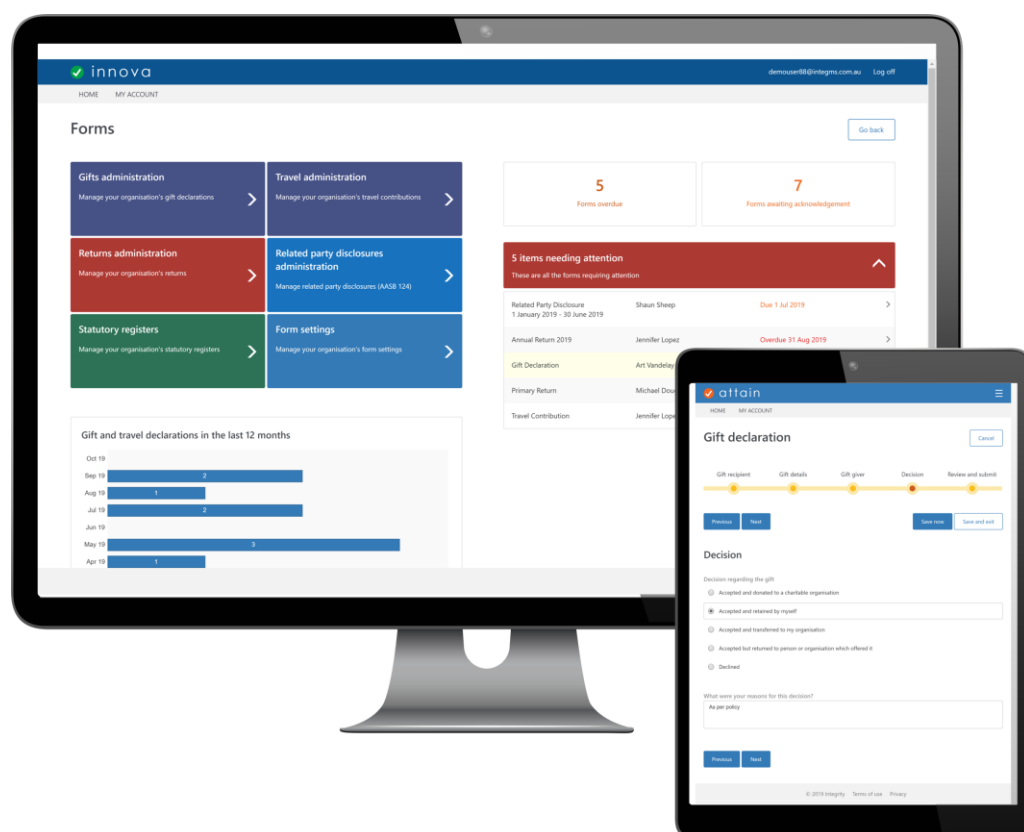


Elected Member User guide and operation manual

Attain 4.0 compliance management system



integrity



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1. Introduction

Attain is designed for local governments who wish to meet high standards of compliance within resource and cost restrictions. It provides seamless and efficient management of gifts, travel, returns and related party disclosures.

Attain does this by completely replacing inefficient paper-based systems with:

- Online access to all forms, anytime from mobile devices
- Electronic acknowledgments, receipts, and reminders
- Anytime access to see all your submitted forms

This guide will take you through the initial set up process and provide you with important information about using Attain.

The following sections are covered in this guide:

- Registering and signing into Attain
- Managing your forms
- Submitting forms
- Submitting specific forms
- Useful features

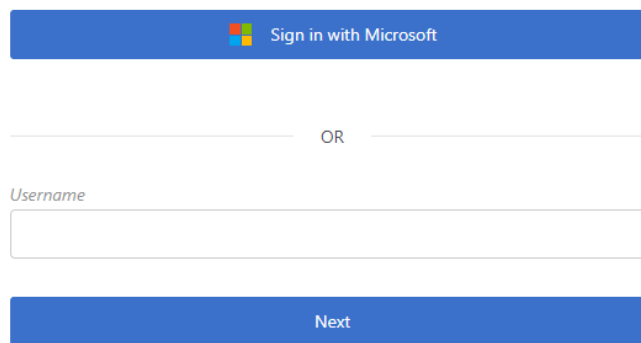
Don't forget to check out the useful information in the Help sections in Attain.

IMPORTANT: If you have any questions or need assistance, please use the Get Help option on the Home screen to send a request to your organisation's support contact.

1.1 Begin using Attain - Single Sign On (SSO)

Begin by navigating to the sign in page, <https://app.attain.au/> After selecting this link you'll be taken to the Login page to begin the sign in process.

Log in



The screenshot shows the login interface. At the top is a blue button with the Microsoft logo and the text 'Sign in with Microsoft'. Below this is a horizontal line with the word 'OR' in the center. Underneath is a text input field with the placeholder text 'Username'. At the bottom is another blue button with the text 'Next'.

To sign in to Attain the simplest and easiest to use is Microsoft Single Sign-On (SSO).

Select '*Sign in with Microsoft*' and you will be prompted to enter your Organisational Credentials. You will then be taken straight to the Attain *Home* screen

Home

Submit a new form Submit any type of personal reporting form including disclosures and returns >	Forms Manage your forms >
Submit a new record of exercise Submit a record of exercise of delegated powers or duties >	Records of exercise Manage your records of exercised delegated powers or duties >
Calendar tasks View and manage your calendar tasks >	Delegated authority View your delegated powers or duties including the register of delegated authority >
Get help Get some help or send a help request >	How-to videos Watch some short how-to videos >

1 item needing attention ^

Primary Return	Samantha Cooper	Due 30 Jun 2025	>
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1.2 Alternative Login Option - Signing in using a password

If you have previously registered in Attain (and you cannot use SSO) you can choose to sign into Attain using a password that you set up when you registered in Attain. To see the password option, enter your Username at the Login screen and then select *Next*.

Log in

Sign in with Microsoft

OR

Username
demouser2@integms.com.au

Password [Go passwordless](#)

Password

Log in

If you've forgotten your password, select the option *Forgot password* to reset your password. Once signed in, you will be taken to the *Home Page* of Attain. You can now lodge forms and update your personal details. You should also see your *Items Needing Attention* list on the right-hand side of the page that contains forms, tasks and/or requests requiring your attention.

If you have NOT previously registered in Attain (and you cannot use SSO) you will need to confirm your account/Register.

[Forgot your password?](#)

[Log in to a different account](#)

1. On the Log in Screen, enter your email address. You will then see the message *Account Not Confirmed*.
2. Enter your email address and select the button *Send or Resend Confirmation*.
3. You will then receive an email with a secure link that will take you to the *Register* page.
4. Enter your email address and choose a password (pay attention to the rules for choosing a password displayed on screen). Select the button *Register*.

Note: when choosing a password, please note that the password must contain at least 8 characters and must include at least one letter, one number, one uppercase letter and one special character (i.e. # \$ @ ! ~ ^).

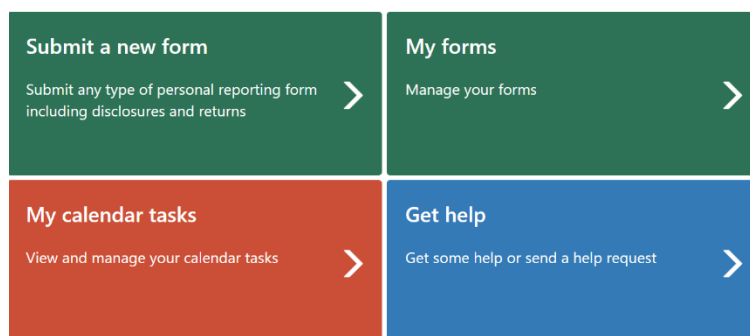
5. You should now be taken to the *Thank you for registering* page. Although you have registered, you will still need to sign in. To Log In select the blue 'Log in' button
6. Enter your Email address and select the *Next* button
7. Enter the password you just chose
8. Select the button *Log In*.
9. You will then be taken to the Home Page.

IMPORTANT – if you are having trouble logging in or registering, ensure you are not using Autofill to enter your username and password. If your device is using autofill, the Username box and/or password box will be highlighted in **orange**. Delete the prefilled text from these boxes and manually type in your details.

2. Managing your forms

Once you have signed into Attain you will be taken to the Home screen. From here you can navigate to various areas to assist you with submitting and managing your statutory forms.

Home



If you experience any difficulties, contact your Administrator (their details will be shown when you open *Get Help*).

3. Submitting Forms

3.1 Items Needing Attention List

If you have a form outstanding (such as a Primary or Annual Return), it will appear in your Items Needing Attention list. Select the item from the list and you will be able to commence the form.

4. Submitting Specific Forms

4.1 Submitting a Gift

Attain provides a comprehensive gift management process that will provide you with a reliable way to keep track of all your gift values, gift givers (donors), and allow you to identify potential conflicts related to the gifts you have accepted. However, Attain is entirely dependent on the accuracy and extent of the information you enter. If the data you enter is wrong, incomplete, or not provided, this will affect the accuracy of the information Attain is able to provide.

We recommend you disclose all gifts and regularly check your disclosures to ensure they are accurate and up to date. If you have any concerns use the *Get Help* option on the *Home* screen to contact your Administrator to seek assistance.

To submit a gift (including travel) disclosure:

1. From the Home Screen, select *Submit a New Form*.
2. Now confirm the position that you are submitting this form under by placing your cursor and clicking in the green area of the position box.

Which position or role?

Select the position or role* for which you are submitting this form

[Current](#) | [Future](#) | [Previous](#)

Position or role	Commenced	Ended	
Councillor	13 May 2024	---	>

*If you can't see your position or role in the list above, [you will need to enter it manually](#).

3. Now choose the Form that you wish to submit, in this case, *Gift Declaration*.

Choose your form

Please check your details are correct and select the form you wish to submit

Gift Declaration Declare a Gift >	Primary Return Create a Primary Return >
Annual Return Create an Annual Return >	Related Party Disclosure Create a related party disclosure (AASB 124) >

4. The first screen will display your personal details. Ensure your details are correct, then press 'Next'.
5. Follow the prompts and the onscreen help to enter the details of the gift/travel disclosure.

6. Once you have entered the details, you will be taken to the 'Review and Submit' page.
7. **IMPORTANT:** Note the 'Submission Summary' on the right-hand side of the page. Here you will find details of the cumulative value of the gifts you have accepted from this gift donor, and how the gift will be treated in the registers.

Submission summary

Please review the submission summary before [submitting this form](#).

Due
Due 24 April 2025

Gift type
Gift (Unclassified)

Outcome
Accepted and retained by myself

Estimated gift value
\$301.00

Cumulative values of gifts (s5.87a & s5.87b Local Government Act 1995)
The total value of gifts that have been received from Johnny Vagas for the year (including this gift) equals \$681.00.

As the total value of gifts received from this person or organisation (within a year) is more than \$300.00, under the provisions of s5.89A, it is necessary to disclose this gift in the *Form 4 - Register of Gifts*.

Acceptance of this gift has created a relationship with this donor of a **closely associated person** and therefore you have an interest (sections 5.60 and 5.62).

As this value is less than or equal to \$1,000.00, there is an option to seek approval from Council to participate in any relevant decision making.

8. Scroll down to see the Declaration box. Confirm the details you have entered are correct and select Submit.

IMPORTANT: The form recipient (the person who will receive your form) has been assigned by your Administrator and therefore your form will automatically be sent to the appropriate form recipient within your organisation. Otherwise, you will need to select a *Form Recipient* from the drop-down list before you submit the form. If you're provided with a list and you are unsure who to submit your form to, use the *Get Help* to contact your Administrator for advice.

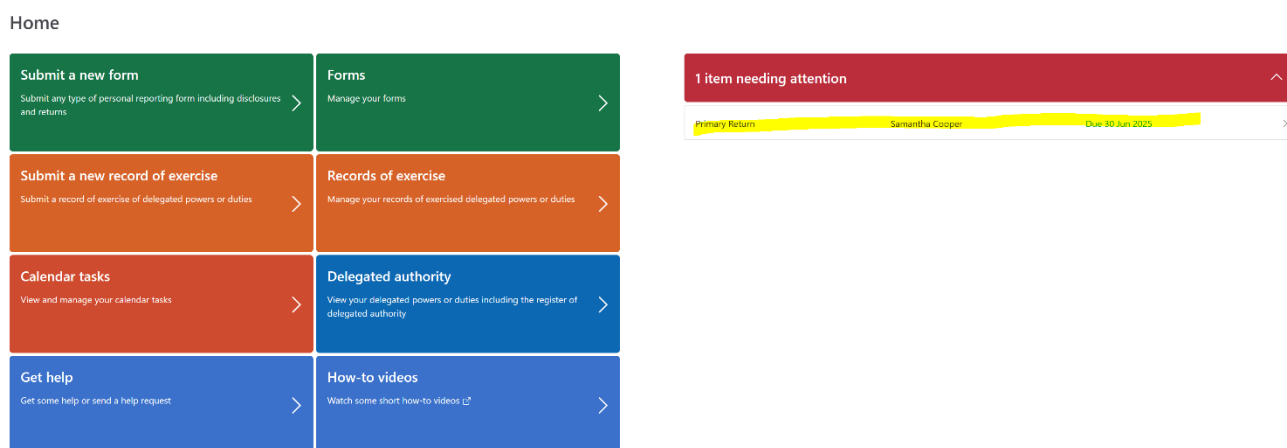
4.2 Submitting a Primary or Annual Return

An Annual Return can be commenced at any time during the financial year but cannot be submitted until the designated Annual Return submission period has commenced (1 July – 31 August in each Return period year).

A Primary Return can be submitted anytime. This is usually within 3 months of your start date. A Primary Return is usually only required to be submitted once, so if you have submitted a Primary Return previously you should not need to submit another unless more than 12 months has passed since you last submitted a Return. Contact your Administrator if you are unsure.

USEFUL FEATURE: Even though you can only submit an Annual Return between 1 July and 31 August consider commencing it early in the disclosure period to keep your information updated during the year. This avoids possible errors when you must recall relevant information later in the year.

1. From the Home Screen, select form from your Items Needing Attention list on the right hand



side (if you don't see this form in your Items list, select the icon Submit New Form).

2. If you have selected a Primary Return, you will be taken straight to the form to commence entering your information.
3. If you are submitting an Annual Return, you must now confirm the period the return is for. You should only see one option (the current year), however if you see more than one ensure you select the appropriate year.

Which period?

Choose from the available periods for this form

Annual Return 2025	Due 31 Aug 2025	>
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If you can't see the required period above, check your [forms awaiting submission](#) or your [submitted forms](#).

4. Attain will ask you whether you wish to copy data from a previous return to populate this form (only if you have previously submitted a Return in Attain). You can still make any changes before submitting the new Return.
5. Complete each section of the Return appropriately and you will reach the *Review and Submit* page.
6. Confirm the details are correct in the *Declaration* box and the details you have entered are correct, then press Submit.

7. Once your Return has been submitted, you will receive an email acknowledging it has been received in accordance with section 5.77 of the Act. If you do not receive an acknowledgement contact your organisation's Support person to check that they have received your Return.

Attain keeps a full audit trail of every form submitted and acknowledgment sent. You can review and print a copy of any form you have submitted at any time. You can also send a copy of any form you have submitted via email.

Now that you have submitted your Return, Attain will remember this data and when the time comes to create your next Return, Attain will provide you with the option to copy data from a previous Return to pre-populate the next Return saving you time and effort.

IMPORTANT: Members of a regional local government Council need to be aware that the requirement to disclose an interest in real property will expand to include not only property that is located in their local government district and their neighbouring local government district, but also any interest in any real property that is located within the district of a local government which is a member council of the Regional Local Government together with any adjoining local government districts.

4.3 Submitting a Related Party Disclosure

As one of the organisation's Key Management Personnel (KMP) you will need to complete a Related Party Disclosure form (RPD) at financial year-end, (and/or other periods defined by your organisation).

1. From the *Home* Screen, select *Related Party Disclosure* form from your *Items Needing Attention* list on the right-hand side of your screen.
2. Now select the appropriate disclosure period:

Which period?

Choose from the available periods for this form

1 July 2023 - 30 June 2024	This disclosure is now available for submission.	>
1 July 2024 - 30 June 2025	This disclosure cannot be submitted until after 30 June 2025 .	>
1 July 2024 - Today	Only select this period if you are leaving the organisation (e.g. retiring, resigning, etc.)	>

If you can't see the required period above, check your [forms awaiting submission](#) or your [submitted forms](#).

- a. *This disclosure is available for submission.* This is the current period and will usually be the period you need to select to submit the disclosure that is due.
- b. *This disclosure is available to commence but cannot be submitted until [date].* This is the next period that a disclosure will be due but is not due yet.

- c. *Only select this period if you are leaving the organisation* ... This option should only be used if you are leaving the organisation prior to the submission period. It will allow you to submit a disclosure outside the set disclosure period.

3. You will be given the option to copy the information from one of your previous forms (if you have submitted a Related Party form through Attain previously). You can still make any changes before submitting the new form.

IMPORTANT: This form is designed to be used as information becomes available. If you do not have all the information to hand to complete this form, it is possible to save your place using the *Save and exit* button at the top right.

4. Enter the information required, and you will be brought to the *Review and Submit* Page. You can Save and Exit at any time by selecting the button in the top right corner of your screen.
5. Check to make sure all the details you have entered are correct as once this form is submitted it cannot be amended.
6. Tick the box confirming the form is correct and ready for submission, followed by *Submit*. This form recipient is locked by your Administrator, so you do not need to select one.

IMPORTANT: Some organisations may define multiple disclosure periods in a financial year. Take care that you select the correct disclosure period when choosing from a number of disclosure periods in one financial year.

7. You will be given the option to copy the information from one of your previous forms (if a previous form has been submitted in Attain). You can still make any changes before submitting the new form.

IMPORTANT: This form is designed to be used as information becomes available. If you do not have all the information to hand to complete this form, it is possible to save your place using the *Save and exit* button at the top right.

5. Useful features

5.1 My forms

This is the place you can use to manage your forms. You can use this feature to keep track of any forms you have created and are yet to submit or see a history of previous forms you have submitted.

5.2 Copy to new form

Look out for the time saving feature of copying the contents from a previous form to a newly created form. For example, after you have submitted your Primary or Annual Return for the first time, the next time you need to complete this form you will have the option to copy its contents to a newly created Return. This feature is also available for Related Party disclosures.

5.3 Sending a Help Request

1. From the Home Screen, select Get Help
2. Here you can see your *Open and Resolved Support Requests*. You can also submit a new request by selecting the *Submit New* tab.
3. Enter the details of your support request and select *Send Request*. The request will be sent to the Administration Support person for your organisation.

Note: Once sent, your request will be saved allowing for comments to be added at any time by either the recipient or the sender. Each comment that is added will send an automated email to the intended recipient.

5.4 Setting your reminders

1. From the *Home* Screen, select *My Account* at the top of the page.
2. Select the *My Preferences* tab.
3. Here you can manage your options surrounding reminders sent from the Attain system. You can receive Email Reminders and/or Text Message reminders to your Mobile phone.

You can select to receive email reminders when forms are due or overdue and can choose when and how often you receive them (default timing is to receive reminder emails every Monday). You can also use your mobile number to receive automated text message notifications. At present, you can only use an Australian mobile phone number (04xx xxx xxx). There are no charges associated with this service from this application.

Thank you

Thank you for choosing to use Attain and we hope you find it an easy and convenient way to manage your compliance obligations. We are constantly developing new products and ways to assist you and make compliance less of a burden. We welcome any feedback you would like to share with us, please send any comments to support@integms.com.au