SNS ONLINE LICENCE RENEWAL USER GUIDE

Introduction

Tasracing in conjunction with Racing Australia offers an online licence renewal process via the Single National System (SNS).

The SNS is now delivering to the Thoroughbred industry nationally the capacity to provide participants with a significantly enhanced experience when interacting with core industry functions and processes.

The SNS provides a set of unified tools, which empower industry participants to transact online rather than completing paper-based forms.

If you are eligible for licence or registration renewal for the 2025/2026 season, you will have already received an email to your private email address recorded with us, which provides you with a link to enter the online User Registration portal.

If you do not wish to renew your license online, you will be required to renew by either downloading a PDF renewal form from the Tasracing Integrity website – <u>www.tasracingintegrity.com.au</u> or by phoning (03) 6777 1900 or emailing <u>operations@tasracingintegrity.com.au</u> to have a paper renewal form sent to you. **Participants should be aware that paper-based renewal applications will attract an additional \$25.00 fee.**

Tasracing together with Racing Australia have developed a safe, fast and convenient online licence renewal portal that enables you to manage your personal details and licenses wherever you are.

The online process is very simple, and it eliminates the requirement to submit your renewal form via post, email or fax.

To access the online portal, you will need one of the following Internet browsers:

- > Internet Explorer 9 or 10
- > Firefox
- > Google Chrome
- Microsoft Edge

Getting Started

Trainers are required to renew license using their Stable Assist Account. Trainers who do not currently have a Stable Assist Account should contact **Racing Australia Service Centre** on **1800 138 704** to obtain.

For all other licence types, the below applies;

Existing User Registration Users

If you are an existing User Registration user, below is a sample Licence Renewal Offer Email.



By clicking on the link in the Email, it will take you to the Welcome to User Registration Page.



Login ID Email
Password Forgot your password? Forgot your login ID?
Login
*Your Login ID is the email address you registered with Racing Australia. If you could not recall your password, simply click on "Forgot your password?" above the Login button. If you could not recall your login ID, simply click on "Forgot your login ID?" above the Login button.
*Trainers - Please login to your Stable Assist Account, or contact Racing Australia Service Centre to create a new Stable Assist Account: <u>1800 138 704</u> .
*Bookmakers - Please login to your User Registration Account, or contact Racing Australia Service Centre to create a new User Registration Account: <u>1800 954 143</u> .

Please enter your email address as the login Id and enter your password. If you have forgotten your password, please click on the 'Forgot your password?' link where you can reset your password.

Note: This section is not applicable for existing Stable Assist users.



* Should you not be able to submit successfully, please contact Racing Australia Service Centre on 1000 154 143.

To reset your password, firstly enter your Email address, and then click 'I'm not a robot'. Once you see the green check mark, you could click 'Submit' button.

RACING Single National System

Reset Password

Enter your login email address and click submit. An email will be sent to you with a verification link. Click on that link to reset your password. You will have one day before this verification window expires.

* Should you not be able to submit successfully, please contact Racing Australia Service Centre on 1001 354 543.

Upon successful submission, an Email will be sent to you and a link to reset password.

RACING Single Na	ational System	
Set Password Please enter and confirm your new pas	assword and click "Reset and Login" to log in to your account.	
New Password Confirm New Password Resot and Login		

* Should you not be able to set your new password, please contact Racing Australia Service Centre on 1000.954.143.

New User Registration Users

If you have never been given a User Registration Account, below is a sample Licence Renewal Offer Email.

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By clicking on the link in the Email, it will take you to User Registration set password page, where you can set your new password. After submit successfully, click 'login'.

RACING Single Na	tional System		
Set Password			
Please enter and confirm your new pas	sword and click "Reset and Login" to lo	og in to your account.	
New Password	(
Confirm New Password			
✔ Resut and Logie			

* Should you not be able to set your new password, please contact Racing Australia Service Centre on 1000 954 143.

Renewing Your Licence

Once you have logged in successfully you can renew your licence.

Click on the 'Renew Licence' menu item to see your Licence Renewal offers. Then click the 'Renew' button to start filling the application.

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	State		Tem	-	Caspity	Star Date	Exploy Own	C. General Tree	App.Set No.	Application Status	-	Active
	-	STATISTICS.	_	100007			(ALCOURSE)	A CONTRACTOR OF	Andle	08	1000	0

Upon clicking on the 'Renew' button on rightmost side, it takes you to the licence renewal wizard, which contains several steps that you are required to complete.

On top of the page, you can find the Licence Type, License Category and Application Reference Number, as well as the name of each step. The highlighted one indicates the current step you are viewing.



At the bottom of the page, you can always save your unfinished wizard by clicking on the 'Save & Exit' button and resume the application later by clicking on 'Resume' on Renew License page as shown below. Alternatively, clicking 'Cancel' clears all saved answers and resets the application.



Each sub section below describes how to fill your application and submit. Please note that the exact renewal steps and the contents in each step vary slightly for different Licence Types and License Categories.

General License Information

This section displays General License Information for Tasmanian licenses. After reading through the page, click 'Next' to start filling the application.

License Renewal		
Type: Jockey	Category; Jockey A	Application Reference Number: 28825
General License Information > Person Acknowledgements and Declaration >	al Dennis 🍃 Emergency Medical Dennis 🍃 Additional Req Payment	airements Declaration $>$ Guestionnaire $>$ Attach Documents $>$ Summary $>$
General License Information		
Application for Renewal		
The Application for Renewal of Licence m Late lodgement will cause delays in proce	ist be completed and lodged by Friday 6 July 2018 to ensure that pr ising	rocessing will be completed prior to the commencement of the season on 1 August 2018.
Please provide any changes to your detail	s, in particular your stable address, email address, telephone nurr	ibers and any relevant medical information changes.
Your licence includes the following:		
Photo Identification card 12-month Thoroughbred Recing Ca SMS Messaging" (optional for Appr ATA Public Liability Insurance Polic	lender Subscription" (optional for Approved Trials Rider) oved Trials Rider) y for Trainers (if required)	
(* excluding Stable Employee or Foren	an/Trackwork Rider/Farrier and/or Restricted Plating/Riders Age	ent licencees)
Licence Upgrade / Change of Category		
Should you wish to upgrade your licence of	r apply for a different category, please contact ORI to obtain an appl	ication form and information with respect to other documentation, which may be required.
Multiple Licenses		
If you have multiple licenses, you should o which attracts a fee in addition to any othe	omplete each renewal offered. It is however only necessary to pay the r licence fee applicable.	he highest fee applicable with the exception of a Familier or Restricted Plating licence
Personal Information Protection Statem	ent	
You are providing personal information to information collected here will be used by associated legislation and the Rules of Ra properly maintained. ORI may also use th request to RST and you may be charged r	the Office of Racing Integrity (ORI), which will manage that informatio DRI for the purpose of processing your application for a licence and/or cing as adopted by Tasracing from time to time. Failure to provide th a information for related purposes, or disclose it to third parties in cin- rise for this service.	in in accordance with the Personal Information Protection Act 2004. The personal or registration and associated purposes, pursuant to the Racing Repulation Act 2004, is information may result in your application not being processed or records not being cumstances allowed for by law. You have the right to access your personal information by
You must clearly indicate on your rener	val form if you <u>DO NOT</u> give ORI permission to release your nan	ne, address or telephone numbers.
Thoroughbred Racing Calendar		
Your details will be included in the Thorse	abbred Racing Calendar, therefore up-to-date, accurate details are vi	tal for the information contained in this publication. If you do not wish to have your details

Personal Details

This step displays your current personal details. If you wish to change any information, please click on the 'Edit' button and enter the details.

	war				
be: Jockey		Category: Jockey A		Application Reference	Number: 28825
General License Info Acknowledgements	and Declaration Personal Details	Emergency Medical Details	Additional Requirements Declaration	n 📏 Questionnaire 📏	Attach Documents 📎 Summary
-Personal Details -					
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 Preferred Name:	Harry				
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- Publishing O	ptions				
 Office of Racin	ag Integrity (Tasmania) will use your pr	references below	v for publishing pur	poses:	
 Publish Resid	ential Address: 🗌	Publish Home	Phone:		
 Publish Work	Phone:	Publish Mobile	¢ -		

A separate 'Edit' option is available for updating the Postal Address.

Street Address'	Same as Residential Address	Publish	ii.
Suburb*	Partapo	Postcode*	181.14
State		Country	Australia

You can update your publishing preferences in the edit pop-up windows by selecting or unselecting current preferences. These preferences are used for publishing your details in magazine, racing materials, etc.

If you do not have anything to change, click on 'Next' button.

Update Primary Employer (Stablehands Only)

In this step, your current employing Trainer recorded with the Tasracing Integrity Unit is displayed and you can update the employer to a different Trainer, if required.

General License Information > Personal Details > Update Primary Employer > Additional Requirements Occleration > Questionnatin > Attach Documents > Summary Addamwoodgenments and Declaration > Payment Update Primary Employer Has your pdimary trainer changed? • Yes O No • Table Requirements • Uncent : See Requirements • Or you ride track work or perform stable duties for a trainer other than your main trainer? • Yes O No • Yes No • Yes, list the name of the trainers that employ or engage you (attach additional documentation if required): 1 Trainer Name • Add Now	pe: Stable Hand	Category: Stablehand/Trackwork Rider	Application Reference Number: 28714
Update Primary Employer Has your primary trainer; changed? Image: Angele in the second in the second in the second interval interv	General License Information > Personal Acknowledgements and Declaration > P	Details > Update Primary Employer > Additional Requirements Oct ayment	charation 🎽 Questionnaim 🎽 Attach Documents 🎽 Summary 🕽
Has your pdmary trainer changed? *Yes O No: Trainer Name Do you ride track work or perform stable duties for a trainer other than your main trainer? Yes, list the name of the trainers that employ or engage you (attach additional documentation if required): 1 Trainer Name Image: Add Nume Image: Add Nume	Update Primary Employer		
Image: Angle Solid Image: Solid	Has your primary trainer changed?		
Image Reserves to Close Current: Sing Reserves to Close Do you side track work or perform stable duties for a trainer other than your main trainer? Or yes. Sist the name of the trainers that employ or engage you (attach additional documentation if required) 1 Trainer Name Image Communication	⊛Yes ⊖No		
Current: Current: Count of perform stable duties for a trainer other than your main trainer? Do you ride track work or perform stable duties for a trainer other than your main trainer? If Yes, list the name of the trainers that employ or engage you (attach additional documentation if required) 1 Trainer Name Current Name			
Currenti: The second se			
Do you ride track work or perform stable duties for a trainer other than your main trainer? O'Yes. No. If Yes, list the name of the trainers that employ or engage you (attach additional documentation if required) Trainer Name Add Now	Current: Targe Transmission		
Yes No Yes No Yes No Yes No Add Now	Do you ride track work or perform stable dutie	es for a trainer offset than your main trainer?	La constante de
H Yes, list the name of the trainers that employ or engage you (attach additional documentation if required) 1 Trainer Name Add Now			OYes:ONo
1 Trainer Name	If Yes, list the name of the trainers that emplo	y or engage you (attach additional documentation if required)	
O Add Now	1 Trainer Name		
C Add Now			
	C Add New		

Clicking 'Select' opens a pop-up where you can search your employer by name and add to application.

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Search			1922
Sumame	Begrate all pro-		Q Search
5 3330 MS			
Use wild cards. (eg. Smith" or "The	omas" will find William	smith & Belinda Thon	nas etc.)
Use wild cards. (eg. Smith" or "The	enas" will find William Se	n Smith & Belinda Thon earch Results	nas etc.)
Use wild cards. (eg. Smith* or *Tho	omas" will find William Se Name	s Smith & Belinda Thor	nas etc.) Location

Clicking on the 'Name' of search results, selects the new employer and displays on the license renewal questionnaire.

Once you complete the questionnaire and submit the application, a sign-off request is forwarded to the employer you nominated by email. Only upon your nominated employer accepting your sign-off request, the license renewal application proceeds to the next step, i.e. reviewed by the Tasracing Integrity Unit Operations Department.

In case your sign-off request is declined by the nominated employer, the Tasracing Integrity Unit Operations Department will be in contact with you and your nominated employer to resolve the problem.

Emergency Medical Details

In this step, you should provide your medical details, which will be useful in an emergency. You can answer 'Yes' or 'No' to most of the questions and upon answering 'Yes', you must provide further details.

icense Renewal					
ype: Jockey	Category: Jockey A	Applica	ntion Reference N	lumber: 28825	
General License Information >>> Personal Details >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Emergency Medical Details > Additional	Requirements Declaration 义 Q	uestionnaire 义	Attach Documents 义	Summary 义
Emergency Medical Details					
Are you currently under any medication?			OYe	es ONo	
If 'Yes', please provide details:					
Do you have any allergies?			OYe	es O No	
If 'Yes', please provide details:					
Are you a Smoker?			О Ye	25 O No	
If Yes, how many per day?					
Date of last Tetanus injection:					
Have you had any previous significant illness or injury?			Ore	es O No	
If 'Yes', please provide details:					
Save & Exit 😢 Cancel				Back	Next 🜔

Declarations & Questionnaires

As per the requirement of the License Type and License Category, next steps include declarations and/or a set of questions regarding yourself and/or your licence type. Please make sure you read the declarations/questions carefully and answer appropriately. You will not be able to progress through these pages unless you answer all questions.

Declarations

e: Jockey	Category: Jockey A	Application Reference Number: 28825	i -
General License Information > Persona Activowikilgeneints and Declaration >	al Details > Emergency Medical Details > Additional Re Payment	quirements Declaration > Guestionnaire > Attack Docum	nnts 🔰 Summary
Additional Requirements Declaration	0		
By selecting 'Yes' to the below statement	s, I understand/declare that prior to my renewal being complete	te, I must action each of the following requirements:	
I must submit a satisfactory Medical Assess	ment	🗆 tacka	rowledge
The Medical Examination Form is sent to ye	su as an attachment in your Renewal Offer Email. As an alternativ	r, you can also download it here - Click to download	
Should you wish to attach a scanned copy o clicking on the 'Save & Edit' button below. I scanned copy in the 'Attach Documents' ste Office of Racing Integrity - Tasmania by por	of your Medical to this renewal application, there is an avenue to s afer, when you have completed the medical you can resume this p of this process. Alternatively, you can complete and pay for the at, fax or email (operational) accompleterphy (as por as)	we what you have completed in the renewal thus far by process by logging back into your account and attach the renewal now and send the Medical Examination form to	
I must submit a Jockey Declaration Regard	ng Betting	🗆 tackn	rowledge
The Jockey Declaration Regarding Betting I to download	Form is sent to you as an attachment in your Renewal Offer Email	As an alternative, you can also download it here - Click	
I must complete a Cognitive Assessment Te	ret to obtain a Baseline reading prior to being licensed for the 201	V19 season.	iowledge
(You will be notified of an appointment time	in the near future)		
(You will be notified of an appointment time	in the near future)		
			11

You should acknowledge all declarations required by the License Type and License Category. Where needed, this section will also provide further information on how to provide scanned copies of signed declarations required for the renewal of your license.

Questionnaires

License Renewal		
ype: Jockey	Category: Jockey A	Application Reference Number: 28825
General License Information > Perso Acknowledgements and Duclaration >	onal Details 🔉 Emergency Medical Details 🔉 Additional R Payment	equirements Declaration > Questionnaire > Attach Documents > Summary >
Questionnaire		
Has your minimum riding weight char	nged?	⊖Yes ®No
If Yes, please provide details		
Are you the owner of or do you hold a	ny interest in any Racehorse?	⊖Yes.⊖Ne
Do you use the services of a rider's a	gent?	⊖yes-⊖No

Most of the questions in Questionnaires can be answered 'Yes' or 'No'. If you select 'Yes' as an answer, you must provide an explanation in the given text field for some questions. Otherwise, you will not be able to continue to the next step.

Once these questions have been answered, please click 'Next' to continue

Attach Documents

This step is to attach any required documents. For example, if you are going to attach your Medical Assessment, please firstly select a document of the given file extensions and select the correct Document Type and then click on the 'Attach' button to attach the document. Optionally, you can enter a comment against every attachment.

ype: Jockey	Category: Jockey A	Application Reference Number: 28825
General License Information > Personal Acknowledgements and Declaration > 1	Details > Emergency Medical Details > Additional Req ayment	ulrements Declaration > Questionnaire > Attach Documents > Summery >
Attach Documents Step 1: Browse. Valid Res include til till gif bmp jpg jpeg Step 2: Select Document Type Medical Assessment Step 3: Enter Comments (Optional) Step 4:	png doc docx or pdf	

Summary

This step summarises all the details and answers you have provided in the license renewal application so far. Please review thoroughly to make sure the renewal application has been filled out correctly. If you see any incorrect information, you may click 'Back' button to go the relevant step and correct your answer.

Acknowledgements and Declaration

This step is to acknowledge your terms and conditions. Once you read through, tick on the 'I have read and understood acknowledgements and declarations.' to continue.

Payment

This step is to view relevant renewal fees for your license and process the payment online using a credit card.

e: Jockey	Category: Jockey A	Ap	plication Reference	Number: 28825	
Seneral License Information > Personal Details Licknowledgements and Declaration > Payment	> Emergency Medical Details > Additional F	Requirements Declaration	Questionnaire 🕽	Attach Document	ts 🔉 Summary
Payment					
If you do not want to subscribe for the Calendar	and SMS, you must opt-out the Calendar and SMS 5	Service fee by removing the tic	ik against it.		
If you do not want to subscribe for the Calendar Fee Description	and SMS, you must opt-oot the Calendar and SMS S	Service fas by removing the tic	k against it.		
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If you do not want to subscribe for the Calendar Fee Description License Fee Calendar and SMS Service	and SMS, you must opt-out the Calendar and SMS 5	Service fee by removing the ti	k against It.		
If you do not want to subscribe for the Calendar Fee Description License Fee Calendar and SMS Service Total Payable	and SMS, you must opt-oot the Calendar and SMS 5	Service fee by removing the ti	ik against II.		
If you do not want to subscribe for the Calendar Fee Description License Fee Calendar and SMS Service Total Payable	and SMS, you must opt-oot the Calendar and SMS 5	Service fee by removing the tic	k against It.		

There may be optional fees listed in the fees schedule, which you can opt out by removing the tick in the 'Fee Amount' column. Ticking/unticking recalculates the 'Total Payable' amount and displays, which is the total amount you should pay.

Defer Payment to Employer (Forepersons and Stablehands Only)

If you are a Stablehand or a Foreperson, you have the option of either paying the license renewal fees yourself or deferring the payment to your employing Trainer in this step.

To defer the payment to your employer, tick the box in 'Pay by Employer' column, which automatically removes the tick in 'Pay Yourself' column.

e: Stable Hand	Categ	gory: Stable Foreman/Trackwork Rider	Application Reference Number: 28714
eneral License Information 🍃 Persona	l Details 🌖 Update Pri	rimary Employer 🌖 Additional Requirement	s Declaration > Questionnaire > Attach Documents > Summary
cknowledgements and Declaration 🗦 🕴	Payment		
	- 90° 11 000-		
Payment	-		
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ree Description	roursen ci	and the second division of the second divisio	
License Fee	B \$76.00 □	\$76.00	
License Fee Total Payable		\$76.00 \$0.00	
License Fee Total Payable	€ \$76.00 CL \$76.00	576.00 50.00	
License Fee Total Payable	[₂] \$76.00 [⊥] \$76.00	\$76.00 \$0.00	
License Fee Total Payable	S76.00 □ S75.00	\$76.00 \$0.00	

Note: Please ensure that you have the permission of your Trainer before deferring any payment.

Click on 'Pay and Submit' button and this will redirect you to an online payment gateway, as shown below. You are required to enter your credit card details to make the payment.

Select one of the credit card options, as per below, then click 'Next'.



The below payment gateway will appear. Enter your name, credit card number, expiry, CVN and then click the 'Pay' button to process the payment.

Clicking 'Change Type' redirects you to the previous screen where you can change your choice of card type and clicking 'Clear' removed details you have entered on the current screen. 'Cancel' terminates the payment and redirects you to the User Registration Homepage.





Card Details

Selected Card Type

-Payment Charged	Immediately
Name on Card	
Card Number	
Expiration	[Select Month] \checkmark [Select Year] \checkmark
CVN	
Change Type	Clear 📚 Pay 😢 Cancel

Once the payment is successfully processed, you will see the below message.

SNS Card Payment
Application ID: 28825 A payment of \$184 for License Renewal has been successfully completed at 16/05/2018 09:38:34.
Continue

Upon successful payment, your application will automatically be submitted, and the Application Status will be set to 'To Be Reviewed'. When you click 'Continue', you will see the below message stating that your licence renewal application has been successfully submitted and awaiting review by the Tasracing Integrity Unit Operations Department.



Click 'Renew License' as instructed in the message and you will be redirected to the Renew License page.

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- Hune • Wy Decks • Charge Partword • Charge Partword • Charge Index	Licenses	Despery	Taur David	all Laplay Date	Tenenal fac	App. But. No.	Application States	Actor	
Cash Dealls Application Specification Application Construct Application Construct Application Construct Application Application Application Mathematication Mathematication	142 Jacks	Joshey A	11302010	21070310	52.85	16575	To the Resideums	We are the target of	

An email will be sent to you with the tax receipt for your payment, as well as the related licence information.



You may always click on 'Renew Licence' menu item to check your application status at any time.

Upon a successful approval from the Tasracing Integrity Unit Operations Department, your application status will be changed to 'Approved'.

MENU	<u>80</u>	ACING	Singl	e Nationel System							Som menerativ (Hann) Log that
 Net Denset Account Change Password Change Logit Parser Denset 	Licen	ses	Тари	Category	Statilies	Exply Date	Tournal Fas	App. Ref. So.	Feplication Status	Active	
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Once your application is approved by the Tasracing Integrity Unit Operations Department, you will receive an email confirming this.



If you have not received any emails, please check your junk or spam emails.

If you have any question regarding this process, please contact the Tasracing Integrity Unit Operations Department by emailing <u>operations@tasracingintegrity.com.au</u> or telephoning (03) 6777 1900.