



WA Relationship Authorisation Manager User Guide

Finding your authorisations and pending requests

Within the WARAM, you can view a list of all businesses and people you have been authorised to represent.

If you no longer require authorisation to represent a business or another person, you can remove the authorisation.

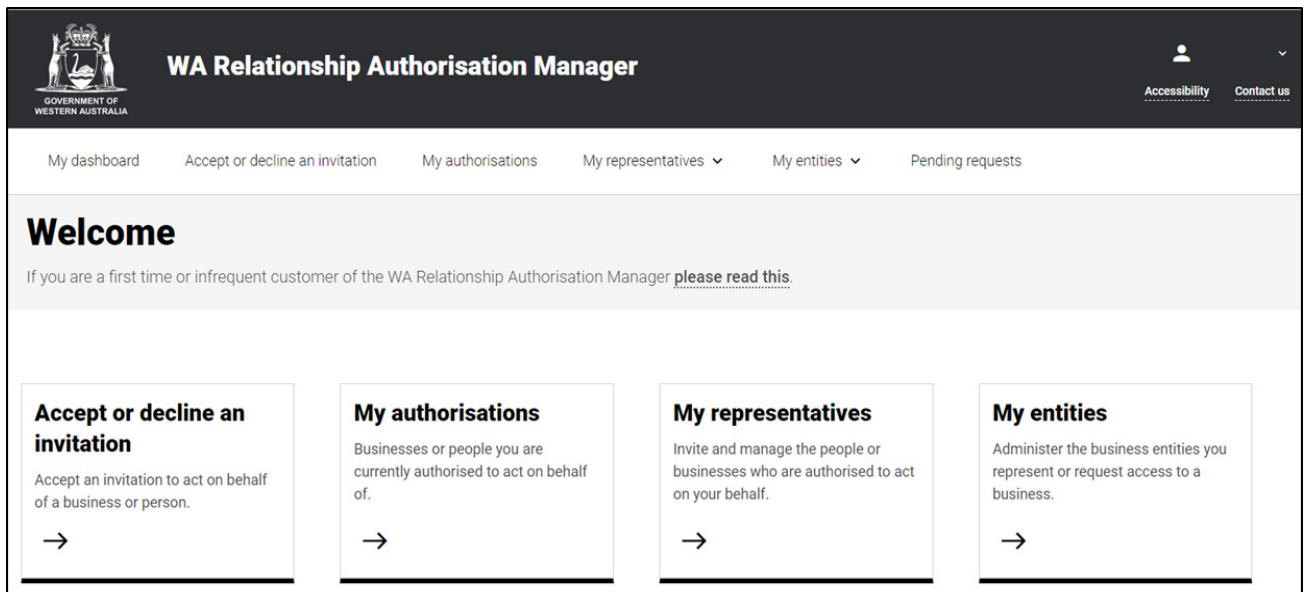
If you wish to extend your authorisation, you should [request an extension](#).

You can also view your pending requests and withdraw any that may no longer be required.

STEP 1.

How to find your authorisations and pending requests

Sign into the [WARAM](#). This will automatically start you at the “My dashboard” / “Welcome” page.



WA Relationship Authorisation Manager

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

Welcome

If you are a first time or infrequent customer of the WA Relationship Authorisation Manager [please read this](#).

Accept or decline an invitation

Accept an invitation to act on behalf of a business or person.

→

My authorisations

Businesses or people you are currently authorised to act on behalf of.

→

My representatives

Invite and manage the people or businesses who are authorised to act on your behalf.

→

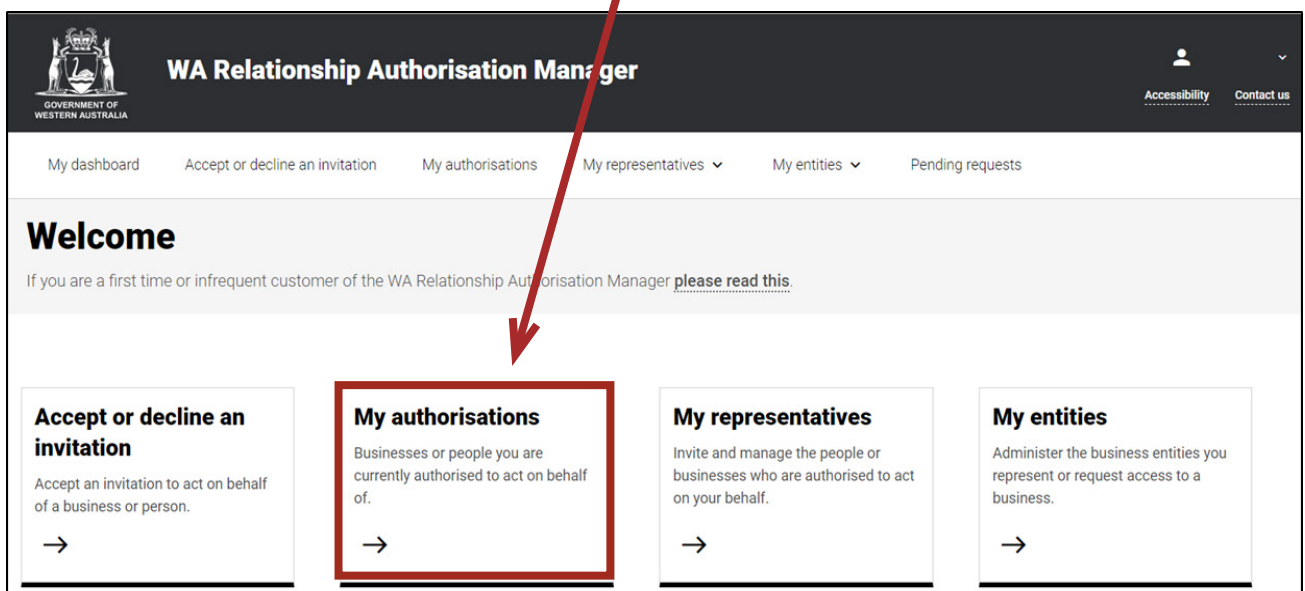
My entities

Administer the business entities you represent or request access to a business.

→

STEP 2.

Click on the “My authorisations” section tab.



WA Relationship Authorisation Manager

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

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My entities

Administer the business entities you represent or request access to a business.

→

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 Pending requests

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	28 Jan 2022	None	Active	⋮
	Associations, Co-operati...	Service Administrator	25 Jan 2022	None	Active	⋮

Items per page: 20 1 - 2 of 2 |< < > >|

Why am I seeing this name?

NOTE: The “Manage my authorisations” page displays two tabs, “Authorisations” and “Pending requests”. The selected tab is identified with a bold orange underscore. When opening this page, “Authorisations” is the default selected tab.

WA Relationship Authorisation Manager

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

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.

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Items per page: 20 1 - 2 of 2 |< < > >|

Why am I seeing this name?

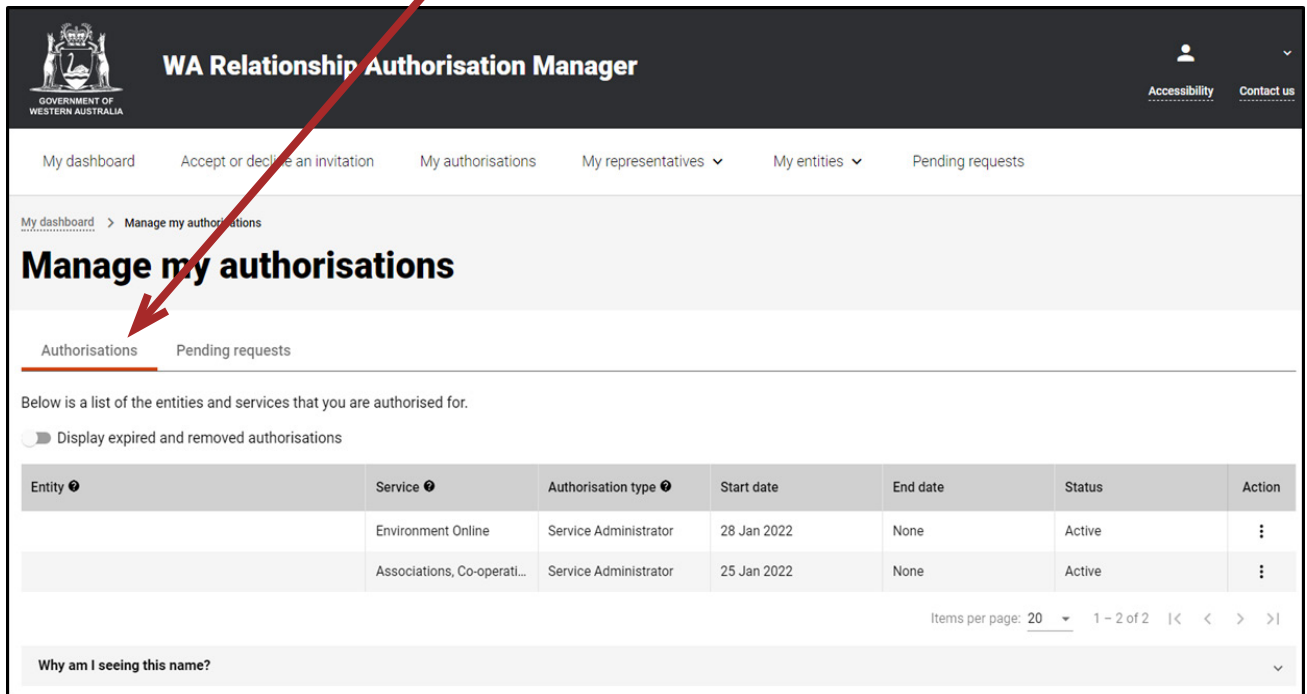
NOTE: At this stage you have two possible actions, these include:

1. view or remove an authorisation, go to Step 4; or
2. view or withdraw a pending request, go to Step 7.

STEP 4.

View or remove an authorisation

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



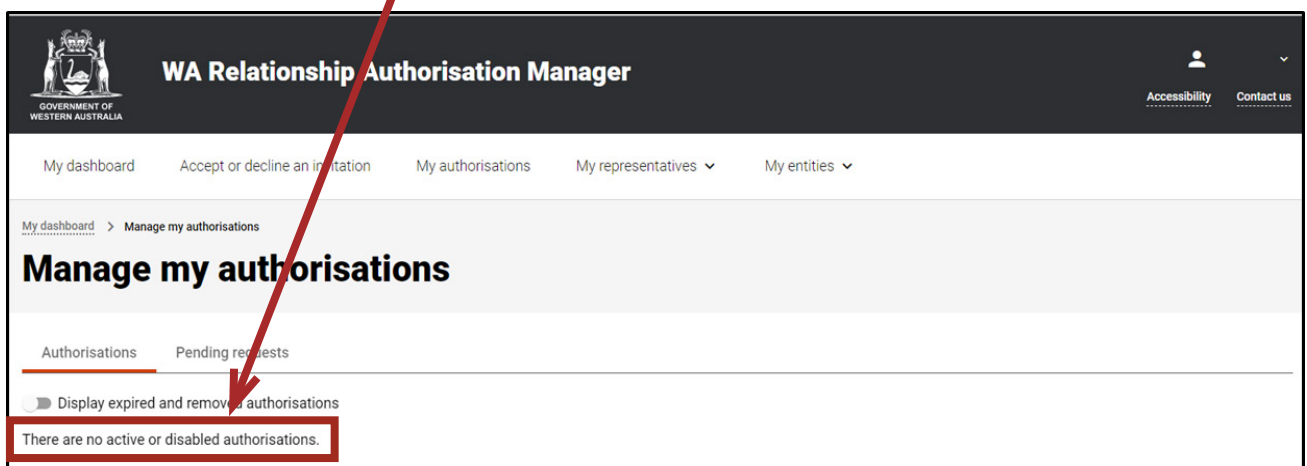
The screenshot shows the 'WA Relationship Authorisation Manager' interface. The main heading is 'Manage my authorisations'. Below the heading, there are two tabs: 'Authorisations' (selected) and 'Pending requests'. A red arrow points to the 'Authorisations' tab. Below the tabs, there is a toggle switch for 'Display expired and removed authorisations'. 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-operati...	Service Administrator	25 Jan 2022	None	Active	⋮

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

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”.



The screenshot shows the 'WA Relationship Authorisation Manager' interface. The main heading is 'Manage my authorisations'. Below the heading, there are two tabs: 'Authorisations' (selected) and 'Pending requests'. A red arrow points to the 'Authorisations' tab. Below the tabs, there is a toggle switch for 'Display expired and removed authorisations'. A red box highlights the message: 'There are no active or disabled authorisations.'

STEP 4. cont...

To see any expired or removed authorisations, click on the toggle for “Display expired and removed authorisations”, located underneath the selection tabs.

WA Relationship Authorisation Manager

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

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	28 Jan 2022	None	Active	⋮
	Associations, Co-operati...	Service Administrator	25 Jan 2022	None	Active	⋮

Items per page: 20 | 1 - 2 of 2 | < > >|

Why am I seeing this name? ▾

When selected, this toggle will turn orange in colour, if you have expired or removed authorisations they will be displayed underneath the toggle.

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
	Associations, Co-operati...	Service User	08 Dec 2021	31 Jan 2022	Expired	⋮
	FuelWatch	Service User	24 Nov 2021	31 Dec 2021	Removed	⋮
	Associations, Co-operati...	Service Administrator	16 Dec 2021	None	Removed	⋮
	Associations, Co-operati...	Service Administrator	07 Dec 2021	None	Removed	⋮
	FuelWatch	Service Administrator	23 Nov 2021	None	Removed	⋮

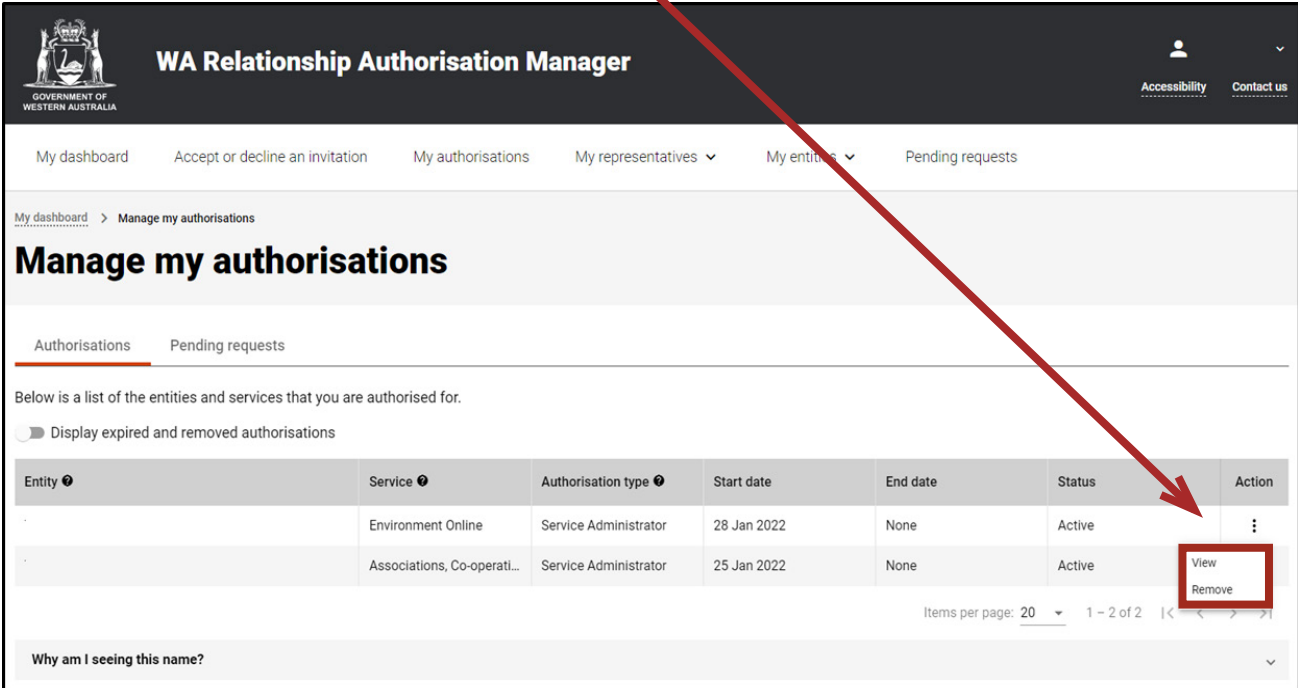
Items per page: 20 | 1 - 5 of 5 | < > >|

Why am I seeing this name? ▾

If you have no expired or removed authorisations the page will display “There are no authorisations” and you should skip to Step 5. If there are authorisations, go to Step 6.

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.



The screenshot shows the 'WA Relationship Authorisation Manager' interface. The main heading is 'Manage my authorisations'. Below this, there are tabs for 'Authorisations' and 'Pending requests'. A table lists authorisations with columns for Entity, Service, Authorisation type, Start date, End date, Status, and Action. The first row shows an authorisation for 'Environment Online' with a status of 'Active'. The 'Action' column for this row has a dropdown menu with 'View' and 'Remove' options. A red arrow points to the three dots in the 'Action' column of the first row.

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

If you select “View”, the details of the selected authorisation will be displayed. Click the “Close” button located to the bottom left to hide the authorisation details.



The screenshot shows the 'Active authorisation details' page. The page is divided into sections for Entity, Representative, and Authorisation details. The Entity section shows 'Name' and 'ABN'. The Representative section shows 'Name' and 'Email'. The Authorisation details section shows 'Service' (Associations, Co-operatives and Charities WA), 'Start date' (25 January 2022), 'Verified' (Yes), 'Authorisation type' (Service Administrator), and 'End date' (None). A 'Close' button is located at the bottom left.

If you select “Remove”, you will be asked to confirm if you want to remove your authorisation. Click “Yes” to continue or “No” to retain the authorisation. “Remove” is limited to active and disabled authorisations. Once removed an authorisation is finalised. To reinstate the authorisation you will need to [arrange for a new invitation](#) or [submit a request](#).

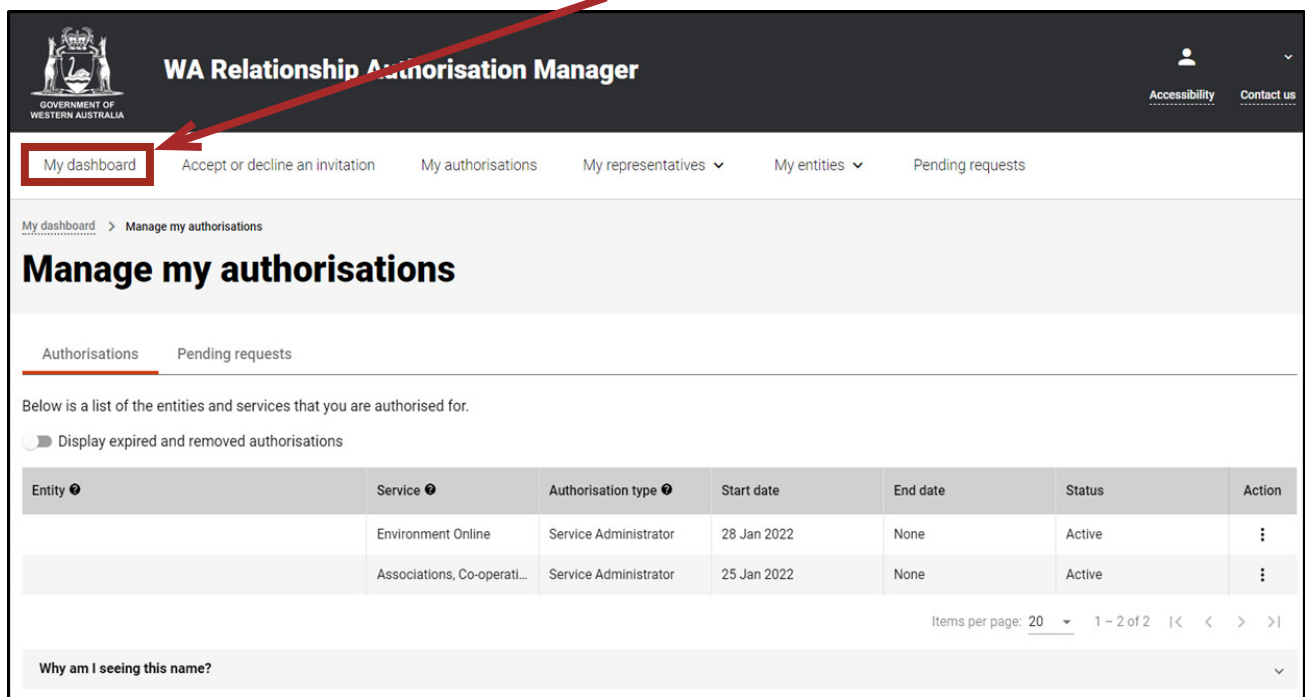
STEP 5. cont...



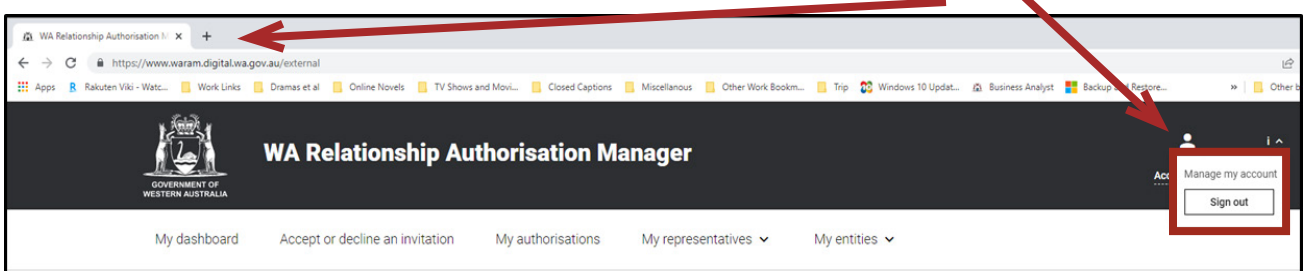
Once the authorisation is removed, it will no longer appear among the active or disabled authorisations on the “Manage my authorisations” page. To see the removed authorisation, click on the toggle for “Display expired and removed authorisations”, located underneath the selection tabs.

STEP 6.

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 in the top of the browser.



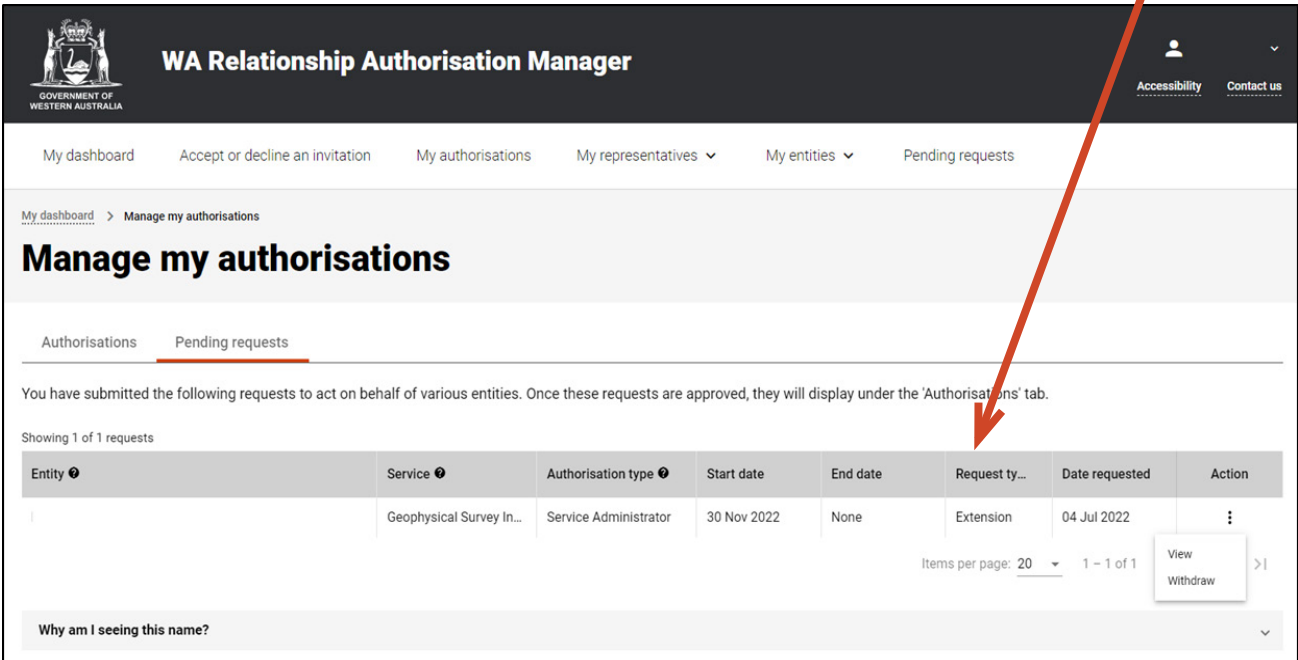
This completes the step-by-step instructions for the “View or remove an authorisation”.

STEP 7.

View or withdraw a pending request

To view pending requests, click on the tab titled, “Pending requests”. Any pending requests will be displayed towards the bottom of this page.

Pending requests are either a new authorisation request or a request for an extension to an existing authorisation. Refer to the Request type heading to determine the type of request. Example screenshots in this section are for a new authorisation request.

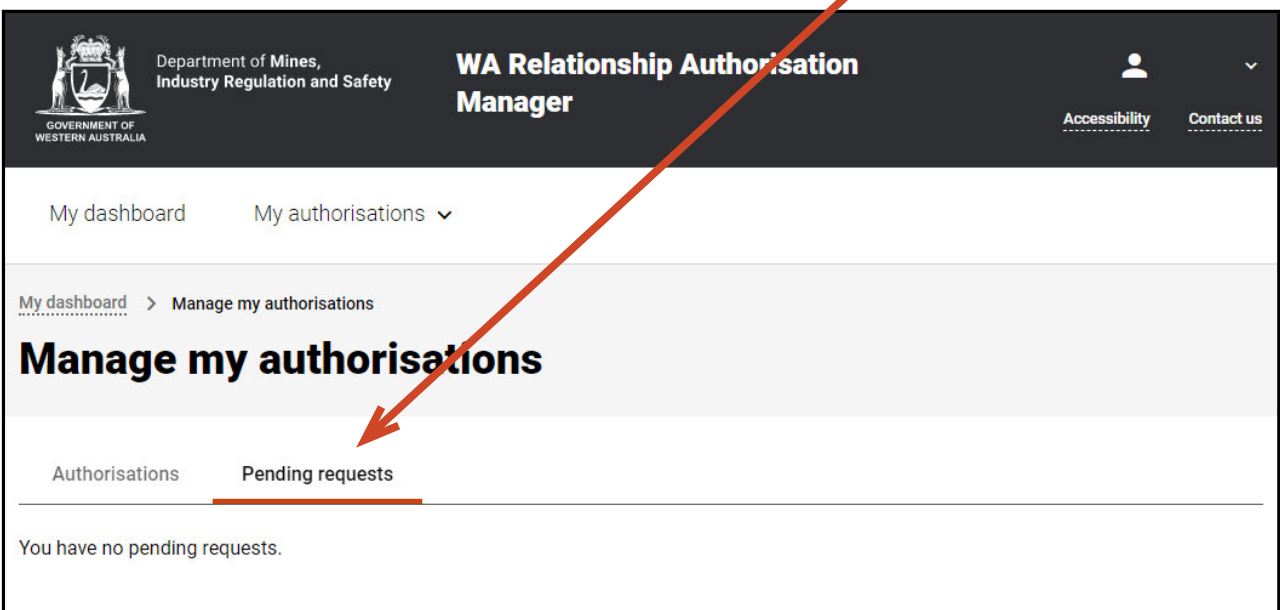


The screenshot shows the 'Manage my authorisations' page with the 'Pending requests' tab selected. A table displays one pending request. An orange arrow points from the top right of the page to the 'View' and 'Withdraw' buttons in the action column of the table.

Entity	Service	Authorisation type	Start date	End date	Request ty...	Date requested	Action
	Geophysical Survey In...	Service Administrator	30 Nov 2022	None	Extension	04 Jul 2022	<ul style="list-style-type: none">ViewWithdraw

NOTE: This page will display the first 20 requests. To find your request, you can scroll through the results using the arrows located at the bottom right side of the list.

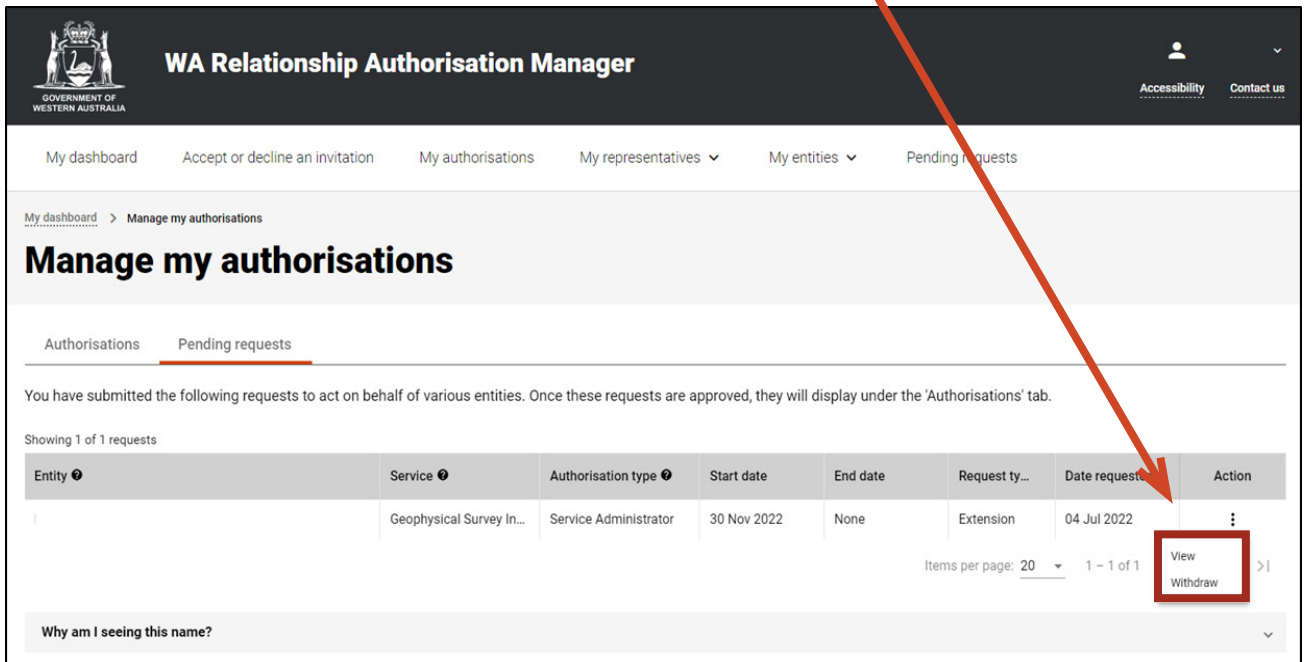
If you have no pending requests the page will display “You have no pending requests.” and you should skip to Step 9. If there are pending requests, go to Step 8.



The screenshot shows the 'Manage my authorisations' page with the 'Pending requests' tab selected. The text 'You have no pending requests.' is displayed. An orange arrow points from the top right of the page to the 'Pending requests' tab.

STEP 8.

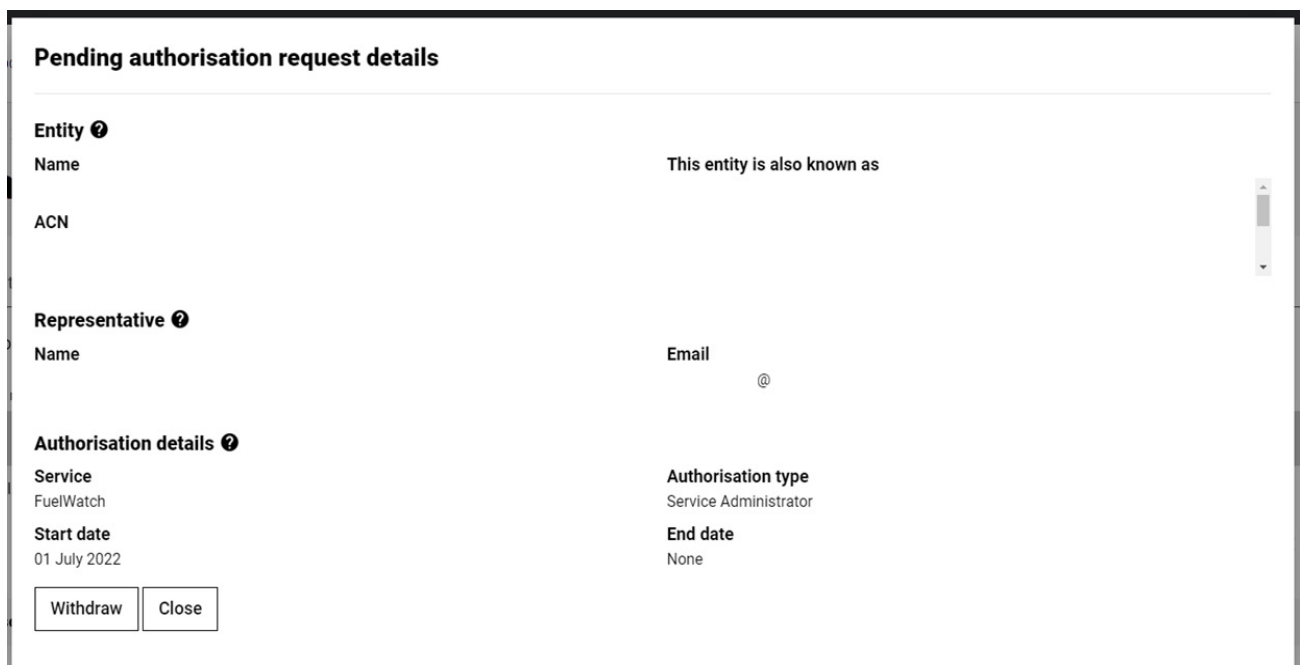
Find the request you require in the list of pending requests. Once you have found the request, click on the three dots located on the far right side under the “Action” heading.



The screenshot shows the 'WA Relationship Authorisation Manager' interface. The main heading is 'Manage my authorisations'. Below it, there are tabs for 'Authorisations' and 'Pending requests'. A message states: 'You have submitted the following requests to act on behalf of various entities. Once these requests are approved, they will display under the 'Authorisations' tab.' Below this, it says 'Showing 1 of 1 requests'. A table lists the request with columns: Entity, Service, Authorisation type, Start date, End date, Request ty..., Date request, and Action. The 'Action' column for the first request has a dropdown menu with 'View' and 'Withdraw' options. A red arrow points to the three dots in the 'Action' column, and a red box highlights the 'View' and 'Withdraw' options. At the bottom, there is a link 'Why am I seeing this name?'.

Entity	Service	Authorisation type	Start date	End date	Request ty...	Date request	Action
	Geophysical Survey In...	Service Administrator	30 Nov 2022	None	Extension	04 Jul 2022	<ul style="list-style-type: none">ViewWithdraw

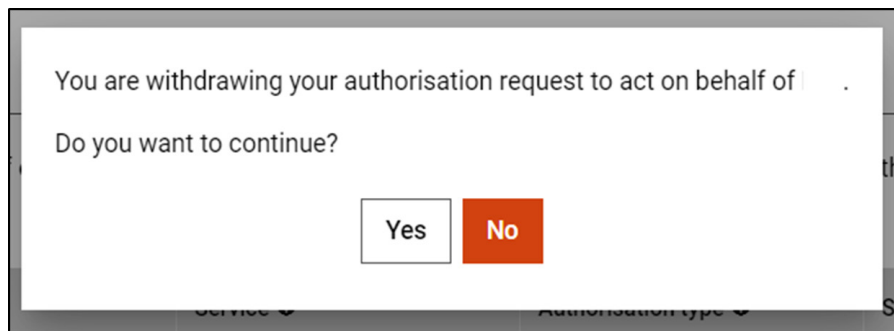
If you select “View”, the details of the selected request will be displayed. Click the “Close” button located to the bottom left to hide the request details.



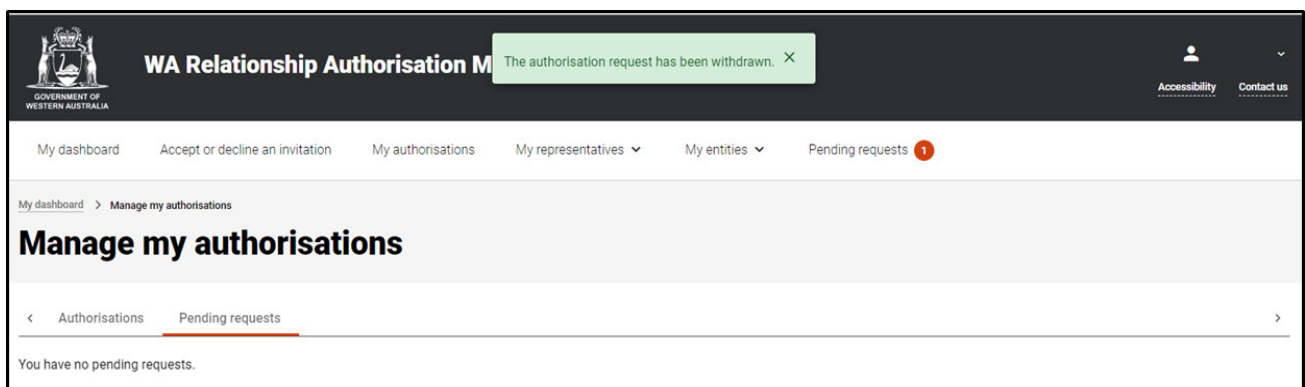
The screenshot shows the 'Pending authorisation request details' page. It is divided into sections: 'Entity' with fields for Name and ACN; 'Representative' with fields for Name and Email; and 'Authorisation details' with fields for Service, Start date, Authorisation type, and End date. At the bottom left, there are two buttons: 'Withdraw' and 'Close'. The text 'This entity is also known as' is visible next to the Name field.

If you select “Withdraw”, you will be asked to confirm if you want to withdraw your pending request. Click “Yes” to continue or “No” to retain the request. If you withdraw the request by accident you will need to submit [a new authorisation request](#) or [a request for extension](#).

STEP 8. cont...

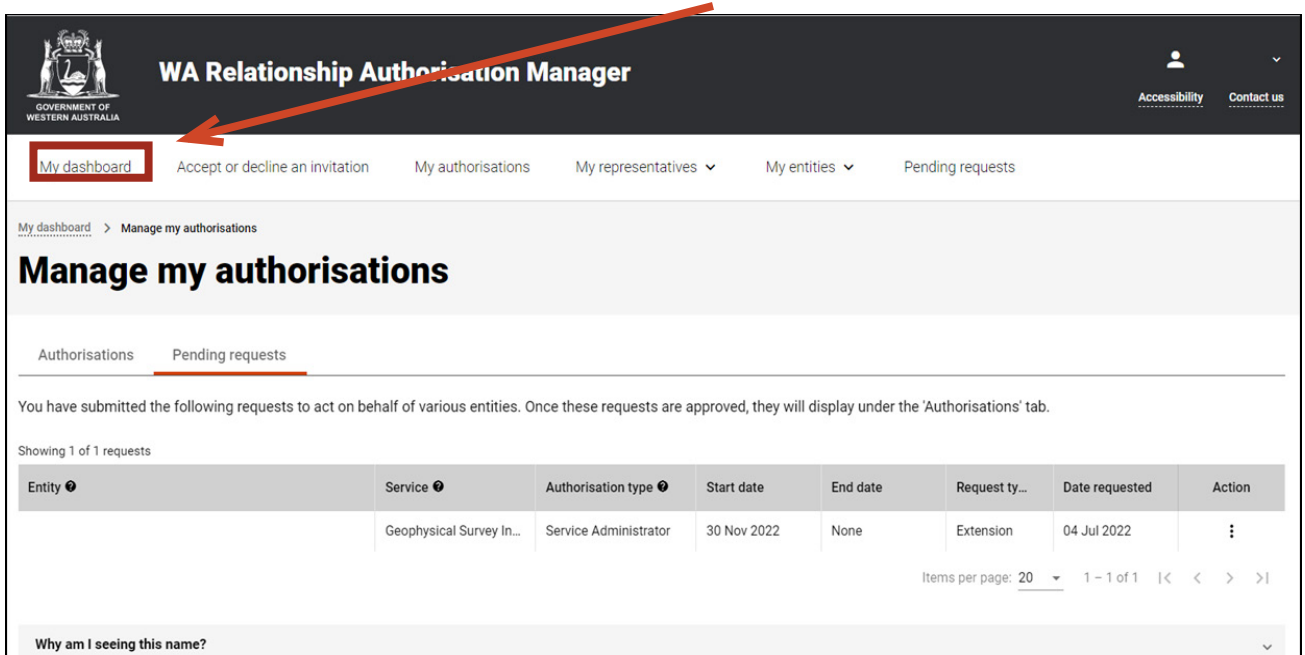


Once the request is withdrawn, it will no longer appear among the pending requests on the “Manage my authorisations” page. Confirmation the request has been withdrawn will appear for three seconds at the top of the page.



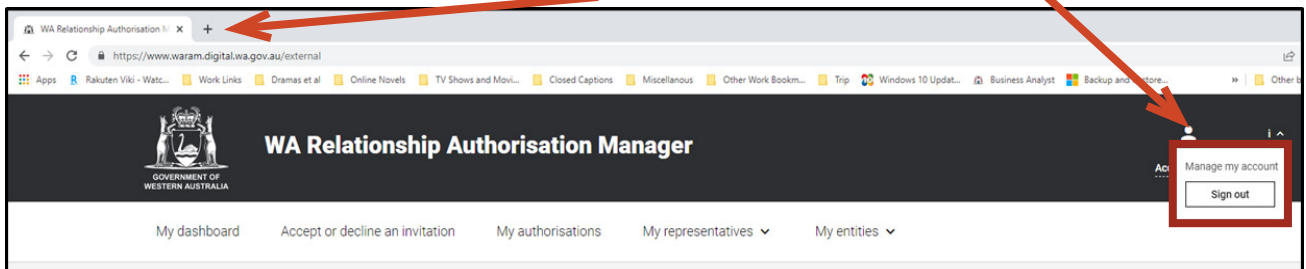
STEP 9.

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



STEP 9. 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 in the top of the browser.



This completes the step-by-step instructions for the “View or withdraw a pending request”.

Need further assistance?

Contact the [government agency which supports the service](#) you are trying to access.

Contact details are available:

1. the “Contact us” link found in the WARAM header; or
2. the “Need assistance?” section in the WARAM footer.