WA Relationship Authorisation Manager User Guide

GOVERNMENT OF
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Requesting an extension to your authorisation

If your authorisation has an end date then it will expire on that date.

You may submit a request to extend your authorisation before the end date. The authorisation will not be extended until the request has been approved. You will be notified when your request has been processed.

Requests that have not been actioned will expire after 30 days.
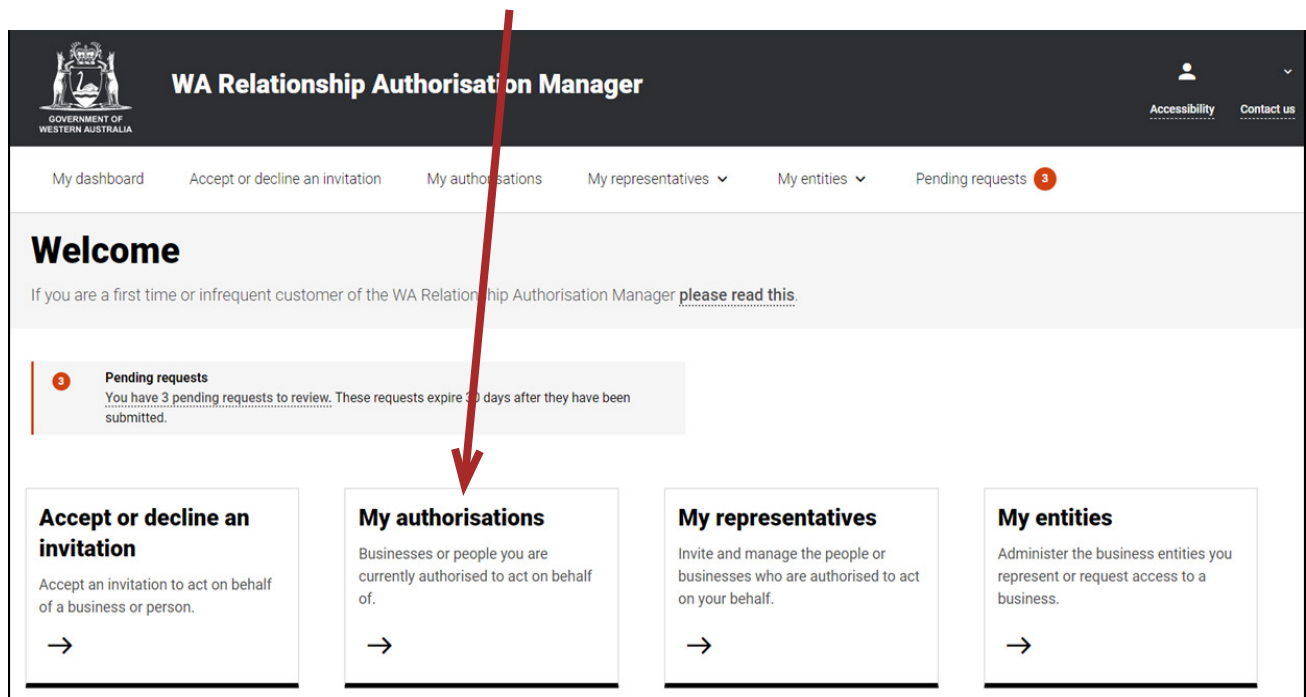
STEP 1.

How to request an extension to one of your authorisations

Sign into the WARAM. This will automatically start you at the "My dashboard" / "Welcome" page.
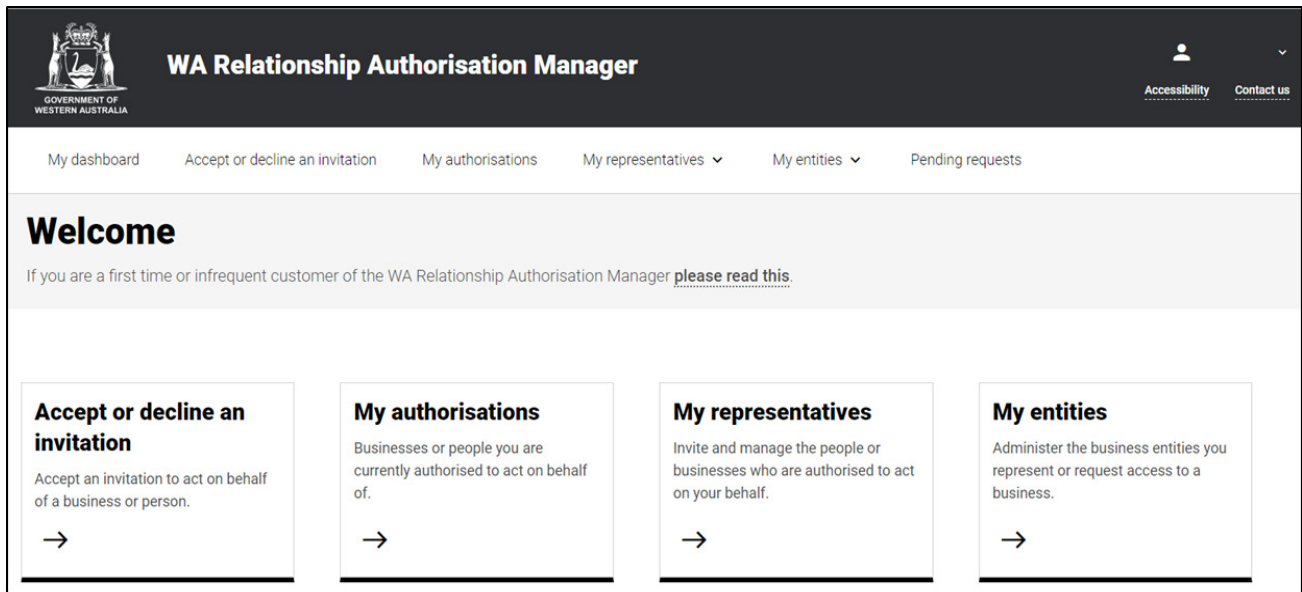
STEP 2.

Click on the "My authorisations" section tab.

STEP 3.

You should now be able to see the "Manage my authorisations" page.

STEP 4.

If not already visible, select the "Authorisations" tab. Any active or disabled authorisations will be displayed towards the bottom of this page.

NOTE: This page will display the first 20 authorisations. To find your authorisation, you can scroll through the results using the arrows located at the bottom right side of the list.
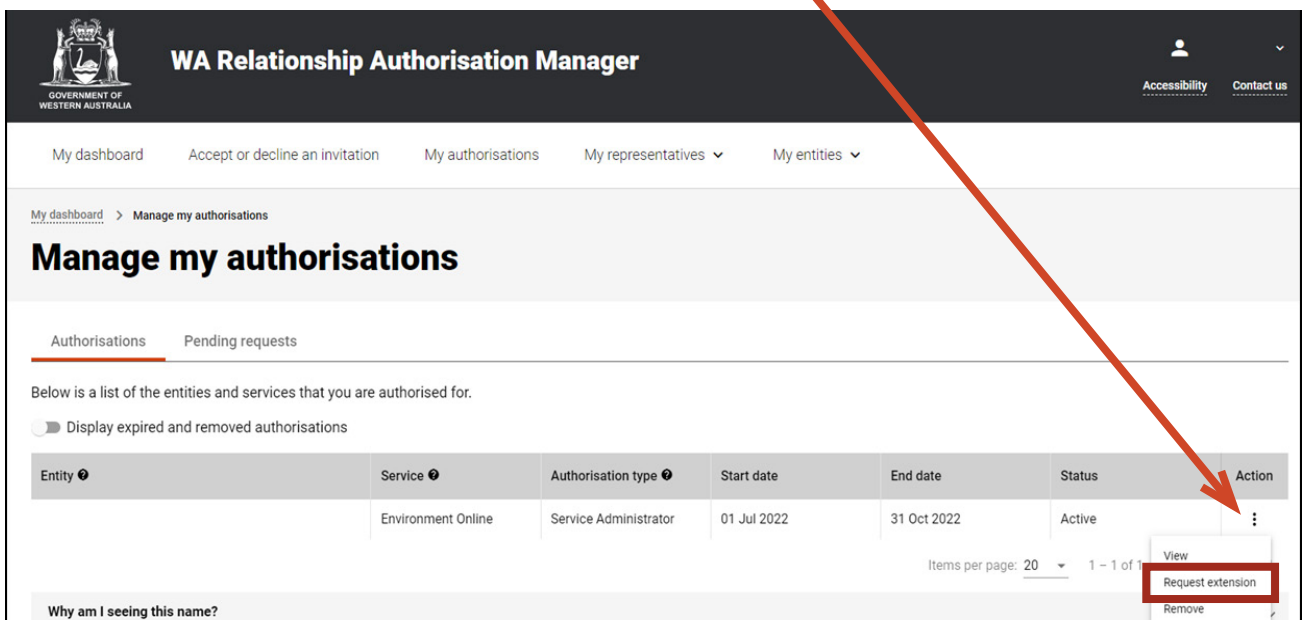
If you have no active or disabled authorisations the page will display "There are no active or disabled authorisations".
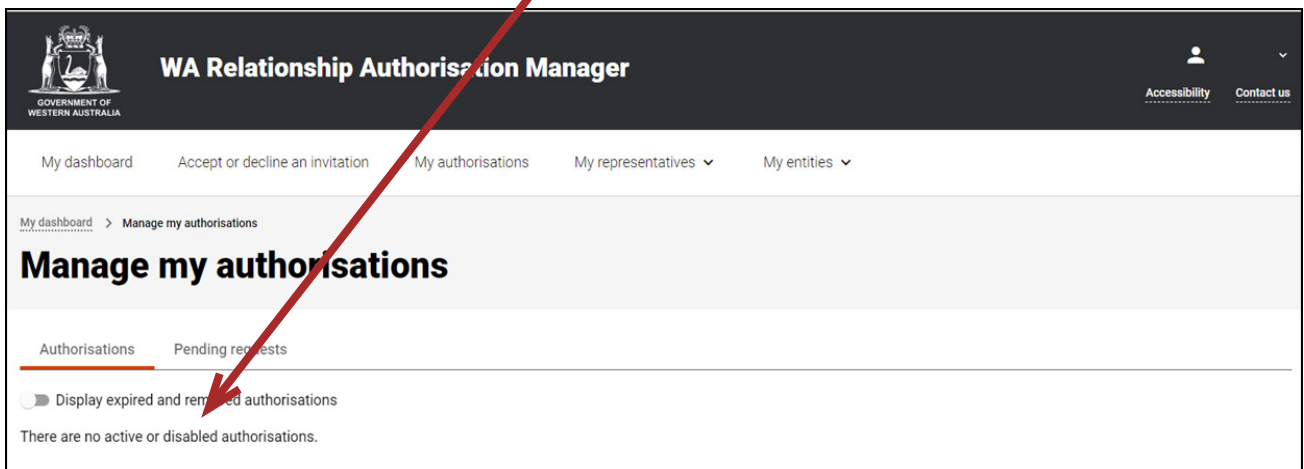
Find the authorisation you require in the list of authorisations now displayed. Once you have found the authorisation, click the three dots located on the far right side under the Action heading.

Select "Request extension" to request either an indefinite extension or to request an amendment to the existing end date. "Request extension" is only visible when your authorisation has an end date.

NOTE: There can only be one pending request for extension for each authorisation. If you wish to change your request, you must first withdraw the existing pending request

STEP 6.

On the "Request extension" page, supply the new end date or select "None" to extend the authorisation indefinitely.

If you agree with the Declaration, select the checkbox titled "I understand and accept this declaration", located near the bottom of the page underneath the "I declare that".

If you agree with the Consent, select the checkbox titled "I understand and consent to the sharing of my personal information", located near the bottom of the page underneath the "I consent to".

Once both checkboxes are selected, click on the button titled "Request extension".

WA Relationship Authorisation Manager

Accessibility   Contact us

My dashboard   Accept or decline an invitation   My authorisations   My representatives ⌄   My entities ⌄   Pending requests   Event history

My dashboard > Request extension

Request extension

You are requesting an extension for this authorisation

Entity ❓

Current legal name	**ABN**	**Representative** ❓	
		Name	**Email**
			@

Other names associated with the entity

Authorisation details ❓

Service	**Authorisation type**	**Start date**	**End date**
	Service Administrator	05 December 2022	28 February 2023

Extend the authorisation to the requested end date.

Extend my end date to: 📅   ☐ No end date

Declaration and consent

I declare that:

- I have used my own account to access this service.
- I am the person identified as the representative.
- I am requesting an extension to the relationship between the entity named above and myself.
- I understand that if this request is approved I will be authorised to transact on behalf of the entity named above with the service named above.
- I understand that when transacting on behalf of the entity named above with the service named above, my details are recorded and I am accountable for the actions I undertake.
- I understand that if this request is approved I will be able to authorise other representatives to transact on behalf of the entity named above with the service named above.
- I understand that by authorising other representatives to transact on behalf of the entity named above with the service named above that it is my responsibility to ensure they are the right person and have the authority to act for the entity.

☐ I understand and accept this declaration

I consent to:

- The sharing of my personal information, including my full name, date of birth, email address and my authorisation for the entity named above, with the service named above in accordance with the privacy statement.
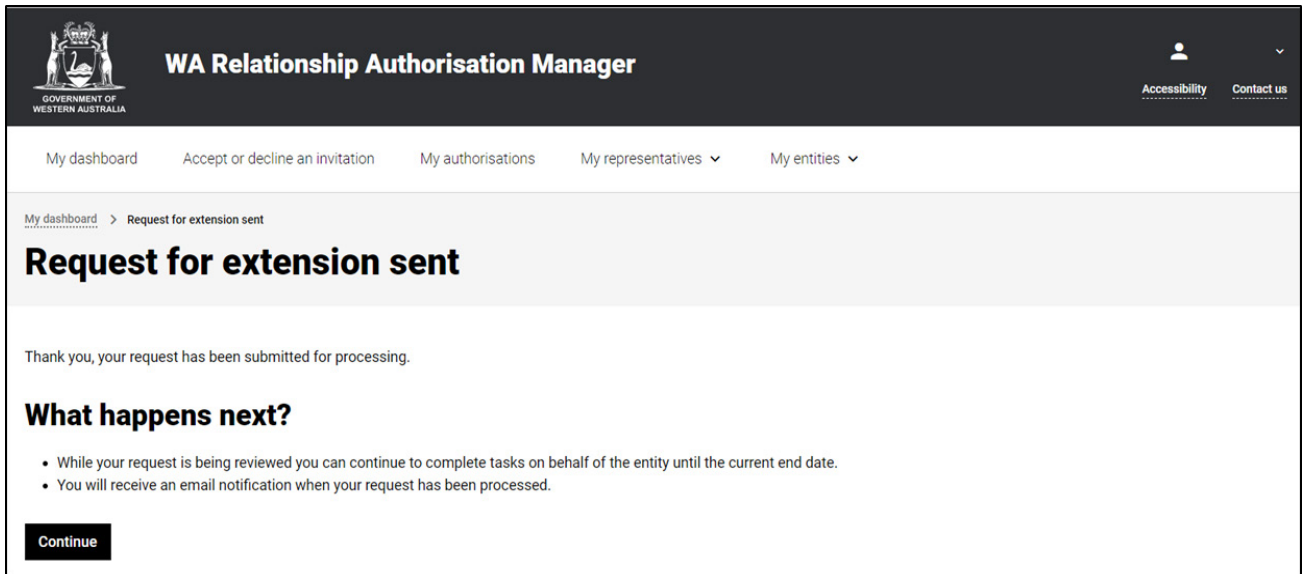
☐ I understand and consent to the sharing of my personal information

[**Request extension**] [Cancel]

NOTE: At this stage in the process you also have several other choices available:

- Should you not agree with the declaration or the consent, click on the "Cancel" button and got to Step 8.

- Should you wish to cancel this request and start again, click on the "Cancel" button located at the bottom of the page and go to Step 8.

STEP 7.

You should now be able to see the "Request for extension sent" page. Click on the "Continue" button located at the bottom of the page.
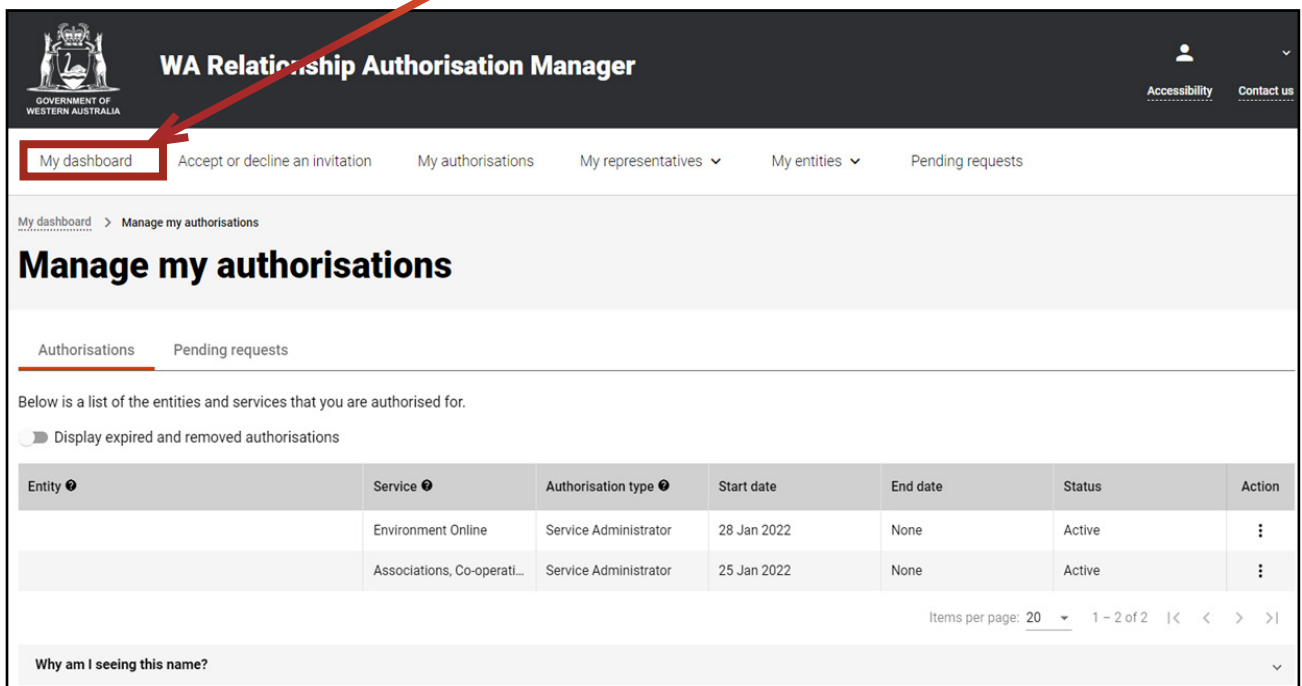

NOTE: As described on the "Request for extension sent" page, your request will be sent for processing and you will be advised when the request is approved or declined. The request will be sent to an appropriate party to action. This request will expire after 30 days.

STEP 8.

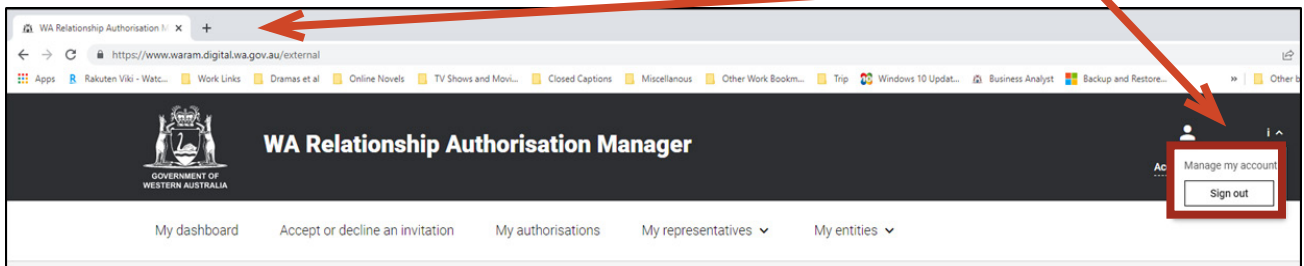To continue using the WARAM, click on the "My dashboard" tab located at the top of the page.

Alternatively you can sign out by selecting your name at the top of the page and clicking on the "Sign out" button or close the service via the x at the top of the browser.

This completes the step-by-step instructions.

Need further assistance?

Contact the government agency which supports the service you are trying to access. Contact details are available:

the "Contact us" link found in the WARAM header; or

the "Need assistance?" section in the WARAM footer.