

# CMLS Guide: Equal Remuneration Order Statutory Declaration

## ERO Statutory Declaration

CMLS allows service providers to download and return the Equal Remuneration Order (ERO) statutory declaration.

1. Open and log into CMLS portal.
2. Click on the **Contract Tab**.
3. In the **My Contracts Form**, search for the contract by typing the Contract Number or Contract Title in the blank space below the column.

MY CONTRACTS							
Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P268C1	3.						
P268C1	Family Based Care	4.	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag \$10,000,000.00

4. Select on the required contract by clicking on any of the **hyperlinked text**.
5. In the **Contract Record**, scroll down to the bottom of the page.
6. Under ERO Statutory Declaration, click the **Generate ERO Statutory Declaration button**.

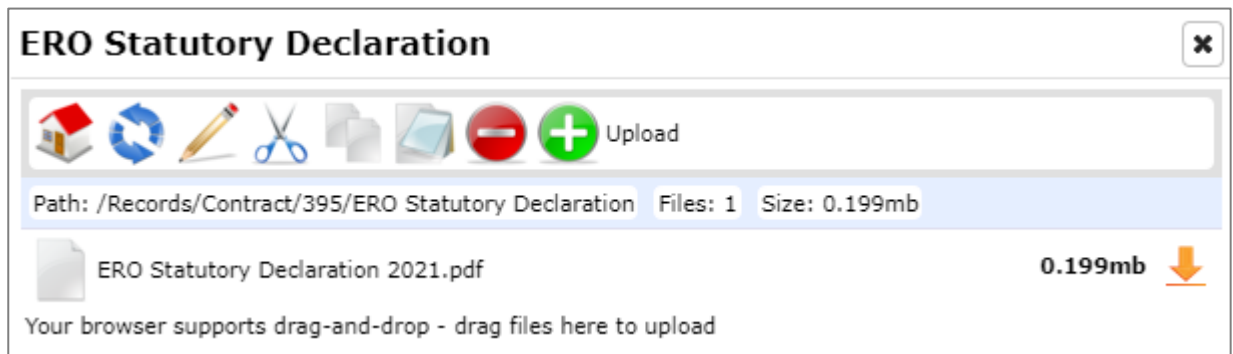
ERO Statutory Declaration		
6. Generate ERO Statutory Declaration	Attached ERO Statutory Declaration (0)	Notify Contract Managers

7. The ERO word document will download to your computer and show at the bottom of your screen.
8. Click on the word document to open.
9. Edit the document if required, and print.
10. Have the printed document signed by the appropriate delegates.
11. Scan the document and save as a PDF.
12. In CMLS, navigate back to the **ERO Statutory Declaration field**.
13. Click the **Attached ERO Statutory Declaration button**.

ERO Statutory Declaration		
Generate ERO Statutory Declaration	13. Attached ERO Statutory Declaration (0)	Notify Contract Managers

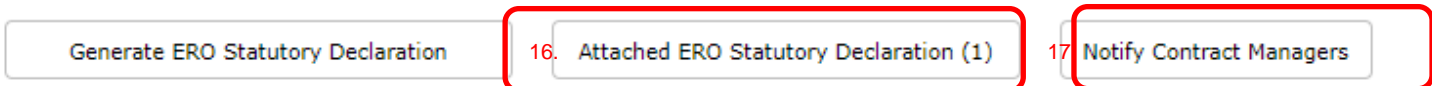
14. Click the green + **Upload** button.  Upload

15. Select the appropriate document from your computer and click **Open**.



16. Click the Close button. The **Attached ERO Statutory Declaration** button should now have a one in the brackets, signifying one document attached.

#### ERO Statutory Declaration



17. Click the **Notify Contract Managers** button and an email will be sent to the DCP Contract Manager to review.