



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

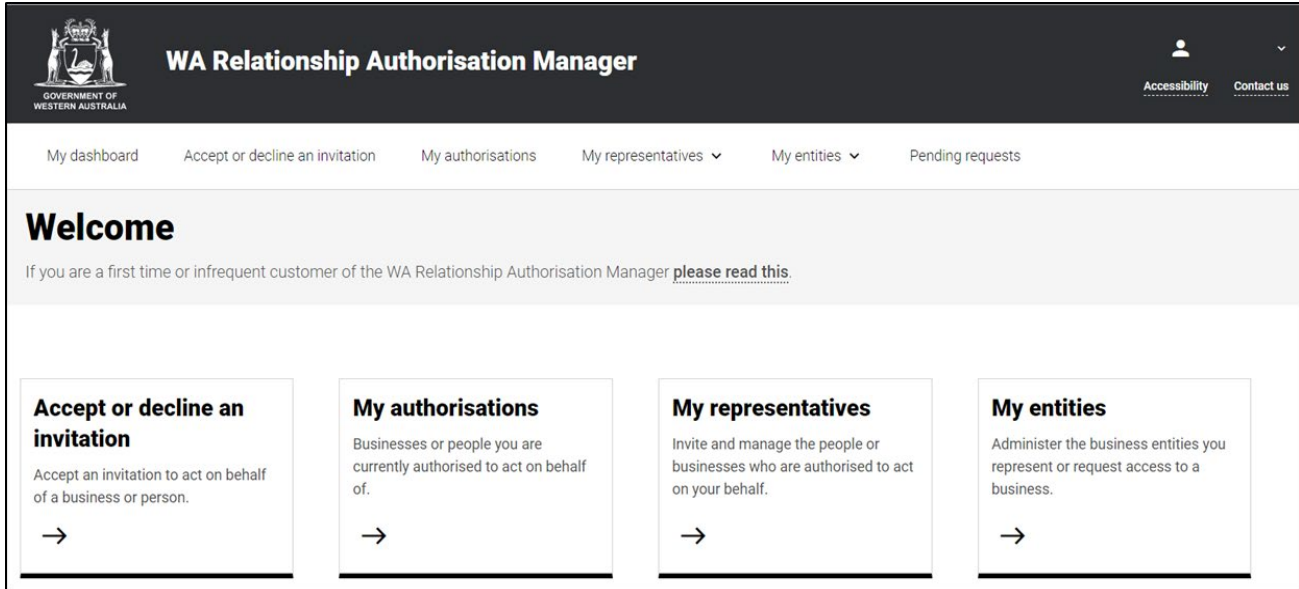
Requests that have not been actioned will expire after 30 days.

Some services and emails will embedded links that navigate you directly to the Request Authorisation function. Go to Step 4 for instructions on how to complete the request.

Step 1.

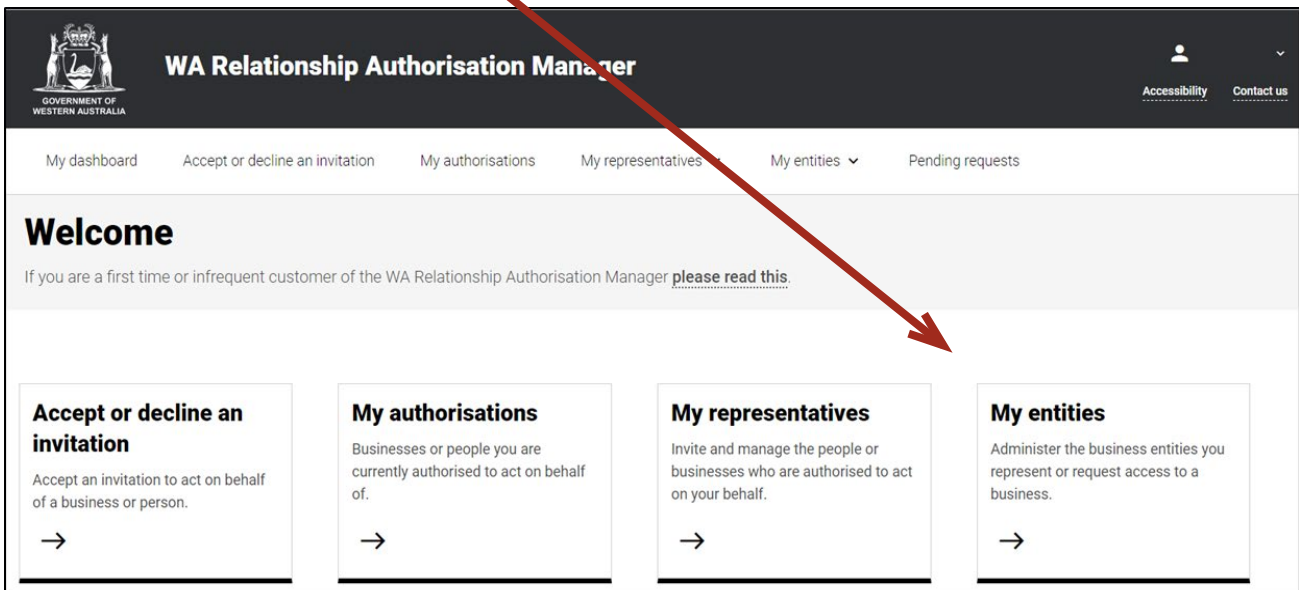
How to request authorisation to act on behalf of a business

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



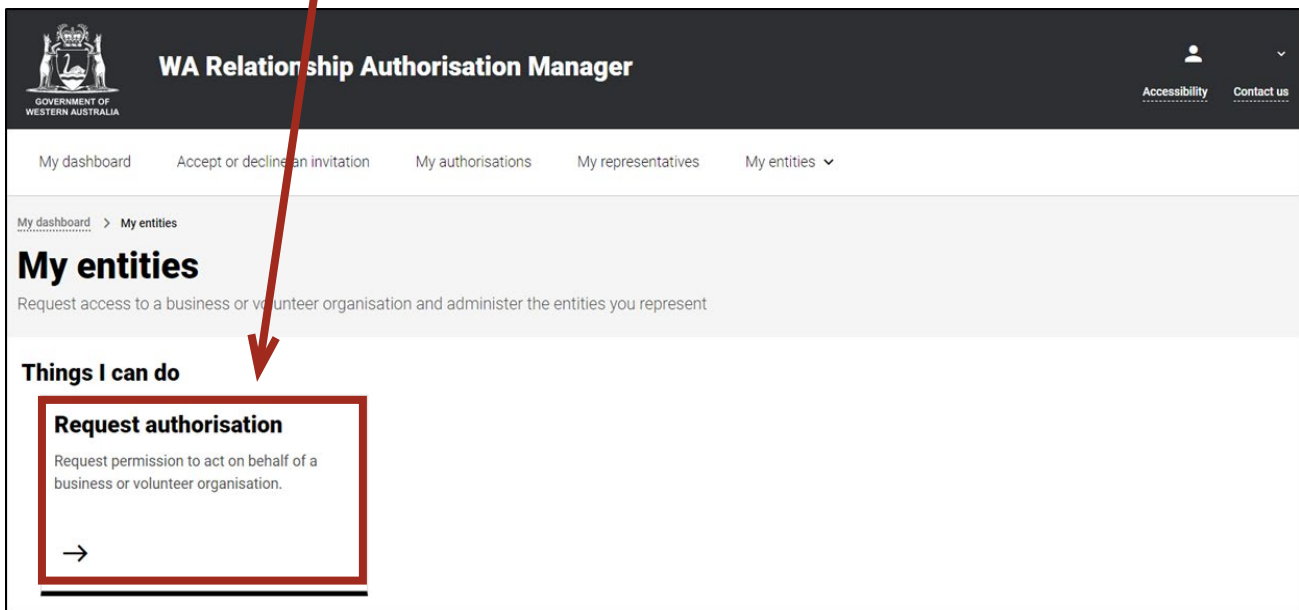
Step 2.

Click on the “My entities” section tab.



Step 3.

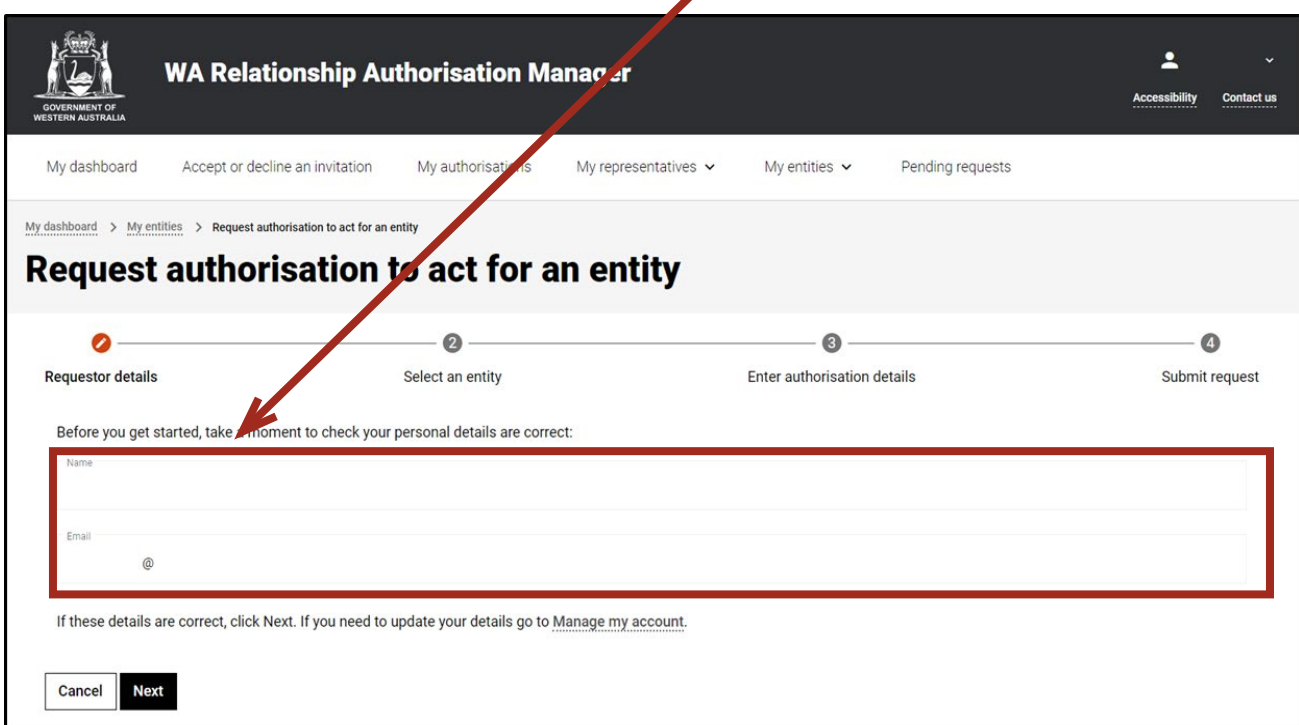
Click on the “Request authorisation” section tab.



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 2 3 4

Requestor details Select an entity Enter authorisation details 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).

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 2 3 4

Requestor details Select an entity Enter authorisation details 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. A search box is active, and a dropdown list of entities is displayed below it. A red arrow points from the search box to the dropdown list. The page header includes the Government of Western Australia logo and the title 'WA Relationship Authorisation Manager'. The navigation bar shows 'My dashboard', 'Accept or decline an invitation', 'My authorisations', 'My representatives', 'My entities', and 'Pending requests' (with a notification icon). The breadcrumb trail is 'My dashboard > My entities > Request authorisation to act for an entity'. The main heading is 'Request authorisation to act for an entity'. Below the heading is a progress bar with four steps: 'Requestor details', 'Select an entity', 'Enter authorisation details', and 'Submit request'. The search box contains the text 'Search available entities using either a name, ABN, ACN or IARN'. The dropdown list shows several entries, each with '(ACN:)'.

From the displayed list, select the entity. 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 names".

The screenshot shows the 'Request authorisation to act for an entity' page with the entity 'GERARD WILLIAM BLUM (ABN: 31 325 009 613)' selected. A red arrow points from the 'Remove' link to the 'Other names' column. The page header and navigation bar are the same as in the previous screenshot. The breadcrumb trail is 'My dashboard > My entities > Request authorisation to act for an entity'. The main heading is 'Request authorisation to act for an entity'. Below the heading is the selected entity name 'GERARD WILLIAM BLUM (ABN: 31 325 009 613)'. The progress bar shows the 'Select an entity' step as completed. The search box now contains '(ABN:)'. Below the search box is a table with two columns: 'Current legal name' and 'Other names'. The 'Current legal name' column contains 'GERARD WILLIAM BLUM'. The 'Other names' column is empty. To the right of the table is a 'Remove' link. Below the table are three buttons: 'Cancel', 'Back', and 'Next'.

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

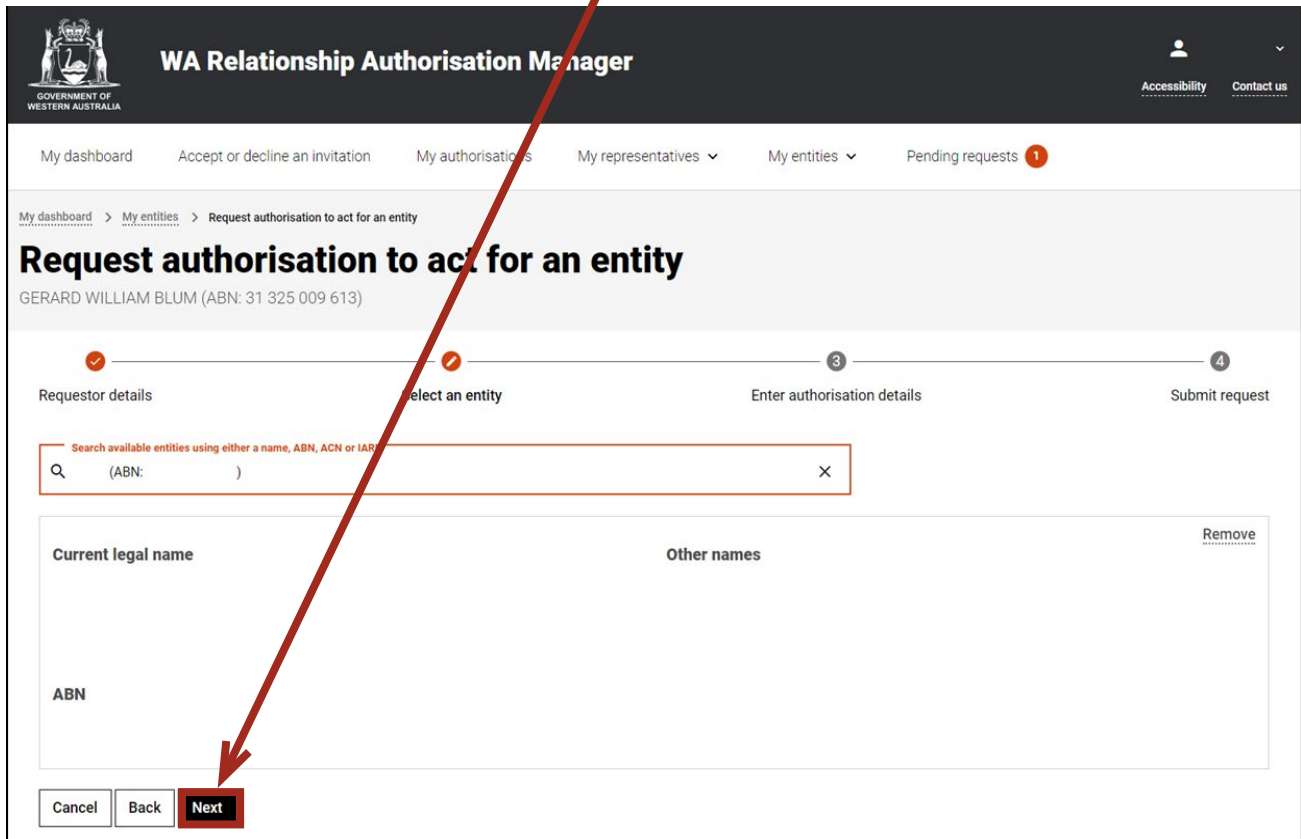
Search Clear Return

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. The page title is 'Request authorisation to act for an entity' for 'GERARD WILLIAM BLUM (ABN: 31 325 009 613)'. A progress bar shows four steps: 1. Requestor details (completed), 2. Select an entity (current step), 3. Enter authorisation details, and 4. Submit request. A search bar is present with the text '(ABN:)'. Below the search bar, 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 to the 'Next' button.

Step 6.

Next enter the authorisation details for the request.

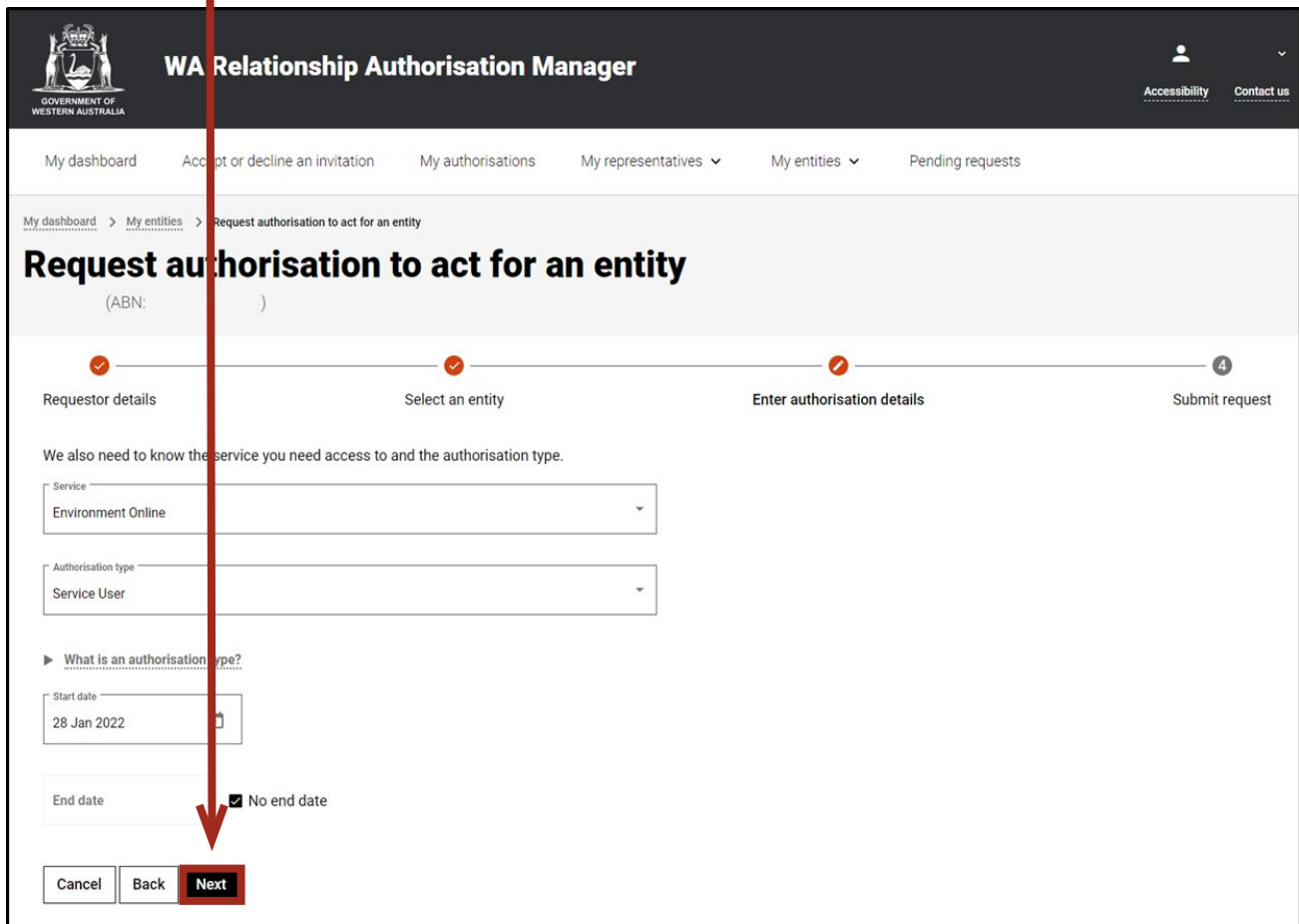
Enter the required details into the boxes on the page for:

- **Service:** The online service you will be accessing on behalf of the business. This may be prefilled.
- **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.

The screenshot displays the WARAM interface for requesting an authorisation. 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 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' with a sub-label '(ABN:)'. A progress bar at the top indicates four steps: 'Requestor details', 'Select an entity', 'Enter authorisation details' (the current step), and 'Submit request'. Below the progress bar, the text reads 'We also need to know the service you need access to and the authorisation type.' There are two dropdown menus: 'Service' and 'Authorisation type'. A link 'What is an authorisation type?' is provided. Below this are two date input fields: 'Start date' and 'End date', with a checkbox for 'No end date'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

Step 6. cont...

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



The screenshot displays the WARAM interface for requesting authorisation. The page title is "Request authorisation to act for an entity". A progress bar at the top shows four steps: "Requestor details" (completed), "Select an entity" (completed), "Enter authorisation details" (current step), and "Submit request" (pending). Below the progress bar, there are two dropdown menus: "Service" (set to "Environment Online") and "Authorisation type" (set to "Service User"). A section titled "What is an authorisation type?" includes a "Start date" field (set to "28 Jan 2022") and an "End date" field with a checked checkbox for "No end date". At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". A red arrow points to the "Next" button.

Step 7.

Confirm details of the request and complete the Declaration and Consent.

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

Cancel | Back | **Submit**

Step 7. cont...

Some services require additional information in order to complete the request and you will be shown the “Continue” button in place of the “Submit” 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

(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
Short-Term Rental Accommodation Register	Service Administrator	24 July 2024	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 | **Continue**

Step 7. cont...

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.

The screenshot shows the 'Request authorisation to act for an entity' page in the WA Relationship Authorisation Manager. A progress bar at the top indicates four steps: 'Requestor details', 'Select an entity', 'Enter authorisation details', and 'Submit request'. The 'Select an entity' step is currently active. Below the progress bar, a declaration states: '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 Service Administrator	Start date 28 October 2024	End date 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.

Cancel Back **Submit**

Step 8.

If you are able to proceed and 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 “Submit” or “Continue” 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

(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		Start date	End date
Service	Authorisation type	08 November 2022	None
	Service Administrator		

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**

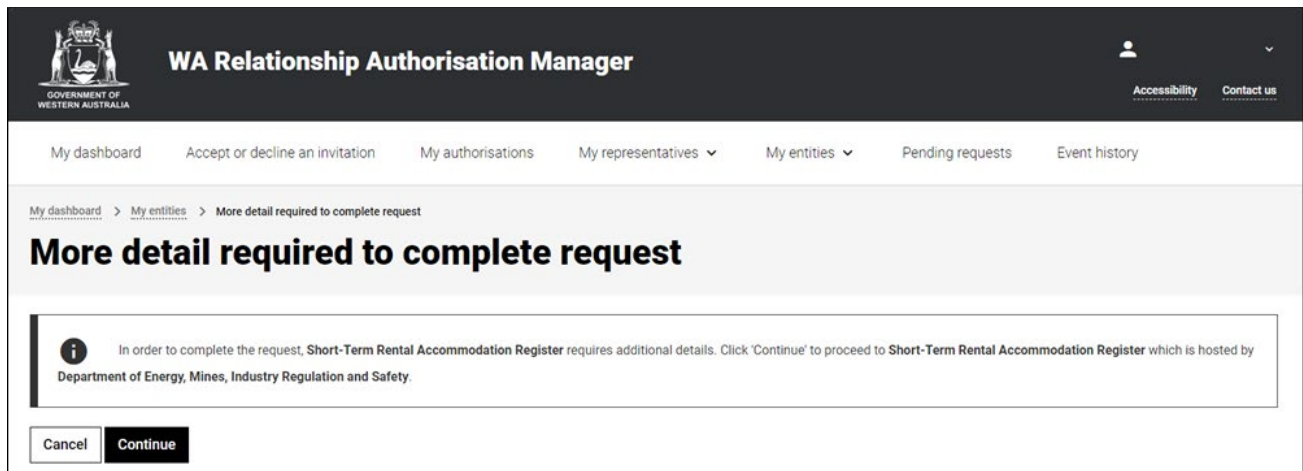
NOTE: At this stage in the process you also have several other choices available:

- Should you not agree with the Declaration or the Consent, click on the “Cancel” button and go to Step 11.
- 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 11.

Step 9.

If you have selected the:

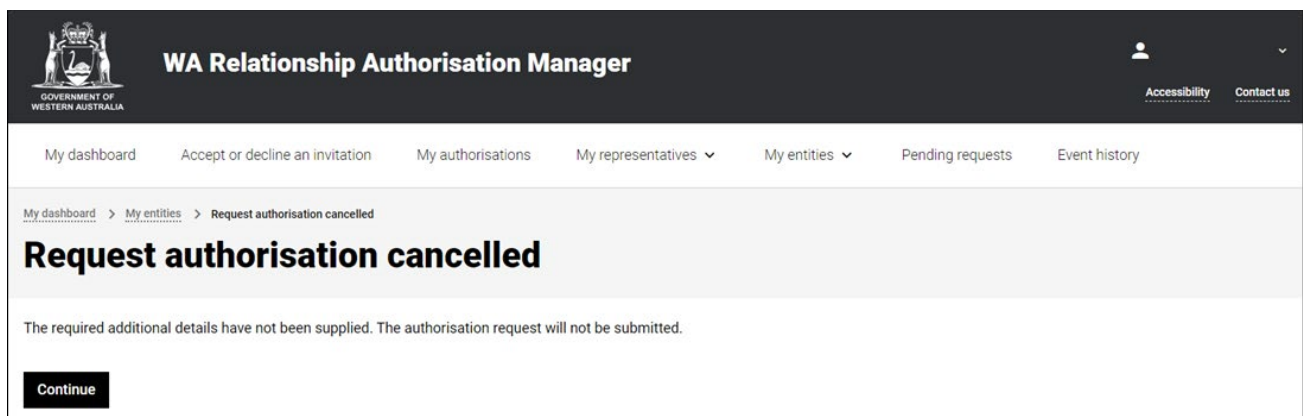
- “Submit” button, you should now be able to see the “Authorisation request submitted” page, confirming that your request has been submitted. Go to Step 10.
- “Continue” button, you will be advised that additional information is required.



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, Pending requests, and Event history. The breadcrumb trail is: My dashboard > My entities > More detail required to complete request. The main heading is 'More detail required to complete request'. Below this is an information box with an 'i' icon: 'In order to complete the request, Short-Term Rental Accommodation Register requires additional details. Click 'Continue' to proceed to Short-Term Rental Accommodation Register which is hosted by Department of Energy, Mines, Industry Regulation and Safety.' At the bottom are 'Cancel' and 'Continue' buttons.

Click “Continue”. The selected online service will display a page (or pages) requesting the required additional information. Complete the pages and click the “Submit” button located at the bottom of the page.

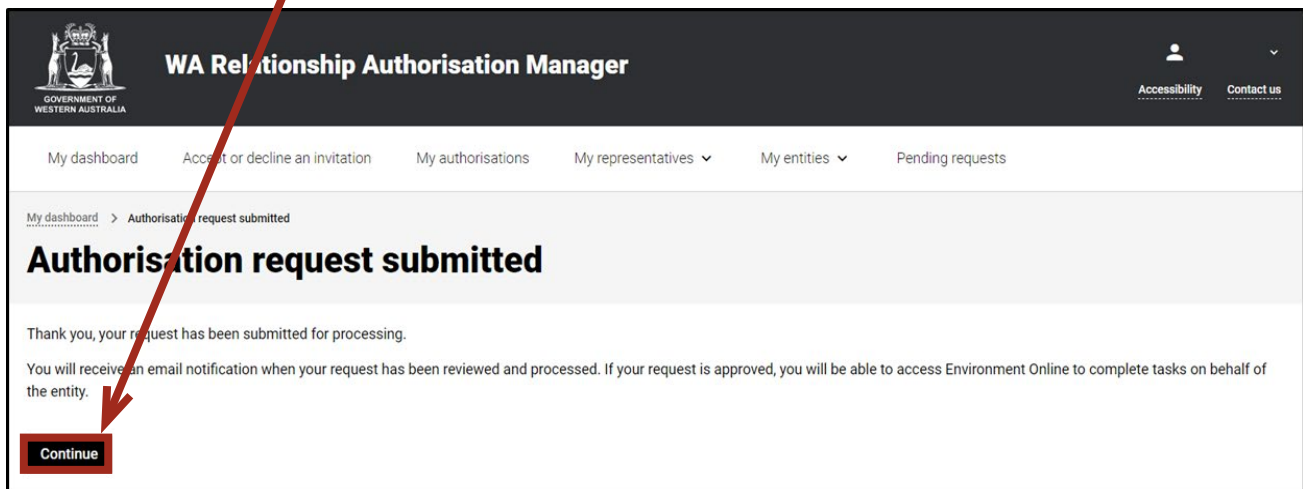
- Should you wish to cancel this request and start again, click on the “Cancel” button located at the bottom of the page. You will be shown the “Request authorisation cancelled” page and the authorisation request will not be retained. Click “Continue” and go to Step 11.



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, Pending requests, and Event history. The breadcrumb trail is: My dashboard > My entities > Request authorisation cancelled. The main heading is 'Request authorisation cancelled'. Below this is a message: 'The required additional details have not been supplied. The authorisation request will not be submitted.' At the bottom is a 'Continue' button.

Step 10.

Next, click on the “Continue” button, located at the bottom of the page.

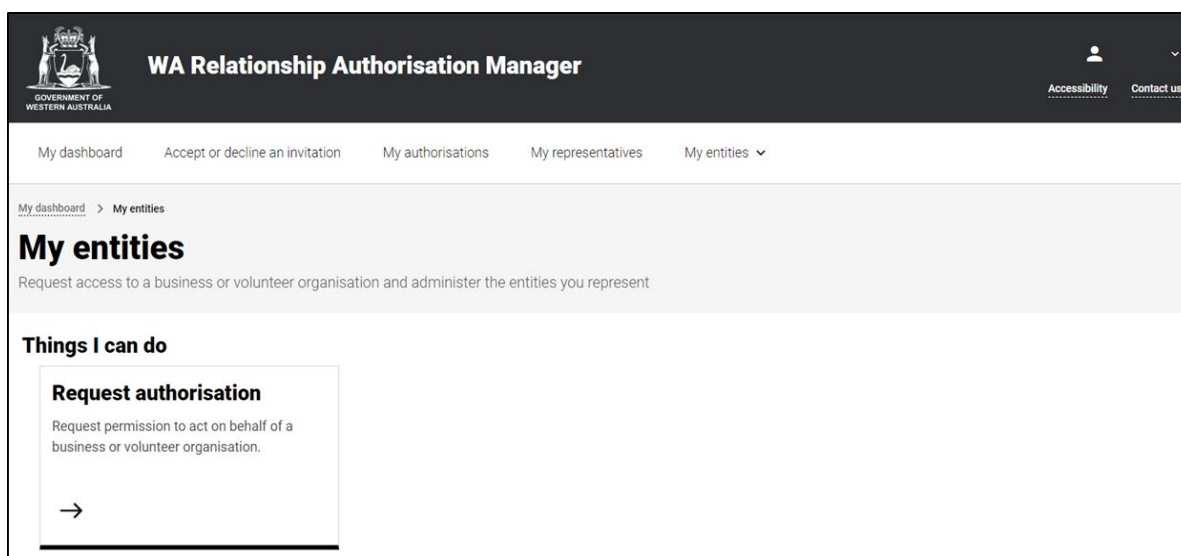


NOTE: As described on the “Authorisation request submitted” page, your request will be sent for processing and you will be advised when the request is approved or declined. The request will be sent to any existing “Service Administrators” for your nominated entity. If there are no “Service Administrators” 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 11.

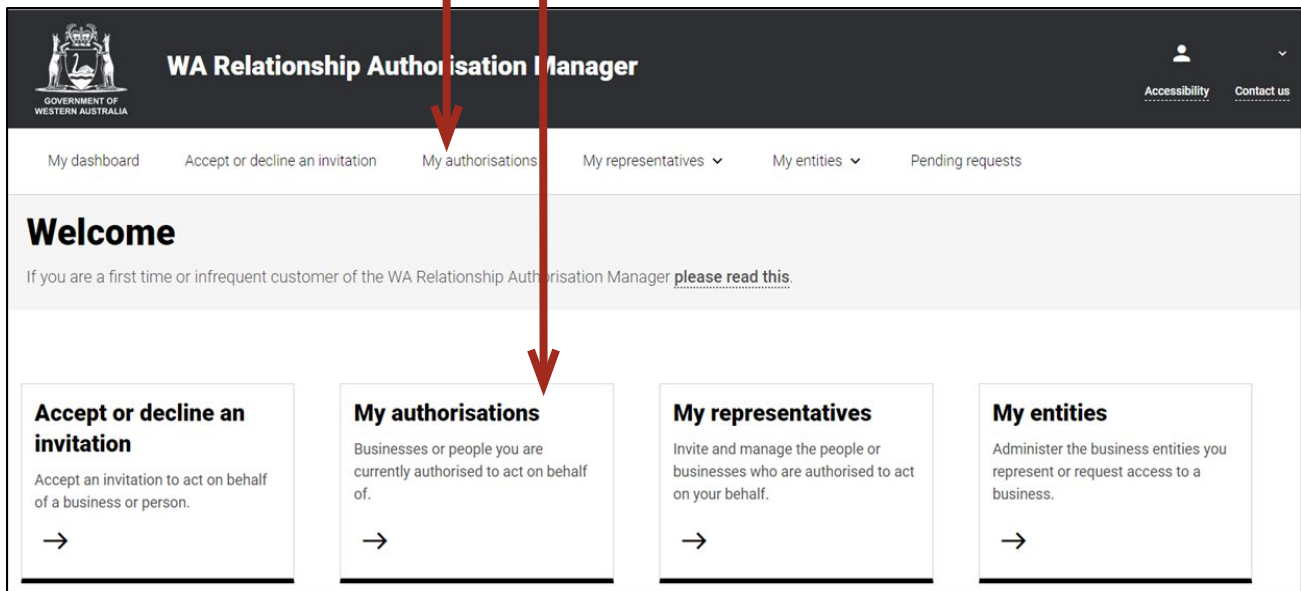
After clicking on the “Continue” button from the previous page, you will either be taken to the:

- online service itself; or
- “My entities” page.

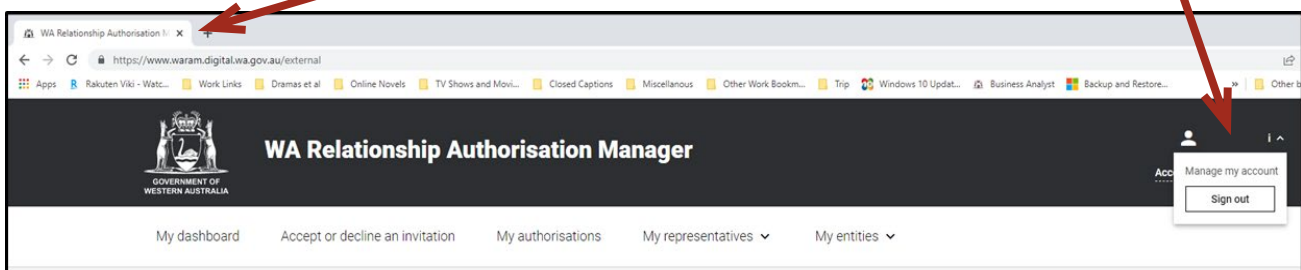


Step 11.

NOTE: If completed, 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.



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:

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