g. ATSO or Student Onboard/Dropoff/Absent)

STP Mobil	le App for Drivers – Contracto	or Dashboard	Transport Area		- AB
< 🗐 >	Today Monday,	1 July 2024			Run Period 🗸
<b>□</b> 4	tal Runs	0	in Progress Runs 1	Com 1	npleted Runs
RUNS	EVENTS				
Incident Events	Route Events   Pass	senger Events 💌		Q Search	Run No. • Search Reset
Time	Event Type	Run No.	Transport Area	Driver	Run Status
09:00 AM	Run Completed	20002 AM	St George	Jane DOE	Complete
08:45 AM	ATSO Dropoff	20002 AM	St George	Jane DOE	Complete
		20002 AM	St George	Jane DOE	Complete
08:30 AM	Student Dropoff				
08:30 AM 08:15 AM	Student Dropoff Student Onboard	20002 AM	St George	Jane DOE	Complete

#### NSW Department of Education Assisted School Travel Program



5. **Run Details:** To view run specific information click anywhere on a table row to enter the Run Details screen.

	IN 20002 AM	Details				
Run No.	Transport Area	Driver	Run Details	Run Progress	Notes	Run Status
20002 AM	St George	Jane DOE, Mary JONES, Richard PL	BLIC 2 Students, 1 ATSO	0/6	÷	NOT STARTED
Route Details	- Traffic Info 🛈	Planned Route (	Actual Route (	)		
/ehicle Status 🕕		✓ Map Satellite	Croydon			on canador Petersham _ 꼴 광
vents		~	Production B	Ashbury	a start	Wards
Contractor Details			1 hora		44	Dulwich Hill
/ehicle Details		V Wade diger	Belfield	Ganada Cantado	stone Park	Marrickville
Priver Details		V /Park ź	Abada R. Abada	Canterbury Goks River	Ewen Park	A state
TSO Details		·	erioge Rd	Per	Beaman F	Park ) manage have got
chool Details		V Park	Belmore g			SA C
				Earlwo		DERCLIFFE

Key features of the Run Details page include:

- Interactive Map: Displays the Actual Route taken by the driver and all pickup and drop-off events performed, indicated by icons at their respective locations. The Planned Route can be turned on to see if the driver has taken an alternate journey as to the one set by the ASTP.
- Vehicle Status: The current or final state of the run.
- **Events:** A list of all the events logged by the driver for the run. Eg. Student or ATSO Onboard/Dropoff/Absent.
- Contractor Details: Your contact details.
- Vehicle Details: The specifics related to the vehicle registered to perform the run.
- **Driver Details:** The primary driver details linked to the run.
- ATSO Details: Contact details and students supported.
- **School Details:** A list of the schools (and school sections), together with contact details, that students are being dropped off and picked up from.
- **Student Details:** All the students attached to the run. The 'note' icon that appears to the right of a student name can be clicked to view all relevant information.



### **ASTP Key Dates**

1. From the Dashboard or left side main menu, click **ASTP Key Dates**.

=	ASTP Online for Cor	ntractors		
	Dashboard			
•	Profile	品 品 Dashboard		
•	Admin Staff			
<b>.</b> "	Drivers	Profile	🎝 Admin Staff	I Drivers
A	Vehicles	View your business details that the ASTP has on record.		View the list of current and historical drivers assigned to your business.
	Run Cards			
9	Run Routes	🛱 Vehicles	🖻 Run Cards	🞗 Run Routes
28	Run Route Review	View the list of current and historical vehicles assigned to your business.		View your run journeys using an interactive map,
\$	Contractor Pay Claims			
	ATSO Pay Claims	👷 Run Route Review	A Contractor Day Claims	
	Mobile App for Drivers	Submit a request to review the route of a run	<ul> <li>Contractor Pay Claims</li> <li>Submit your monthly run pay claims for processing.</li> </ul>	ATSO Pay Claims View and certify fortnightly pay claims submitted by ATSOs.
Z	ASTP Key Dates	•	processing.	saurrice by Arbos.
Ģ	Contact Us		$\sim$	
		Contractor Dashboard.	SASTP Key Dates View important ASTP Key Dates from our webpage.	Email the ASTP using our online contact form.

2. The ASTP Key Dates webpage will open on a new tab or window depending on your internet browser settings.

A NSW Government website - Education		G s	elect Language   🔻	Log in 💄 🗸	
Education				Q	
Early childhood Schooling ✓ education ✓		Teaching and learning ∨	About us Ƴ	News Policy library	
Assisted School Travel I	Program				
Home > Schooling > Parents and carers >	Going to school > Assisted Sch	nool Travel Program	> Key dates		
Assisted School Travel Program 🗧 🗧	Key dates				
Key dates	Important dates and sub	mission deadlines	s for the ASTP.		
Parents					_
Schools	On this page				
ATSOs	On this page				
Contractors	Calendar			$\rightarrow$	
ASTP and the NDIS	Important			$\rightarrow$	
Appeals	Rollover			$\rightarrow$	
ASTP contact details	Appeals			$\rightarrow$	
	ATSO training schedule			$\rightarrow$	
	Contractor and ATSO pay	ending		$\rightarrow$	
	Driver applications and AT	SO safety vest orders		$\rightarrow$	
	Contractor applications			$\rightarrow$	
	NSW public school holida	/s and term dates		→	



### **Contact Us**

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

=	ASTP Online for Contr	actors
::	Dashboard	
•	Profile	4 Contact Us
	Admin Staff	
<b>1</b> =	Drivers	
A	Vehicles	Email to ASTP
·=	Run Cards	· · · · · · · · · · · · · · · · · · ·
8	Run Routes	Normal $\Rightarrow$ B I $\cup$ $\models$ $\equiv$ $\equiv$ $\models$ $\Rightarrow$ $I_x$
29	Run Route Review	
\$	Contractor Pay Claims	
	ATSO Pay Claims	
.0	Mobile App for Drivers	
Z	ASTP Key Dates	
<b>;:</b>	Contact Us	
		U Attach file (optional)
		0 files (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, plct, txt, rtf, pdf, doc, docx, ppt, ptx, xls, xlsx.
		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 Contractor Online or experience issues with the Contact Us online form, please visit our <u>technical support page</u>.