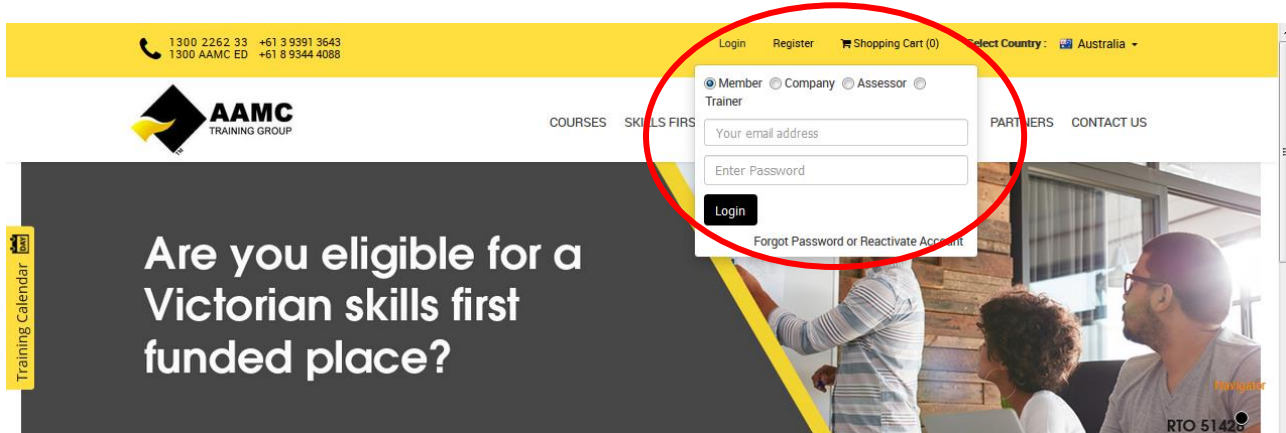
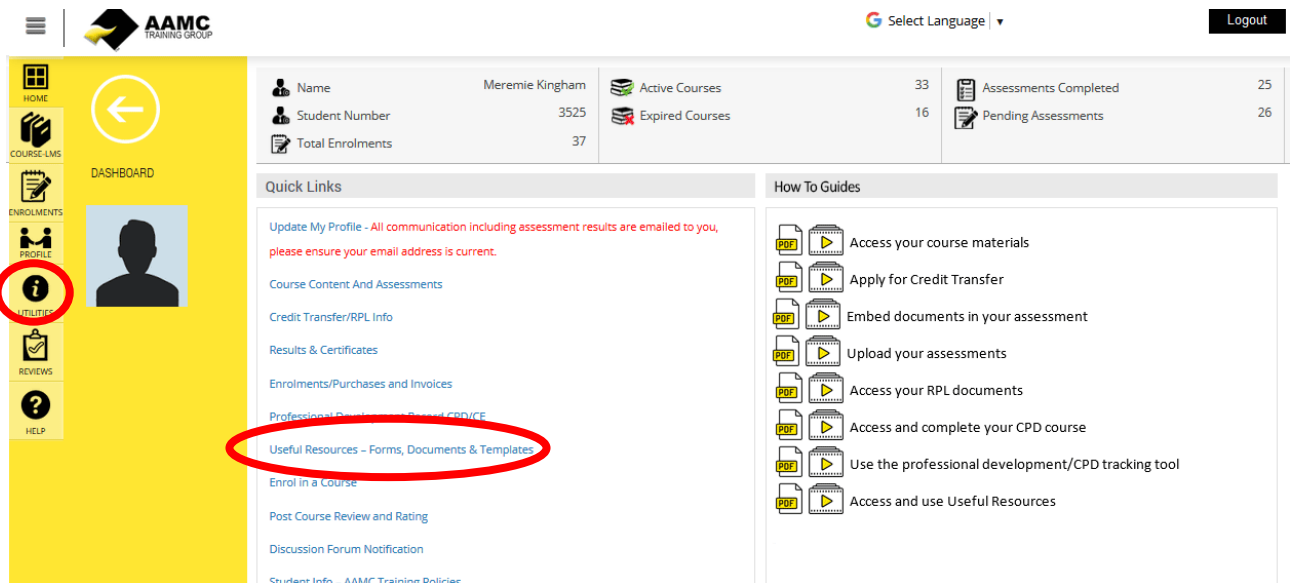


How to access Useful Resources – Forms, Documents & Templates

1. Log in to the AAMC Training website www.aamctraining.edu.au using your email address and your password.



2. In the Dashboard area under **Quick Links**, select **Useful Resources – Forms, Documents & Templates** or access by clicking on the **Utilities** button on the left.



Field	Value
Name	Meremie Kingham
Student Number	3525
Total Enrolments	37
Active Courses	33
Expired Courses	16
Assessments Completed	25
Pending Assessments	26

3. There are several industries to choose from, click on the **+** next to your course industry.



HOME	←	+Accounting / Bookkeeping - Indonesia
COURSE-LMS		+Finance Broking
ENROLMENTS	USEFUL RESOURCES – FORMS, DOCUMENTS & TEMPLATES	+Financial Planning
PROFILE	PROFESSIONAL DEVELOPMENT RECORD - CPD/CE	+Traineeship Documentation
UTILITIES	VIEW EMAIL LOG	+Training & Assessment
REVIEWS	VIEW CLIENT NOTES	
HELP		

Note : Please click the + icon to view the document category list

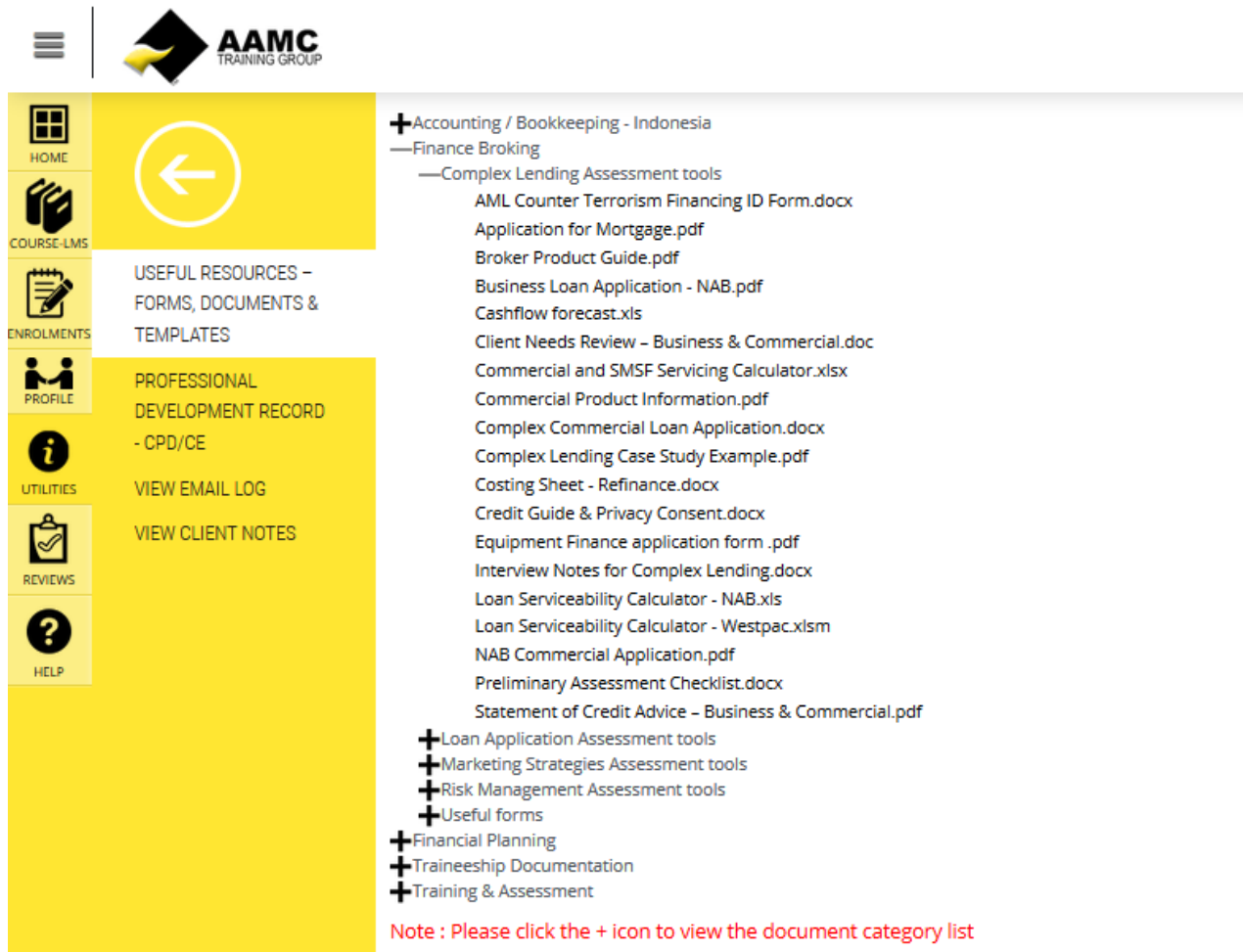
4. There may be subheadings to choose from, again select the + next to the required folder to access a list of documents.



HOME	←	+Accounting / Bookkeeping - Indonesia
COURSE-LMS		—Finance Broking
ENROLMENTS	USEFUL RESOURCES – FORMS, DOCUMENTS & TEMPLATES	+Complex Lending Assessment tools
PROFILE	PROFESSIONAL DEVELOPMENT RECORD - CPD/CE	+Loan Application Assessment tools
UTILITIES	VIEW EMAIL LOG	+Marketing Strategies Assessment tools
REVIEWS	VIEW CLIENT NOTES	+Risk Management Assessment tools
HELP		+Useful forms
		+Financial Planning
		+Traineeship Documentation
		+Training & Assessment

Note : Please click the + icon to view the document category list

5. Each document can be selected to open as a pdf, xls or word file. Some documents are fillable, some are not.



The screenshot shows the AAMC Training Group portal interface. On the left is a yellow sidebar menu with icons and labels for: HOME, COURSE-LMS, ENROLMENTS, PROFILE, UTILITIES, REVIEWS, and HELP. The main content area features a large yellow button with a white left-pointing arrow. Below this, there is a list of document categories and files:

- +Accounting / Bookkeeping - Indonesia
- Finance Broking
 - Complex Lending Assessment tools
 - AML Counter Terrorism Financing ID Form.docx
 - Application for Mortgage.pdf
 - Broker Product Guide.pdf
 - Business Loan Application - NAB.pdf
 - Cashflow forecast.xls
 - Client Needs Review - Business & Commercial.doc
 - Commercial and SMSF Servicing Calculator.xlsx
 - Commercial Product Information.pdf
 - Complex Commercial Loan Application.docx
 - Complex Lending Case Study Example.pdf
 - Costing Sheet - Refinance.docx
 - Credit Guide & Privacy Consent.docx
 - Equipment Finance application form .pdf
 - Interview Notes for Complex Lending.docx
 - Loan Serviceability Calculator - NAB.xls
 - Loan Serviceability Calculator - Westpac.xlsm
 - NAB Commercial Application.pdf
 - Preliminary Assessment Checklist.docx
 - Statement of Credit Advice - Business & Commercial.pdf
- +Loan Application Assessment tools
- +Marketing Strategies Assessment tools
- +Risk Management Assessment tools
- +Useful forms
- +Financial Planning
- +Traineeship Documentation
- +Training & Assessment

Note : Please click the + icon to view the document category list