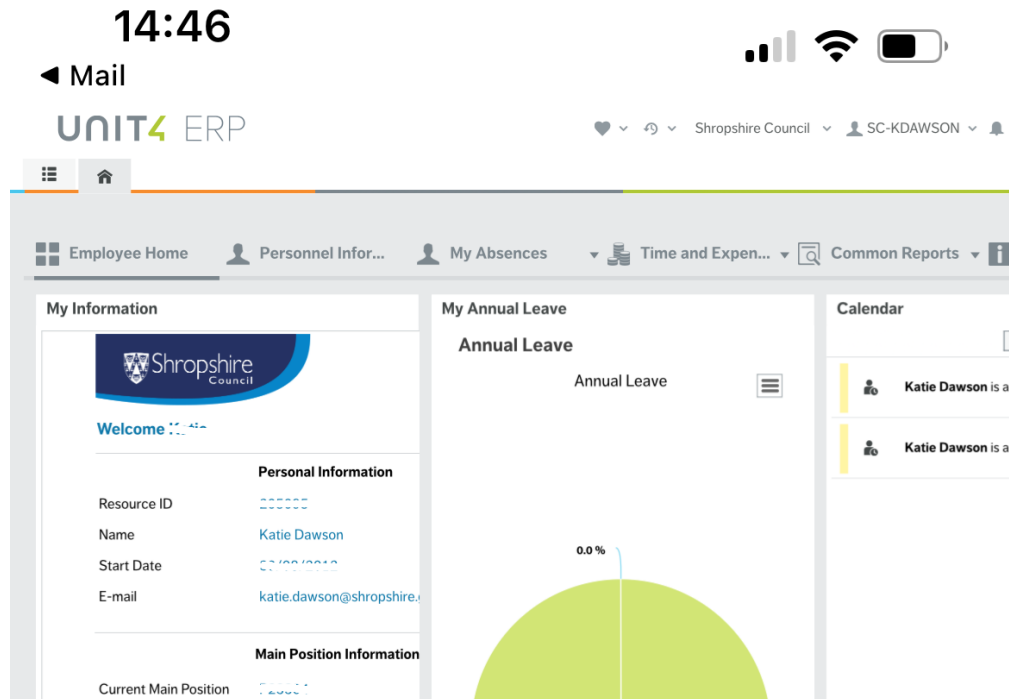
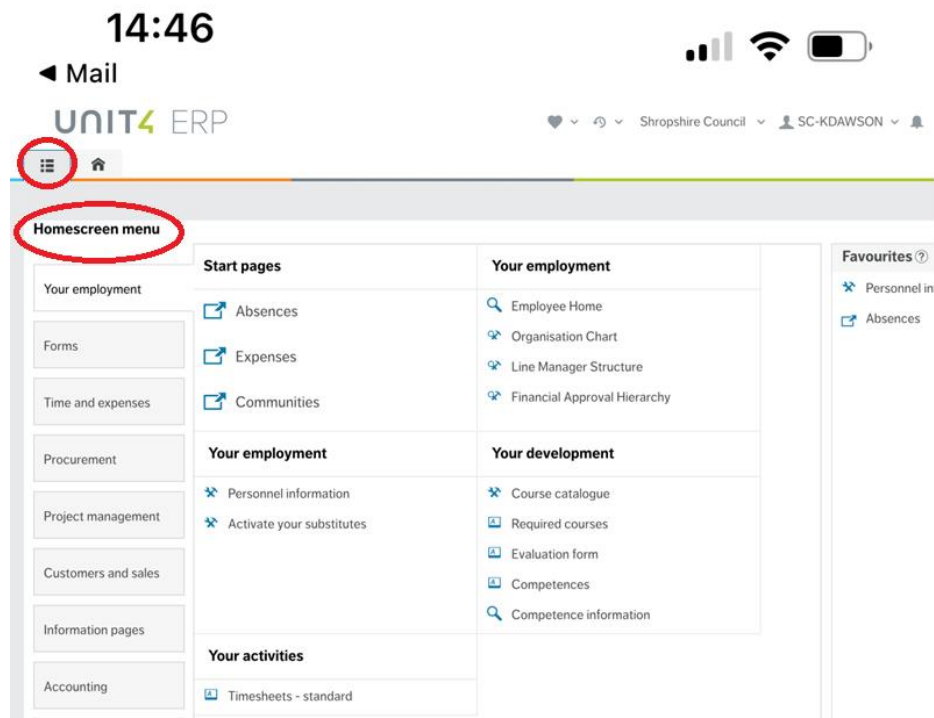


## How to access ERP forms (including Employee Declaration of Interest Form) on mobile phone

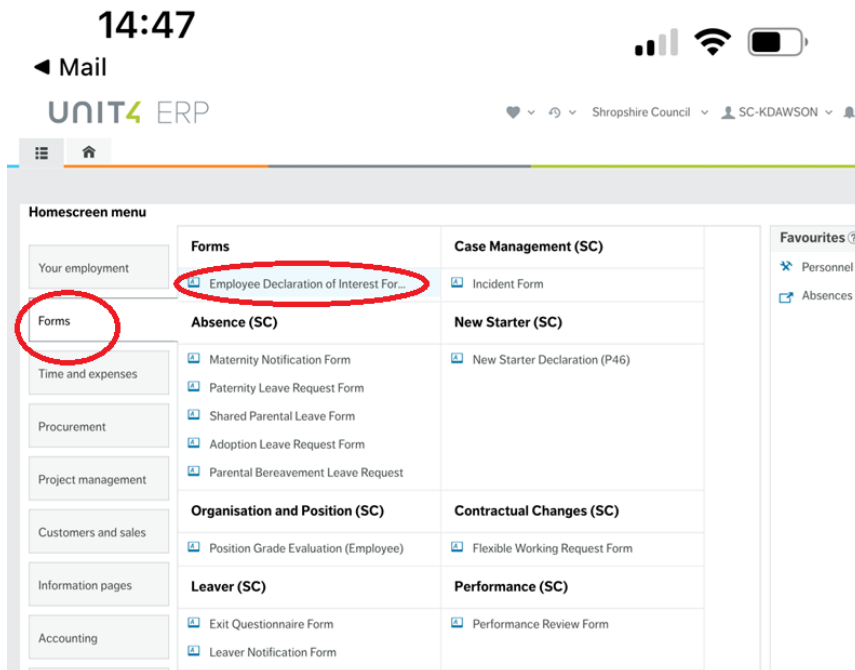
1. You can access the ERP on your mobile phone [here](#) but you will need to have MFA (Multi-Factor Authentication) enabled on your device (for assistance with this please contact the ICT Helpdesk.)



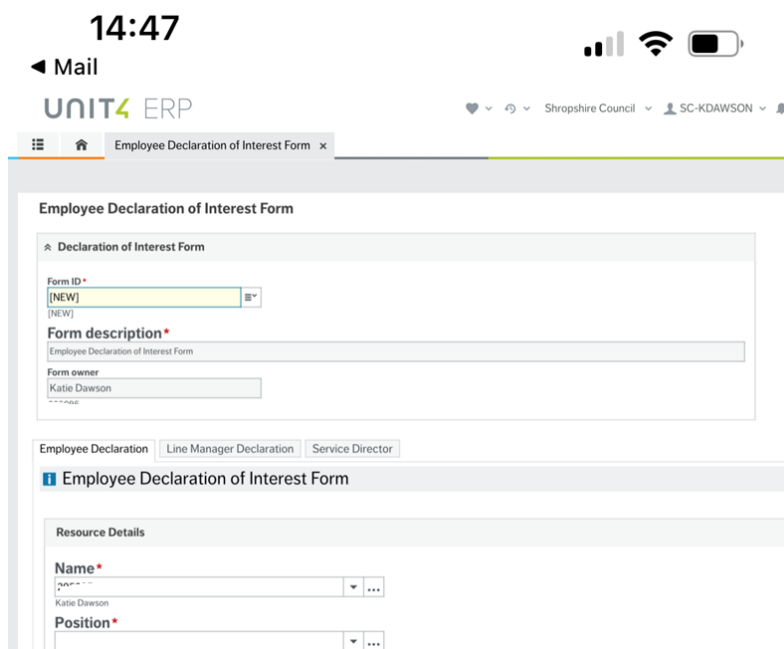
2. Click on the Main Menu in the top left. You may need scroll up and to the left or adjust the size of the screen on your mobile.



3. Click on the Forms tab down the left hand side and click on the form you need to complete.



4. You can then scroll through the form (and you may need scroll left and right or adjust the size of the screen to access the form fully) to complete.



5. Once completed you can Submit form or Save as draft at the bottom.

**Employee Declaration**

**i** Please answer all 3 to confirm.

**Declaration 1**  
I declare that to the best of my knowledge and belief that the answers above are truthful, accurate and complete.

Declare 1\*  
Yes   
Y

**Declaration 2**  
I have read and understand the Shropshire Council Code of Conduct

Declare 2\*  
Yes   
Y

**Declaration 3**  
I understand that I must inform my manager or any change to these answers, and complete a new declaration, within 28 days of my change taking place.

Declare 3\*  
Yes   
Y

[Clear](#) [Print preview](#) [Submit form](#) [Save as draft](#) [Export](#)