



# WA Relationship Authorisation Manager User Guide

## Requesting an extension to your authorisation

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

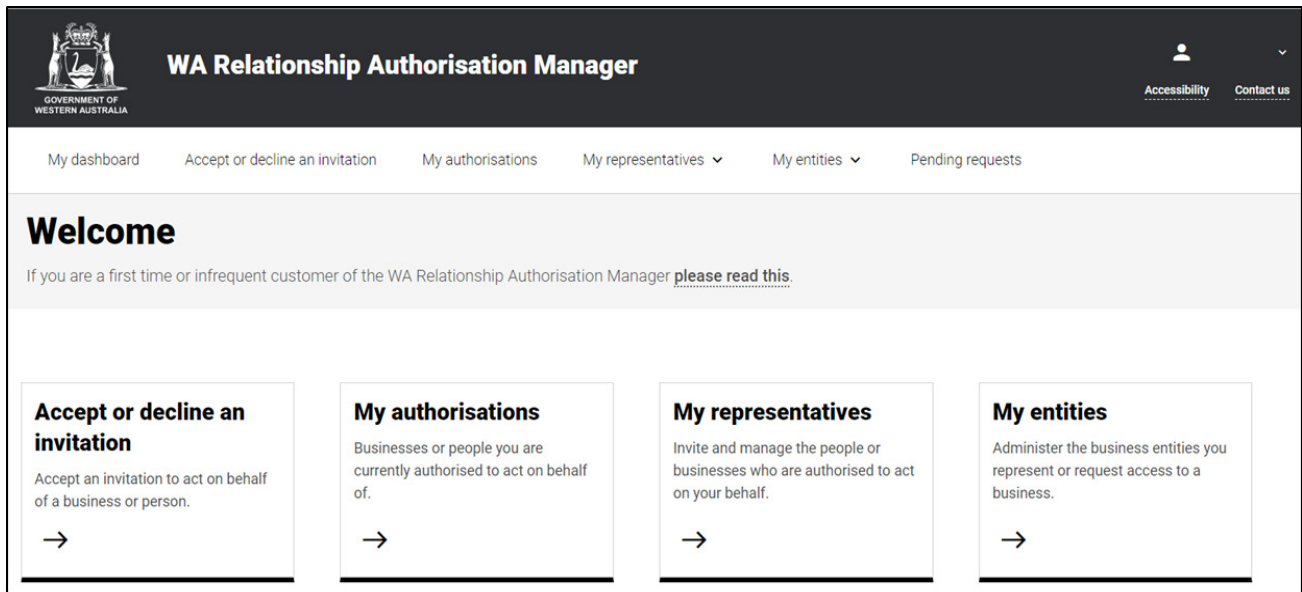
You may submit a request to extend your authorisation before the end date. The authorisation will not be extended until the request has been approved. You will be notified when your request has been processed.

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

# STEP 1.

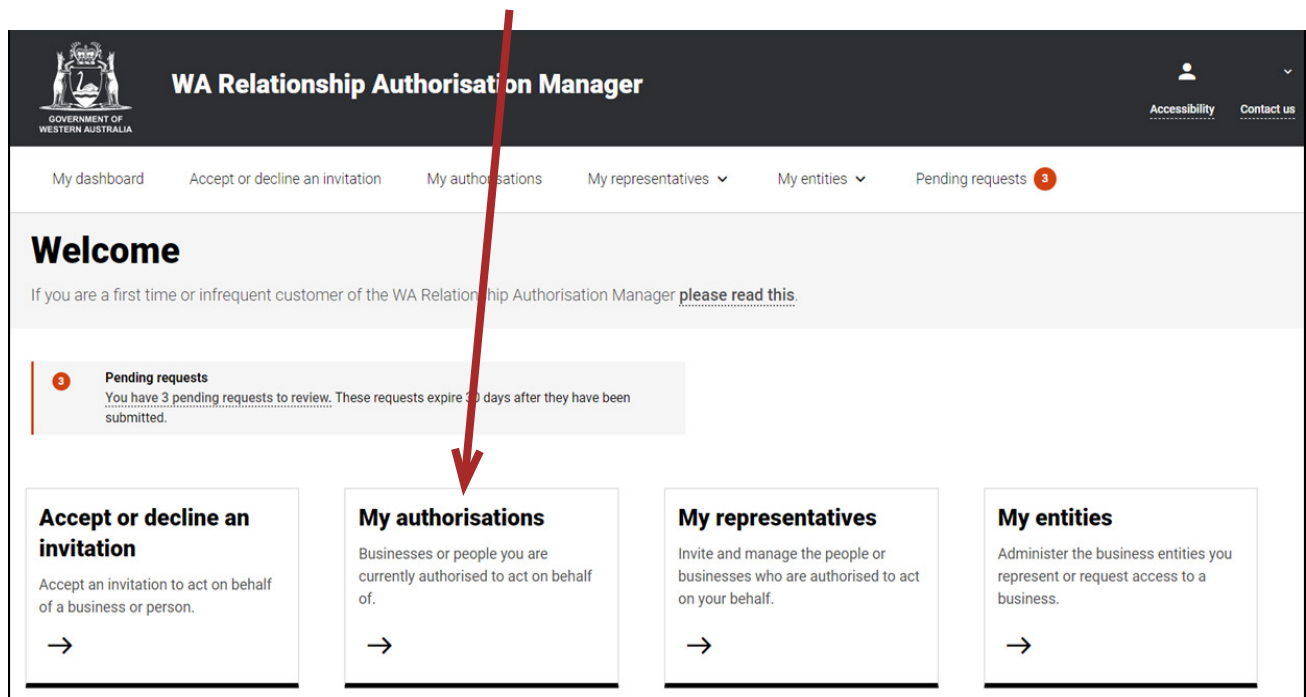
## How to request an extension to one of your authorisations

[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.

WA Relationship Authorisation Manager

My dashboard | Accept or decline an invitation | My authorisations | My representatives | My entities

My dashboard > Manage my authorisations

## Manage my authorisations

Authorisations | Pending requests

Below is a list of the entities and services that you are authorised for.

Display expired and removed authorisations

Entity	Service	Authorisation type	Start date	End date	Status	Action
	Environment Online	Service Administrator	01 Jul 2022	31 Oct 2022	Active	⋮

Items per page: 20 | 1 - 1 of 1 | < >

Why am I seeing this name?

# STEP 4.

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

WA Relationship Authorisation Manager

My dashboard | Accept or decline an invitation | My authorisations | My representatives | My entities

My dashboard > Manage my authorisations

## Manage my authorisations

Authorisations | Pending requests

Below is a list of the entities and services that you are authorised for.

Display expired and removed authorisations

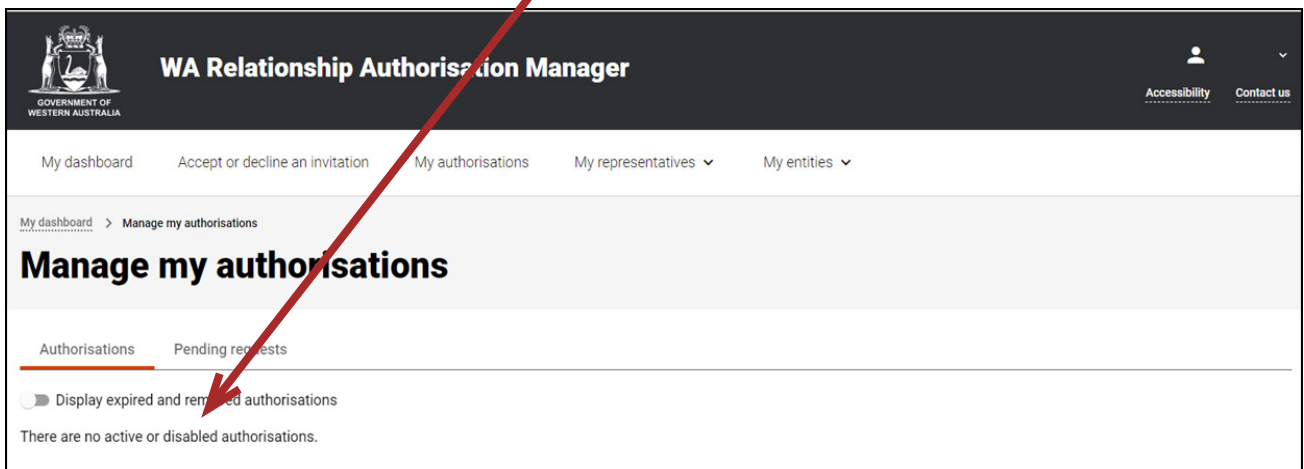
Entity	Service	Authorisation type	Start date	End date	Status	Action
	Environment Online	Service Administrator	01 Jul 2022	31 Oct 2022	Active	⋮

Items per page: 20 | 1 - 1 of 1 | < >

**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.

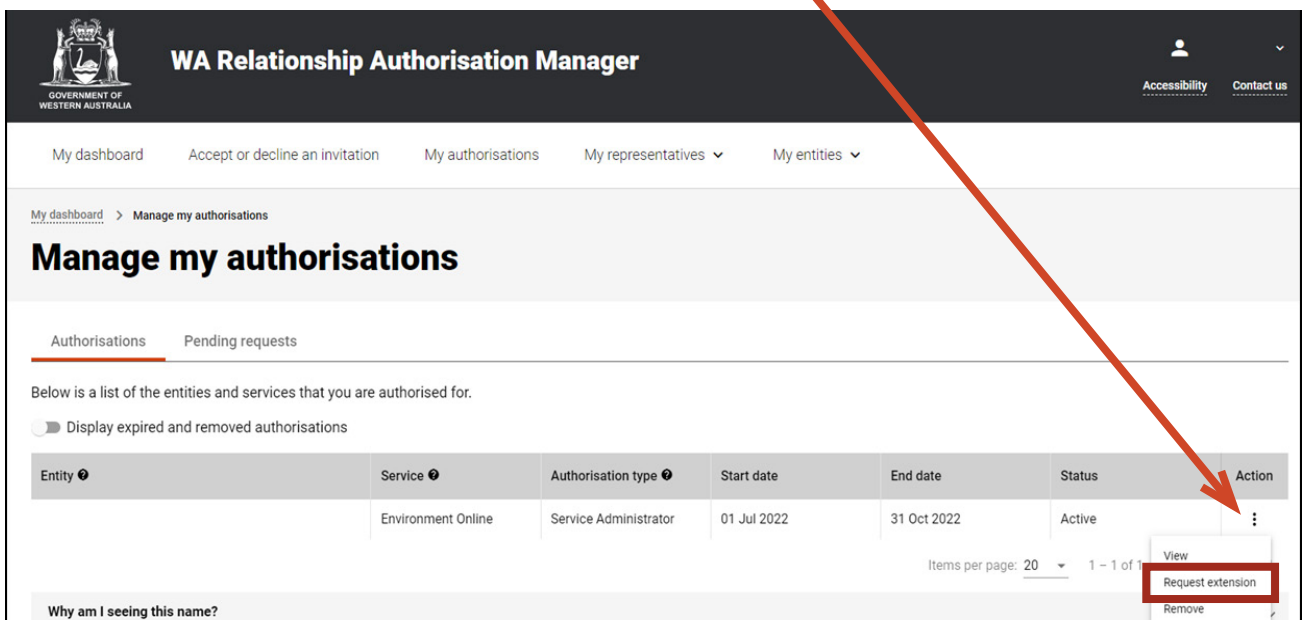
## STEP 4. cont...

If you have no active or disabled authorisations the page will display “There are no active or disabled authorisations”.



## STEP 5.

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.

Entity	ABN	Representative	Email
Current legal name		Name	@
Other names associated with the entity			
Authorisation details		Start date	End date
Service	Authorisation type 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

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”.

# STEP 6. cont...



## 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

<b>Entity</b> <sup>?</sup>		<b>Representative</b> <sup>?</sup>	
Current legal name	ABN	Name	Email
<small>Other names associated with the entity</small>			
<b>Authorisation details</b> <sup>?</sup>			
Service	Authorisation type Service Administrator	Start date 05 December 2022	End date 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](#).

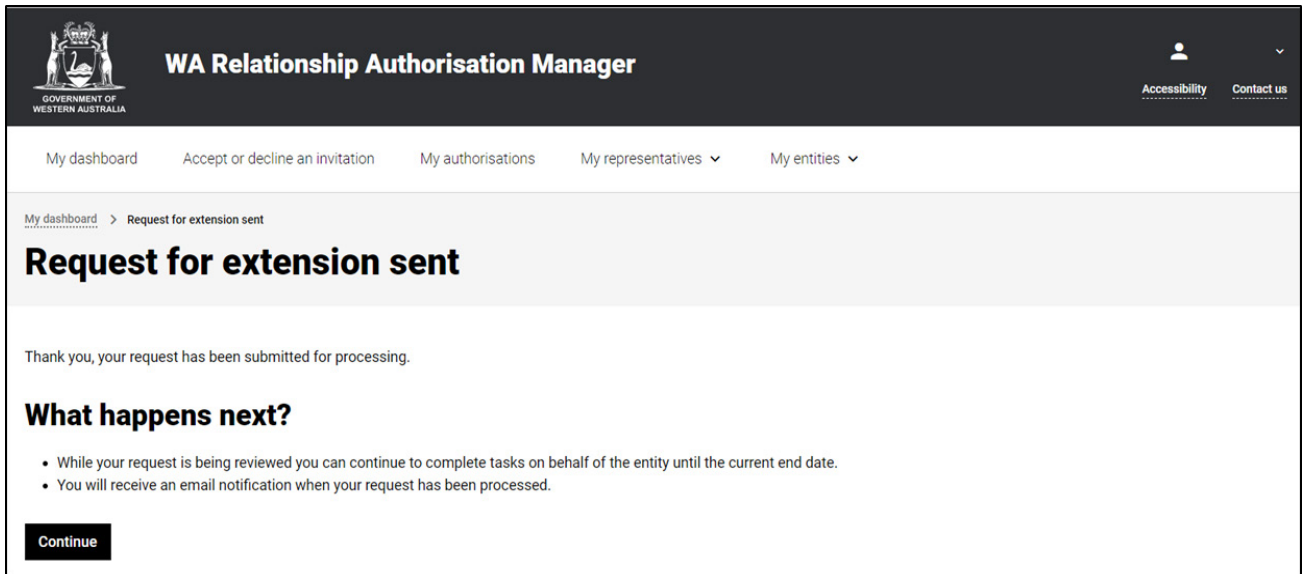
I understand and consent to the sharing of my personal information

**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.

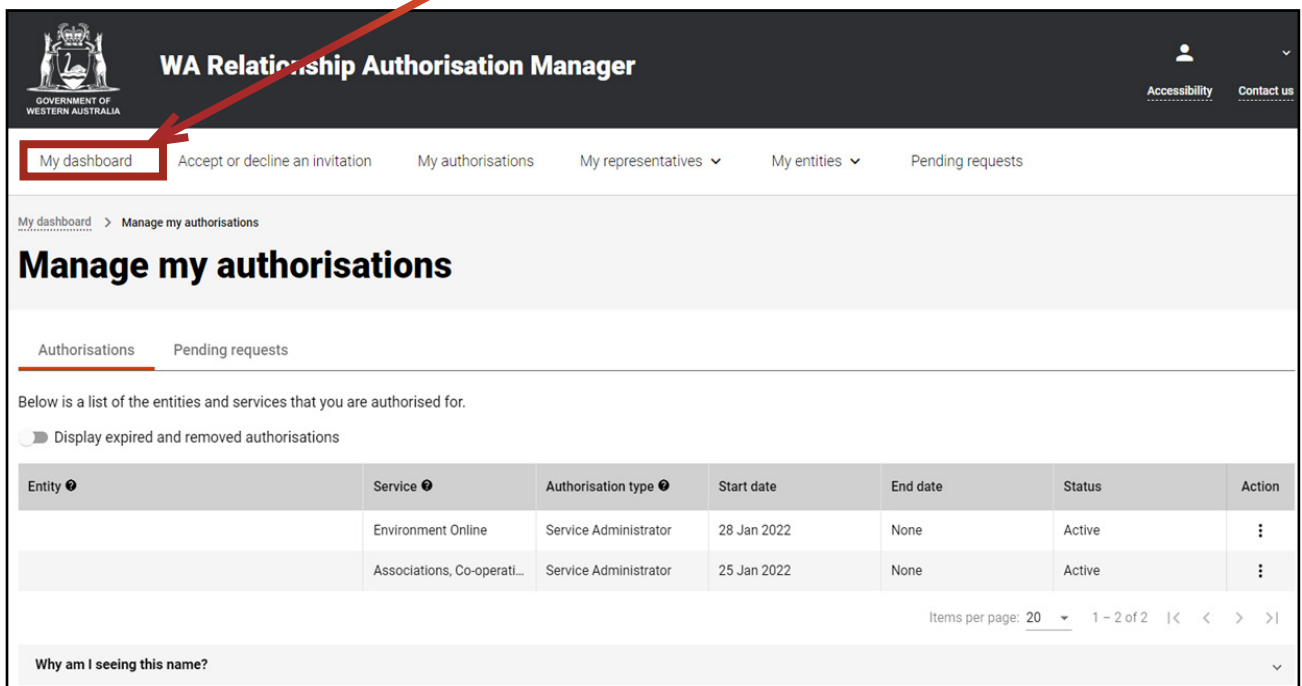


The screenshot shows the 'Request for extension sent' page in the WA Relationship Authorisation Manager. The page header includes the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. The navigation menu at the top contains 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', and 'My entities'. The main content area displays the title 'Request for extension sent' and a message: 'Thank you, your request has been submitted for processing.' Below this, a section titled 'What happens next?' lists two bullet points: 'While your request is being reviewed you can continue to complete tasks on behalf of the entity until the current end date.' and 'You will receive an email notification when your request has been processed.' A 'Continue' button is located at the bottom left 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.



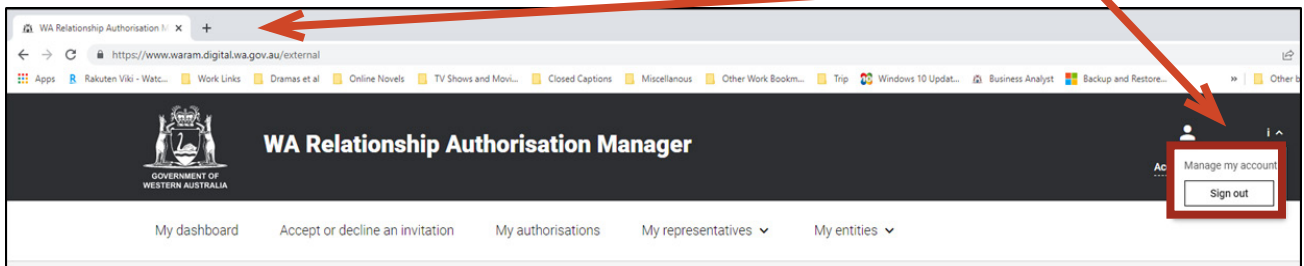
The screenshot shows the 'Manage my authorisations' page in the WA Relationship Authorisation Manager. The page header includes the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. The navigation menu at the top contains 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The 'My dashboard' tab is highlighted with a red box and a red arrow. The main content area displays the title 'Manage my authorisations' and a sub-section 'Authorisations'. Below this, a message states: 'Below is a list of the entities and services that you are authorised for.' A toggle switch for 'Display expired and removed authorisations' is present. A table lists the authorisations:

Entity	Service	Authorisation type	Start date	End date	Status	Action
	Environment Online	Service Administrator	28 Jan 2022	None	Active	⋮
	Associations, Co-operat...	Service Administrator	25 Jan 2022	None	Active	⋮

At the bottom of the page, there is a 'Why am I seeing this name?' dropdown menu and a pagination control showing 'Items per page: 20' and '1 - 2 of 2'.

# STEP 8. cont...

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.