



# WA Relationship Authorisation Manager User Guide

## Accepting or declining an invitation

Before you can transact on behalf of a person or business you must either:

- [submit a request](#) to act on behalf of the business and wait for it to be approved; or
- accept an invitation.

To accept or decline an invitation you must have received an email titled “WA Relationship Authorisation Manager: Invitation”. For privacy and security reasons, the details of the invitation are not included in the email. If you have not received or have lost the email, contact the person or business you wish to transact on behalf of and request that the invitation is resent to you.

# STEP 1.

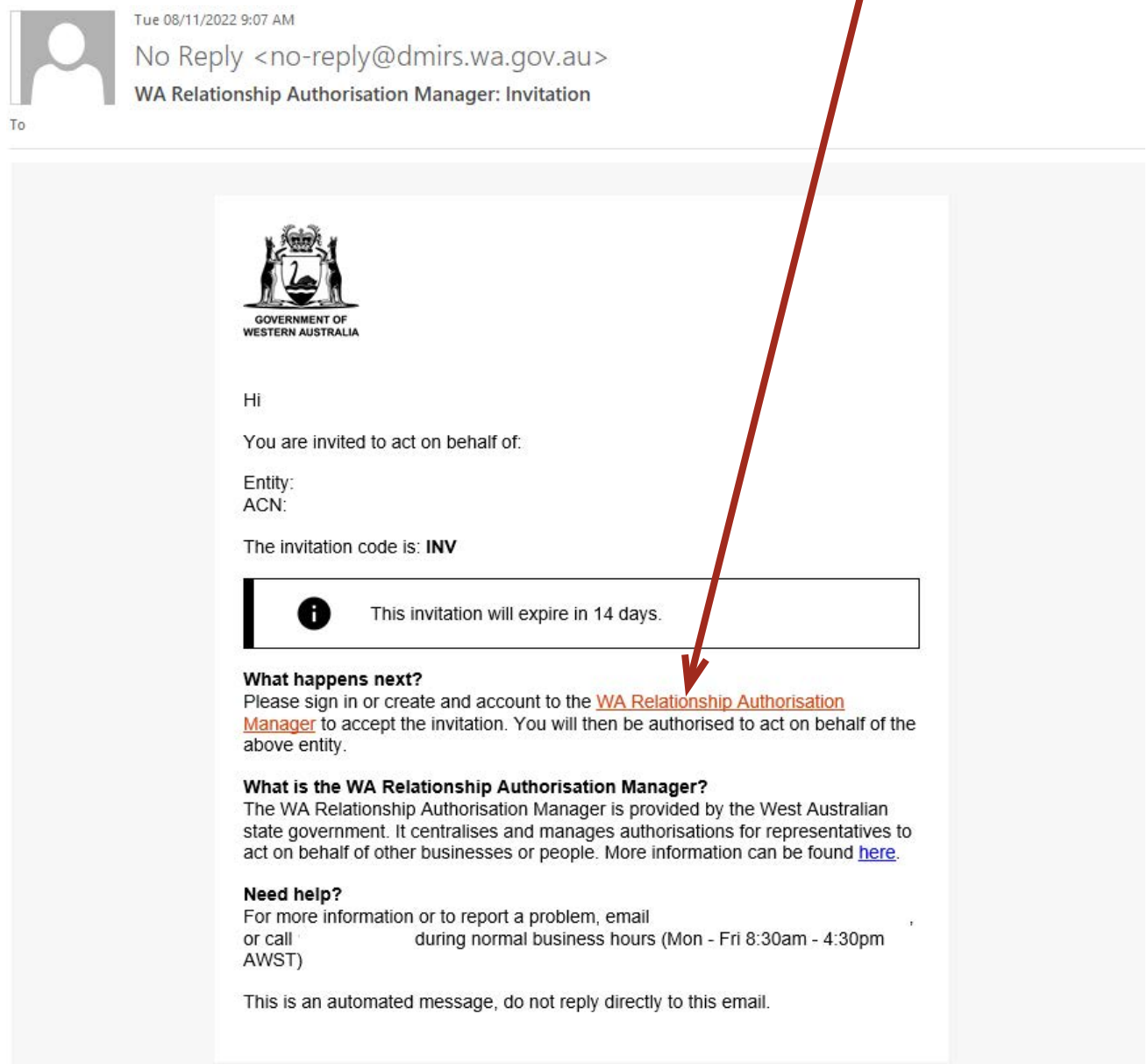
## How to accept or decline an invitation

You have received an email invitation to act for an entity. Your email invitation will be from the Department of Mines, Industry Regulation and Safety (DMIRS) and titled "Invitation":

- Your invitation email will contain relevant details such as the name of the entity, your invitation code and a link to the WARAM.
- If you ignore or overlook the email, your invitation will expire in 14 days.

Click on the link in the email titled: "WA Relationship Authorisation Manager".

- Alternatively, you may choose to [sign into the WARAM](#).



# STEP 2.

If you are not already signed into the WARAM, you will be taken to a sign in page. Select the sign in option you wish to use.

Please note, it is important that you sign in with an account that exactly matches the email address, given name(s) and family name on the invite.

Additionally, if you are accepting or declining an invitation to act on behalf of another person, 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 thief and fraud.

**Sign in with your digital identity**

Sign in with your digital identity

What accounts can I sign in with?

You can sign in using your account with:

- Digital Identity such as myGovID
- Facebook
- Google

**Sign in with your email**

Email

Enter your email address

Password

Enter your password

Show password

Sign in

[I forgot my password](#)

**Do not have an account?**

[Create an account to access our online services.](#)

Cancel

Alternatively you may be asked to sign in using your digital identity. This will appear when the digital service requires a verified digital identity.

Government of **Western Australia**  
**Identity Exchange**

**Log in**

Please log in or register using one of the following options:

**Digital Identity**

Your Digital Identity (such as myGovID) is a safe, secure and convenient way to prove and reuse your identity online.

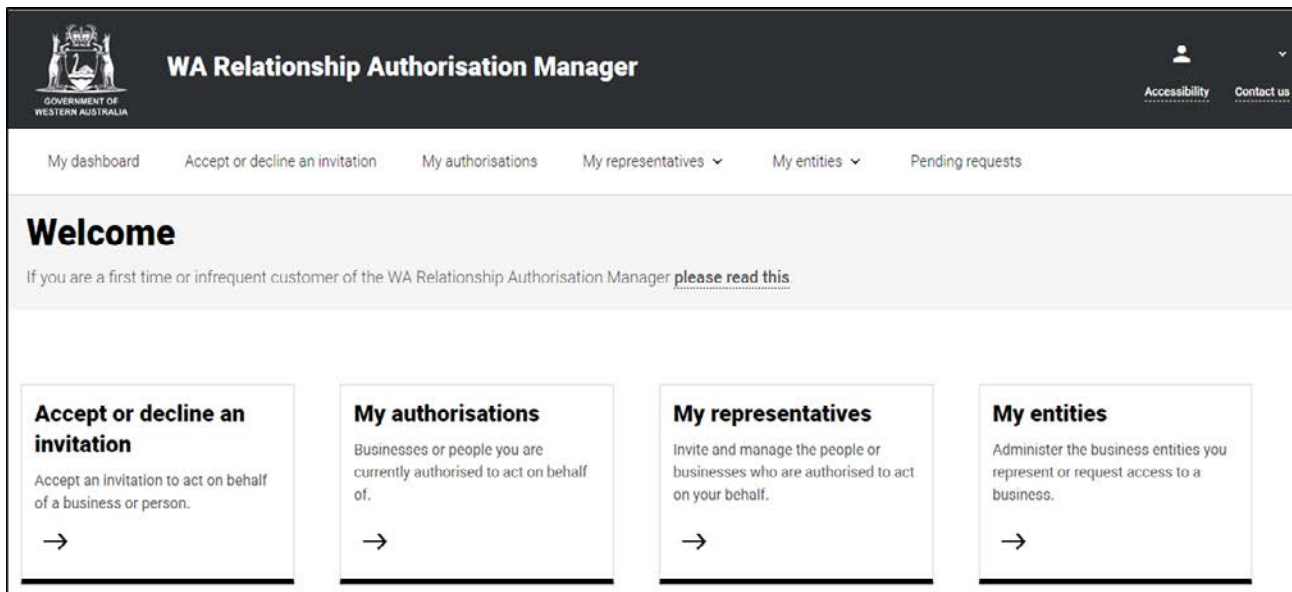
Log in

Cancel

Complete your sign in.

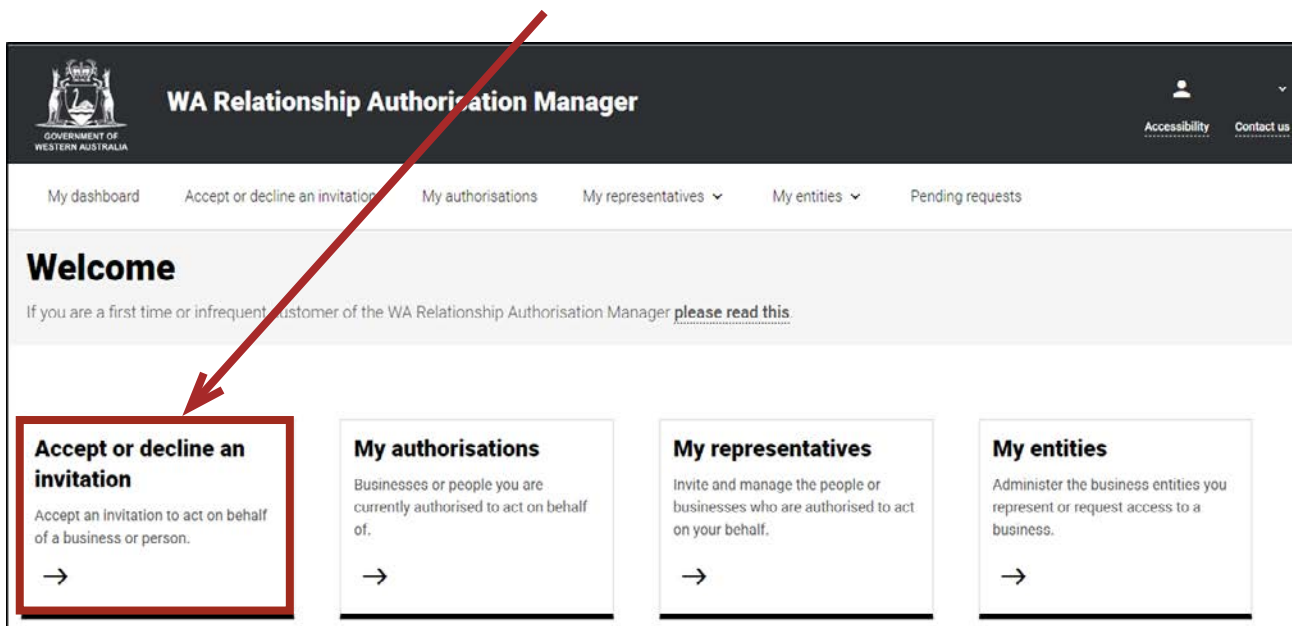
# STEP 3.

You should now be able to see the “My dashboard” / “Welcome” page.



# STEP 4.

Click on the section tab titled “Accept or decline an invitation”, located under the Welcome heading.



# STEP 5.

You will now be taken to the “Accept an invitation” page.

WA Relationship Authorisation Manager

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

My dashboard > Accept or decline an invitation

## Accept or decline an invitation

1 2

Verify invitation code Accept or decline invitation

Enter the invitation code sent to your email account.

INV -  -

Cancel Next

**NOTE:** To accept an invitation, you must first verify the invitation code, then accept (or decline) the invitation. Your progress is shown on the screen and indicated by an orange highlight.

Enter the “Invitation code” received in your “Invitation” email into boxes located near the bottom of the page next to the “INV -” prompt.

WA Relationship Authorisation Manager

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

My dashboard > Accept or decline an invitation

## Accept or decline an invitation

1 2

Verify invitation code Accept or decline invitation

Enter the invitation code sent to your email account.

INV -  -

Cancel Next

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

**NOTE:** You will be advised if the invitation code has expired or been replaced with another code. If you have an invitation to act on behalf of another person, you will be blocked from continuing if you haven’t signed in using an account with a verified digital identity.

# STEP 6.

After successfully verifying your invitation code, please carefully review the invitation details to ensure they are correct.

The screenshot shows 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 the navigation bar, there are several menu items: 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', 'Pending requests', and 'Event history'. The main content area is titled 'Accept or decline an invitation' and features a progress indicator with two steps: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current step). Below the progress indicator, there is a warning message: 'Review the details are correct before you accept the invitation.' The details are presented in a table format:

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

Below the table, there is a section titled 'Declaration and consent' with the following text:

**I declare that:**

- I have used my own account to access this service.
- I am the person identified as the representative.
- I understand that by accepting this invitation 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 by accepting this invitation 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

At the bottom, there are four buttons: 'Cancel', 'Back', 'Accept', and 'Decline'.

**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 6. cont...

The screenshot shows 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 is a secondary navigation bar with links: 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The main content area is titled 'Accept or decline an invitation' and features a progress indicator with two steps: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current step). A prominent message reads: 'Review the details are correct before you accept the invitation.' Below this, there are two sections: 'Entity' and 'Authorisation details'. The 'Entity' section includes fields for 'Current legal name', 'ABN', 'Representative Name', and 'Email'. The 'Authorisation details' section includes 'Service' (FuelWatch), 'Authorisation type' (Service Administrator), 'Start date' (25 August 2022), and 'End date' (None). A 'PLEASE READ' warning box contains instructions for digital identity verification, stating that users must sign in using an account where they have proven their digital identity and use the same account for both the WA Relationship Authorisation Manager and FuelWatch. A list of five steps is provided for the sign-in process. At the bottom, there are four buttons: 'Cancel', 'Back', 'Accept', and 'Decline'.

If you are:

- accepting an invitation to act on behalf of another individual you; and
- you have not signed in using an account against which you have already verified your identity,

you will not be permitted to continue and will be taken to a page with instructions on how to proceed.

The screenshot displays the 'WA Relationship Authorisation Manager' interface. At the top left is the Government of Western Australia logo. The main header reads 'WA Relationship Authorisation Manager'. On the top right, there are links for 'Accessibility' and 'Contact us'. Below the header is a navigation bar with links: 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The current page title is 'Accept or decline an invitation'. A progress indicator shows two steps: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current). The main heading is 'Review the details are correct before you accept the invitation.' Below this is a table with the following details:

Entity		Representative	
Name		Name	Email
			@
Authorisation details			
Service	Authorisation type	Start date	End date
FuelWatch	Service Administrator	25 August 2022	None

Below the table is a 'PLEASE READ' section with the following text:

**PLEASE READ**  
In order to accept an invitation to act on behalf of another individual, you must sign in using an account where you have proven your digital identity.

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, select "Digital Identity".
6. Choose the digital identity you wish to use.
7. Sign back in using your new verified digital identity.

Alternatively please contact us for assistance.

At the bottom of the page are four buttons: 'Cancel', 'Back', 'Accept', and 'Decline'.



# STEP 7..

If you can proceed, complete both the Declaration and Consent statement (to share information with the agency who provides your chosen online service).

- 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 consent to share the information which is visible on the page, 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”.

**NOTE:** Depending on the type of invitation you are accepting there may be no consent. If so, please complete the declaration.

**WA Relationship Authorisation Manager**

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

## Accept or decline an invitation

Verify invitation code | Accept or decline invitation

**Review the details are correct before you accept the invitation.**

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

Authorisation details	Authorisation type	Start date	End date
Service	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 understand that by accepting this invitation 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 by accepting this invitation 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 | **Accept** | Decline

# STEP 7. cont...

If all details on this page are correct and you have understood and accepted both the Declaration and Consent then click on the “Accept” button, located near the checkbox at the bottom of the page.

- If any details are incorrect, or you do not understand or otherwise accept the Declaration or the Consent, please decline the invitation by clicking on the “Decline” button located next to the “Accept” button 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 | Event history

My dashboard > Accept or decline an invitation

## Accept or decline an invitation

Verify invitation code | Accept or decline invitation

### Review the details are correct before you accept the invitation.

Entity		Representative	
Current legal name	ACN	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 understand that by accepting this invitation 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 by accepting this invitation 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:**

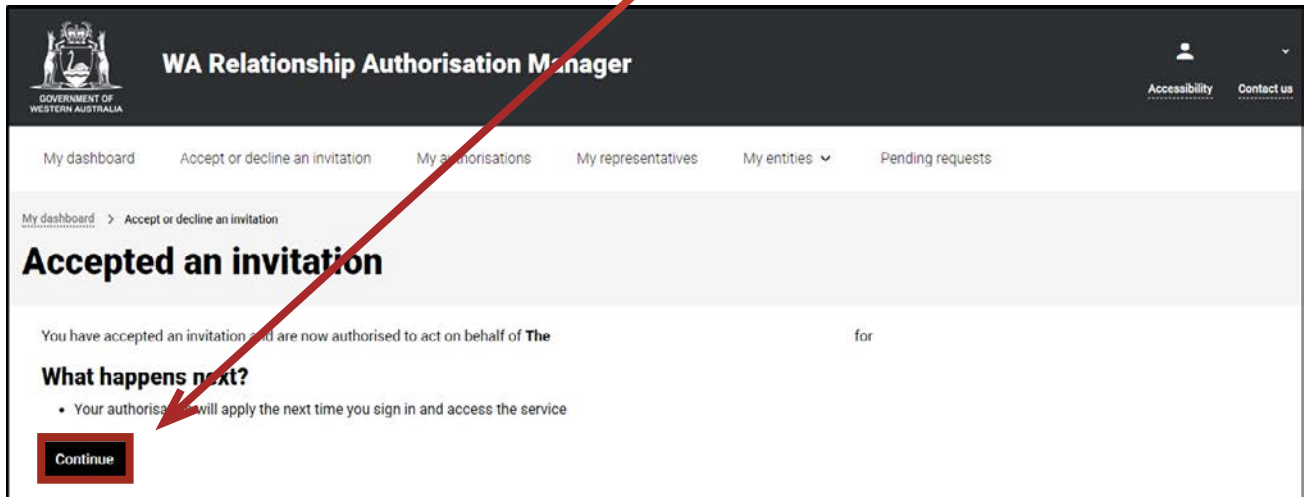
- The sharing of my personal information, including my full name, date of birth, email address and my authorisation for the entity named above, with the service named above in accordance with the [privacy statement](#).

I understand and consent to the sharing of my personal information

Cancel | Back | **Accept** | Decline

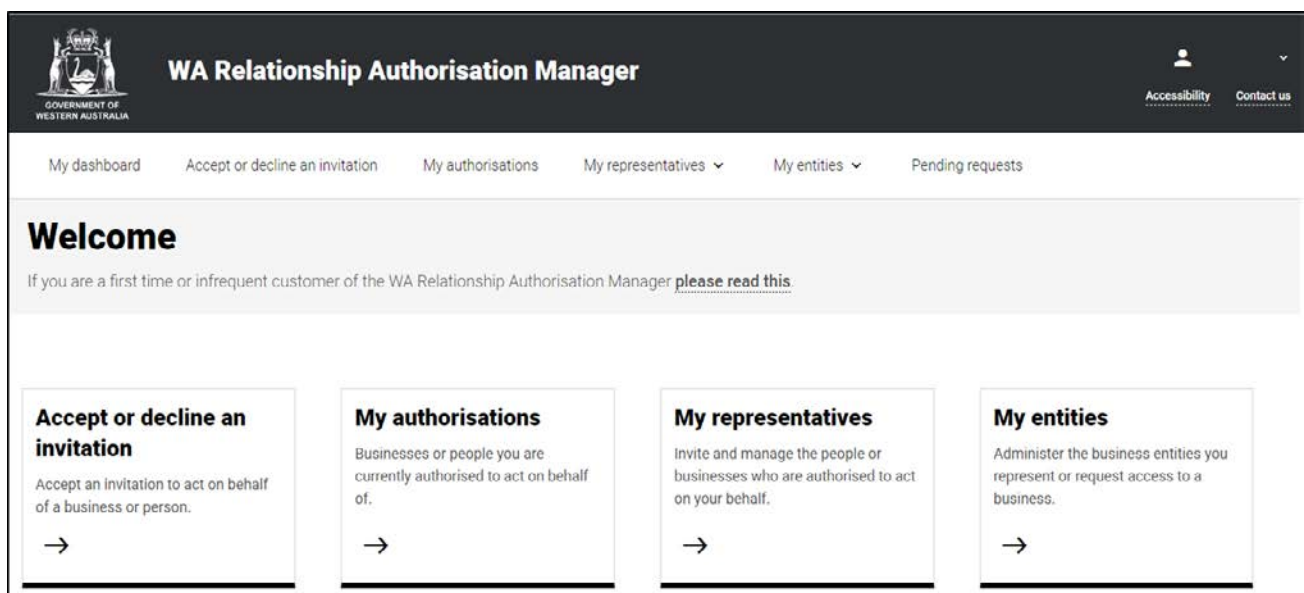
# STEP 8.

You will now be taken to the “Acknowledgement” page. The page will confirm that the invitation has either been accepted or declined. Click on the “Continue” button located at the bottom of this page.



# STEP 9.

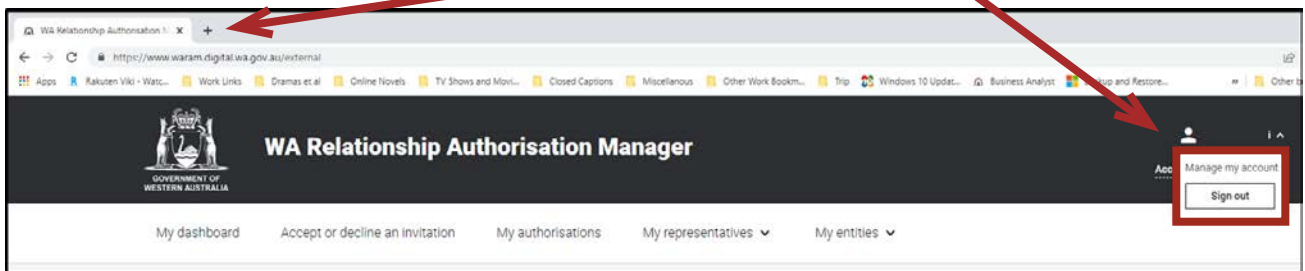
After clicking on the “Continue” button from the previous page, you will now be taken to the “My dashboard” / “Welcome” page.



**NOTE:** If you have accepted the invitation, the authorisation will apply from the next time you sign into the online service mentioned in the invitation. If you are already signed into that service then sign out, close all browsers and sign back into the online service.

# STEP 8. cont...

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.