HOW TO MANAGE YOUR ORGANISATION IN WATER ONLINE

CHANGING YOUR ORGANISATION DETAILS

The online portal allows for you to update your organisational details. Note that only users who have been given a Key Account Holder security access within your organisation has this functionality available.

1. To amend your details log into the Portal and Choose Manage from the Home menu at the top of the screen.

Home   Applications   Licences & Permits   Manage

2. Choose the My Organisation Button from the Manage screen

| My Account |
| Edit your Contact Information |

| My Email Notifications |
| Edit your Email Notifications |

| My Organisation |
| Edit Organisation details and manage Account Holders and Offices |

| My Consultants |
| Invite and manage Consultants |

3. From the Organisation screen you are able to Edit your address details. Please note that any changes to your Organisations Legal name or ABN is not allowed. If you require these details to be changed please contact the Department of Water on 1800 508 885 or by email at licence.enquiry@ water.wa.gov.au

ADDING EMPLOYEES TO YOUR ORGANISATION WITHIN THE ONLINE PORTAL

You are able to provide or remove access to the online portal to your employees which will allow them to undertake the water licensing functions available. Various levels of permissions are available (See Quick Reference Guide on Security levels)

1. To add an employee, navigate to the Organisation Page within the Portal
2. Choose Invite Employee from the Actions menu

Actions

Add an Office ❓

Invite Employee

3. Enter the employees First Name and Last name and contact email address
4. Select the level of access you wish to provide the Employee

5. Select which Offices within your Organisation the employee should have access to and select Invite.
6. An email notification will now be sent to your Employee inviting them to register on the Portal. They will need to activate their account before they can access your organisation's information.
7. A list of Active and Pending Employees can be seen on the Organisation Page. From here you are also able to amend an employee's security level access or delete an employee from your organisation. If you edit the details of an employee they will receive email notification advising them of the change.

Address Details	Employees	Pending Employees	Offices		
Full Name	**Email** ^	**Status**	**Permission**	**Actions**	
Read Test	Read@Eileenave.com.au	Active	Read Only Access	Edit	Delete
Key2 Test	Key2@Eileenave.com.au	Active	Key Account Holder		
Key Test	Key@Eileenave.com.au	Active	Key Account Holder	Edit	Delete
Full Test	Full@Eileenave.com.au	Active	Full Access	Edit	Delete
Entry Test	entrey@Eileenave.com.au	Active	Entry Level Access	Edit	Delete

SETTING UP DIFFERENT OFFICES OF YOUR ORGANISATION

You are able to set up different Office locations within your Organisation and to assign people to have access only to those Office licensing details. You are also able to assign Licence applications to specific Office locations.

1. To Add an office navigate to the Organisation Page and choose Add Office from the Action menu

Actions

Add an Office ❓

Invite Employee

Regional offices for your organisation can be added to the portal through this option.

2. Complete the contact details for the office and choose Save

Add Office ✕

Office Name	
Contact Name	
Contact Number	
Contact Email	
Address Type	Physical ▾
Address Line 1	❓
Address Line 2	
Address Line 3	
Country	Australia ▾

Cancel **Save**

3. When Submitting Licence applications you will be required to choose an Office to assign the application to. This will ensure that only employees with access to a particular office can view the relevant applications.

Contact Office

Search	🔍
Select	Third Office ▾ ❓
Address	100 Subiaco Rd
	Subiaco WA 6008
	Australia

Contact Details
Steve
Third Office
9000 9000
Steve@mail.com

Submit Application

ALLOWING A CONSULTANT TO WORK ON YOUR BEHALF

The Online Portal allows for you to provide access to external parties or consultants to undertake work on your behalf.

1. To add a consultant to your Water Online Account choose My Consultants from the manage page.

Manage

My Account
Edit your Contact Information

My Email Notifications
Edit your Email Notifications

My Organisation
Edit Organisation details and manage Account Holders and Offices

My Consultants
Invite and manage Consultants

2. Choose Invite Consultant from the Actions menu

Actions

Invite Consultant

3. Enter the consultants email address and select the security level access that you wish to provide them with. These are the same levels of access available to employees, with the exception that a consultant cannot be Key account holder for your organisation. You are able to assign consultants to undertake work for specific offices within your organisation

4. If the consultant is not registered on the Portal they will then receive an email inviting them to register and act on your behalf. They will need to activate their account before they have access to your information. You can view active and pending consultants from the My Consultants page.

Water Online | Manage

My Consultants

Full Name	Email ∨	Organisation	Status	Permission	Actions
Jane Test	test2@consult.com.au	-	Active	Full Access	Edit Delete
Joe Test	Test@consult.com.au	-	Active	Entry Level Access	Edit Delete
Lic Test	Lic@hotmail.com	-	Active	Full Access	Edit Delete

Pending Consultants

No pending consultants in the system.

Actions

Invite Consultant

Quick Links

Manage My Account

Manage My Organisation

Manage My Consultants