# **FACT SHEET**

## How to redeem an Active Kids Voucher

## A guide for Surf Life Saving Clubs

#### Step 1

Parents first need to apply for their voucher on Service NSW. When they register their child for Nippers / Surf Life Saving, they will need to give you the following details:

- Voucher Number
- Child's Name
- · Child's date of birth

#### Step 2

Once you have this information to redeem the vouchers, log in to your Service NSW account and select your SLSC.

Once in your business account, select **Active Kids Dashboard.** 

On the Active Kids Dashboard you will see the **Vouchers** tab.



### Step 3

Click on the tab and you will see Submit vouchers.



#### Step 4

Enter the details provided by parents and the amount of money you are wanting to claim, then click **Redeem.** 

You will be able to enter as many vouchers as you like. Click Submit when you are done entering that batch/ voucher.

The money will be paid by Service NSW into the bank account that you provided. These bank account details can be checked via the dashboard.

NB: Please note as soon as you click Redeem Voucher, that voucher has been used. Do not test to see if it works for \$1 as that is what the voucher will be redeemed for.





Househous	Vouchers	Reimbursements	Insurance details	Programs	Provider details	Bank details
ubmit vouchers						
Submit vouchers	>					

Enter and redeem the voucher details for each student. A voucher code can only be redeemed once.	
Name	
Enter the name exactly as it appears on the Active Hids voucher.	
Voucher number	
Enter the Ki-digit number without spaces or symbols.	
Amount	
5	
Enter the voucher amount, maximum is \$100.	
Date of birth	

