Approving LOIs using eStamps

This article will explain how to use the eStamp feature, which allows administrators to do the following:

- Approve LOIs, automatically adding the stamp Logo, eStamp number, expiry date, and approver's name and contact information to the LOI and eStamp number and automatically adding the expiry date to the member's profile (LOIs will no longer need to be printed, signed, and stamped).
- Allow members to download their LOIs at any time after approval, complete with approval information.
- Maintain a record of stamps and fees collected for accounting and reporting purposes.

The eStamps request screen has been designed with two administration options in mind:

A. "One Step Approvals": One person performs all the administrative functions: reviews and authorizes the LOI and issues the eStamps.

B. "Two Step Approvals": One person reviews and authorizes the LOI, another (treasurer, for example) issues the eStamps at a later date (i.e. once payment is received). You can also use this process If you want to start issuing the LOI, but want to delay adding the authorization to the LOI and profile for some reason (example: you want to wait until you receive payment).

Contents

Reminder: Your screen may look different from the figures here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).
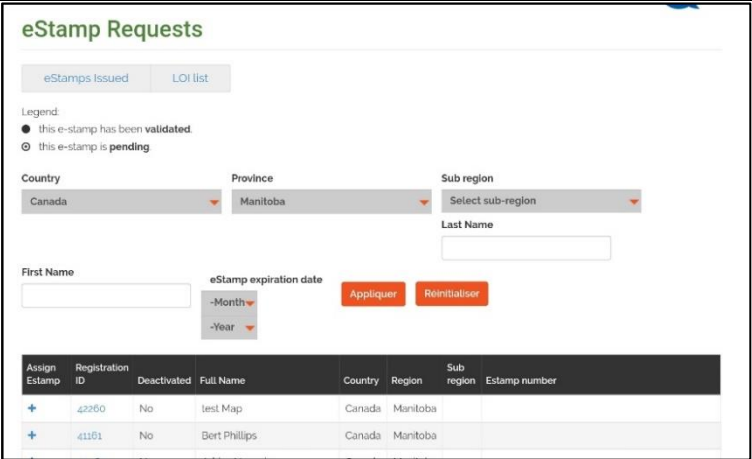
Caution: Before completing the form, be sure that you have selected the correct traveller and are ready to issue the LOI. Once an eStamp number is assigned, the only way to void it is by contacting the International Treasurer.

Issuing eStamp, then validate the LOI

1. Check the member profile, if they have not the photo and filled correctly their profile (age, personal background…), contact the member and help them to complete. The LOI will be filled with the datas of the member profile.
2. Login as administrator and Click the **Visit Admin Page** option and select the green **eStamps** option.
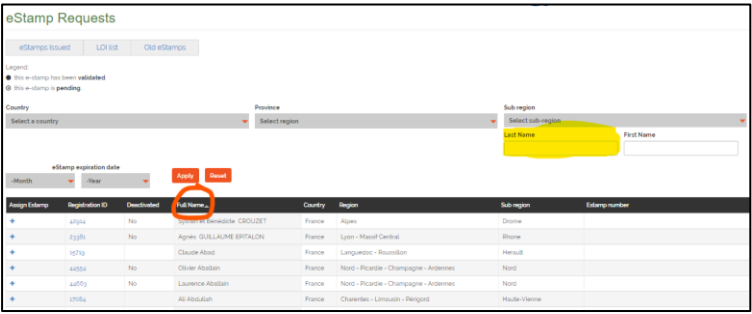3. All members are listed in the **eStamp Requests** table.
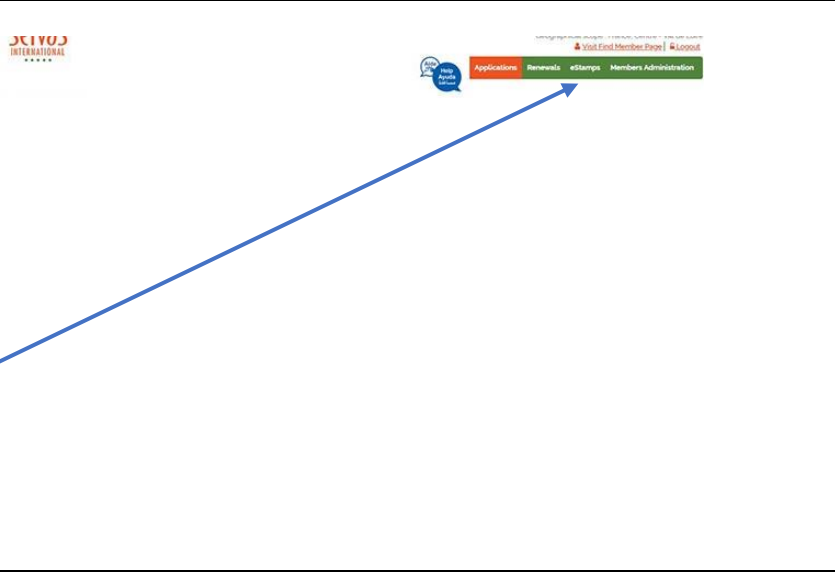
4. Scroll so that the name of the member to whom you want to assign an eStamp is at the top of the list.
5. Alternately, you can search using member **name**s, member **location** or **eStamp expiration date** and click **[Apply]** to see the filtered list.
   Note: to see the full unfiletered list, click **[Reset]**
6. To sort the list, click on the related heading. An arrow will show the direction of the sort.
7. If an eStamp has been requested for the member, a box will show the eStamp number, the **Fee** and **exp date**.
   As explained in the legend above the list, a large black dot alongside the **exp date** indicates that the related request has been validated. Other eStamps (empty dot) are pending.
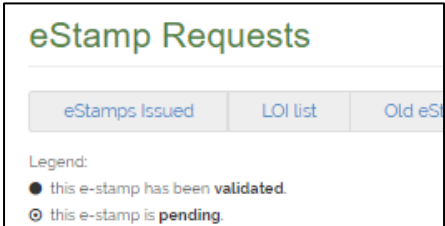
8. Click on the **[+]** sign to the left of the name of the member to open the eStamp edit screen whre you can assign an eStamp to this member. 9. Check carefully that you have selected the correct member. If, by mistake, you selected the wrong member, use the browser return arrow to return to the previous screen.	**Assign Estamp** · **Registration ID** · **Deactivated** · **Full Na** + · 42914 · No · Sylvai + · 23381 · No · Agnès + · 15719 · · Claud + · 44554 · No · Olivie
10. Add the following: • **Travel start date** • **Expiration date** • **Number of travellers (individual for Individual profiles or Couple for Household profiles)** • **eStamp fee (if needed)** • **eStamp currency** • **Payment date** 11. If it's a one step process, select **Add the eStamp to the LOI** and add the **Approved date**, then click on **[Save]** 12. For the 2 steps process, let the Treasurer or the 2nd person **Add the eStamp to the LOI** and the **Approved date**, then click on **[Save]** The **Approved date** field appear only when the Add eStamp to the LOI is selected	First Name — Joseph Last Name — Lestang Country — An.. State/Region Sub-region — Select subregion Add the eStamp to the LOI ☑ Approved Date Travel Start Date * Expiration Date Number of Travellers — Individual eStamp Fee eStamp Currency — Select Payment Date **Save**

Edit the LOI data and View the LOI

13. Click on [**eStamps issued**]	**eStamp Requests** eStamps Issued · LOI list · Old eStamps Legend: ● this e-stamp has been **validated**.

14. It will open a list with all the LOI issued by you or by your country if you have a National access 15. On the right side, at the end of the member line, you have a **pen** to "**Edit the LOI"** and an **Eye** to "**View LOI".**	
16. To Edit, click on the **pen,** to open the form and be able to modify the Travel dates, validity date, fee, currency, payment date or even Approved date 17. Then click on **[Update]**	
18. To view the LOI, click on the **Eye**	

Datas on the LOI

19. Verify that approval information is as expected:
- **International Stamp Approved"**
- **eStamp Number**
- **Valid Until**
- **Stamp Issued in**
- **Member ID number**
- At the bottom of the LOI **Approved by** (Name and email of the Administrator who have approved the LOI)

All the validity information can't be modified by the member.

The member can modify the Personal Background and other details coming from the profile.

Note: Remember the text and the design can be slightly modified from a country to another country.

Record and LOI Archive

All the eStamps and the LOI are kept in **Estamps issued**

To view the history, click on Estamp Number or select the year (you will get the list of the eStamp approved in this year, not the eStamp with this year in the number), then [**Appl**y]. You can view also the LOI by clicking on the **Eye.**