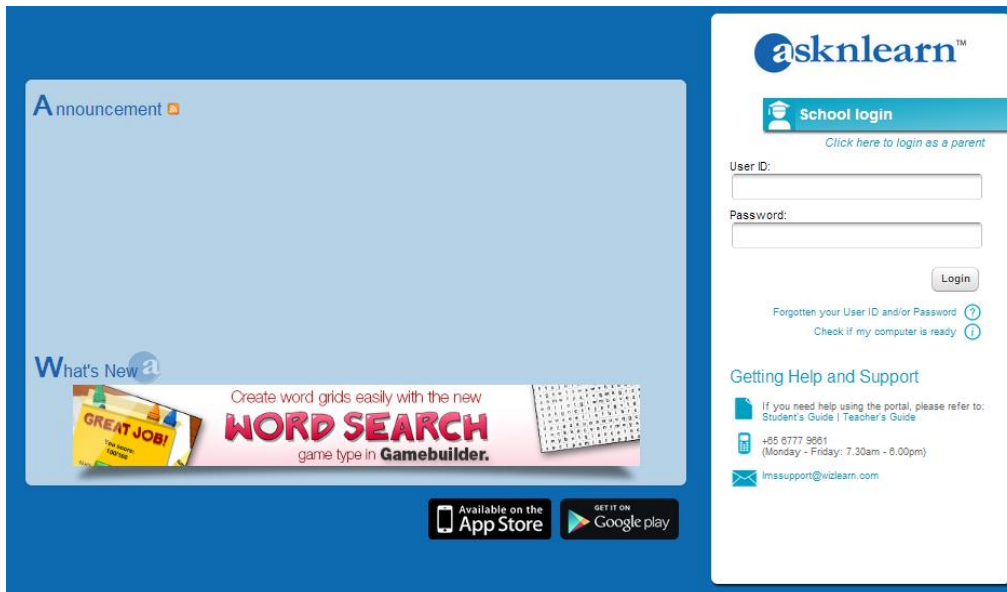


How to Submit Travel Declaration

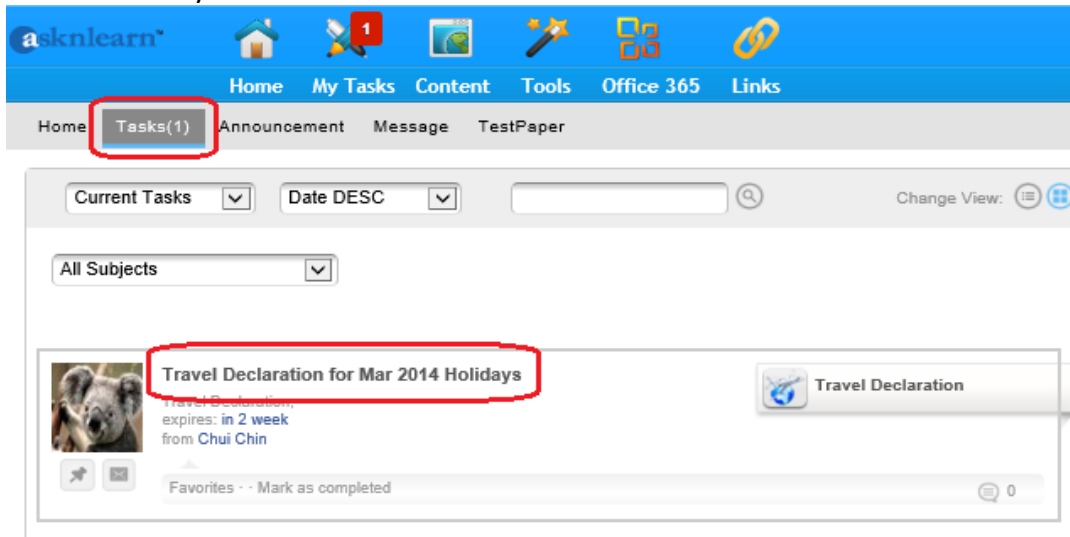
1. Login to <http://lms.asknlearn.com/fsp>

User ID : (The format of the Userid is a combination of FSPS and the last 4 digit and the letter of your child's NRIC/FIN/BC. For e.g FSPS1234A)



Note : For technical issues, please contact :
Tel : 6777 9661 (Monday – Friday : 7.30am – 6.00pm)
Email : lmssupport@wizlearn.com

2. Click on “My Tasks->Travel Declaration”.



3. Submit Travel Plan

Step 1 : If not travelling, select “No” and then click on “Save” button to submit travel plan.

The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' and '<< Back To My Travel Declaration'. The 'Travel Form' dropdown is set to 'Travel Declaration for Mar 2014 Holidays (15 Mar 2014 - 23 Mar 2014)'. The 'Travelling' section has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. Below the radio buttons are two buttons: 'Save' and 'Save and Add Another'. A red asterisk is next to the 'No' radio button and the 'Save' button. At the bottom, there is a note: '* - Mandatory Fields'.

Step 2 : If travelling, select “Yes” and enter the necessary information.

The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' and '<< Back To My Travel Declaration'. The 'Travel Form' dropdown is set to 'Travel Declaration for Mar 2014 Holidays (15 Mar 2014 - 23 Mar 2014)'. The 'Travelling' section has two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red box. Below the radio buttons are four input fields: 'Start Date', 'End Date', 'Country', and 'City'. Each of these fields has a red asterisk next to it. The 'Destination Address' field is a larger text area. Below the 'Country' and 'City' fields, there are two dropdown menus, both with the text '- Please select one -' and a red asterisk next to them.

Step 3 : Click on “Save” button to submit travel plan.

Note : If you are travelling to more than one country/city, do the following :

The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' and '<< Back To My Travel Declaration'. The 'Travel Form' dropdown is set to 'Travel Declaration for Mar 2014 Holidays (15 Mar 2014 - 23 Mar 2014)'. The 'Travelling' section has two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons are four input fields: 'Start Date', 'End Date', 'Country', and 'City'. Each of these fields has a red asterisk next to it. The 'Start Date' field contains '16/03/2014' and the 'End Date' field contains '19/03/2014'. The 'Country' field contains 'Malaysia' and the 'City' field contains 'Ipoh'. Both the 'Country' and 'City' fields are highlighted with a red box. To the right of the red box, there is a note: 'Select the country/city you are visiting first'. Below the 'Country' and 'City' fields, there is a 'Destination Address' field containing 'Hotel California'. At the bottom, there is an 'Overseas Contact Number (Hotel Phone/Overseas Mobile)' field containing '91111111' and a red asterisk next to it.

Mode of Travel (If by Air, state flight number)

Purpose of Travel / Remark

Next of Kin *

Next of Kin Contact Number *

Transit Info	Start Date	End Date	Country	City	Remove
	<input type="text" value="15/11/2013"/>	<input type="text" value="30/11/2013"/>	<input type="text" value="Malaysia"/>	<input type="text" value="Malacca"/>	<input type="button" value="✕"/>

[Add Transit Info](#) **Select the country/city your child or you are visiting**

☐ I declare that all the information entered here is correct and accurate as of the time of submission of this declaration. *

Click the checkbox to confirm details **Click "Save" to submit**

* - Mandatory Fields

----- END -----