ABAC Pre-Vetting System Quick Start Guide
for
SIGNATORY CLIENTS

Have questions or need help?	If you have any questions about the new pre-vetting system, or need help, please email Charlotte at accounts@abac.org.au
Logging in – User account to be set-up by ABAC	You need to login to use the new system. To receive the benefits of Signatory rates and extended payment terms, please ensure that your User account is set-up by ABAC. If you use the system functionality on the login page to create a User account, you will be charged a higher fee and be asked to make an upfront payment by credit card every time you lodge an application.
Different User types	**Master Applicants** Master Applicants can view the applications lodged by them, as well as the applications lodged by the Applicants (or Sub Users) attached to their account. **Applicants (or Sub Users)** Applicants can lodge applications. They cannot see applications that have been lodged, even the ones lodged by them.
Lodging additional material for a previously pre-vetted campaign	After transition to the new system, the first time you lodge additional materials for a previously pre-vetted campaign, please directly email your usual pre-vetter. Your pre-vetter will then provide you with a new application number to use for the existing campaign going forward. Once you have been issued with an application number from the new pre-vetting system, please use the pre-vetting system every time you lodge materials relating to the same campaign, continuing to use the application number provided to you. When you open the application form, it will allow you to enter the application number that was used before. If you can't remember the application number, you can find it by looking at: • Previous invoices • Previous Approval Certificates • The pre-vetting system dashboard visible to Master Applicants. If you cannot find the application number from these sources, please contact the pre-vetter who previously performed the work. If you no longer have the pre-vetter's contact details, please email Charlotte at accounts@abac.org.au It is important to use the same application number, as this will ensure that the work is allocated to the same pre-vetter, and time does not need to be spent by a new pre-vetter familiarising themselves with your campaign. This will assist with achieving a quick turn around and minimising costs.

Invoicing

Invoice link sent to billing contact entered to application

When you lodge an application, you will be asked to enter the contact details of the person responsible for approving the invoice for payment, and ensuring it is paid. On completion of pre-vetting, an invoice link will be sent to the email address provided by the applicant. This person is expected to check the invoice, including the purchase order number included, and advise accounts@abac.org.au within five business days if they have any queries or if any changes are required.

You can pay by credit card

The invoice linked in the email sent to the billing contact will contain a "Pay Now" button. Click on this to pay by credit card.

If your company uses purchase order numbers

Please provide a blanket purchase order number. This number can be added to the system so that it automatically populates on each application you lodge and will be included on the invoice sent. You will be able to over-ride this number if necessary.

It is your responsibility to ensure that a valid purchase number is provided for each application lodged.

If you choose not to raise a blanket purchase order number, we recommend that you raise a purchase order for $495.50 (including GST) each time you lodge additional material (even if it relates to an existing application). Please include the correct purchase order number in the relevant field when you lodge an application.

Due to the nature of the work undertaken, ABAC does not provide formal quotations. We cannot foresee how long pre-vetting work will take as often concepts go through several changes internally and then need re-assessment against the Code, however pre-vetters work to keep pre-vetting costs to a minimum.