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Adding users to an Employer's account:

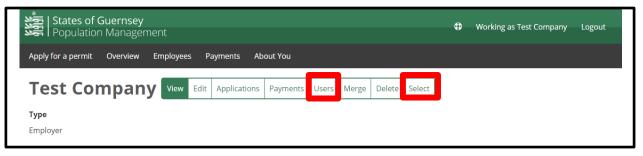
- 1. The new agent must be registered as an individual on the population portal prior to adding them as an agent for the employer. <u>Click here to register</u>
- 2. Login to the employer portal <u>https://populationportal.gov.gg/</u>
- 3. Click "working as"

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4. Select the employer you wish to add users to



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



6. Click "add"

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Name	Email Address		Role	
test	test@test.com		Administrator	

- 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"

States of Guernsey	Working as Test Company Logout
Apply for a permit Overview Employees Payments About You	
Test Company View Edit Applications Payments Users Merge Delete Select	
Email Address	
test@test.co	
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User v Add	

- 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.