



Adding users to an Employer's account:

1. The new agent must be registered as an individual on the population portal prior to adding them as an agent for the employer. [Click here to register](#)
2. Login to the employer portal <https://populationportal.gov.gg/>
3. Click “working as”

States of Guernsey
Population Management

Apply for a permit Overview Employees Payments About You

Working as Test Company Logout

Applications in progress

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

4. Select the employer you wish to add users to

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Agencies

New

Test Company

5. Click “select” (this ensures that you are working as the correct agency) then click “users”

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Test Company

View Edit Applications Payments Users Merge Delete Select

Type
Employer

6. Click “add”

The screenshot shows the 'States of Guernsey Population Management' interface. At the top, there is a green header with the logo and text 'States of Guernsey Population Management'. Below this is a dark grey navigation bar with links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area has a white background with the title 'Test Company' and a series of buttons: 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. Below these buttons is a table with columns 'Name', 'Email Address', and 'Role'. The table contains one row with the name 'test', email 'test@test.com', and role 'Administrator'. A red box highlights the 'Add' button located to the left of the table.

7. Input the user’s details (using the same email address used for their individual registration)

- **Administrators** are able to: add new users; delete users; change user levels; make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Users** are able to: make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Browsers** are able to view most of the information on the employer record, but can't make applications or edit any of the information they see. Browsers can't see payment records.

8. Select “Add”

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9. The user can now login to their individual account and select “working as” in the green bar at the top. They should now see the employer’s name in their agency list

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