



Acting as an agent for an Employee

If your employee is unable to complete their application by themselves there is a facility that allows you to complete it on their behalf. Please note if you are completing the online application on behalf of the employee they **must** be present at time of completion.

1. Login to the employer portal <https://populationportal.gov.gg/>
2. Click “working as”

The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The 'Working as Test Company' button is highlighted with a red box. Below the navigation bar, there is a table titled 'Applications in progress' with one entry: 'ER-0018-6575 Employer Registration—Test Company' with a status of 'Awaiting registration'.

Appl No	Description	Job Title	Duration	Submission Date	Status
ER-0018-6575	Employer Registration—Test Company				Awaiting registration

3. Click “New” next to agencies

The screenshot shows the 'Agencies' section of the States of Guernsey Population Management portal. The 'New' button is highlighted with a red box. Below the 'Agencies' section, there is a link for 'Test Company'.

4. Select "I am acting as an individual"
5. Enter their details and click "save"

States of Guernsey
Population Management

Working as Test Company Logout

Apply for a permit Overview Employees Payments About You

Create agency

Role

I am acting for an employer applying for Employment Permits d/or for keeping employee records

I am acting as an individual applying for Resident Certificates Permits, or an individual with a change in circumstances

Details

Title
Mr

First name/s
Test

Surname
Test

Birth date
01 January 1975

Social Security number
GY123456

save

6. Click "Select"

States of Guernsey
Population Management

Working as Test Test Logout

Apply for a permit Overview Employees Payments About You

Test Test

View Edit Applications Payments Users Merge Delete Select

Type
Individual

7. You will now see the "working as" change to their name and you can now make applications on behalf of other people.

Please note if you are completing the online application on behalf of the employee they **must** be present at time of completion.

8. Always check who you are "Working as" before applying for anything.