



# Easy-read guide: how to get access to the residential statement

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## Intro: what is EMSOnline?

EMSOnline is a handy “platform” that hosts “apps”. Think iPhone, which likewise hosts apps. Your organisation may have downloaded EMSOnline via [www.RosterCoster.com](http://www.RosterCoster.com).

All the apps in EMSOnline feed off a central Data Control Centre, which is essentially lists of staff names, client names and house names, and links between these lists. (There are other lists, but we won't clutter your mind with all that.)

Having said all that, you can't move unless you actually get EMSOnline.

## How to get EMSOnline

Handy tip: if you are working INTERNAL to DHS, the EMSOnline administrator (see below) is your local CERS officer, and he or she can set you up.

OK, step 1 is contact the **EMSOnline administrator** for your organisation (email [RosterCoster@gmail.com](mailto:RosterCoster@gmail.com) if you are not sure: we have a database of all EMSOnline administrators EMSOnline Australia-wide).

Then, ask to be given “permissions” to the residential statement tool.

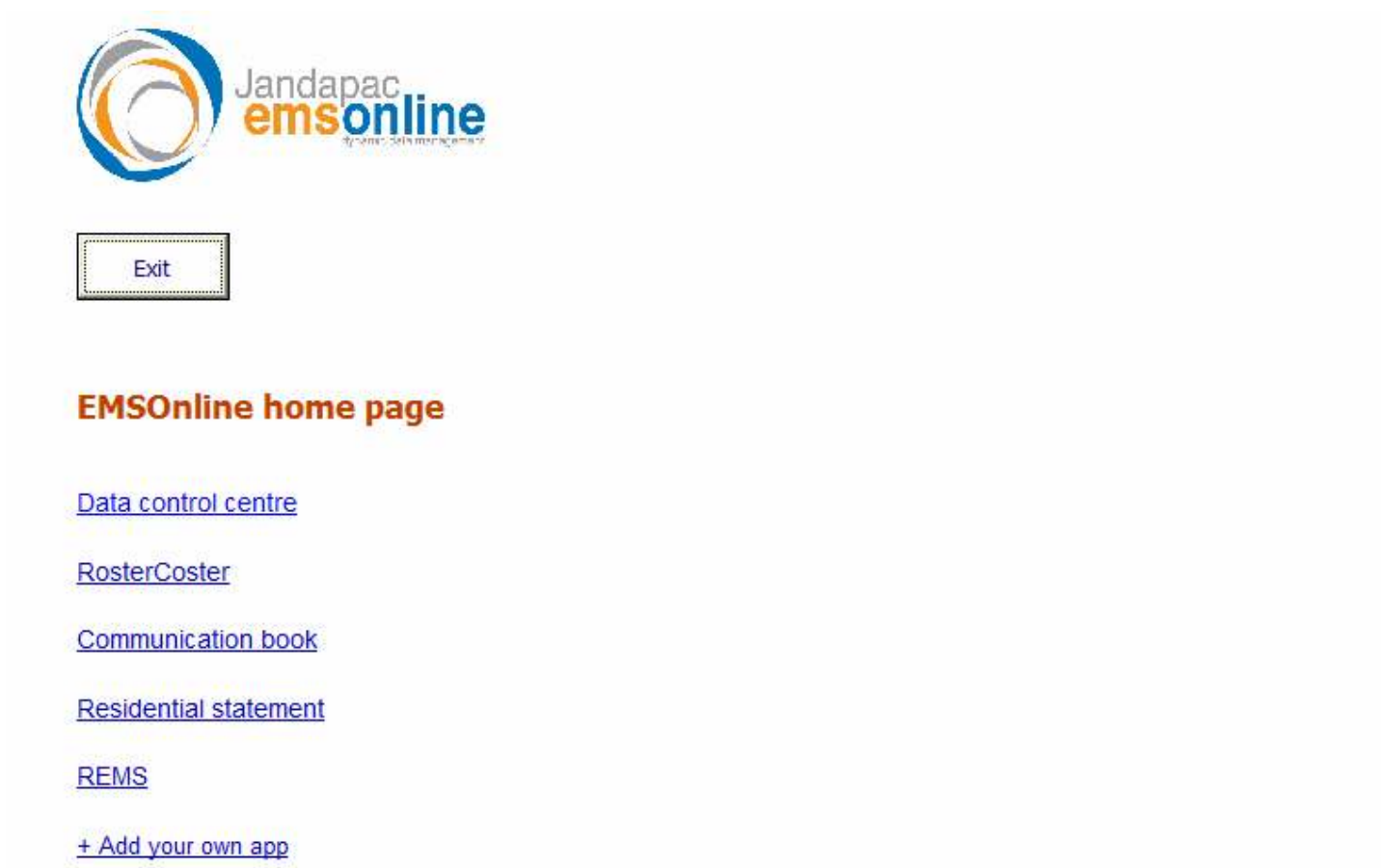
Then, ask for a file to be emailed to you that looks just like this:



Open that file, and check your desktop: you should be able to see EMSOnline there. It looks like this:



Double-click on that icon, and ... you're in! The home page looks like this:



Now, click a link. If you can't get in, give your EMSOnline administrator another buzz and ask him or her to check your permissions.

Need more help? Click the "help desk" on the home page of EMSOnline.

Thank you!