Online Reporting Platform (ORP)

Complete Initial Attestation

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[Complete Initial Attestation 1](#_Toc200016168)

[Audience 1](#_Toc200016169)

[Pre-requisites 1](#_Toc200016170)

[Email notifications 1](#_Toc200016171)

[Support 1](#_Toc200016172)

[Steps 2](#_Toc200016173)

# Complete Initial Attestation

This guide demonstrates how a Candidate completes initial attestation.

## Audience

* Review team Leader
* Review Team Member

## Pre-requisites

* Candidate’s Availability up to date  
  See user guide: Manage Gateway Review Availability
* Gateway Unit Analyst initiated contact with Candidate

## Email notifications

You may receive email notifications from Shibumi related to this process. To avoid missing communications flag Shibumi as a trusted sender in your email application.

## Support

For support email [gateway.helpdesk@dtf.vic.gov.au](mailto:gateway.helpdesk@dtf.vic.gov.au).

## Steps

|  |  |
| --- | --- |
| Step | What to Do |
|  | Have you accessed ORP and been directed to **Summary** screen via emailed link?   |  |  | | --- | --- | | **Yes** | Go to step 5. | | **No** | Go to next step. | |
|  | Login to **ORP**.  **Home Page** displays: |
| Information outline | **Home Page**  Access to the home page is managed by the Gateway Unit. If you do not see a screen like above contact a Gateway Unit Analyst. Note: Information displayed is unique to your Role, and what Projects and Gates you’re assigned to. |
| Information outline | **Show/Hide Left Navigation Menu**  Click hamburger menu, represented by three horizontal lines, top left of screen to show/hide left navigation menu. |
|  | Click: **My Gateway Review**  **My Gateway Review** screen displays: |
|  | Select relevant **Project**.  **Summary** screen displays: |
|  | Review **Summary**. |
|  | In top navigation menu, click: **Initial Attestations**  **Initial Attestations** screen displays: |
| Information outline | **Adding and Editing data**  Hover over a panel or field and click Picture of pen / pencil.  to edit.  Where button is crossed out, this denotes fields you are not permitted to edit. |
| Information outline | **Saving data**  After clicking edit, buttons to Save or Cancel data selection and entry displays on the top right of a panel being edited.  Screen capture. Top of section displaying two buttons. Left button: Cancel. Right button: Save. |
| Information outline | **Data will be lost if not saved** before navigating to new screen or closing ORP.  ORP will prompt “There are unsaved changes.” to avoid data loss.  Once data is saved, you may navigate away from any screen or close ORP and return to continue work later. |
| Information outline | Asterisk denotes mandatory field. |
|  | Complete panels   * **1. Review Details** * **2. Please confirm if** |
|  | Click: **Save** |
|  | In panel **3. Submit Response**, click: **Submit** |
| Information outline | Submit button will not enable until panels 1 and 2 complete and saved. |
| Information outline | Next steps   * Gateway Unit Analyst reviews submission and progresses selection |