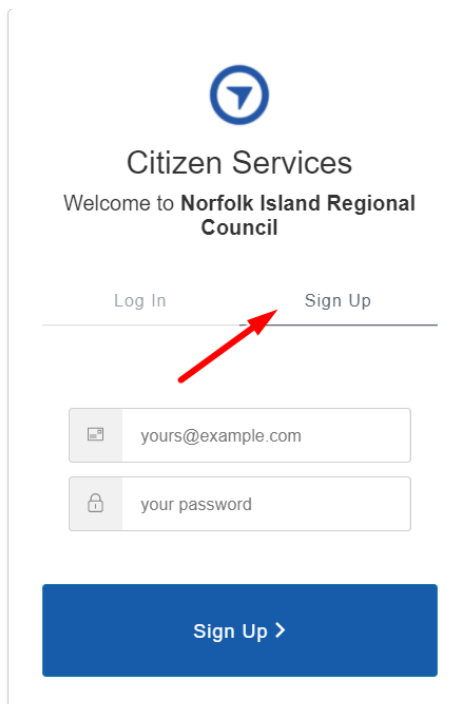


Helpful tips for Filling out Norfolk Island Entry Pass

First time users of the Entry Pass system will need to **Sign Up** to be able to complete an entry pass. To access the service please log on: <https://norfolkau.viewpointcloud.com/categories/1083>

Step 1, Registration

- Please enter your email address
- Create a password
- Select to Sign Up



Once you have created your account, the next time you need to complete an entry pass you will only need log in. Note: when completing on behalf on someone else, do not change your registration details.

In Step 2, you will be asked if you are filling the form out on behalf of someone else. You will then be required to enter the details of the person travelling. This information is required whether this is you travelling or, someone else.

If you are experiencing difficulty with the Entry Pass system, you can try:

- A different device
- Changing the internet browser that you are using
- Clearing your cache/cookies.

Instructions on how to clear your cache can be found at link

https://www.google.com/search?q=how+to+clear+cookies&rlz=1C1RXQR_en-GBAU941AU942&oq=how+to+clear+cookies&aqs=chrome..69i57.15319j0j1&sourceid=chrome&ie=UTF-8

If you are still having trouble, contact Hayley Evans on +6723 52777 or, by emailing hayley.evans@nirc.gov.nf

When calling, please ensure that you have the information below available and/or include this detail in your email enquiry:

- The time that you tried to access the system,
- The stage of the Entry Pass program that you were at and,
- What Internet Browser you were using.

Hayley Evans

WELFARE FUNCTIONAL SERVICES COORDINATOR

7 May 2021