


NEW REFERRAL TO VIRTUAL WALLET IN CROYDON

How to get set up on Jira

- 1 Before you can refer an individual to the Virtual Wallet, you must have a user account set up on the PCG Help desk called Jira.

 **Tip:** It is a good idea to save this link as a bookmark.

- 2 Send an email to info@myvirtualwallet.co.uk

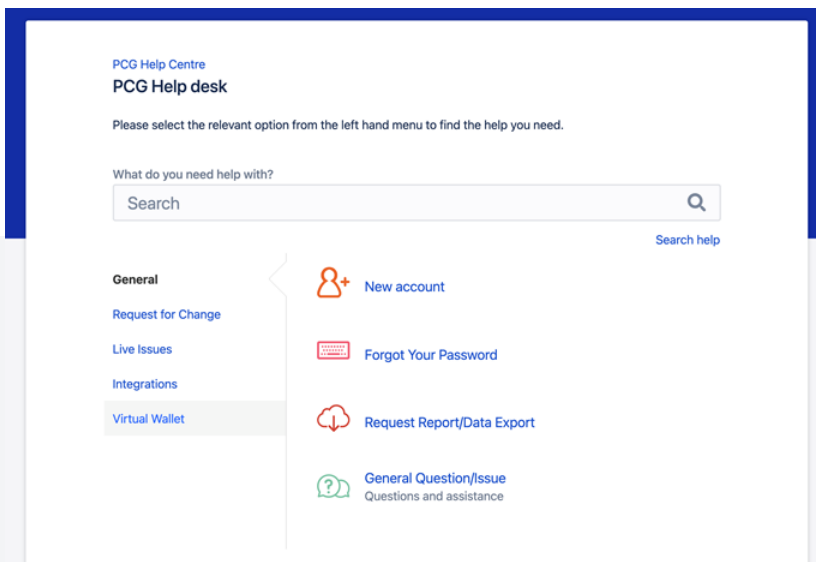
OR

The best and quickest way to get set up is to ask your supervisor or colleague to fill in the 'New account' form within the helpdesk.

 [New account](#)


IN BRIEF

- Request a help desk account
- Click the link in the email and set up your own password
- Open the help desk in your internet browser
- Login using your email and the password you chose
- Select Virtual Wallet from the left hand menu
- Select new referral to virtual wallet
- Complete the form
- Click create



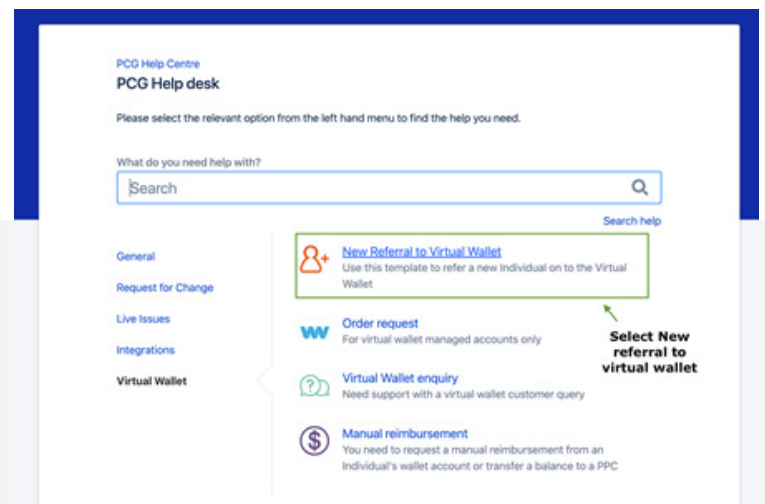
NEW REFERRAL

New referrals are easy. Simply log on to the helpdesk, select Virtual Wallet and then New Referral, fill in the form and select create.


- 1** Before you can refer an Individual to the Virtual Wallet, you must have a user account on the PCG Helpdesk (see step 1).
 - Go to the PCG helpdesk
 - Log in with your email address and password
 - Select Virtual wallet from the menu on the left
 - Select New referral to Virtual Wallet
 - Fill in all the details on the form
 - Click 
- 2** When you are ready to refer a case, log into the Helpdesk, locate the New Virtual Wallet referral form, complete it in full and select Create.

Referral Quick Link

www.myvirtualwallet.co.uk/croydon
Scroll to the footer & click 'New referral'.



Need help? Contact us

 03300 582 690

 info@myvirtualwallet.co.uk

Useful links

www.myvirtualwallet.co.uk

<https://jira.pcgprojects.co.uk/projects/CTS/customers>

<https://www.myvirtualwallet.co.uk/croydon>