



THE CIRT (QLD)
REDUNDANCY SCHEME

**CIRT Portal -
Complete JETCO Claim**

Submit JETCO Claim

When logging on to the CIRT Portal, an employee will be directed to the first screen shot below. To lodge a JETCO claim, they will need to click on the highlighted button and complete all required fields. In the second screenshot, there is an option to Update Contact Details if required. Once all details have been checked and are correct, you must certify all details are true and continue.

The screenshot shows the CIRT Portal home page. At the top, there is a navigation bar with the following options: Two Factor Setup, Update TFN, Update Banking Details, Change Password, Update Contact Details, Lodge CIRT Claim, and Lodge Jetco Claim. The 'Lodge Jetco Claim' button is highlighted with a green circle. Below the navigation bar, there are buttons for 'Save' and 'Discard'. A 'Member' tab is active, with sub-tabs for 'Details', 'Address', 'Financial', and 'Recent Activity'. The main content area displays member information: Preferred Name (empty), Code* (EMPLOY1), Current Balance (\$8,000.00), Title (Mr), First Name* (DEMO), Middle Name (empty), Date of Birth* (01/01/2000), Gender (Male), and Occupation (empty). There is also an 'Account Balance History' section with a table showing a balance of 8K. A 'Beneficiaries' section shows 'No Data'.

The screenshot shows the 'Update Contact Details' page. At the top, there are buttons for 'Refresh Contact Details', 'Discard', 'Cancel', 'Update Contact Details', and 'Continue Details are OK'. The 'Update Contact Details' button is highlighted with a green circle. Below the buttons, there is an 'Instructions' section with a message: 'Please check all your details below are correct. To update any of these details, select the "Update Contact Details" button on the top left of this page. Once all details are correct, select "Continue Details are OK" on the top right of this page to confirm and continue submitting your claim.' The 'Membership Account Status' section indicates that the 'Membership Form has not been completed. An email will be sent to member Requesting them to complete the application form.' The 'Members Identifier and Name' section shows 'EMPLOY1 - DEMO - <Unknown> - EMPLOYEE' and 'Date of Birth' as '01/01/2000'. The 'Address' section includes 'Street' (55 SHAND STREET), 'Suburb' (ENOGGERA), 'State' (AUSTRALIA - QLD), 'Post Code' (4051), and 'Country' (AUSTRALIA). There are also fields for 'Mobile' and 'Email'. At the bottom, there is a 'Terms and Conditions' section with 'TBD' and a checkbox for 'Agree to Terms and Conditions'. A legend indicates that a red asterisk (*) means 'is a required property' and a red dot (•) means 'field must be true'.

The next screenshot displays where you must enter all JETCO correspondence related to your claim. Please read the information at the top of the screen before completing your claim. Ensure all fields are completed before continuing with your claim.

Home

When completing the training cost, please note that only genuine training costs only may be subsidised by JETCO. Other costs (e.g. tax, assessment, licensing fees, text books, travel or accommodation costs) cannot be subsidised by JETCO. Claims for any course deemed outside this industry will be rejected. All claims are reviewed by JETCO. Claims for training not related to the electrical construction industry will be rejected.

For more details on eligibility requirements, please see the JETCO page on the CIRT website remembering that Eligibility is determined by the first day of training and not the date the claim is submitted or the course is booked.

JETCO subsidies are generally paid on the last working day of each week after your claim has been approved by the processing team. Once your claim has been processed, you will be sent an email confirmation. You can check your claim status in the 'My Claims' section.

Please confirm your details below are correct to continue and make your claim. All details are required to proceed

Supporting Documentation*

+ Add

File	Description	Actions
<ul style="list-style-type: none"> should NOT have fewer than 1 items 		

RTO Provider*

Training Complete*

Course Start Date*

Invoice Number

Where did you hear about JETCO

You can also attach any documentation which you believe may be required on this screen and add descriptions to each attachment. Click the Continue button in the top right corner to continue the claim.

You will then be prompted to confirm or Update Banking Details on the next screen as shown below. Claims are paid via Direct Deposit to the nominated bank account. These details must be correct before continuing with the claim.

Home

Discard

Cancel Update Banking Details Continue Detail

Instructions

Please review or provide your bank details below and then submit your claim. Any subsidy paid will be paid to the bank details nominated below. Please ensure these are correct as subsidies paid to incorrect accounts may not be able to be recovered.

Please be aware that any changes to your bank details here will update the bank details for any other claims CIRT Severance or JETCO Training claims still being processed.

Bank*

St George

Account Name*

Demo Employee

BSB*

064110

Account Number*

22222222

The below screenshot is the final step in submitting your JETCO claim. Please ensure all details are reviewed and correct before clicking continue. Your claim will then be completed and sent for processing.

Discard

Cancel

Continue

Other Course this Financial Year

+ Add

Course Date	RTO Provider	Course	Subsidy Paid	Date Paid	More Information	Actions
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Estimate

This is an estimate only

Supporting Documentation*

+ Add

File	Description	Actions
Current File: Jetco invoice 1234.docx <small>Drag file here to replace.</small>	<div style="border: 1px solid #ccc; padding: 2px;">Invoice X</div>	
<p>View Download</p>		

Course Date* 15/07/2019	RTO Provider Skiltech
Total Cost of Training* 400	Employee Paid 400