



Australian Government

Australian Financial Security Authority

AFSA Online Services Guide

Online Services User Management

Authorise an Employee User to Lodge and Manage Official Receiver forms

V1.1

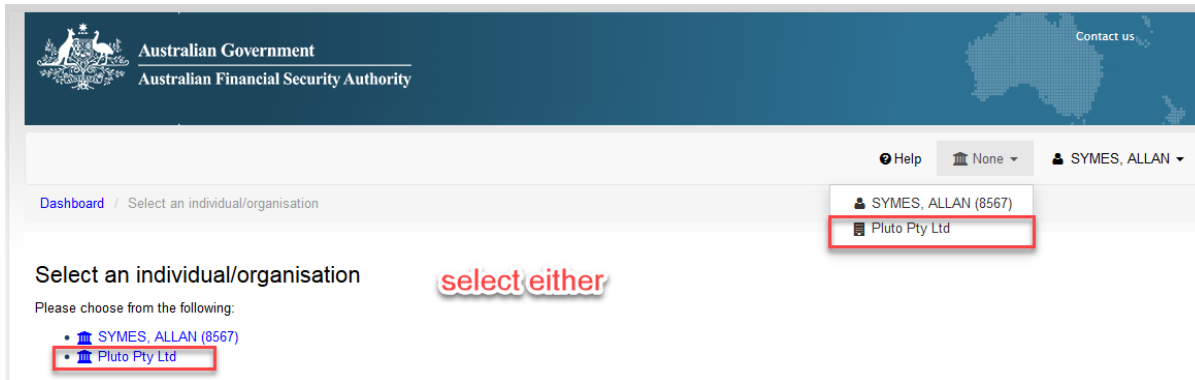
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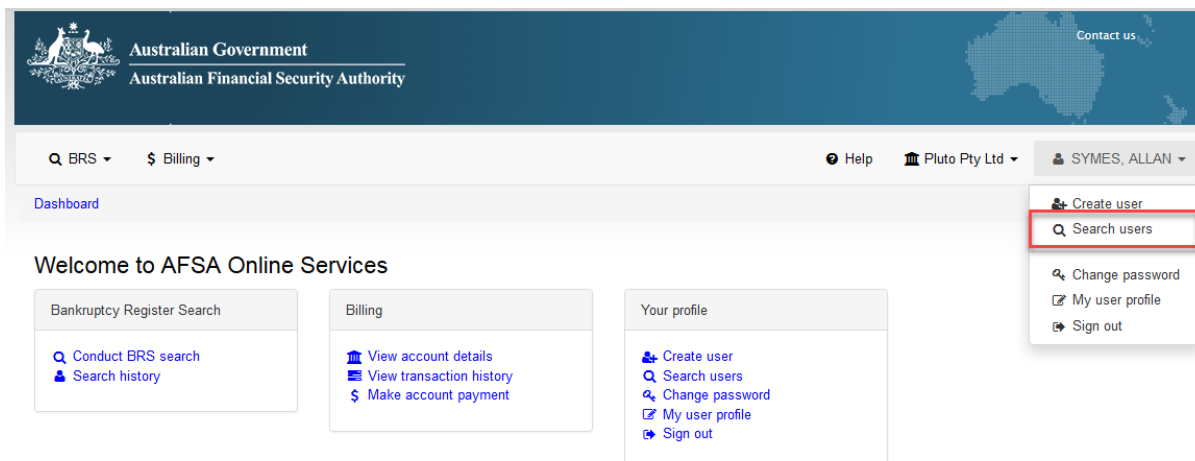
Practitioner User - Authorise an Employee User to Lodge and Manage Official Receiver forms

Only a trustee for a practitioner firm can allocate user access to a user to Lodge and manage Official Receiver forms on their behalf.

1. Log in with your trustee user details at www.afsa.gov.au/identity-service
2. Select the organisation for which the user you wish to grant access to works for



3. Select **Search users** from your user profile menu



The users associated to the organisation/firm will be displayed. Search or select the name of the user for whom user access is to be allocated.

The screenshot shows the 'Search users' page. At the top, there is a search bar with the text 'Name, Email address or Username' and a green 'Search' button. Below the search bar, a table displays search results. The table has four columns: 'Full name', 'Username', 'Roles', and 'Admin?'. The first row is for 'SYMES, ALLAN' with username 'tstsymes'. The second row is for 'ABEYRATNE, WILLIAM JAMES' with username 'william.abeyratne'. The third row is for 'Admin, Pluto' with username 'pluto.admin', and this row is highlighted with a red box. The fourth row is for 'user1, Pluto' with username 'pluto.user1'. At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and 'Previous Next'.

| Full name | Username | Roles | Admin? |
|--------------------------|-------------------|---|--------|
| SYMES, ALLAN | tstsymes | <ul style="list-style-type: none"> Controlling Trustee Registered Trustee associated with Pluto Pty Ltd Employee of Pluto Pty Ltd | ⚙️ |
| ABEYRATNE, WILLIAM JAMES | william.abeyratne | <ul style="list-style-type: none"> Registered Trustee associated with Pluto Pty Ltd Registered Trustee associated with Mercury Pty Ltd Controlling Trustee associated with Pluto Pty Ltd | |
| Admin, Pluto | pluto.admin | <ul style="list-style-type: none"> Employee of Pluto Pty Ltd | ⚙️ |
| user1, Pluto | pluto.user1 | <ul style="list-style-type: none"> Employee of Pluto Pty Ltd | |

4. The user profile will be displayed. Press **Edit user accesses**.

The screenshot shows the 'User profile' page for 'Admin, Pluto'. The profile details include: Full name: Admin, Pluto; Email address: test@afsa.gov.au; Username: pluto.admin; Employer: Pluto Pty Ltd; User Status: Enabled (with Disable and Delete buttons). There is an 'Edit profile' button. Below the profile details, there are sections for 'Roles' (Employee of Pluto Pty Ltd), 'User accesses allocated', 'Billing and Payments' (Manage billing account, View billing account balance, Make payment, View billing transaction history), 'BRS' (Perform online Bankruptcy Register Searches), and 'User Accounts' (Manage User Accounts). At the bottom, there is a red-bordered button labeled 'Edit user accesses'.

5. Select the appropriate user access and press **Save user accesses**. The user's profile will be updated to show the allocated accesses. If you would like the user to be able to allocate their access to other users from the same organisation, select the option.

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Search BRS Billing Help Pluto Pty Ltd SYMES, ALLAN

Dashboard Search users Admin, Pluto Allocate user access

Admin, Pluto - Allocate user access

Billing and Payments

- Manage billing account for SYMES, ALLAN
- View billing account balance for SYMES, ALLAN
- Make payment for SYMES, ALLAN
- View billing transaction history for SYMES, ALLAN

Insolvency management

- Lodge AER for SYMES, ALLAN (Registered Trustee)
- View AER for SYMES, ALLAN (Registered Trustee)
- Perform B2G Debt Agreement as SYMES, ALLAN (Registered Trustee)
- Perform Online Debt Agreement as SYMES, ALLAN (Registered Trustee)
- Lodge and manage Official Receiver forms as SYMES, ALLAN (Registered Trustee)
 - Admin, Pluto can allocate this user access to other users

BRS

- Perform online Bankruptcy Register Searches as SYMES, ALLAN

User profile Save user accesses

The new employee user will now be able to log in and perform the specified function in AFSA's online services on behalf of the practitioner.

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Forms Help SYMES, ALLAN (8567) Admin, Pluto

Dashboard

Welcome to AFSA Online Services

Forms

- Request Official Receiver Notice

Your profile

- Search users
- Change password
- My user profile
- Sign out

trustee for whom the user is permitted to act on behalf user