

## Instructions

- This form is to be completed if adding or removing a user's access to EmployerDirect.
- Complete Sections 1, 2 and 4 to **add** a new user.
- Complete Sections 1, 3 and 4 to **remove** an existing user.

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

## Section 1

### Employer details

Employer agency name

Postal address

Suburb

State

Postcode

## Section 2

### Add new user

Title

Mr

Mrs

Ms

Miss

Other

(please specify)

Surname

Given names

Position title

Telephone (business hours)

(

)

(after hours)

(

)

Telephone (mobile)

Email address

Required access level (tick **one** box only)

Enquiry only

Save only (the User will be able to 'Save' **but not** 'Submit' information)

Submit (the User will be able to 'Save' and 'Submit' information)

User Signature



PLEASE SIGN HERE

Date

/

/

By signing the above, I certify that I have read and agree to the terms and conditions as outlined in the EmployerDirect User Guide.

