



Signing Your CWA Electronically



Hello **youthful curiosity**,
you've come to a **SAFE SPACE**.

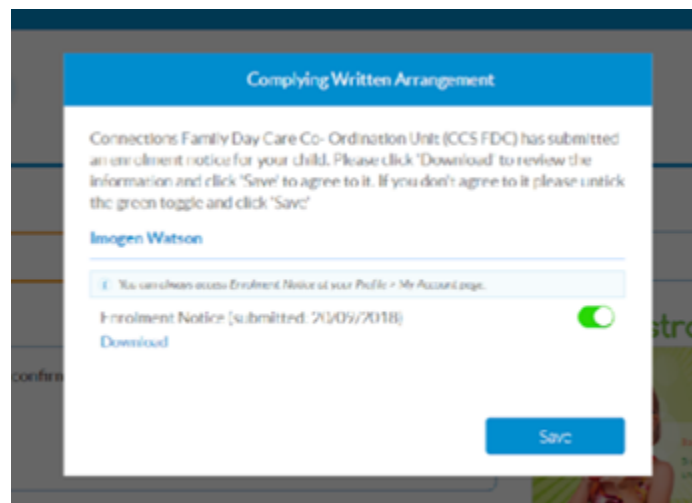
1300 769 110
hello@hubhello.com



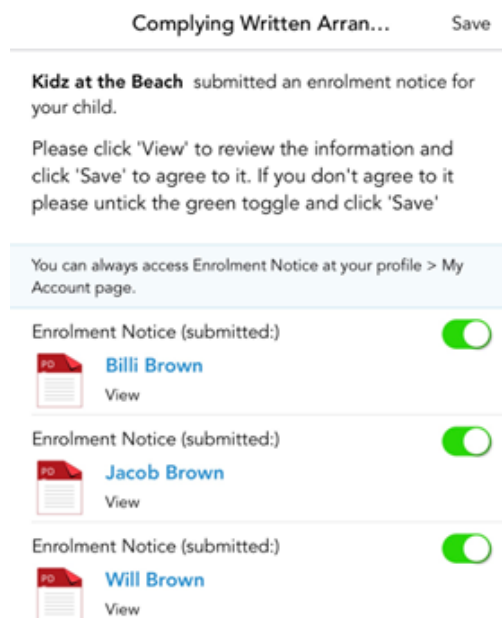
Parents can sign the CWA via the parent portal either via the website at hubhello.com or the app that can be found in the IOS store or Google Play Store.

When you log into your parent portal you will be prompted to electronically sign the CWA as shown.

Web-Based Parent Portal

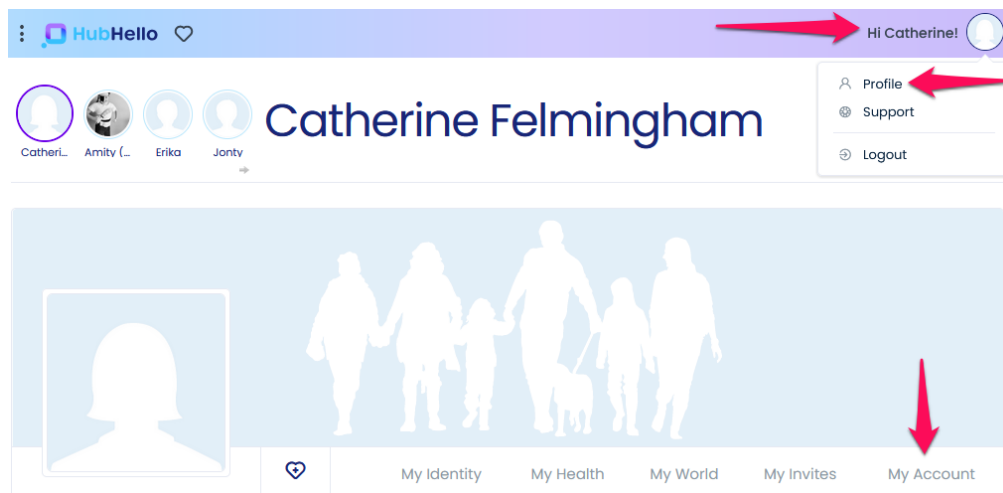


Mobile App view

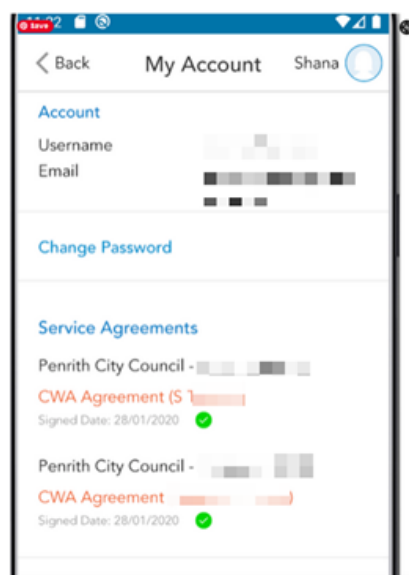


If you wish you can view the CWA at any time via the Parent Portal.

Through the web-based portal you can go to the cameo at the top right of the screen and click on Profile. From here you can go to My Account and scroll to the bottom of the screen where you will see the CWA information. You can download the CWA from here, agree to it if you haven't yet done this by turning the toggle to green and look at what date you electronically signed it.



Through the App go to the cameo on the top right hand corner and then click Profile. Then click on My Account. You can then 'Print' the signed CWA.



Once you have electronically signed the CWA the service will see the status change on the children's enrolment screen.



If you are not able to sign your CWA electronically please speak to your service who can print this for you to be signed on paper.

*** Please remember that you should contact your service for additional information and support for use of the parent portal, the mobile app and all areas of HubHello. If your service is not sure how to assist, they can contact our support team for further assistance, we do ask that you don't call or email HubHello yourself as our team will refer you back to your service.**

*** You can find additional information and support documents by going to support via your profile including, a guided walkthrough of the parent portal, how to merge your account, how to add guardian/parent 2 access, BookMe, how to verify your email and mobile etc.**