

VisasDirect

Topic	Instructions
Search Visa Information	<ol style="list-style-type: none"> 1. Login using your existing User name and Password (Password is case sensitive) 2. Select the travellers “Nationality” from the drop down list 3. Select the travellers “State of Residence” from the drop down list 4. Select the travellers “Country of Travel” from the drop down list 5. Select the “Purpose of Travel” 6. To add multiple countries select ‘Add another Destination’ 7. If more information is required you will be prompted to select “How many times will you enter the Country” and “How long do you need your visa to be Valid”
View Visa requirements and fees	<ol style="list-style-type: none"> 1. Roll your mouse over each requirement box to display full details You can also view/print the requirements in a PDF by clicking on the “View Application Pack” or you can email the requirements to a client by clicking on “Email Application Pack” 2. Consular Closings – Upcoming Consulate closures for the visa selected are provided to ensure these dates are added to any issuing delay calculations 3. The visa issuing delay options, consular fees and VisasDirect fees are displayed at the bottom of this screen 4. Click “Continue” to proceed with your order.
Traveller Information	<ol style="list-style-type: none"> 1 Enter Important Dates 2 Enter Traveller Details 3 Select SmartTraveller Registration preference 4 “Order Contact Information” – Select contact preference and enter contact name. Edit default email address if required

Topic	Instructions
Select Collection and Delivery Method	<ol style="list-style-type: none"> 1. Select collection by courier or own arrangements. Courier options are: <ol style="list-style-type: none"> a. Courier collection from agency location. b. Courier collection from any other location Australia wide 2. Select date which documents are to be collected (within 7 days from date of online lodgement) 3. Select the return delivery method. <ol style="list-style-type: none"> a. Overnight courier delivery is complimentary. b. Delivery to a P.O Box is \$22.00.
Service, Fees and Payments	<ol style="list-style-type: none"> 1. Select a processing delay option. The fastest available option is already selected by default 2. Enter a billing reference to identify your order within your business (optional) and this will appear on your invoice 3. Agree to the VisasDirect Terms of Use
Review and Submit	<ol style="list-style-type: none"> 1. Carefully review the details of your order and edit if necessary. 2. Submit order
Print order form, checklist and consignment note (if required)	<ol style="list-style-type: none"> 1. You will receive an email confirmation which contains your order pack. Print the pack, have your client complete the visa form if they have not already done so and place the order form, passport, visa form and supporting documentation into an envelope. 2. If you have selected courier collection from your location, the order pack will contain a Toll Priority consignment note and manifest. Fold the consignment note where indicated and place inside the clear window sleeve on the outside of a Toll Priority 500gm visa satchel. Place your envelope inside the satchel and seal. Hand the satchel and manifest to the Toll Priority driver at the time of collection.