



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.

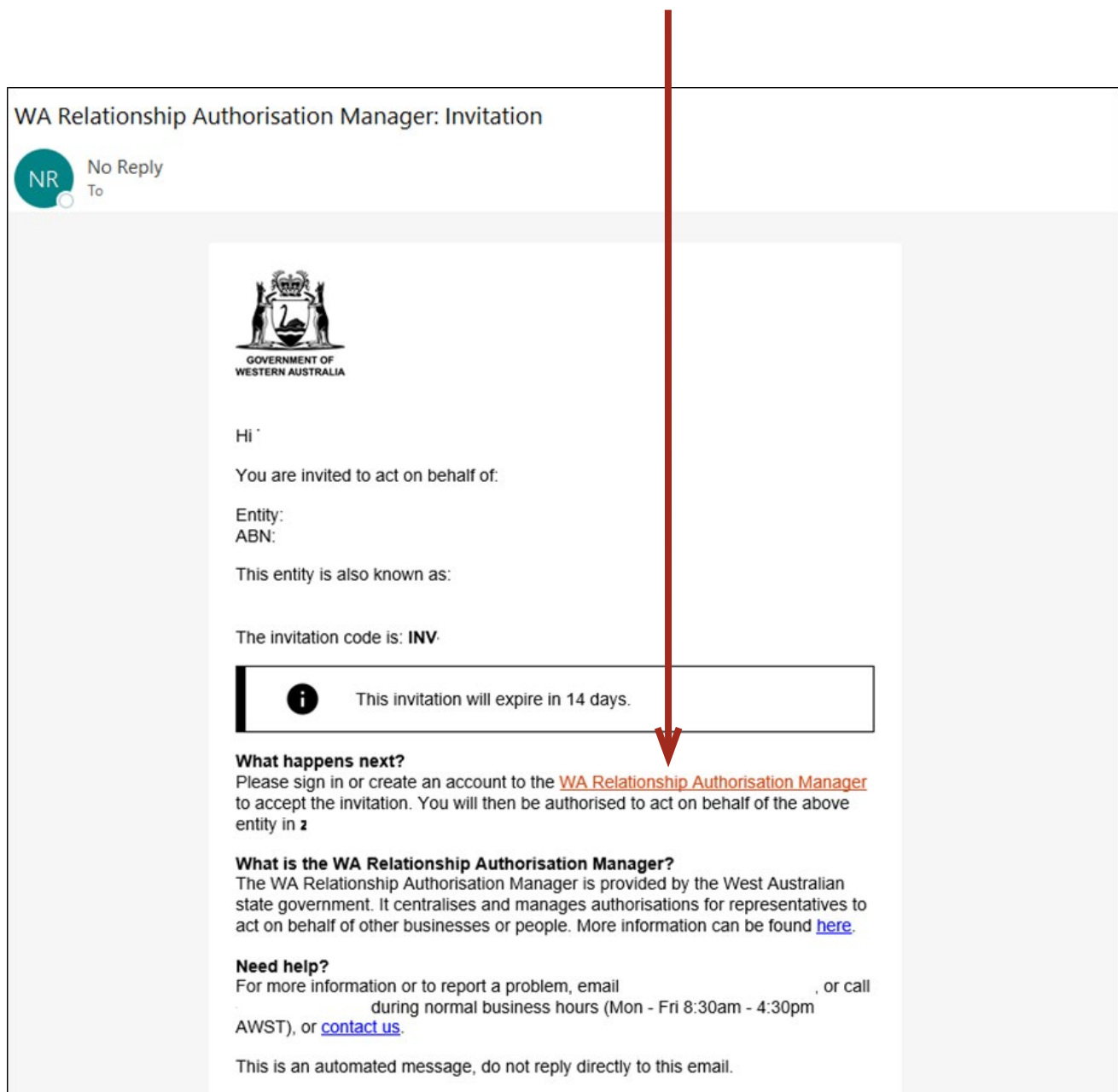
How to accept or decline an invitation

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

- Your invitation email will contain relevant details such as the name of the entity, any additional or common names associated with 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](#).



WA Relationship Authorisation Manager: Invitation

NR No Reply To


GOVERNMENT OF WESTERN AUSTRALIA


Hi

You are invited to act on behalf of:

Entity:
ABN:

This entity is also known as:

The invitation code is: **INV**.

 This invitation will expire in 14 days.

What happens next?
Please sign in or create an account to the [WA Relationship Authorisation Manager](#) to accept the invitation. You will then be authorised to act on behalf of the above entity in 2

What is the WA Relationship Authorisation Manager?
The WA Relationship Authorisation Manager is provided by the West Australian state government. It centralises and manages authorisations for representatives to act on behalf of other businesses or people. More information can be found [here](#).

Need help?
For more information or to report a problem, email , or call during normal business hours (Mon - Fri 8:30am - 4:30pm AWST), or [contact us](#).

This is an automated message, do not reply directly to this email.

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 **may**, depending on the online service, 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.

Department of Energy, Mines, Industry Regulation and Safety
My Account
Accessibility Contact us

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

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 ID such as myID
- Facebook
- Google

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:

Continue with Digital ID

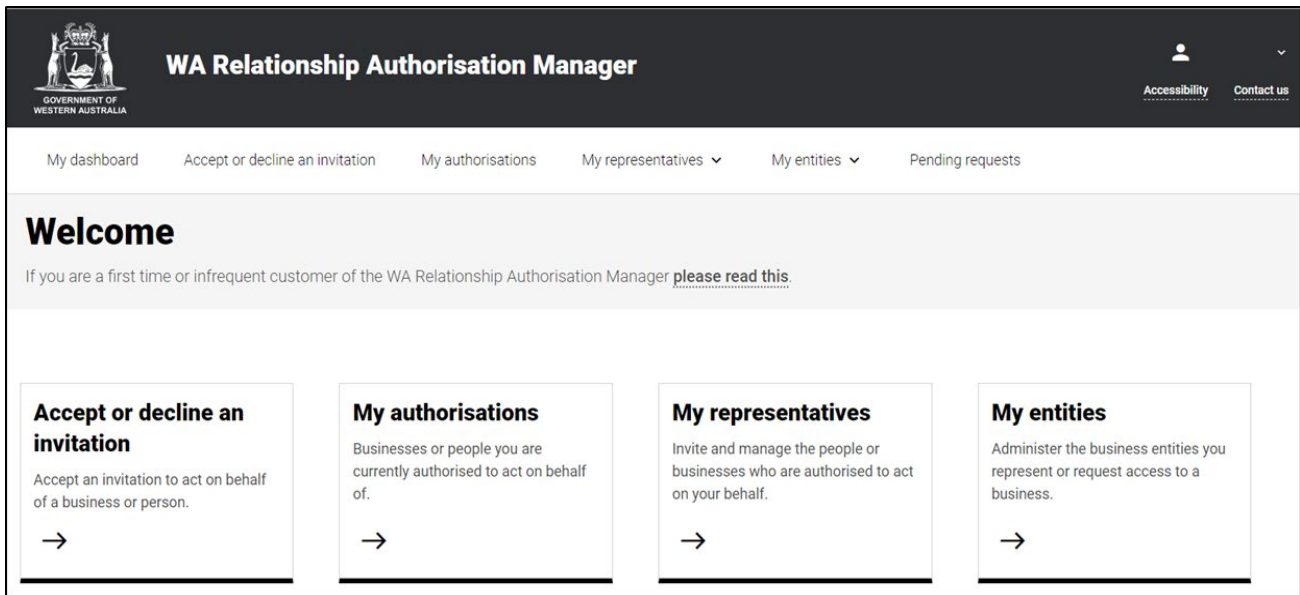
Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Cancel

Complete your sign in.

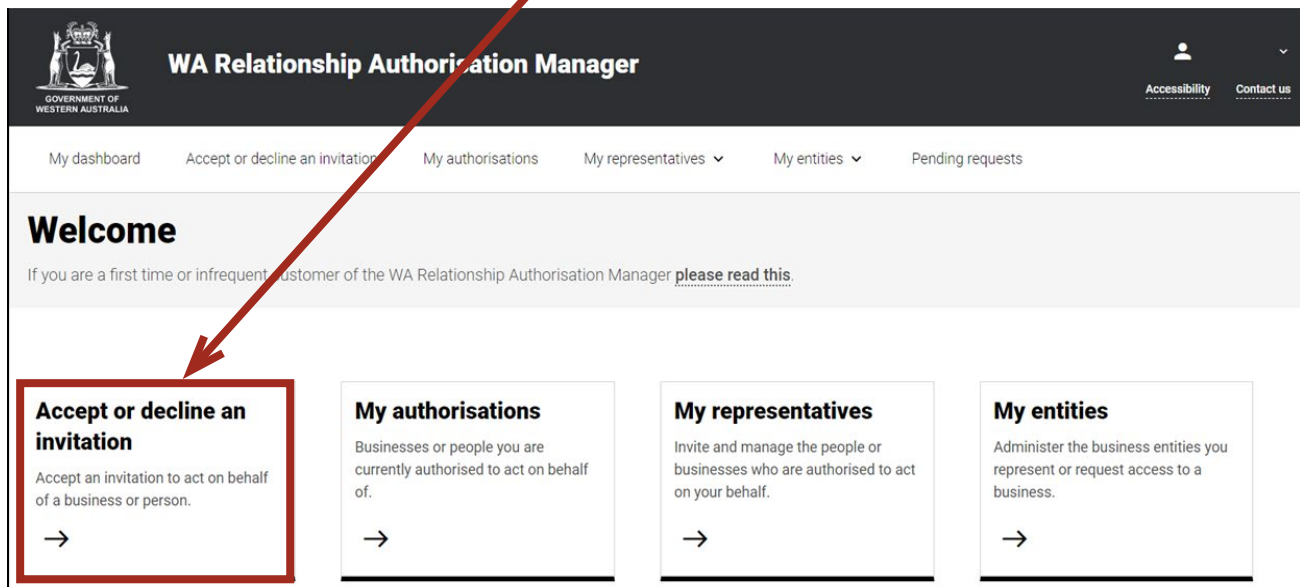
Step 3.

If you clicked the link in the “Invitation” email, go to Step 5. Alternatively you will now be able to see the “My dashboard” / “Welcome” page.



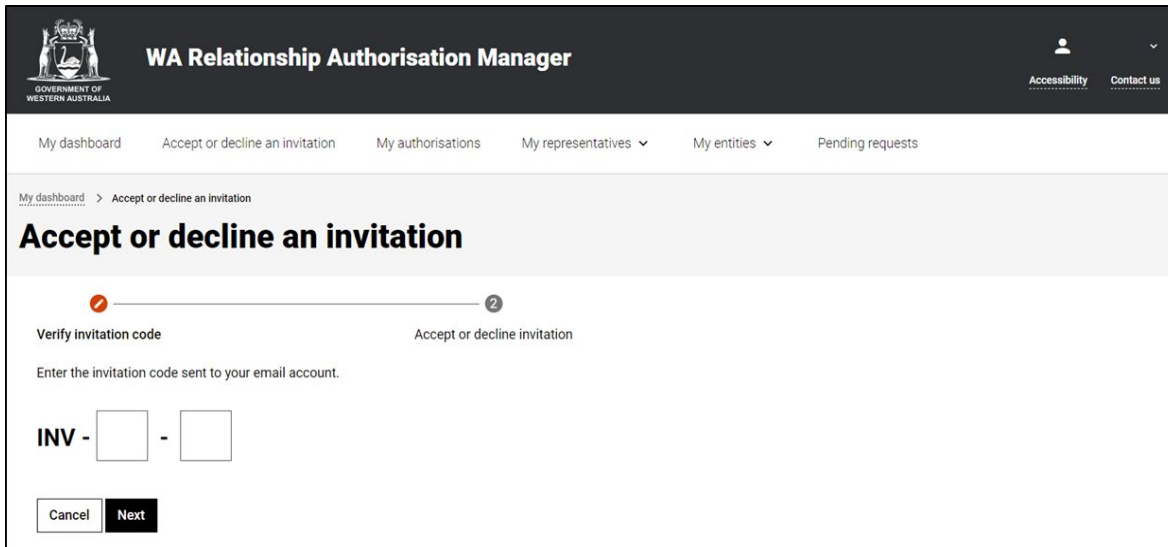
Step 4.

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 or decline an invitation” page.



WA Relationship Authorisation Manager

My dashboard > Accept or decline an invitation

Accept or decline an invitation

Verify invitation code 1 Accept or decline invitation 2

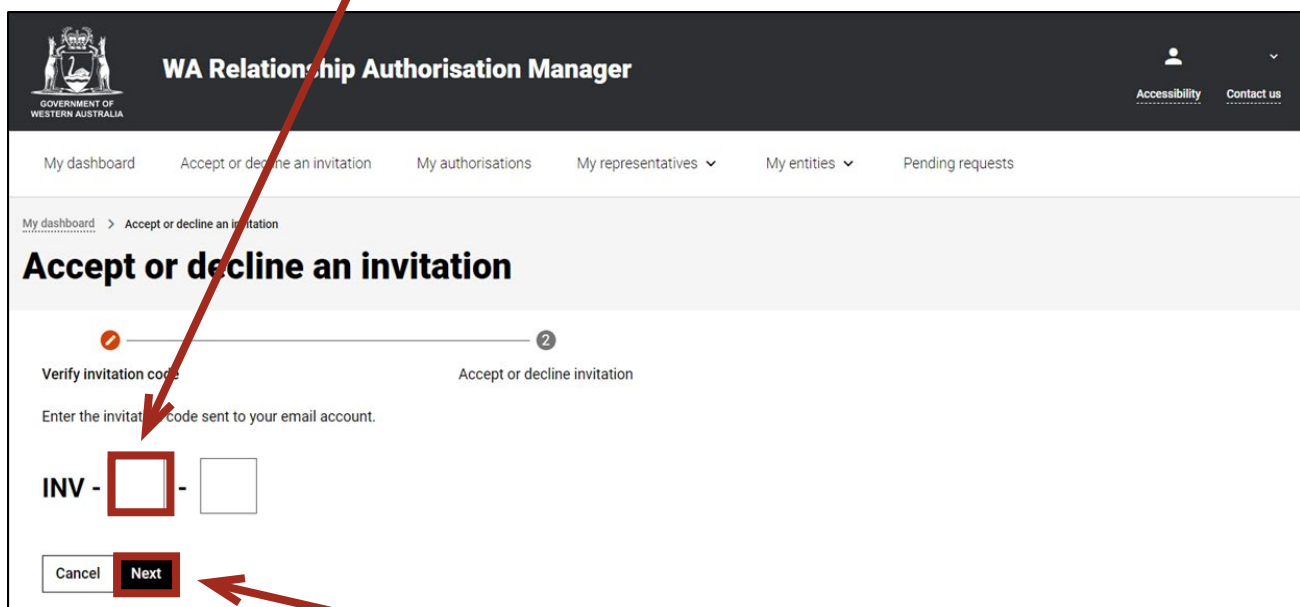
Enter the invitation code sent to your email account.

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

Accept or decline an invitation

Verify invitation code 1 Accept or decline invitation 2

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 **may**, depending on the online service, 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 displays the WA Relationship Authorisation Manager interface. At the top, the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager' are visible. The navigation menu includes 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', 'Pending requests', and 'Event history'. The current page is 'Accept or decline an invitation', which is part of a two-step process: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current step).

The main heading is 'Accept or decline an invitation'. Below it, a progress bar shows two steps: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current step).

The main heading is 'Review the details are correct before you accept the invitation.'

The details are presented in a table format:

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	28 October 2024	None

PLEASE READ

In order to transact with [redacted], you must sign in using an account where you have proven your digital identity.

This means you must sign in using [redacted].

Use the **same account** when signing into both the WA Relationship Authorisation Manager and [redacted].

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 your digital identity".
5. In the WA Identity Gateway, choose from [redacted].

Alternatively please contact us for assistance.

Buttons: Cancel, Back, Accept, Decline

Step 6. cont...

Some online services may require you to add or review more information which is specific to the online service. In this case the “Review additional information” will be visible. Selecting this option will open a custom page in a separate tab.


The screenshot shows the 'WA Relationship Authorisation Manager' interface. The main heading is 'Accept or decline an invitation'. A progress bar indicates two steps: 'Verify invitation code' (completed) and 'Accept or decline invitation' (current). Below the progress bar, a bold instruction reads: 'Review the details are correct before you accept the invitation.' A table displays the following details:

Entity		Representative	
Current legal name	ABN	Name	Email
Other names associated with the entity			
Authorisation details		Start date	End date
Service	Authorisation type Service Administrator	25 July 2024	None

At the bottom of the table is a button labeled 'Review additional information'. Below the table is a 'Declaration and consent' section. It includes a declaration statement with a list of terms and conditions, a checkbox for 'I understand and accept this declaration', a consent statement, and a checkbox for 'I understand and consent to the sharing of my personal information'. At the bottom are buttons for 'Cancel', 'Back', 'Accept', and 'Decline'. A red arrow points from the top of the page down to the 'Review additional information' button.

NOTE: Some online 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...



WA Relationship Authorisation Manager

Accessibility Contact us

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

Verify invitation code Accept or decline invitation

Review the details are correct before you accept the invitation.

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 **Accept** 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	ACN	Name	Email
Other names associated with the entity			
Authorisation details			
Service	Authorisation type Service Administrator	Start date 08 November 2022	End date 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](#).

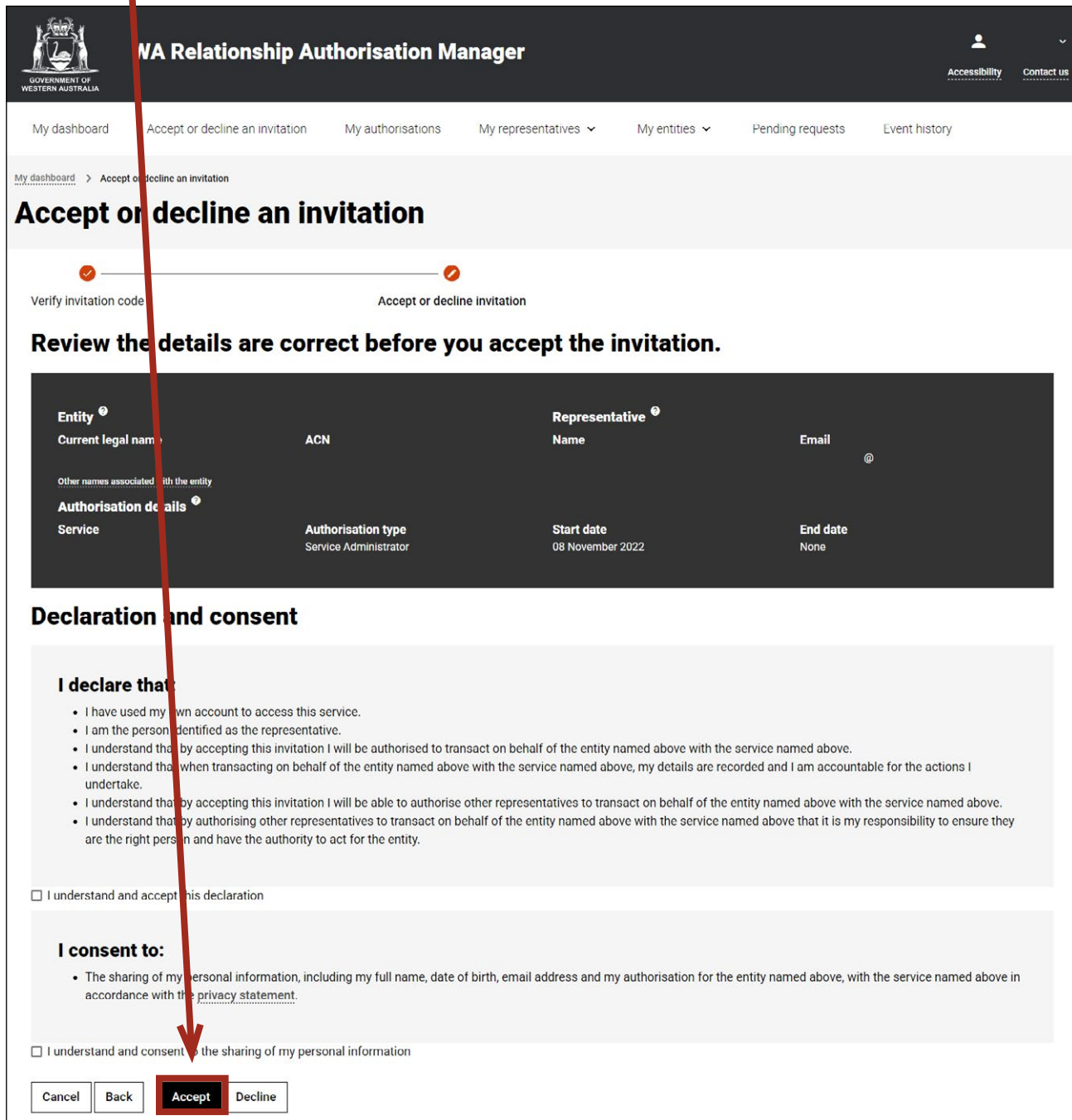
I understand and consent to the sharing of my personal information

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

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 Service Administrator	Start date 08 November 2022	End date 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:

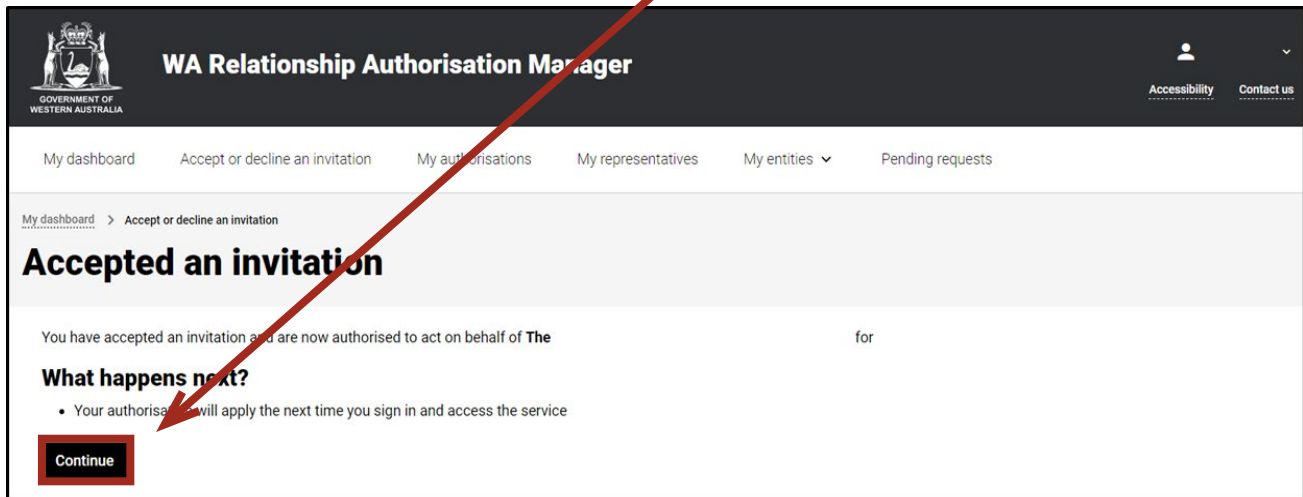
- The sharing of my personal information, including my full name, date of birth, email address and my authorisation for the entity named above, with the service named above in accordance with the [privacy statement](#).

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.

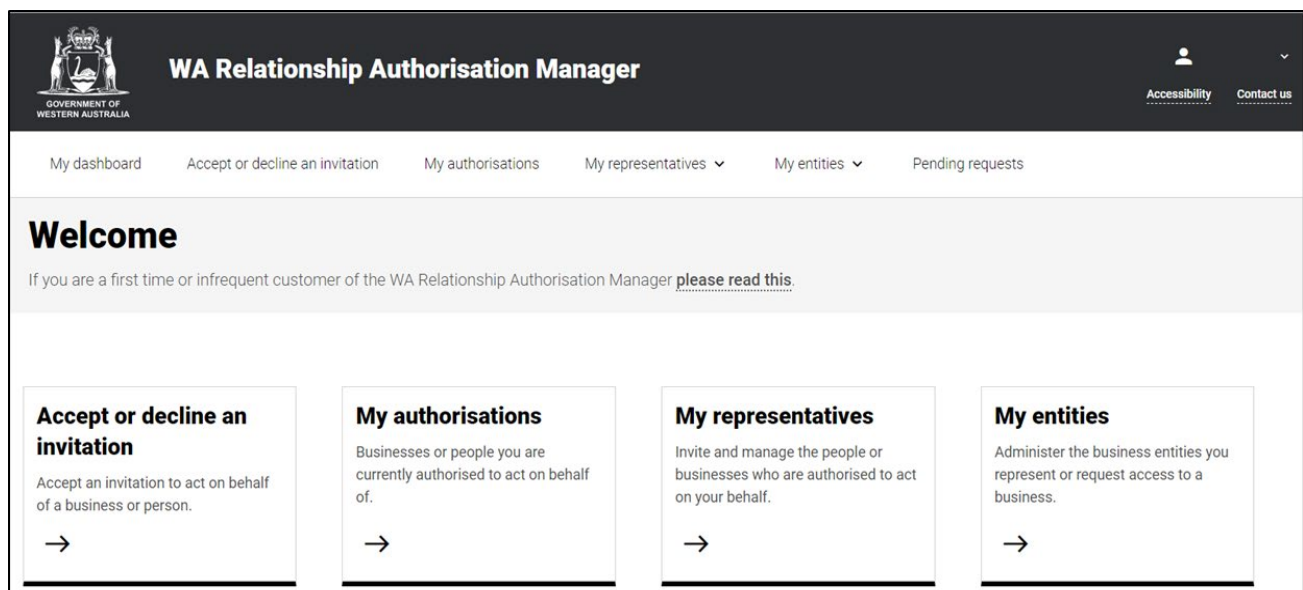


The screenshot shows the 'WA Relationship Authorisation Manager' interface. The header includes the Government of Western Australia logo and navigation links for 'Accessibility' and 'Contact us'. The main navigation bar contains 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests'. The page title is 'Accepted an invitation'. Below the title, it states: 'You have accepted an invitation and are now authorised to act on behalf of The [redacted] for [redacted]'. A section titled 'What happens next?' contains a bullet point: 'Your authorisation will apply the next time you sign in and access the service'. At the bottom left, there is a red-bordered 'Continue' button, which is highlighted by a red arrow pointing from the top right of the page towards it.

Step 9.

After clicking on the “Continue” button from the previous page, you will either be taken to the

- online service itself; or
- “My dashboard” / “Welcome” page.



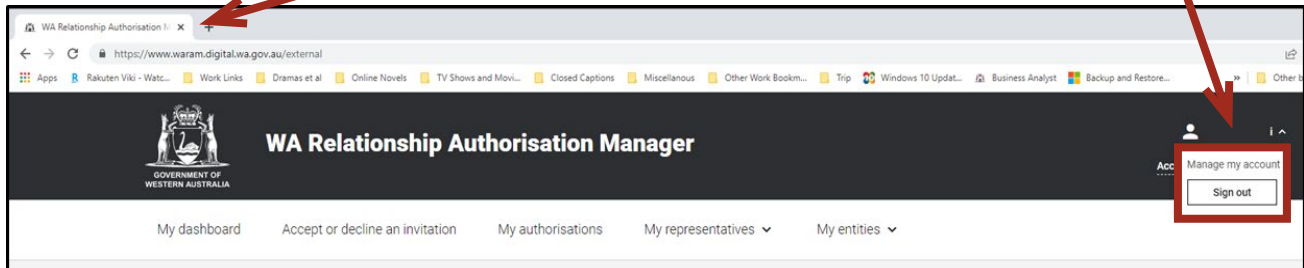
The screenshot shows the 'WA Relationship Authorisation Manager' 'Welcome' page. The header and navigation bar are identical to the previous screenshot. The main heading is 'Welcome'. Below it, a message reads: 'If you are a first time or infrequent customer of the WA Relationship Authorisation Manager [please read this](#).' The page features four main content cards, each with a title, a brief description, and a right-pointing arrow:

- 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.

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 9. 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.