MCK Training Doc for Permits Portal

The following is a brief outline and description of how to use the portal:

1. Click through to www.permits.mck.org.au. Enter your unique username and password.
2. See the following buttons to click on:
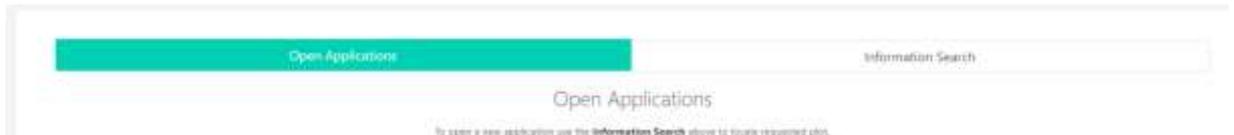
'Open Applications' will take you straight into processing and handling inscriptions and new monument permit applications.

'Information Search' allows you to check the details for the deceased. You can obtain the info needed from this file. (Most browsers will download this file to a folder on your computer called 'Downloads'.)

3. We have designed the process to follow a simple work flow:

Start - this begins the permit application process. You outline what type of permit you are applying for.

Inscription/CCAV – In this stage you can upload the Hebrew text and inscription for approval and also upload the CCAV application form.

You have the option to send through the CCAV application before having the inscription approved. When the CCAV gets approved if footings are required they will be ordered and installed. You can then follow up later during the process to complete the inscription approval.

In order to proceed and progress to the next stage you will need **BOTH** the inscription and CCAV to be approved.

Below, you can see that we provide the mandatory 4 lines of Hebrew text with the corresponding code/number for the letters. You can toggle the Hebrew on and off using this button:
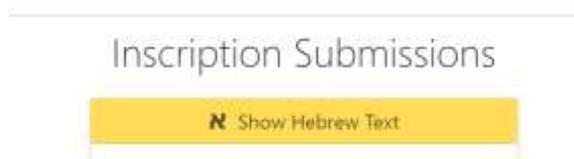

By selecting it you will see the deceased's Hebrew name and Jewish date of death:
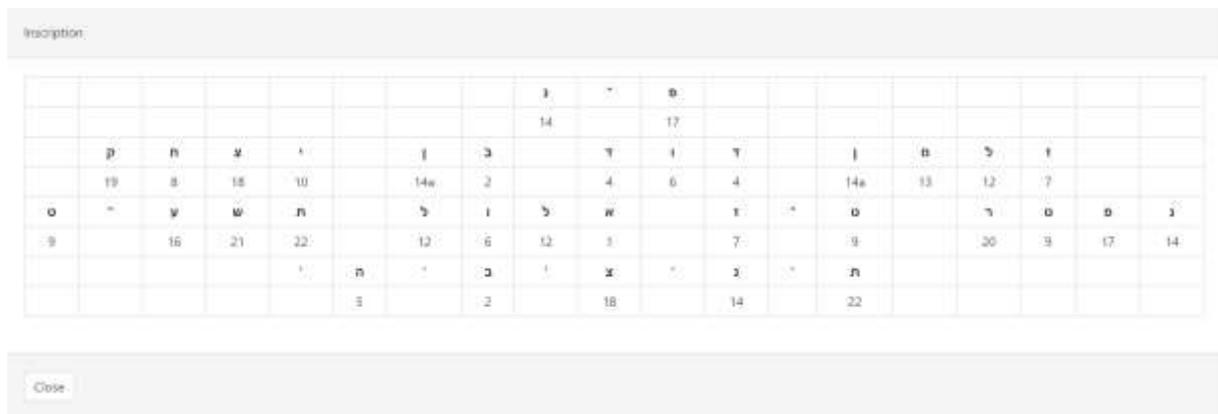
Upload doc/pdf/file: This can be done by clicking on the grey box that says 'submit' or 'resubmit'. This will open up a new window with a grey box. By clicking in the box it will allow you to select the file/s. For those more advanced you can also 'drag and drop' into that grey box straight from the file location.

You will need to know where to locate your inscription file.

Once the file has been uploaded you must wait for MCK to review and send back a response. You will receive a notification when MCK responds.

CCAV - for the CCAV permit application to be approved ensure the following:

- All permit fees are paid (attach EFT receipt or arrange payment with accounts)
- All pages requiring signatures are signed by stonemason and client/holder of the right of interment (ensure Addendum is signed and attached) and stonemason
- Plans and dimensions for the proposed monument

Once the file/s has been uploaded you must wait for MCK to review and send back a response. You will receive a notification when MCK responds.

Footing - once permit is approved, if the application is for a new headstone, footings will be ordered and may take up to 4 weeks to complete. You will be notified when the footings have been installed via email. If your permit does not require a footing you will skip this stage and move straight to the next stage.

Safework - You must complete the OHS declaration for each permit.

Site Schedule - You need to update the system and notify us when you intend to install the monument/permit. If dates change be sure to update the system.

SiteWork - this requires installers to sign-in and out when they arrive to start, continue or complete the installation. This is done via their smart phone using the following web address:

www.site.mck.org.au

Installers will sign in using the company's username and password. If the installers have their own login details then when scheduling the install date, select that company as the installer.

Installers will be requested to take a pre-install photo and a post-install photo.

If the install requires multiple site visits then the site app allows for this and the installers can sign-in and sign-out many times. The office will need to re-schedule the next visit into the calendar as seen in screenshot below:
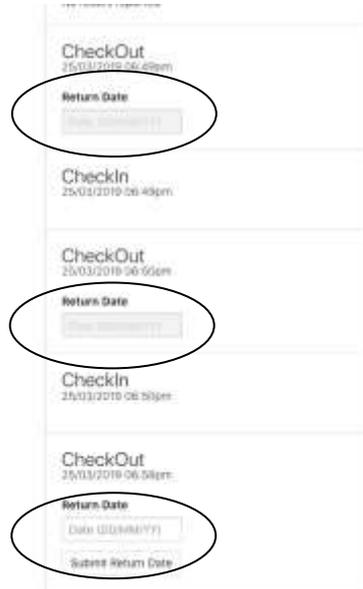
Once the install has been completed there is nothing more to do.