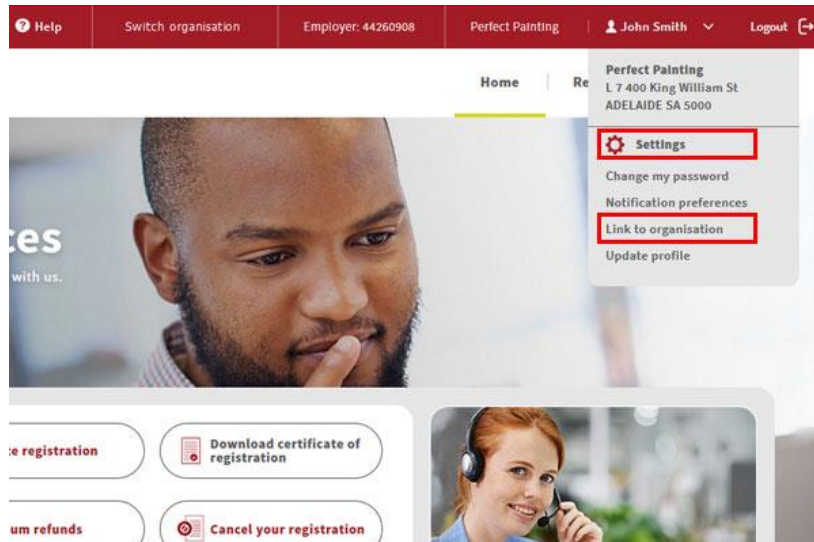


# Linking an organisation to your online services account

You can link another organisation to your online services account through your profile settings.

**Step 1.** Begin by clicking on your name at the top right of the toolbar, followed by 'settings' and then 'link to organisation'.



**Step 2.** Select how you wish to be linked to the organisation, either as an employer or provider.

**Step 3.** Search for the organisation that you require access to by entering either the ABN, ACN or ReturnToWorkSA number which is the employer or provider number. Once you have done this, click 'search'.

## For Official Use Only

### Link to organisation

▼ Search

Please select how you wish to be associated to the organisation: \*

Employer  Provider

ABN \_\_\_\_\_

ACN \_\_\_\_\_

ReturnToWorkSA number \_\_\_\_\_

Search Clear

> Search results

> New links

If you require access to more than one organisation, click 'clear' and search again. Once you have selected and added all of the organisations you require access to, click 'submit' to apply for approval.

Submit Cancel

**Step 4:** Select the organisation that you require access to from the search results and then click 'add new link'.

**Step 5:** If you have the password for the organisation you're requesting access to, enter it and then click 'add new link'.

**Step 6:** If not, click 'send code' and enter the security code that is sent to your mobile phone. Once you have done this, click 'add new link'.

To link your individual account to an organisation that you currently have access to, please enter the business account password for the selected organisation.

Password \_\_\_\_\_

OR

To link your individual account to an organisation via a security code, please click "Send code" and then enter the code you receive. Links added this way will require further manual verification by ReturnToWorkSA and will not be immediately active.

Send code Your code will be sent to your mobile phone ending in  
xxxx xxx 111.

Security code \_\_\_\_\_

**Step 7:** If you require access to more than one organisation, click 'clear' and search again.

**Step 8:** Once you have added all of the organisations that you require access to, click 'I am not a robot' and then click 'submit' to apply for approval.

**Note:** If access to any of your selected organisation requires approval, we will notify you by email when this has been completed.

**Step 9:** Logout and login again for the changes to take effect.

**Step 10:** To switch between organisations, click the 'switch organisation' button on the toolbar.

