**Below are the steps that you can follow to register your and your family details in ANZ Connect Web Portal:**

1. Individual logs into the system with login credentials
2. Upon successful login:
    a. If the individual has logged in for the first time, individual will be asked to accept "Terms of use" checkbox.
    b. Individual is able to view either the home page or is presented with the link to update personal details (if personal details are not updated since last 6 months)
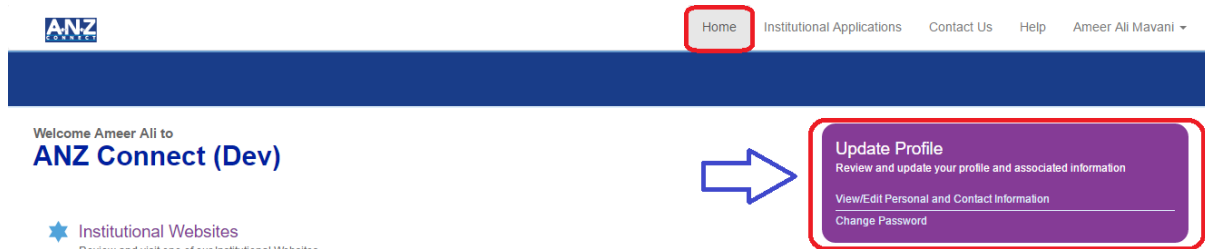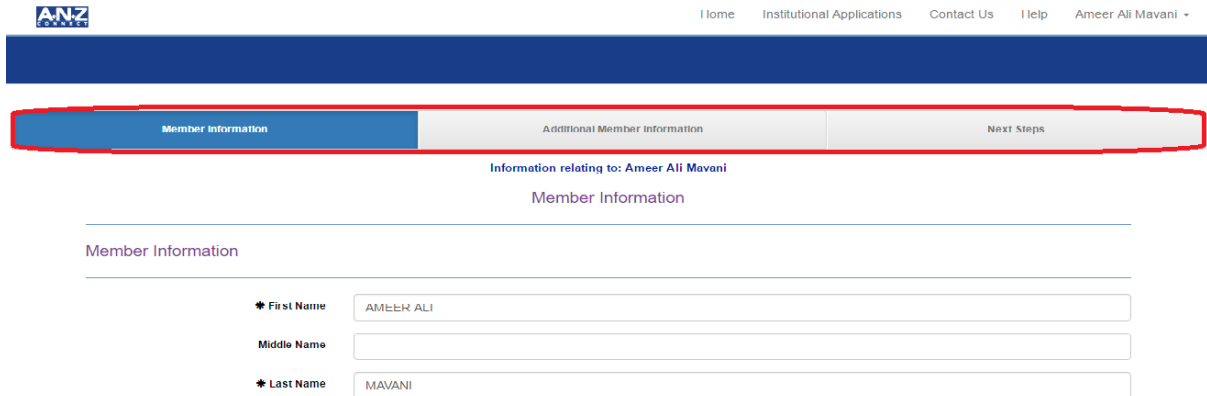

3. Individual member selects "View/Edit personal and contact information", which allows the individual member to update the profile.

4. Individual member is also able to select the Edit profile menu option from the home page and is able to update the profile.
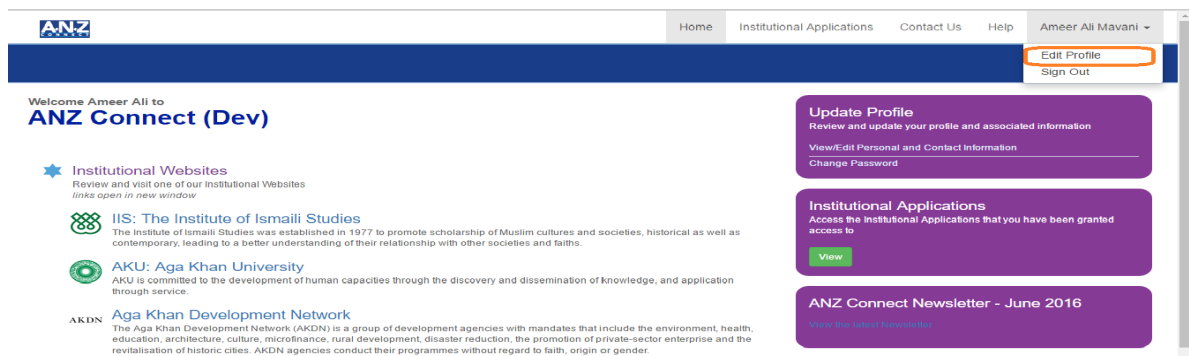
5. Individual member is able to view/update personal profile where individual is able to review his/her current information, add household members and update address information.
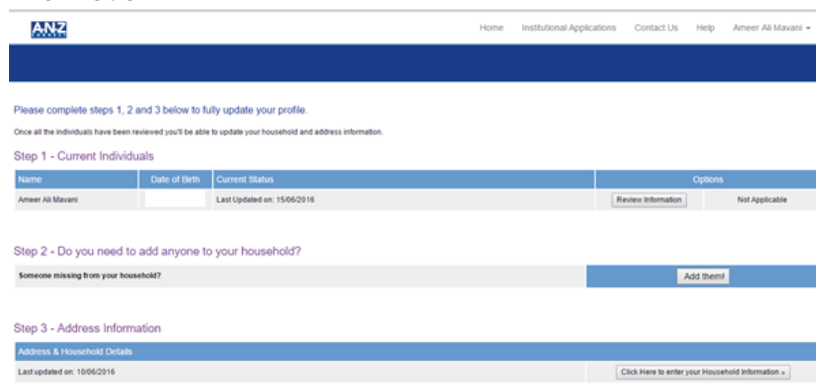
6. Individual member is able to select "Review information" button and fill in the details. System displays the following options for the member to fill in the details
   - Member Information
   - Additional Member Information
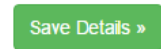   - Next Steps
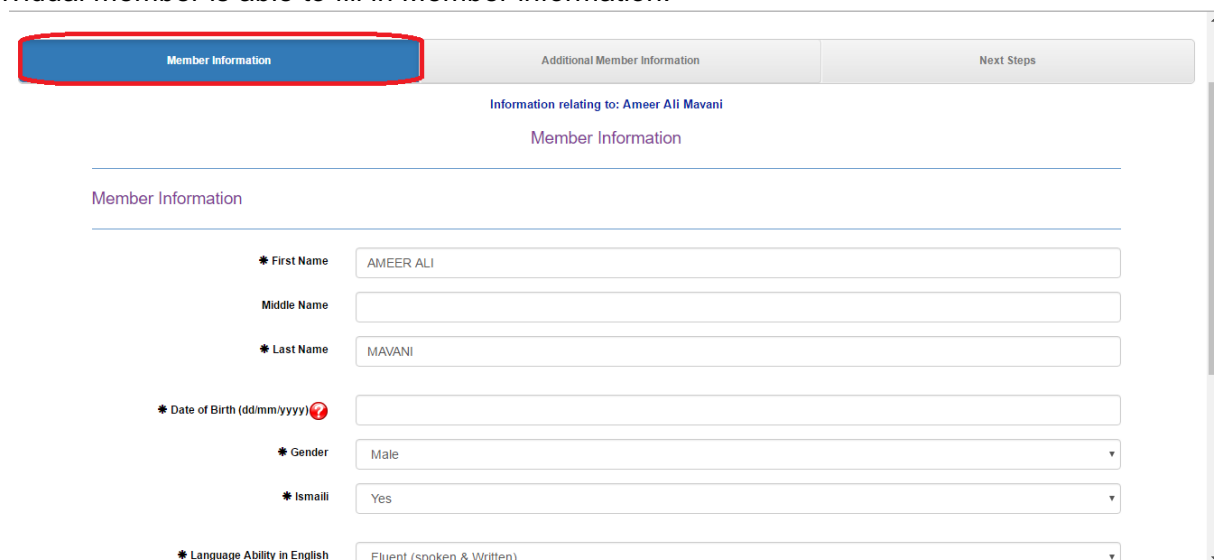
7. Individual member is able to fill in Member information.

8. Individual is able to save Member information after filling in the fields on the Member page

9. Individual is able to navigate to the next page only when the individual selects the save details button on the current page

10. Individual is not able to select individual tabs and navigate through the other page.

11. Individual is not able to save and navigate through the other page unless the mandatory fields are filled/answered.

12. Individual is able to navigate back to the previous section filled by choosing to select the back button

13. Once the individual has filled in all the details, Individual is able to view summary of the individual member on "next steps" page by selecting view summary button

14. Individual is also able to select Add them button and add other household member's details. This takes the individual member to step 7 where family member's details can be added.

Last part of the process is where the individual is able to add the address information. Here, individual is able to select click here to enter your household information and add the address information

Updating the Address details consist of three parts
• Update Address Details
• Household Details
• Household Structure

To update the Address information, Individual is able to select Address details and fill the details like country, Jamat and postcode

15. Individual is able to select save and process which will take the member to fill in household details.

16. The household tab allows the individual to add his current accommodation details.

17. Individual is able to select save and proceed which completes his/her registration.