

## How to tick the furlough acceptance (eform) in MyView

1, Log into MyView with your PDSA credentials and security questions

**Welcome to MyView**  
MyView PDSA is our web based portal that you can access from home or at work. You can view your pay documents, book annual leave, view and upload documents and much more.  
Please log in using the same PDSA email address and password that you use to log into your emails.

**Bank Holidays 2020 - Have you booked yours?**  
Chrissy has extra leave in her entitlement for bank holidays in 2020. Chrissy booked all her bank holidays in her MyView ready for the new year so she now knows how much leave she has to take where she wants to. Be like Chrissy! Book in your bank holiday days now!

**2020 Annual leave in hours - final calculations now complete!**  
We have now completed all our checks for holiday calculations moving into hours. If review your annual balance and if you feel there is a

**Security questions**  
Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (DDMMYYYY)

What is your mothers maiden name?

Verify ✓

2, On the 'ME' tab select **My Eforms and Questionnaires** from your menu

**ME** MY PEOPLE

CHRISSY  
HRSS & Systems Team  
Leader

My Dashboard

My Personal Details

My Pay Documents

My Time Management

My PDR(Supporting Our Success)

My Delegated Responsibilities

**My eForms and Questionnaires**

My Documents

My Submitted Forms

3, the dropdown please select **Furlough acceptance**

This will bring you to the Furlough eform detailing the details of the Government Job Retention scheme.

The screenshot shows the PDOSA (Public Driver's Office Self-Assessment) website. The top navigation bar includes the PDOSA logo, a help icon, and user information: "Welcome, CHRISSY", "Account", and "Sign Out". The left sidebar menu lists various sections: "My Time Management", "My PDR (Supporting Our Success)", "My Delegated Responsibilities", "My eForms and Questionnaires" (which is expanded), "eForm Module", "Exit Questionnaire", "Driver Risk Assessment Form", "Non-GB Driver Risk Assessment", "Non-Driver Declaration", "Driver Vehicle Check", "Annual Health & Wellbeing", "Furlough acceptance" (highlighted in pink), and "My Documents". The main content area is titled "eForm" and includes instructions: "You can **Save** the form at any stage and return to complete it later. When you have completed the form you can **Submit** to send it." Below this, it states "Questions marked with an \* are mandatory questions". The form title is "FURLOUGH" and the section is "Government Job Retention Scheme". The form content is "Furlough - Acceptance of Government Job Retention Scheme" and contains the text: "By submitting this form I agree to the terms set out in my furlough letter. (By agreeing to be furloughed PDOSA can place me on the Government Job Retention Scheme and claim back 80% of my salary capped at £2500 per month)." There is a small square checkbox next to this text. At the bottom right of the form area are two buttons: "Save for later" and "Submit".

4, To agree to the terms of Furlough please **select the tick box** and press **submit** (Please do not press 'save for later' as this will not submit your form through)

NOTE: You will receive a confirmation message once this is submitted.

The screenshot shows a confirmation message page. The breadcrumb navigation at the top reads "Home > Dashboard > Furlough acceptance". The main content area features a large green checkmark icon next to the heading "Confirmation Message". Below the heading, it says "Your eForm has been submitted." At the bottom of the message box, it says "Please select a navigation item in the Dashboard."