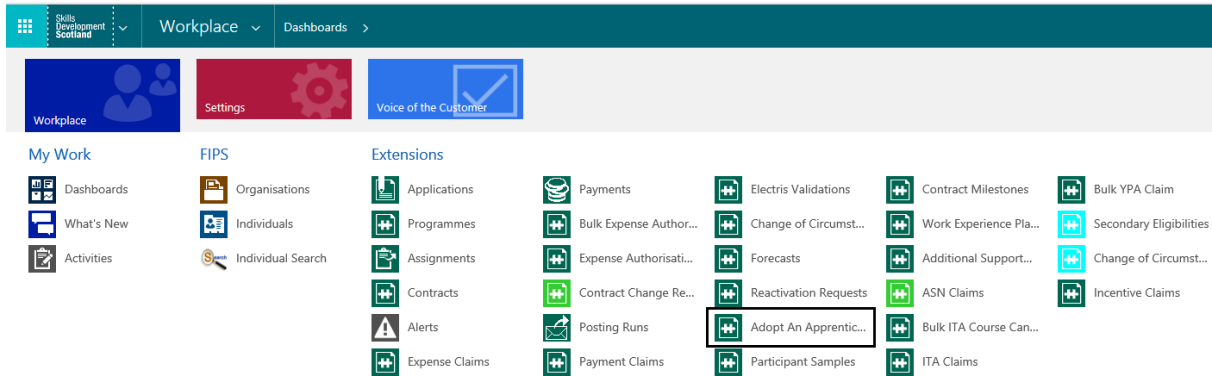


FIPS QUICK START GUIDE

How to Submit an Adopt an Apprentice Application

This guide will explain how to make an Adopt an Apprentice claim for an individual on FIPS. For further information relating to Adopt an Apprentice click [here](#).

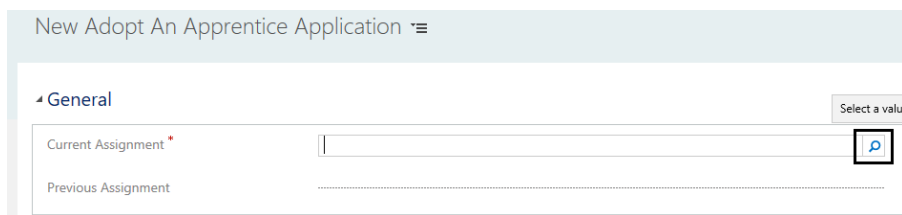
1. To open the Adopt an Apprentice application screen, click on Workplace – Adopt an Apprentice entity:



2. To input the Adopt an Apprentice information, click on New at the top of the page:



3. All fields that display a red asterisk are mandatory fields. To search for an individual click on the magnifying glass in the Current Assignment field:

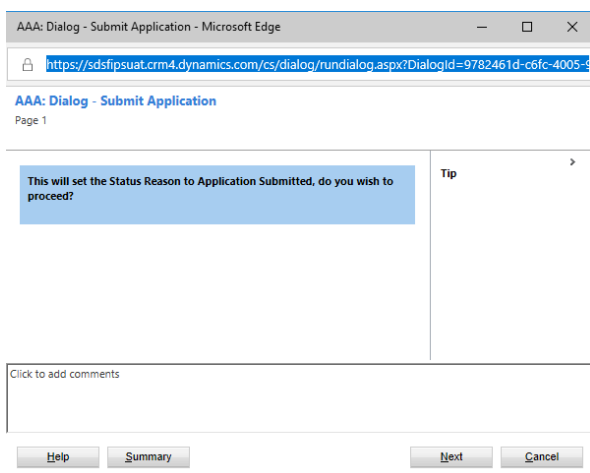


4. A list of recent records will be displayed. To search, click on Look Up More Records:

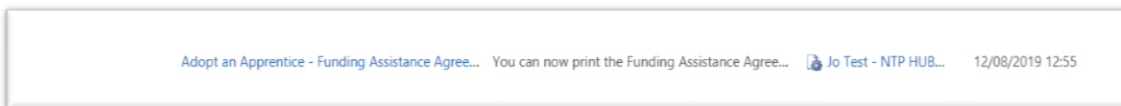
5. In the Lookup Record screen, search for the name of the individual the application relates to. Click to the left of the individual's name to activate the checkbox and then "Add".

6. Complete all the mandatory fields on the application and click on Save at the bottom of the page. The Submit Application button will appear at the top of the page when all fields have been populated:

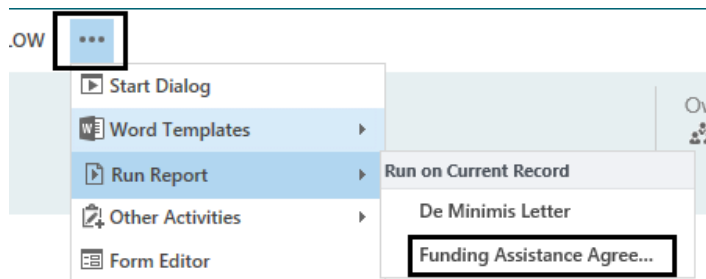
7. Click Submit Application. A dialog box will appear - click Next > then Finish to send the application for approval by SDS:



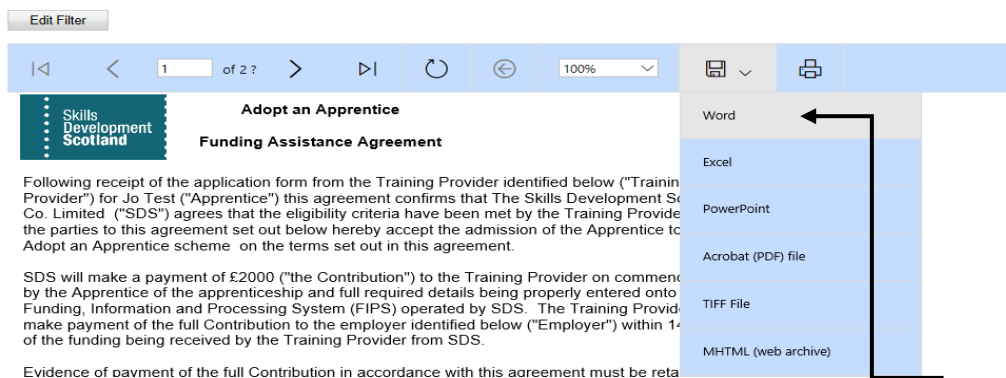
8. The details are reviewed by SDS when the status of the application shows as Submitted for Approval. Once the application has been approved, an Alert will be generated advising that the Funding Assistance Agreement can now be printed:



9. Click on the hyperlink in the Alert to view the application. Click on the dots at the top of the page to view additional actions. Click on Run Report then Funding Assistance Agreement to open the agreement:



10. You can convert the Funding Assistance Agreement into a Word document by clicking on the Save icon and selecting Word. This document should be signed and dated by the apprentice, Training Provider and employer:



11. When the FAA has been signed it can now be uploaded to the application. Scroll down to Outstanding Evidence and click on the hyperlink to open:

Outstanding Evidence							
Name	Evidence Request Text	Type	Linked To	Payment Claim	Payment Plan	Expense Claim	Status Reason
AAA Upload Funding Agreement	Please upload a completed a...	Document Upload	Adopt An Apprentice				Requested

12. On the next page click on enter a note to upload the document:

EVIDENCE : SUBMISSION (TRAINING PROVIDER) ▾
AAA Upload Funding Agreement ≡

Information

Please upload a completed and signed Funding Assistance Agreement?
Please attach your document using the notes section below to satisfy this evidence request.

1. Below the *Notes* label, click *Enter a note*.
2. Add a relevant Title.
3. Click Attach then Browse to find your file.
4. Finally, click Done.
5. The document will be processed in the background. Refresh the window or return to this record at a later date to see the result.

Attachments

NOTES

Enter a note

13. This will change the view and a Browse box will appear. Click on this and select the completed FAA from your computer. Once attached click Done then Save.

Attachments

Title

@ Attach

14. Return to the application and a tab appears at the top of the page – Submit Evidence for Payment:

ADOPT AN APPRENTICE APPLICATION : INFORMATION

Jo Test - NTP HUB DEMO ONLY - MA - 2018 - GL3L 23-... ≡

Submit Evidence For Payment

General

15. Click Submit, Next > then Finish. This sends the application to SDS for review. Once approved an Alert will be issued advising that it will be paid in the next posting run.