

# FSP Portal

## How to Share Applications

- My submission – Use List view to see your applications
- Locate the application you want to share with your Team Leader (Use advanced search to locate applications if required)
- Click on the three blue horizontal bars to the right of the screen

VICTORIA State Government | Families, Fairness and Housing

Logged in: Admin User (admin@example.com) My Submissions Log Out Current Rounds

### My Submissions

[Update Details](#)

[Current](#) [Archived](#)

Sort by Due Date  Search [Advanced search](#)

**FSV00001 - Wonka Q1 2019** Example Applicant Agency A  
Owned by Probationary Case Worker  
No due date **In progress**

Flexible Support Packages

[Family Violence Flexible Support Package](#) No due date **In progress**

- Select Share

[Current](#) [Archived](#)

Sort by Due Date  Search [Advanced search](#)

**FSV00001 - Wonka Q1 2019** Example Applicant Agency A  
Owned by Probationary Case Worker  
No due date **In progress**

Flexible Support Packages

[Family Violence Flexible Support Package](#) No due date **In progress**

- Archive
- Delete
- Share**
- Change user

- Locate the name of the person you want to share the application with
- Drag their name into the “Share Application to these users” field (You can share with multiple people)
- Add a message
- Schedule a date the share expires
- Click on Share

### Share Application - FSV00001 ✕

Select user/s to share this application with

Show only  Viewer/Analyst  Contributor  Author  Administrator

User name  Add

Share application to

Case Worker ✕

Admin User

Case Worker

Finance

PSI

Team Leader

Add a message (optional)

I need you to review this application please.

45 of 1000 characters

Share expires  📅

If any of the details above are changed, a new email will automatically be sent to the selected users letting them know this application has been shared with them.

Cancel
Share

When you need to **submit** a tax invoice or variation (Only senior practitioners can submit, practitioners can only upload)

- Click on the application
- Click on the stage (I.e.: Additional information request)
- Click next, click submit

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Application for Family Violence  
Flexible Support Package

**Submitted**

Additional Information Request

**Open (due on 18 Nov 2021, 12:00PM AEDT)**



Brokerage Programs October 2021.