



# WA Relationship Authorisation Manager User Guide

## Requesting authorisation to act on behalf of a business

To act for a business or another entity e.g. a volunteer organisation or a sole trader, a person must have an authorisation.

A business can be a public or private company, partnership, trust, superannuation fund, sole trader, incorporated association, strata title, co-operative, diplomatic/consulate body or high commission, syndicate (who has an ABN), local government jurisdiction or a state, territory or commonwealth agency or any other type of non-person entity.

If you have not been authorised to act on behalf of a business, you can submit a request to obtain the necessary access. Please be aware that you may be asked to provide proof that you are allowed to act on behalf of the requested business.

You cannot request authority to act for another person, they must invite you to act on their behalf. Please contact the person to arrange for them to send you an invitation.

After a request has been submitted, it will be forwarded to any current “Service Administrators” for the business. If there are no “Service Administrators” the request will be sent to the agency who supports the service you are attempting to access.

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

# STEP 1.

## How to request authorisation to act on behalf of a business

[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 entities” section tab.

**WA Relationship Authorisation Manager**

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

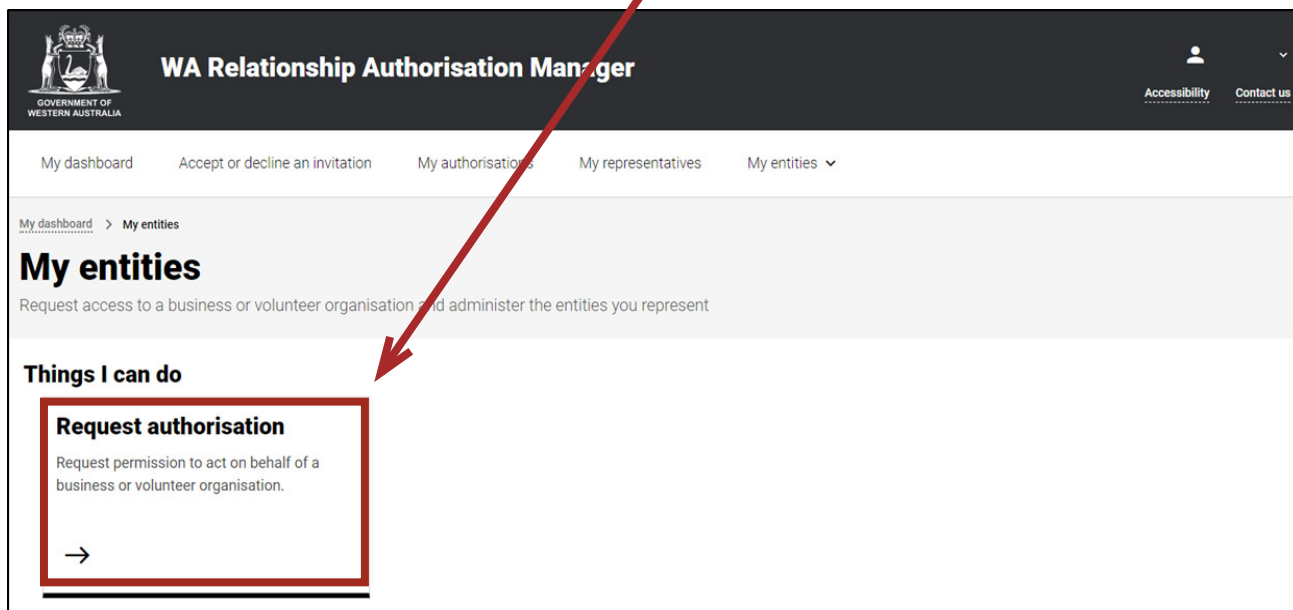
### Welcome

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

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

# STEP 3.

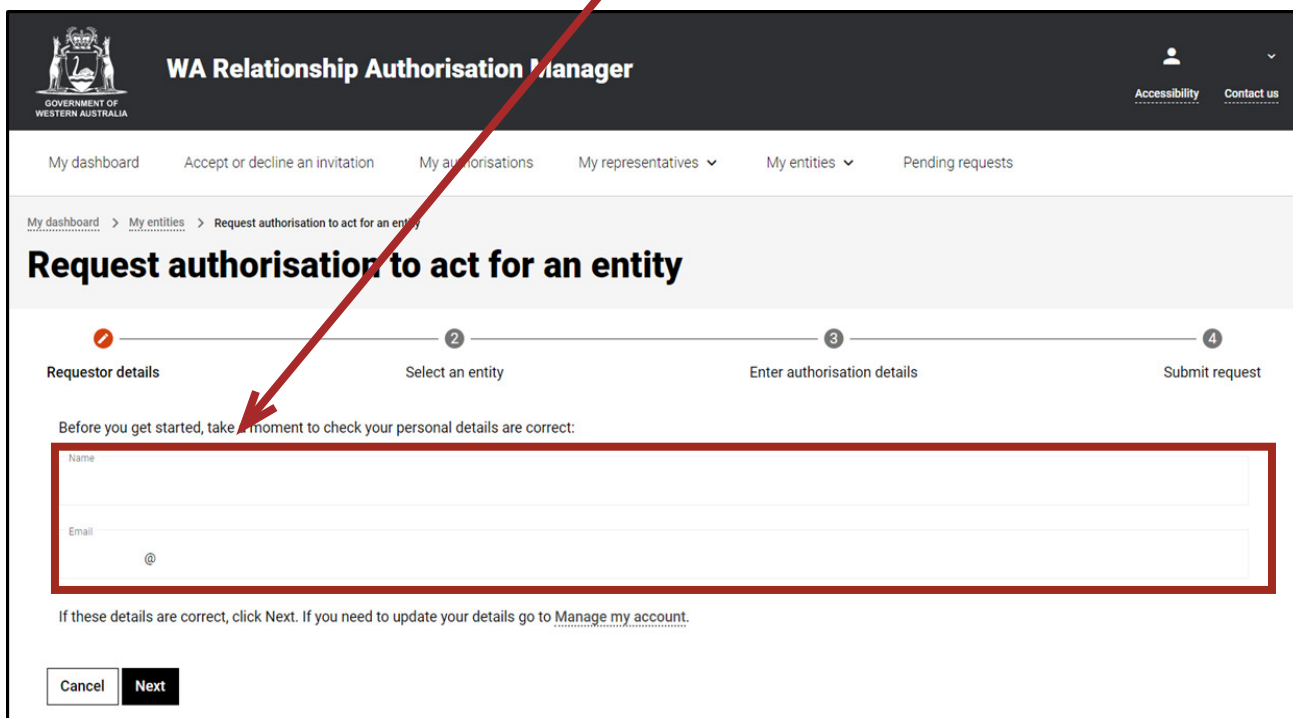
Click on the “Request authorisation” section tab.



# STEP 4.

You should now be able to see the “Request authorisation to act for an entity” page.

Your name and email address will be displayed in the “name” and “email” fields. Before proceeding, check to ensure these details are correct.



## STEP 4. cont...

If your name and email address are correct, click on the “Next” button, located at the bottom of the page to the left side.

WA Relationship Authorisation Manager

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

My dashboard > My entities > Request authorisation to act for an entity

### Request authorisation to act for an entity

1 Requestor details | 2 Select an entity | 3 Enter authorisation details | 4 Submit request

Before you get started, take a moment to check your personal details are correct:

Name

Email

If these details are correct, click Next. If you need to update your details go to [Manage my account](#).

Cancel **Next**

## STEP 5.

The next step is to select the entity you wish to act on behalf of i.e. represent.

In the box displayed, enter a part of the entity’s name, or their Australian Business Number (ABN) or their Australian Company Number (ACN) or their Incorporated Association Reference Number (IARN), of the entity you wish to search for.

**NOTE:** An IARN is the unique identifier assigned to an entity in WA Associations Online.

WA Relationship Authorisation Manager

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

My dashboard > My entities > Request authorisation to act for an entity

### Request authorisation to act for an entity

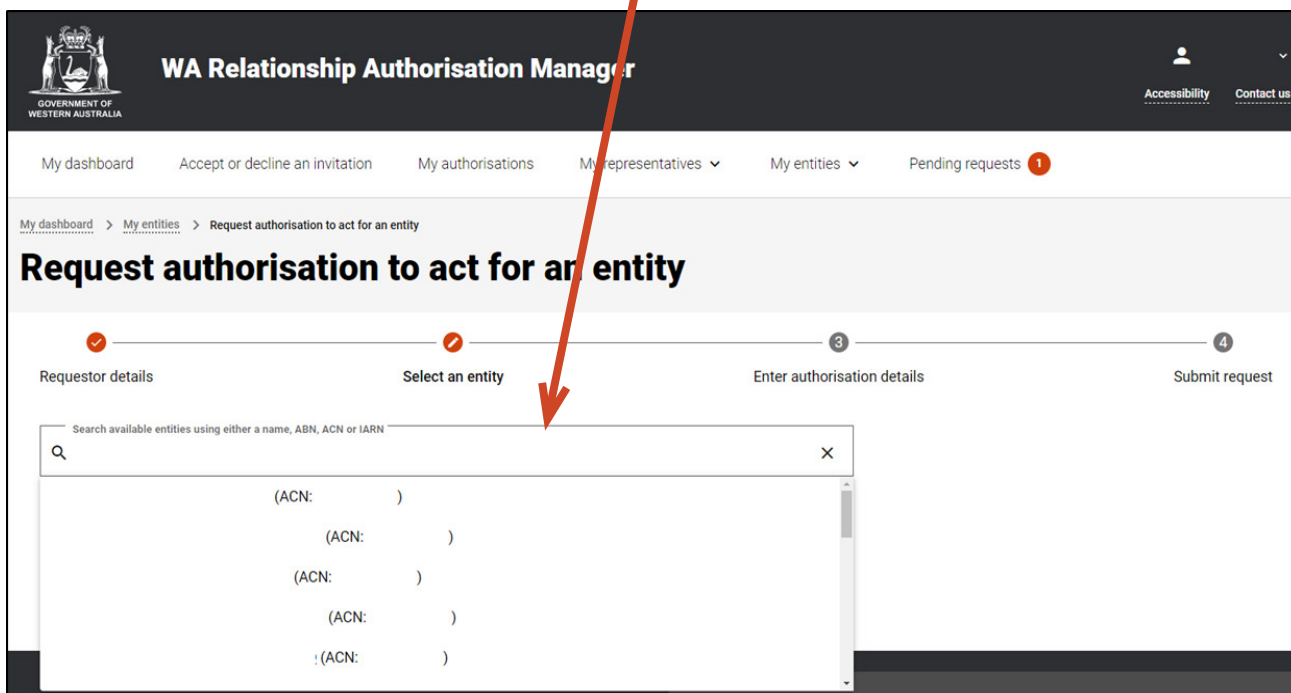
1 Requestor details | 2 Select an entity | 3 Enter authorisation details | 4 Submit request

Q Search available entities using either a name, ABN, ACN or IARN

Cancel **Back** **Next**

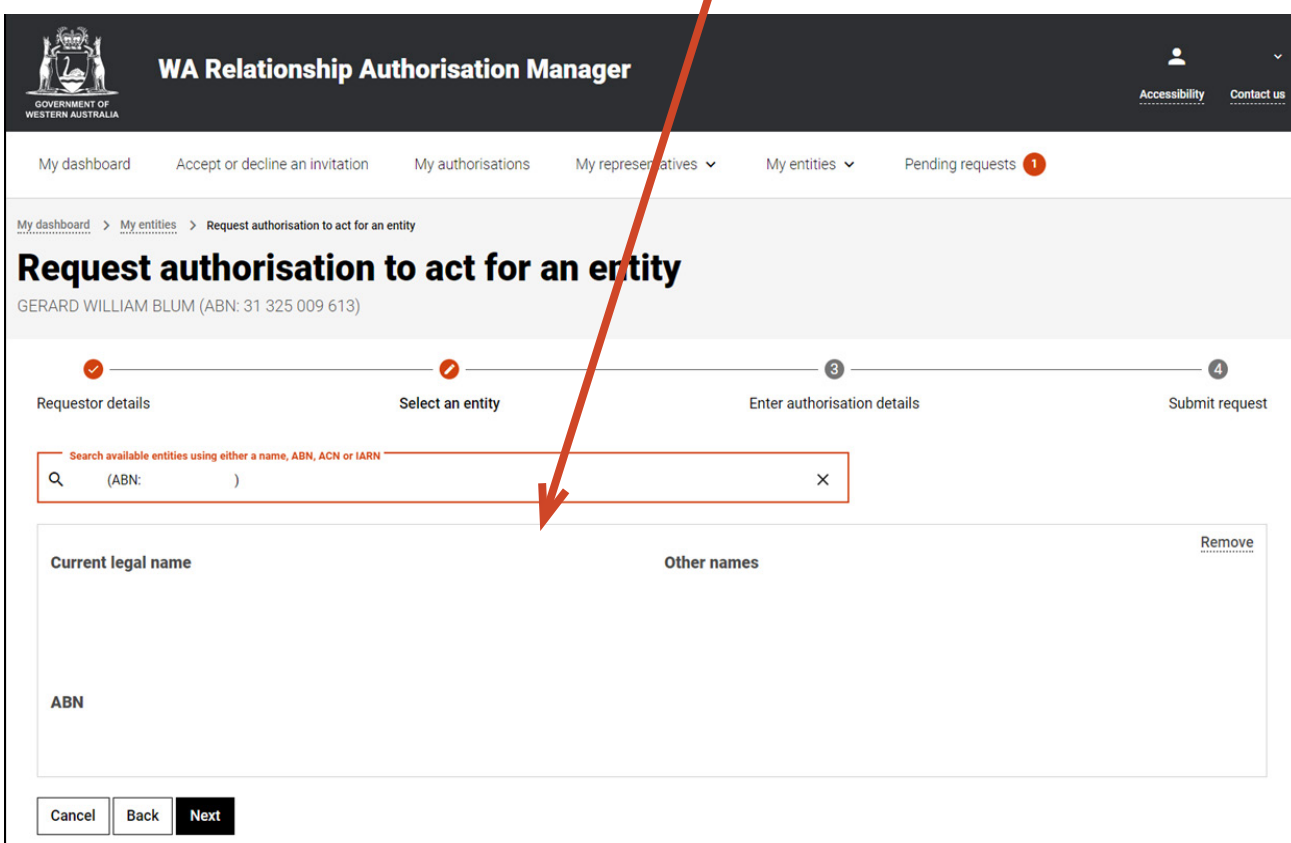
# STEP 5. cont...

As you enter the entity's name, options will be displayed directly below the box:



The screenshot shows the 'Request authorisation to act for an entity' page. The breadcrumb trail is 'My dashboard > My entities > Request authorisation to act for an entity'. The page title is 'Request authorisation to act for an entity'. A progress bar at the top indicates four steps: 1. Requestor details (completed), 2. Select an entity (current step), 3. Enter authorisation details, and 4. Submit request. A search box is open with the placeholder text 'Search available entities using either a name, ABN, ACN or IARN'. Below the search box, a list of entities is displayed, each with '(ACN: )' next to it. A red arrow points from the text above to the search box.

From the displayed list, select the correct entity you are searching for. It will then be displayed below the search box. If you have selected the wrong entity, either search again and select the correct entity or click on the "Remove" hyperlink found to the right of the "Other name".



The screenshot shows the 'Request authorisation to act for an entity' page with the entity 'GERARD WILLIAM BLUM (ABN: 31 325 009 613)' selected. The breadcrumb trail is 'My dashboard > My entities > Request authorisation to act for an entity'. The page title is 'Request authorisation to act for an entity'. The progress bar at the top indicates four steps: 1. Requestor details (completed), 2. Select an entity (current step), 3. Enter authorisation details, and 4. Submit request. The search box now contains the selected entity's name and ABN. Below the search box, the entity details are displayed in a table with columns 'Current legal name' and 'Other names'. The 'Current legal name' column contains 'GERARD WILLIAM BLUM' and the 'ABN' column contains '31 325 009 613'. The 'Other names' column is empty. A 'Remove' link is located to the right of the 'Other names' column. At the bottom of the page, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points from the text above to the search box.

# STEP 5. cont...

**NOTE:** The search will return the first 20 businesses or volunteer organisations which match the supplied information. If you cannot find the entity you require, select “Can’t find your entity? Click here for advanced search” at the bottom of the list.

WA Relationship Authorisation Manager

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity

1 Requestor details 2 Select an entity 3 Enter authorisation details 4 Submit request

Search available entities using either a name, ABN, ACN or IARN

ABN: )

Can't find your entity? Click here for advanced Search

Then using the advanced search results, select the register you wish to search, supply either a name or an ABN or ACN and click the “Search” button.

WA Relationship Authorisation Manager

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity Advanced Entity Search

Start searching by selecting the register and then your entity name, ABN or ACN.

If your entity is registered recently it may take at least 24 hours for details to appear in this search. Please come back and try again later.

Source register  
Australian Business Register

Entity Name

ABN or ACN

Search Clear Return

Entity Name	ABN or ACN	Last updated on
-------------	------------	-----------------

# STEP 5. cont...

Once you find the entity you require, click on the “Entity Name” in the grid. The chosen entity will display.

If your chosen entity is correct, click on the “Next” button, located to the bottom left of the page.

The screenshot displays the 'WA Relationship Authorisation Manager' interface. At the top, there is a navigation bar with the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. Below this, a breadcrumb trail shows 'My dashboard > My entities > Request authorisation to act for an entity'. The main heading is 'Request authorisation to act for an entity' for 'GERARD WILLIAM BLUM (ABN: 31 325 009 613)'. A progress indicator shows four steps: 1. Requestor details (completed), 2. Select an entity (current step), 3. Enter authorisation details, and 4. Submit request. A search box is present with the text '(ABN: )'. Below the search box, there are fields for 'Current legal name', 'Other names', and 'ABN'. At the bottom left, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points from the top right towards the 'Next' button.

# STEP 6.

Next enter the authorisation details for the request.

The screenshot shows the 'Request authorisation to act for an entity' page in the WARAM system. The page has a dark header with the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. Below the header is a navigation bar with links for 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The main content area has a breadcrumb trail: 'My dashboard > My entities > Request authorisation to act for an entity'. The title 'Request authorisation to act for an entity' is prominently displayed, followed by '(ABN: )'. A progress indicator shows four steps: 1. Requestor details, 2. Select an entity, 3. Enter authorisation details (highlighted), and 4. Submit request. Below the progress indicator, a message states: 'We also need to know the service you need access to and the authorisation type.' There are two dropdown menus: 'Service' and 'Authorisation type'. Below these is a link: 'What is an authorisation type?'. There are two date pickers: 'Start date' and 'End date', both with calendar icons. A checkbox labeled 'No end date' is next to the 'End date' field. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

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

- Service: The online service you will be accessing on behalf of the business.
- Authorisation type: If you wish to be allowed to manage the entity's authorisations in the WARAM, select "Service Administrator", otherwise select "Service User".
- 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 e.g. for an employee or other consultant.



# STEP 6. cont...

**WA Relationship Authorisation Manager**

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity

(ABN: )

1 ✓ | 2 ✓ | 3 | 4

Requestor details | Select an entity | Enter authorisation details | Submit request

We also need to know the service you need access to and the authorisation type.

Service: Environment Online

Authorisation type: Service User

▶ What is an authorisation type?

Start date: 28 Jan 2022

End date:  No end date

Cancel | Back | Next

Click on the “Next” button located at the bottom of the page.

**WA Relationship Authorisation Manager**

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity

(ABN: )

1 ✓ | 2 ✓ | 3 | 4

Requestor details | Select an entity | Enter authorisation details | Submit request

We also need to know the service you need access to and the authorisation type.

Service: Environment Online

Authorisation type: Service User

▶ What is an authorisation type?

Start date: 28 Jan 2022

End date:  No end date

Cancel | Back | Next

# STEP 7.

The final step prior to submitting the request is to confirm details of the request.

Read and review your request details located in the charcoal coloured information box.

**WA Relationship Authorisation Manager**

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity

(ABN: )

Requestor details | Select an entity | Enter authorisation details | **Submit request**

By making this request, you declare you have the authority to use the service on behalf of the entity selected. Please ensure the authorisation request is correct and accept the declaration to proceed.

Entity		Representative	
Current legal name	ABN	Name	Email
Other names associated with the entity			
Authorisation details			
Service	Authorisation type	Start date	End date
	Service Administrator	08 November 2022	None

### 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 the creation of a 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:** Some services require you sign in using an account against which you have already verified your identity. For these services, you will not be permitted to continue and will be taken to a page with instructions on how to proceed.

# STEP 7. cont...

**WA Relationship Authorisation Manager**

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

My dashboard > My entities > Request authorisation to act for an entity

## Request authorisation to act for an entity

(ABN: )

Requestor details | Select an entity | Enter authorisation details | **Submit request**

By making this request, you declare you have the authority to use the service on behalf of the entity selected. Please ensure the authorisation request is correct and accept the declaration to proceed.

Entity		Representative	
Current legal name	ABN	Name	Email
Other names associated with the entity			

Authorisation details			
Service	Authorisation type	Start date	End date
FuelWatch	Service Administrator	25 August 2022	None

**PLEASE READ**  
In order to transact with FuelWatch, you must sign in using an account where you have proven your digital identity.  
This means you must sign in using  
Use the **same account** when signing into both the WA Relationship Authorisation Manager and FuelWatch.  
Please:  
1. Read the following steps carefully before carrying them out.  
2. Sign out and close all browsers.  
3. Sign in again to the WA Relationship Authorisation Manager.  
4. On the Sign in page, select "Sign in using another account".  
5. In the WA Identity Exchange, choose from  
Alternatively please [contact us](#) for assistance.

Cancel | Back | **Submit**

# STEP 8.

If you are able to proceed and 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 "Submit".

# STEP 8. cont...

**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 10.
- 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 request and start again, click on the “Cancel” button located at the bottom of the page and go to Step 10.

**WA Relationship Authorisation Manager**

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

Request authorisation to act for an entity  
(ABN: )

Requestor details Select an entity Enter authorisation details Submit request

By making this request, you declare you have the authority to use this service on behalf of the entity selected. Please ensure the authorisation request is correct and accept the declaration to proceed.

Entity		Representative	
Current legal name	ABN	Name	Email
Other names associated with the entity			
Authorisation details			
Service	Authorisation type	Start date	End date
	Service administrator	08 November 2022	None

**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 the creation of a 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:**

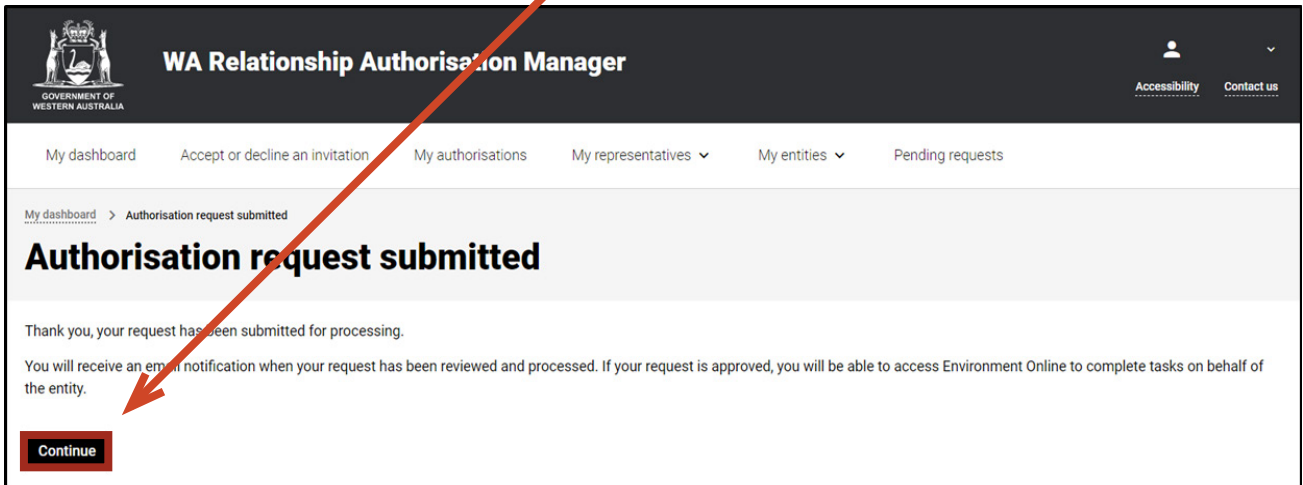
- The sharing of my personal information, including my full name, date of birth, email address and my authorisation for the entity named above, with the service named above in accordance with the [privacy statement](#).

I understand and consent to the sharing of my personal information

Cancel Back **Submit**

# STEP 9.

If you have selected the “Submit” button, you should now be able to see the “Authorisation request submitted” page, confirming that your request has been sent. Next, click on the “Continue” button, located at the bottom of the page.

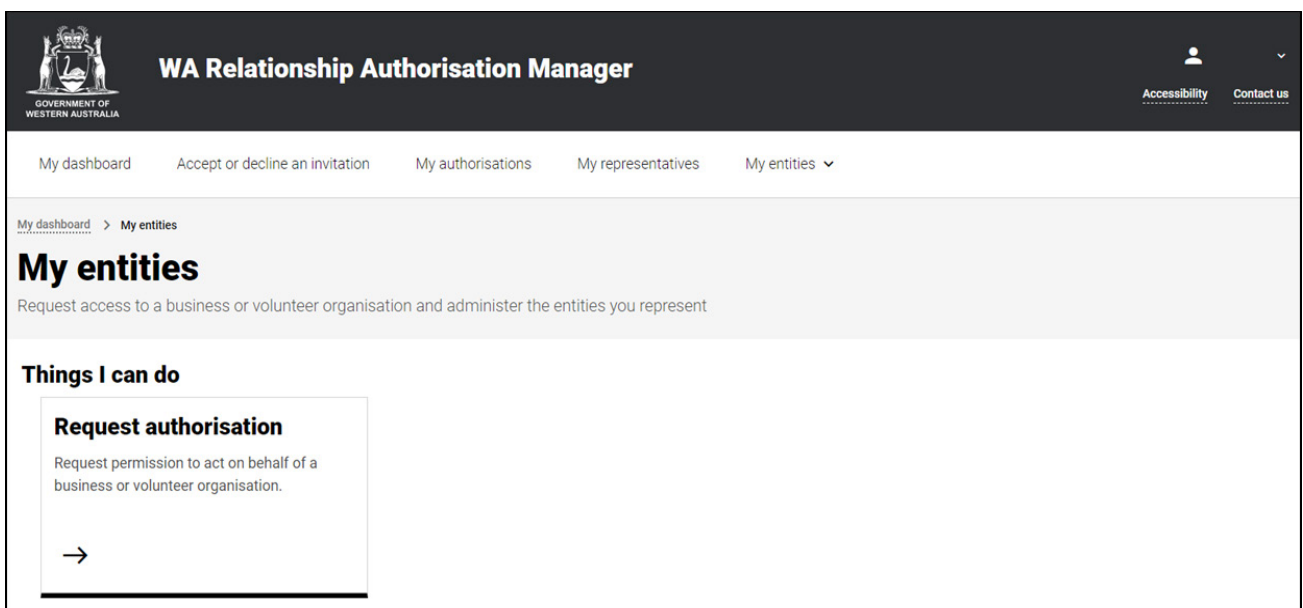


The screenshot shows the 'WA Relationship Authorisation Manager' interface. The header includes the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. The navigation menu contains 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The main content area displays 'Authorisation request submitted' with a sub-header 'My dashboard > Authorisation request submitted'. The text reads: 'Thank you, your request has been submitted for processing. You will receive an email notification when your request has been reviewed and processed. If your request is approved, you will be able to access Environment Online to complete tasks on behalf of the entity.' A red arrow points to a 'Continue' button at the bottom left.

**NOTE:** As described on the “Authorisation request submitted” 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 any existing “Service Administrators” for your nominated entity. If there are no “Service Administrators” the request will be sent to the agency which supports the service you have included in your request. This request will expire after 30 days.

# STEP 10.

You will now be returned to the “My entities”.



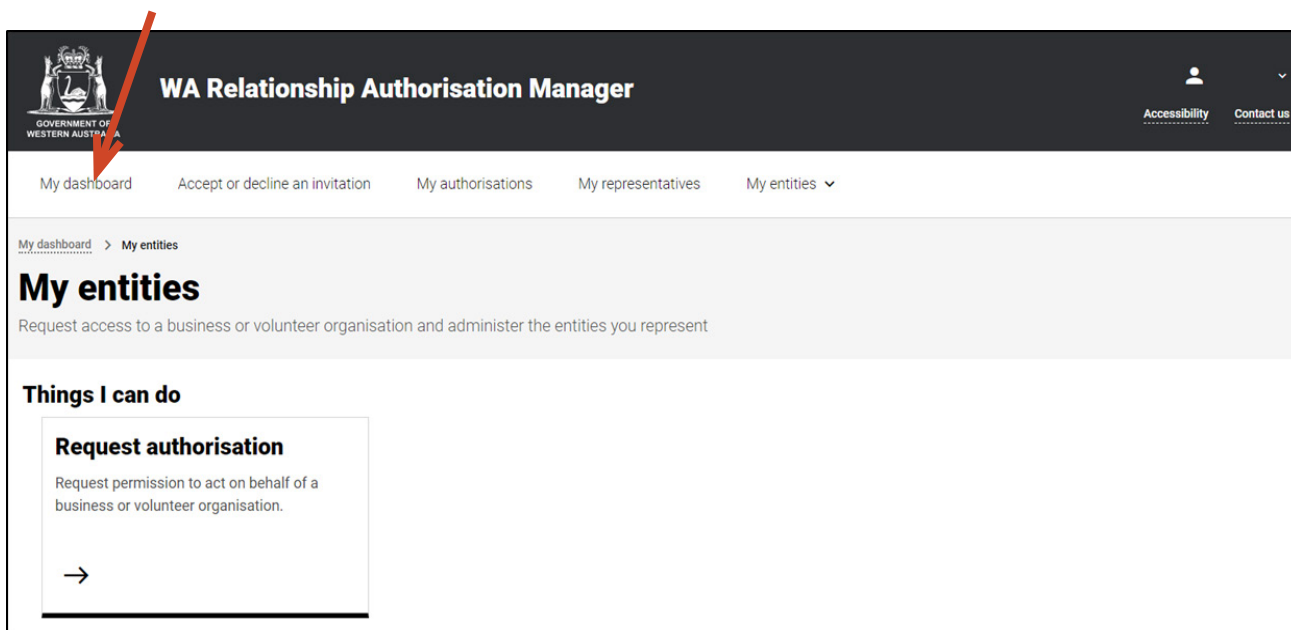
The screenshot shows the 'WA Relationship Authorisation Manager' interface. The header includes the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. The navigation menu contains 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', and 'My entities'. The main content area displays 'My entities' with a sub-header 'My dashboard > My entities'. The text reads: 'Request access to a business or volunteer organisation and administer the entities you represent'. Under the heading 'Things I can do', there is a card for 'Request authorisation' with the text: 'Request permission to act on behalf of a business or volunteer organisation.' and a right-pointing arrow.

# STEP 10. cont...

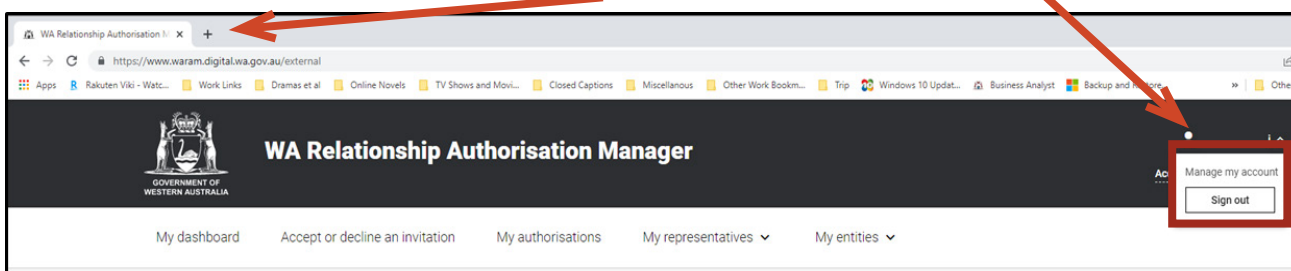
**NOTE:** The request will be visible from the “My authorisations” section tab which can be found under the “My authorisations” dropdown menu item or section tab on the “My dashboard” / “Welcome” page. From this area, select “Pending requests” to view details of previously sent requests or withdraw the request.

# STEP 11.

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.**

## 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.