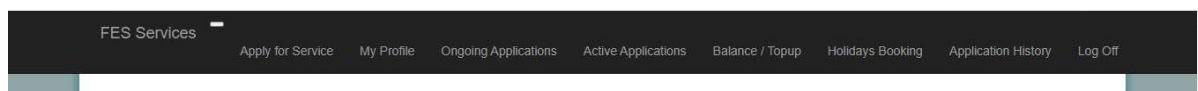


CREATING A PROFILE AND SUBMITTING A KLABB 3-16 APPLICATION

With the new system, a profile which is managed by the parents can be created

Below is a screenshot and list of the different tabs that can be managed by the parents



Apply for Service: This tab guides the parents to the service that would be currently open for applications

My Profile: This section includes details of Parents, Children, Pick Up/Authorised Persons, Documents and Emails

Ongoing Applications: This shows parents if they have applications that are 'Pending Payment', 'Applications with missing details', 'Pending Acceptance' or 'Declined Applications'

Active Applications: This shows the details of the current submitted applications

Balance/Topup: Allows parents to top up their account. There will be only one account that is utilised for all the services. Parents need to have enough credit in their account to be able to apply for Holidays

Holidays Booking: This tab allows parents to book for holidays

Application History: This shows the history of past applications that have been inactivated

Log off: This allows parents to log off their profile

CREATING A PROFILE

For creating a profile go on the following link <https://services.fes.gov.mt/MyProfile/Login>

Then choose one of the following options

1. If registering for the first time create a new profile by clicking on 'Register a new Profile'
2. If you already had a past application with FES, a password should have been sent. In this case, put in details of your email address and the password that was sent to your inbox
3. If you already had a past application with FES and did not receive a password, kindly input your email address


A screenshot of the FES Service Profile Login form. The form is white with a green 'Login' button. It has two input fields: 'Email Address' and 'Password'. Below the 'Login' button are two links: 'Register a new Profile' and 'Forgot Password'. The form is set against a dark grey background with the FES Services logo and navigation links (Register, Log in, Apply for Service) at the top.

To proceed, kindly make sure you update the following information:

- Parents
- Children
- Pickup/Authorised Persons
- Documents
- Emails

FES Services

Apply for Service My Profile Ongoing Applications Active Applications Balance / Topup Holidays Booking Application History Log Off

 Manage Profile

Please note that is not the actual application.
The information set in your profile will be automatically loaded in any application form in order to make the process easier and faster.

Profile Title

Parents Children Pickup/Authorised Persons Documents Emails

Parent Guardian

Once the above information is filled in, a profile would have been created

PLEASE NOTE THAT THE PROFILE IS NOT THE ACTUAL APPLICATION. THE INFORMATION SET IN THE PROFILE WILL AUTOMATICALLY BE LOADED IN ANY APPLICATION FOR SERVICE

SUBMITTING AN APPLICATION FOR SERVICE

1. Once your profile is fully set up, log in on the profile, go on 'Apply for Service' and proceed to apply

SUBMITTING AN APPLICATION FOR HOLIDAYS

1. Once your profile is fully set up, go on 'Apply for Service' and proceed to apply for Holidays
2. Go on 'Balance/Top Up' tab
3. Top up the account with amount needed for Holidays. The system does not allow parents to book for holidays if there is not enough credit in the account.
4. Select 'Holiday Booking' Tab and proceed to book the holidays