

# User Guide:

## Create an Organisation Profile

### Existing Licence Holders:

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

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

### My Submissions

+ New Submission

1. HOME 2. ORGANISATION REGISTRATIONS 3. ORGANISATION ACCESS REQUESTS 4. CHILD EMPLOYMENT LICENCES 5. REQUESTS >

**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'

Vary licence → Notify us of an employee under 15 → Create Organisation Profile →

### Summary

Licence details

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- Child Employment Licence

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.

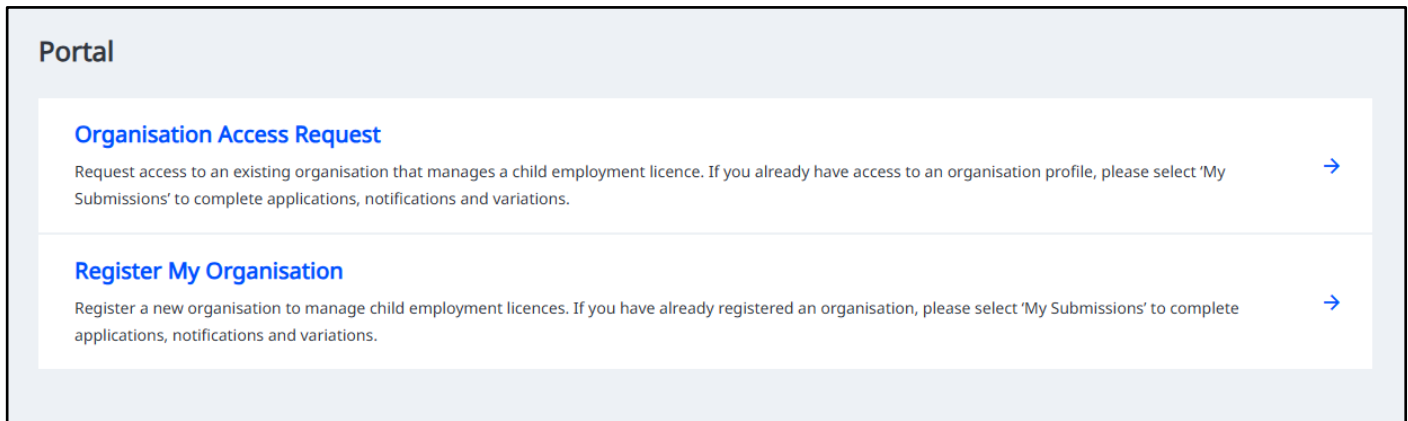
See **User Guide: Add New Users or Request Access** for more information.

## 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.