

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:

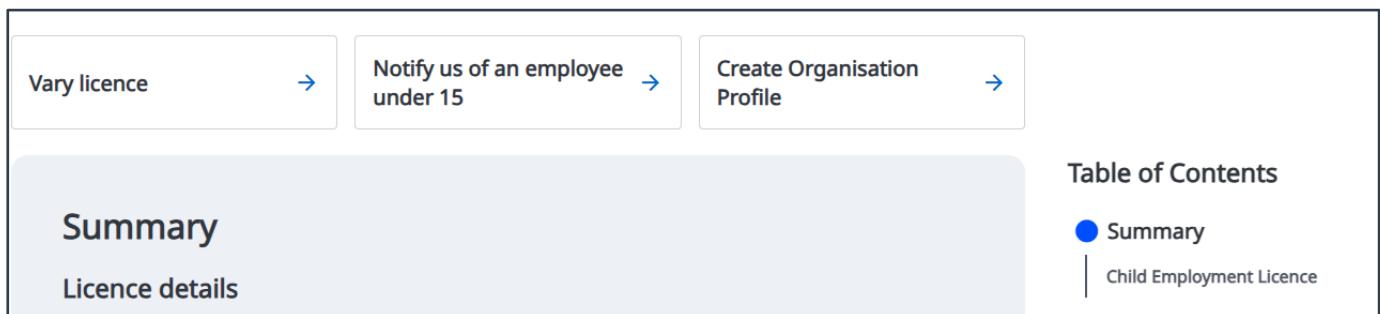


The screenshot shows a navigation bar with links: 1. HOME, 2. ORGANISATION REGISTRATIONS, 3. ORGANISATION ACCESS REQUESTS, 4. CHILD EMPLOYMENT LICENCES (which is underlined in blue), and 5. REQUESTS. Below the navigation bar, there is a 'New Submission' button. The main content area is titled 'My Submissions'.

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'



The screenshot shows a navigation bar with three items: 'Vary licence', 'Notify us of an employee under 15', and 'Create Organisation Profile'. Below the navigation bar, there is a 'Table of Contents' section with a 'Summary' link (which is highlighted with a blue dot) and a 'Child Employment Licence' link. The main content area is titled 'Summary'.

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

Portal

Organisation Access Request

Request access to an existing organisation that manages a child employment licence. If you already have access to an organisation profile, please select 'My Submissions' to complete applications, notifications and variations. [→](#)

Register My Organisation

Register a new organisation to manage child employment licences. If you have already registered an organisation, please select 'My Submissions' to complete applications, notifications and variations. [→](#)

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.

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

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.