

Guide to completing electronic referrals

1. The following browsers only should be used: Googlechrome, Firefox, Microsoft Edge Or Safari.
If other browsers are used the referral form will not be sent correctly.
2. Remember to complete all questions marked with a *.
3. Remember to complete all pages.
4. Once you have completed the referral you can review the information on the referral form and may change/ update any information by using the 'back' button
5. You must press the 'submit' button once you have completed and reviewed the form.
6. To confirm that the referral has been submitted successfully you will see this page on your screen (please note example below is for Children's Speech and Language):



7. If you are writing a lot of information in reply to the questions it might be helpful for you to document your information on a word document first and copy and paste the words into the boxes provided.

Thank you for referring to Locala services.