A group of people smiling at the camera

Description automatically generated

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| Hi there.  Thanks for downloading this resource to support early communication and application setup with your clients.  The email template below can be used to **invite an applicant to get started**. Copy this template to your email software and edit as you see fit. |
|  |

**Brought to you by:**

A blue and red logo

Description automatically generated

**[TEMPLATE]**



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| |  |  | | --- | --- | | |  | | --- | | Dear <insert client name>  To get started on your **ACS Migration Skills Assessment**, you will need to complete the 3 following steps. I will not be able to complete your application until **all 3 steps** have been completed:   1. Create or log into your ACS account 2. Verify your identity using a mobile device 3. Authorise me as your agent     **Important things to know before you get started**  **Have the following documents ready:**   * Your valid passport, AND * Your driver’s license, national ID card, Australian ImmiCard or NSW Photo ID.   **Tips for a successful ID verification process:**   * Use CURRENTLY VALID, ORIGINAL documents. Please do not photograph copies, expired or unofficial documents * DO NOT use photocopies/scanned copies or documents that are damaged. If there are stickers or marks on the documents they may not be accepted as valid * Make sure to include the ENTIRE document in the camera shot (not a section of the doc. For passports, be sure to include the ENTIRE personal details page only) * DO NOT edit your name or other details while verifying the details captured by the ID Verification system * If there are no expiry dates on your document, please enter today’s when prompted.   **Ready to begin?**  **Use this invitation link to get started:**  <Insert ‘my agent link’ generated in agent portal here> | |  |  |  | | --- | --- | | |  | | --- | | Please send me a quick text or email once you have authorised me as your agent. You do not need to pay or continue beyond Step 3.  I’ll be in back in touch to discuss the Skills Self-Assessment and ANZSCO nomination section of your application.  If you have any questions or run into issues during your setup, please let me know.  Kind Regards,  <Insert Your Name and Title> | | |