

Quick Guide to getting started using the BANES Adults Portal

- 1) First open your internet and add the portal link into your browser. You can make this a shortcut or favourite to save time in future.

Adults Portal link: <https://adults.bathnes.gov.uk/web/portal/pages/home>

To start a Transitions referral; click on the **Preparing for Adulthood Transition Team Referral**

- 2) The process always opens with the guide page. This explains how to use the portal form.
Click **NEXT**
- 3) Click on **Login** button. Enter your email and password if it's not saved on your computer
Click **Submit**
- 4) Open your email and capture the portal code you have been sent.
- 5) Enter the code into the **Code** field on the secure login – step 2 screen.
Click **Finish**
- 6) You are now at the start of the referral form. Check your details.
Click **Next**
- 7) Record the person's details. Note: RED asterisks are mandatory questions.
Click **Next**
- 8) Record as much information as you can within the referral form page setting out a summary of the overall situation.
Click **Next**
- 9) **Upload** any documents – suggest saving documents in a folder for this purpose so that you can easily locate them each time.
Click to **Submit to Local Authority**
- 10) Confirm that all is complete and click **Submit**. You will receive a confirmation email that it has been sent and the Transitions Team will respond ASAP.

If you need assistance

Any *technical difficulties*, such as 'code not received', portal down etc.

Email: **LiquidLogic_AdultsHelpdesk@BATHNES.GOV.UK**

Call: **01225 396476** – Liquidlogic Adults Helpdesk

For any problems regarding the *referral content* itself.

Call: **01225 394584** – Transitions Team Office Number