WA Relationship Authorisation Manager User Guide

Inviting a person to act on your behalf

To act on your behalf, a person must have authorisation. You can invite anyone to act on your behalf.

If you are a sole trader with an ABN or you require a person to act on behalf of your business or volunteer organisation, please refer to the instructions titled, "Inviting a person to act on behalf of a business".

To invite another person to represent you ("a representative"), you will be required to sign in using an account against which you have already verified your identity. This restriction is a protection against identity theft and fraud.
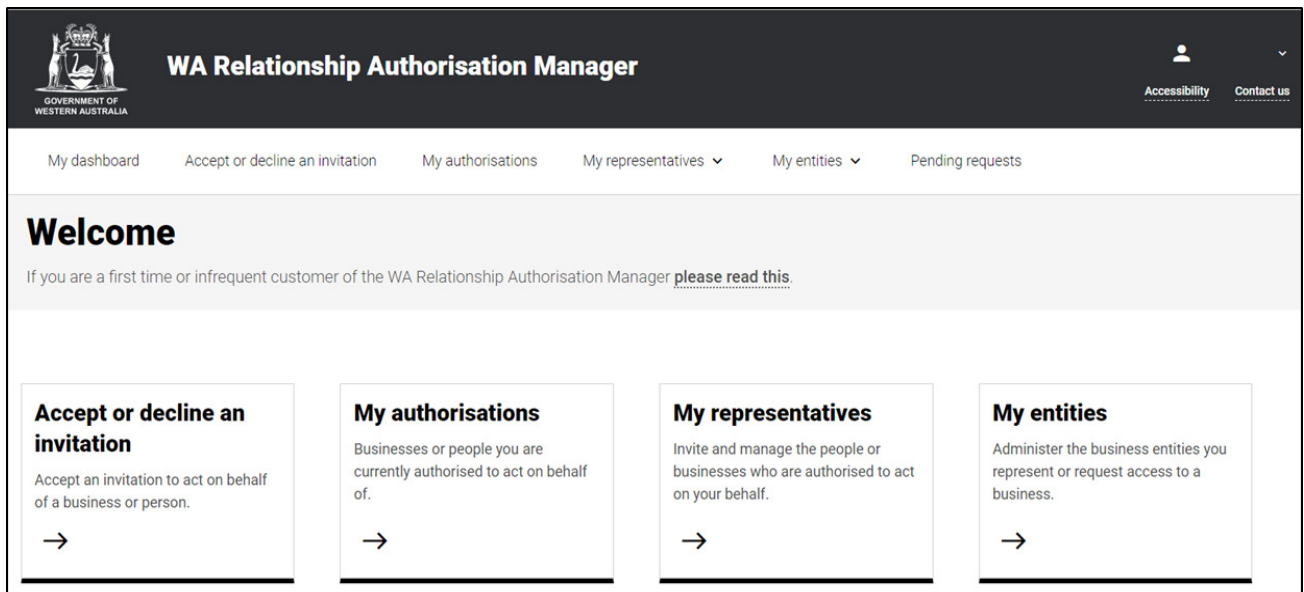
The person you are inviting to be a representative will be emailed an invitation with a code, of which they have 14 days to sign in and enter the code to accept the invitation.

Before starting, ensure you have the given name(s), family name and email address associated with the person you are inviting. The name you supply on the invitation must exactly match the name they have recorded against their account.
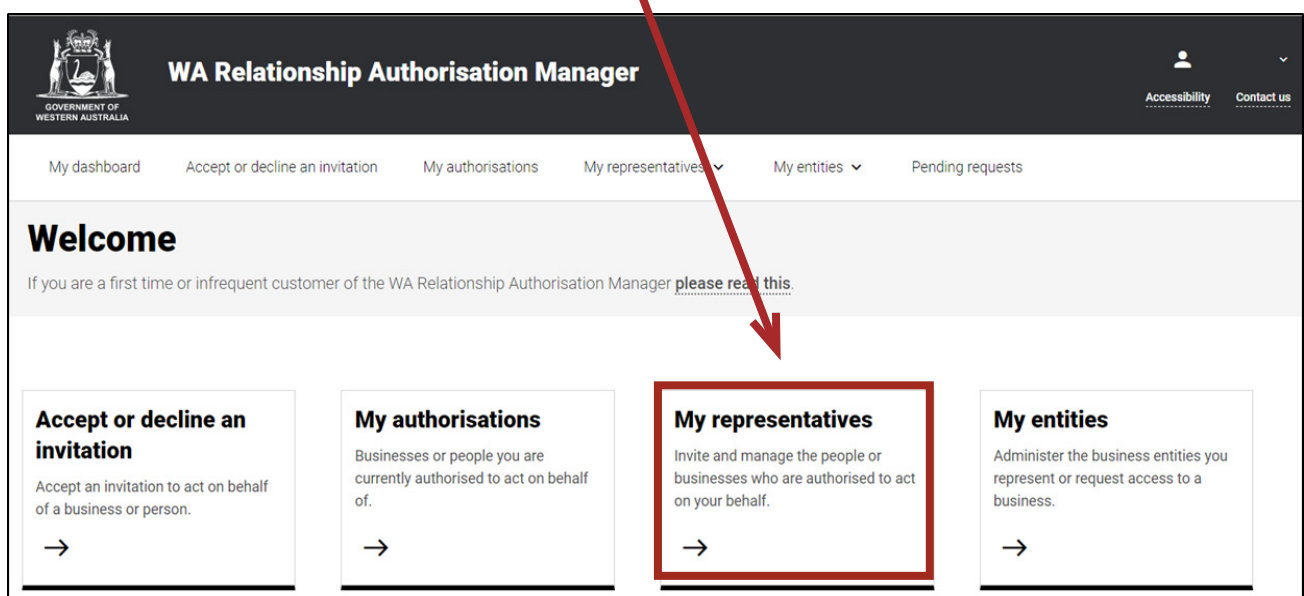
STEP 1.

How to invite another person to act on your behalf

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

STEP 2.

Click on the "My representatives" section tab.

Click on the "Send an invitation" section tab.

NOTE: If you have not signed in using an account against which you have already verified identity, you will not be permitted to continue and will be taken to a page with instructions on how to proceed.

STEP 4.

You should now be able to see the "Send an invitation" page. Next, read the instructions and then fill out the details as requested on this page.
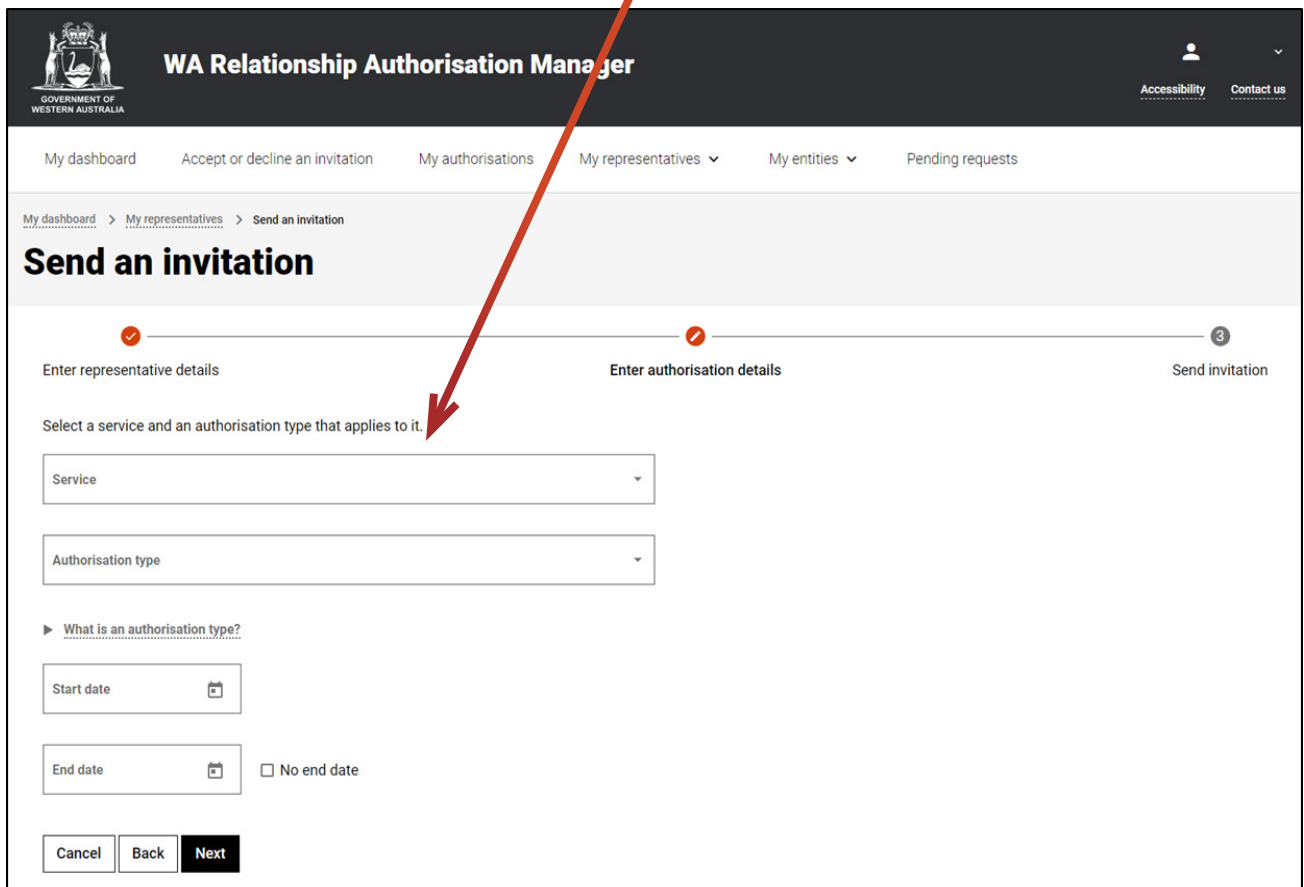

Once you have filled out the representative details, click on the "Next" button located at the bottom of the page to the left side.

STEP 5.

Next enter the authorisation details for the invitation.

Enter the required details into the boxes on the page for:

- Service: The online service the representative will be accessing on your behalf.

- Authorisation type: Please select "Service User" for now.

- Start date: The date you want the authorisation to start at. This can also be a future date. If unsure, please supply today's date.

- End date: The date you want the authorisation to end. Supply an end date if there is a fixed term to the authorisation. You can select "No end date" if relevant.

WA Relationship Authorisation Manager

GOVERNMENT OF WESTERN AUSTRALIA

Accessibility   Contact us

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

My dashboard > My representatives > Send an invitation

Send an invitation

✓ Enter representative details   ✎ Enter authorisation details   ③ Send invitation

Select a service and an authorisation type that applies to it.

Service
Environment Online   ▼

Authorisation type
Service User   ▼

▶ What is an authorisation type?

Start date
29 Jun 2022   🗓

End date   ☑ No end date

Cancel   Back   Next

Click on the "Next" button located to the bottom left of the page

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▶ What is an authorisation type?

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29 Jun 2022   🗓

End date   ☑ No end date

Cancel   Back   Next

STEP 6.

The final step prior to sending an invitation is to confirm the details of the invitation and complete the Declaration and Consent.

Read and review your invitation details located in the charcoal coloured information box, titled "Review and confirm invitation details".

If you agree with the Declaration, click the checkbox titled "I understand and accept this declaration", located near the bottom of the page underneath the "I declare that".
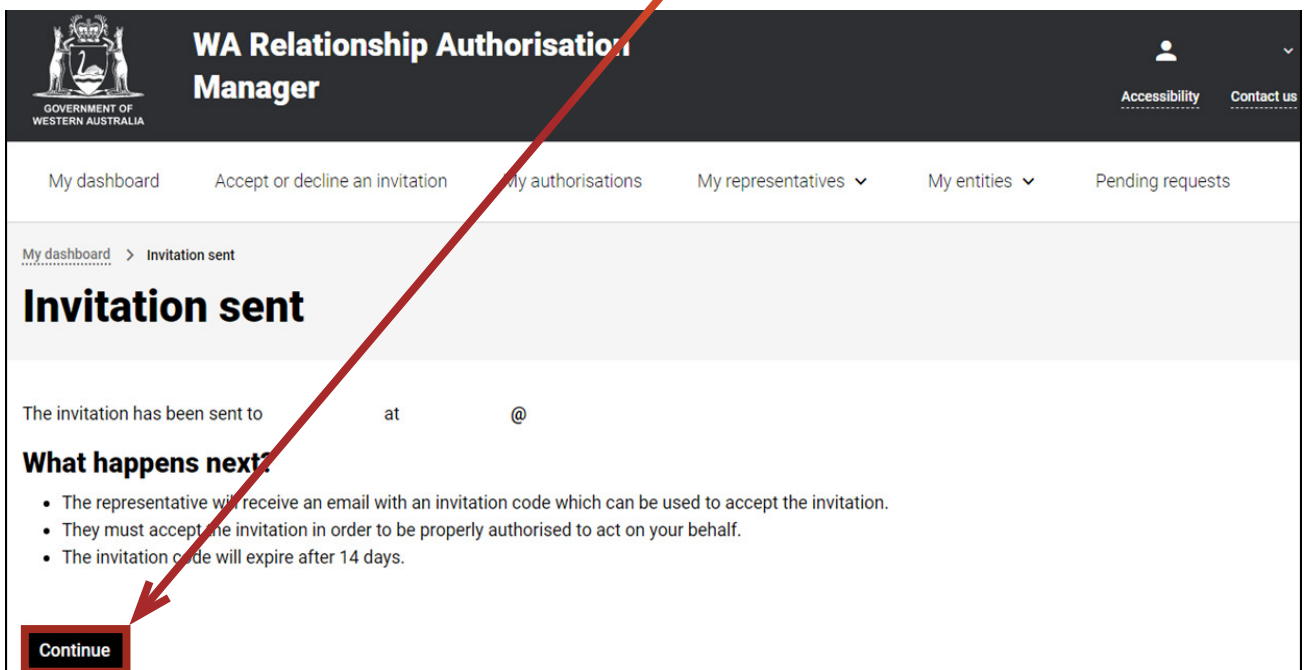
If you agree with the Consent, select the checkbox titled "I understand and consent to the sharing of my personal information", located near the bottom of the page underneath the "I consent to".

Once both checkboxes are set, click on the " Send" button.

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 go to Step 8.

- If any of details on this page are incorrect, click on the "Back" button, located at the bottom of the page, to navigate back to the page (or pages) required to amend any errors or make changes.

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

STEP 7.

If you have selected the "Send" button, you should now be able to see the "Invitation sent" page, confirming that your invitation has been sent. Next, click on the "Continue" button, located at the bottom of the page.
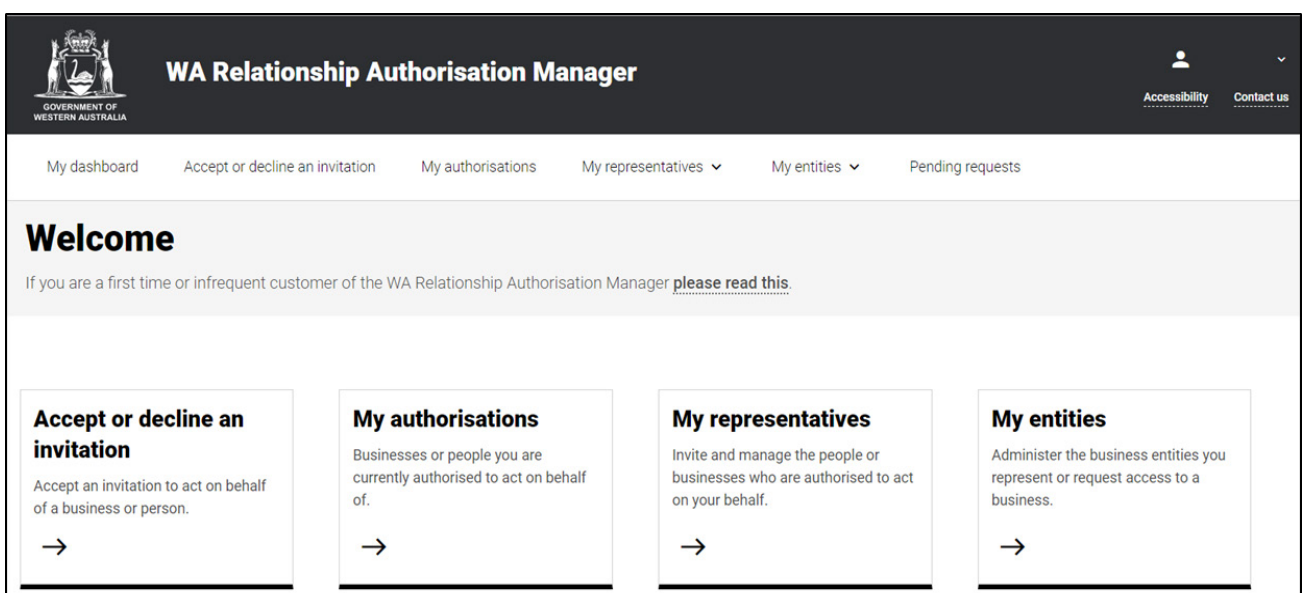

NOTE: As described under the heading "What happens next" on the "Invitation sent" page, your nominated representative will be sent an email invitation code for accepting the invitation. Once accepted, the representative may act on behalf of yourself. This invitation code will expire after 14 days.

STEP 8.

You should now be returned to the "My dashboard" / "Welcome" page.

NOTE: The invitation will be visible from the "View invitations" section tab which can be found under the "My representatives" dropdown menu item or section tab on the "My dashboard" / "Welcome" page. From this area, you can view details of previously sent invitations, resend an invitation or withdraw an invitation.
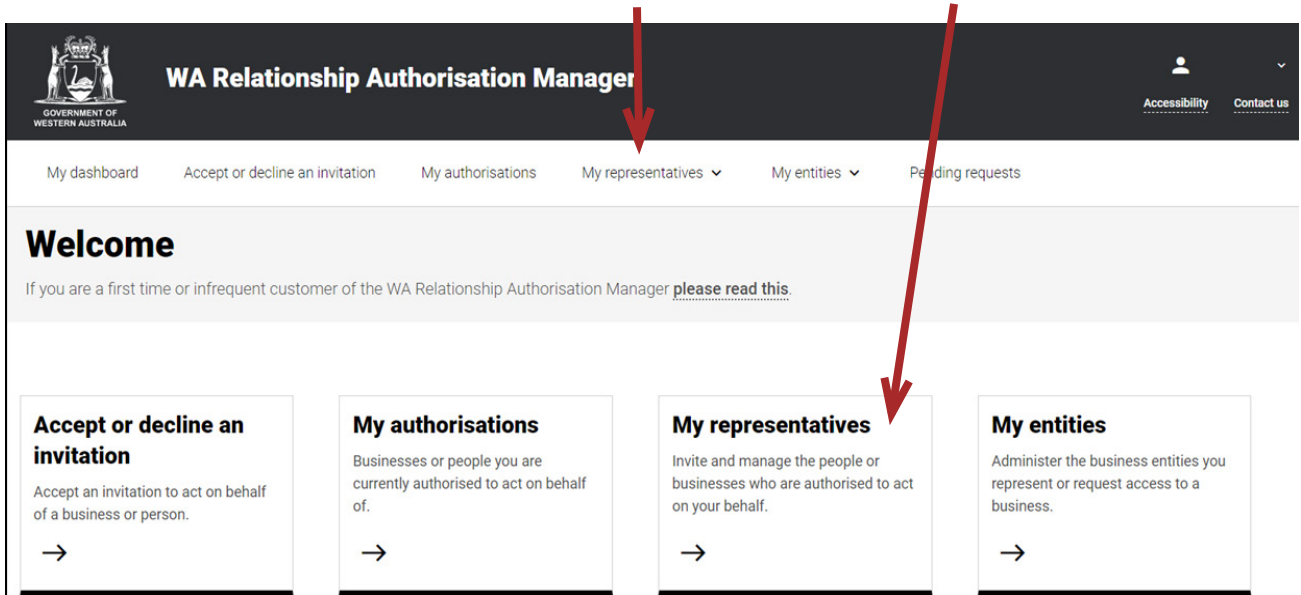
You can sign out by selecting your name at the top of the page and clicking on the "Sign out" button or close the service via the x in the top of the browser.
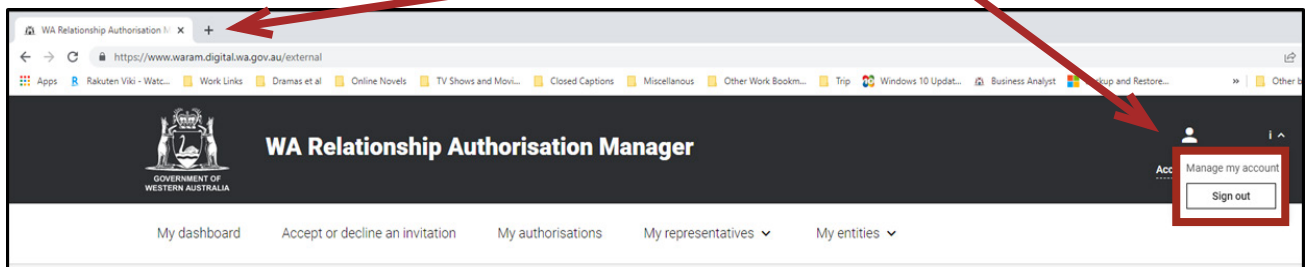
This completes the step-by-step instructions.

Need further assistance?

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

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

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