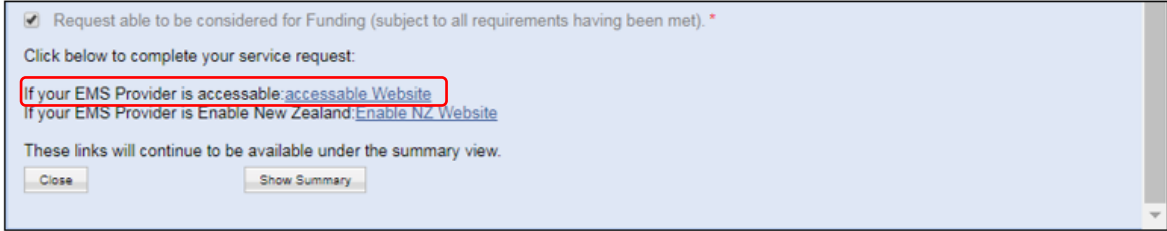
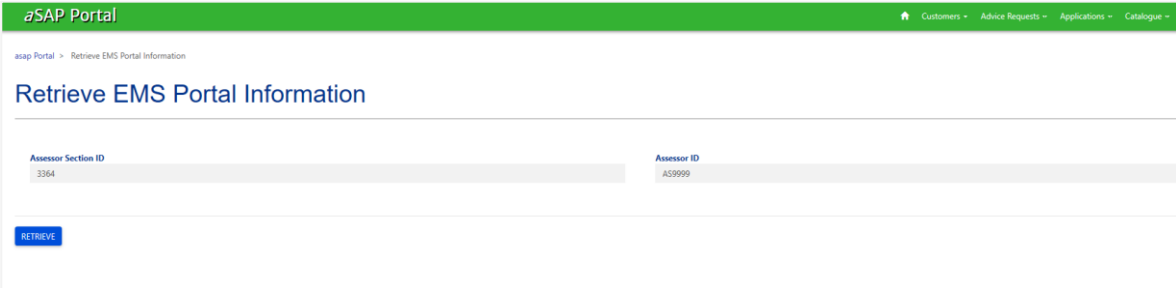
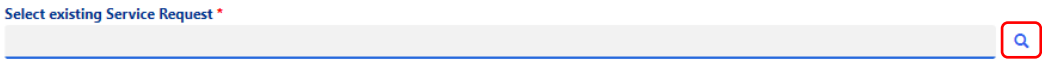
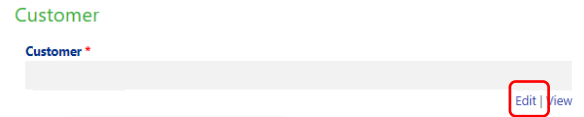


## Link EMS Rationale to a draft Service Request within aSAP

Step	Description
1.	<p>After completing the MOH EMS Portal Rationale, click the Accessable website hyperlink.</p>  <p>The screenshot shows a form with a checked box for 'Request able to be considered for Funding (subject to all requirements having been met)'. Below it, text says 'Click below to complete your service request:'. Two links are listed: 'If your EMS Provider is accessible: <a href="#">accessible Website</a>' (highlighted in red) and 'If your EMS Provider is Enable New Zealand: <a href="#">Enable NZ Website</a>'. There are 'Close' and 'Show Summary' buttons at the bottom.</p>
2.	<p>The Retrieve EMS Portal Information page opens in aSAP Portal.</p>  <p>The screenshot shows the 'Retrieve EMS Portal Information' page. It has a green header with '#SAP Portal' and navigation links. Below the header, there are two input fields: 'Assessor Section ID' with the value '3364' and 'Assessor ID' with the value 'A59999'. A blue 'RETRIEVE' button is located below the fields.</p> <ol style="list-style-type: none"> <li>Check the Assessor Section ID and Assessor ID fields are the correct EMS portal session to bring into aSAP</li> <li>Click <a href="#">RETRIEVE</a></li> </ol>
3.	<p>In the Confirmation of Customer and Service Request Details page:</p> <ol style="list-style-type: none"> <li>Review the pre-populated Personal Information and amend if required</li> <li>Set <b>Service Request exists in Draft?</b> to Yes <ul style="list-style-type: none"> <li><b>Note:</b> No is selected by default <ol style="list-style-type: none"> <li>Select existing Service Request from the lookup list  </li> <li>Click <a href="#">LINK TO EXISTING SERVICE REQUEST</a>. The Edit Service Request page displays</li> <li>Review and amend fields in the Edit Service Request page <ul style="list-style-type: none"> <li><b>Note:</b> To Edit customer details, click Edit <a href="#">Details</a></li> </ul>  </li> <li>Click <a href="#">SAVE SERVICE REQUEST</a> and Submit the Service Request</li> </ol> </li> </ul> </li> </ol>