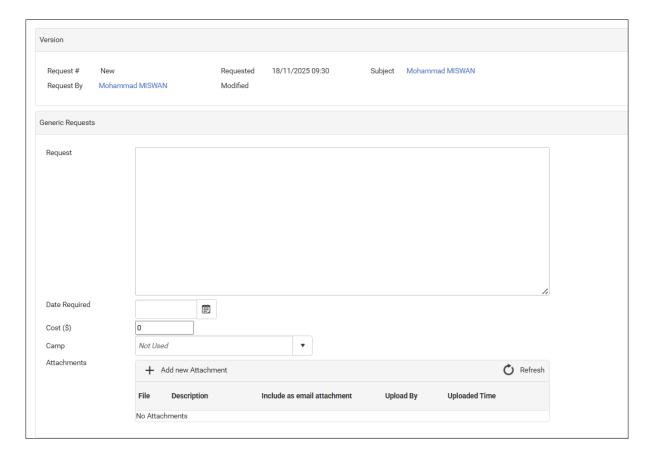
## **B2B Permanent Room Application**

- 1. Go to Workflow using link Workflow: Workflow: Login
- 2. Go to Documents Generic Request
- 3. Fill in the relevant details in the request section such as employee's name, employee's ID number and roster crew.



- 4. Select the date required for the application and select camp from the dropdown menu.
- 5. Attach the 2 mandatory forms for a room application: Village Accommodation Application Form and Accommodation Rules form which is subject to specific crew rosters.
- 6. Both forms must be filled up with latest information and signed by applicants.
- 7. Once all information is completed, applicants may submit their application through the Generic Request via Workflow.
- 8. BMA Officer will then review the application and leave a comment to advise the applicant that they have been added to the appropriate crew room waitlist before processing the request.
- 9. Once a room has been assigned, a confirmation email will be sent to the applicant advising the commencement of the assignment.