



How to submit going away dates

Step 1: Log on to your accommodation portal and click on Update Information.

Step 2: Choose Create New Going Away Period from the dropdown and click Save & Continue.

Step 3: Click Add New Record. Choose the dates you will be away and please put the reason as well. Click Save & Continue.



Future Going Away Periods

Reason

Visiting Family

Start Date

Mon, 27 Sep 2021 00:00

End Date

Mon, 4 Oct 2021 00:00

Additional Information

Visiting family in Melbourne

[+ Add New Record](#)

Past Going Away Periods

SAVE & CONTINUE

Step 4: You will see this page again but there is nothing else you have to do as the information you have submitted will then be stored in your profile.



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Update Information

Using this page you can select the next step, where you can register going away dates, update your details, or complete a COVID-19 declaration.

Select Next Step:

Please select next step

SAVE & CONTINUE