**Existing Licence Holders:**

**Step 1)** Log in to your Portal account

**Step 2)** From ‘My Submissions’, navigate to the **‘CHILD EMPLOYMENT LICENCES’** tab: 

**Step 3)** Click on your valid child employment licence – this should start with ‘CELD’.

If you do not have an active licence, please follow the steps for **‘New Licence Holders’**.

**Step 4)** Select ‘Create Organisation Profile’

You will now be the **Group Administrator** for your organisation. You can now add other users to your organisation, to manage licence applications, notifications and variations.

See **User Guide: Add New Users or Request Access** for more information.

**New Licence Applicants:**

To create an Organisation Profile, new Licence Applicants must first **‘Register an Organisation’.**

**Step 1)** Create an account and log in to the Portal account

**Step 2)** Select ‘Register My Organisation’ from the Portal homepage



**Step 3)** Fill in the details for your organisation.

Make sure the email address entered for the organisation is the **same** **email address** you used to log into your Portal account. You will receive email updates regarding your organisation account. 

**Step 4)** We will review your organisation registration details within 2 business days.

**Step 5)** You will receive an email when your organisation registration has been approved.

**Step 6)** From‘My Submissions’, navigate to the **‘HOME’** tab to view your Registered Organisations.

You can now apply for a child employment licence.

See **User Guide: Apply for a Child Employment Licence** for more information.

As the **Group Administrator** for your organisation, you can now add other users to your organisation manage licence applications, notifications and variations.

See **User Guide: Add New Users or Request Access** for more information.