



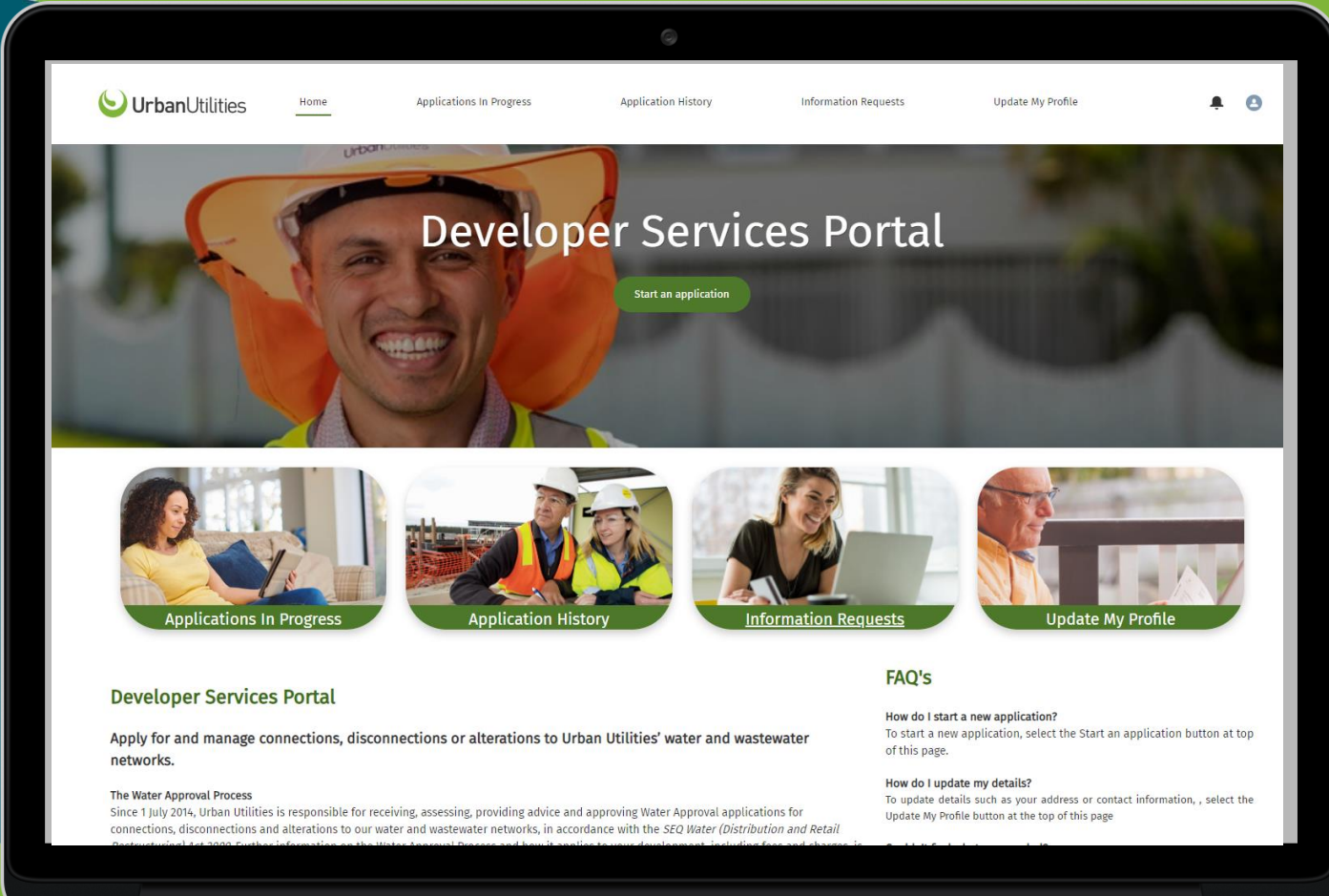
DEVELOPER SERVICES APPLICATION PORTAL
QUICK REFERENCE GUIDES



HOW TO REGISTER AND EDIT USERS AS A BUSINESS ENTITY

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

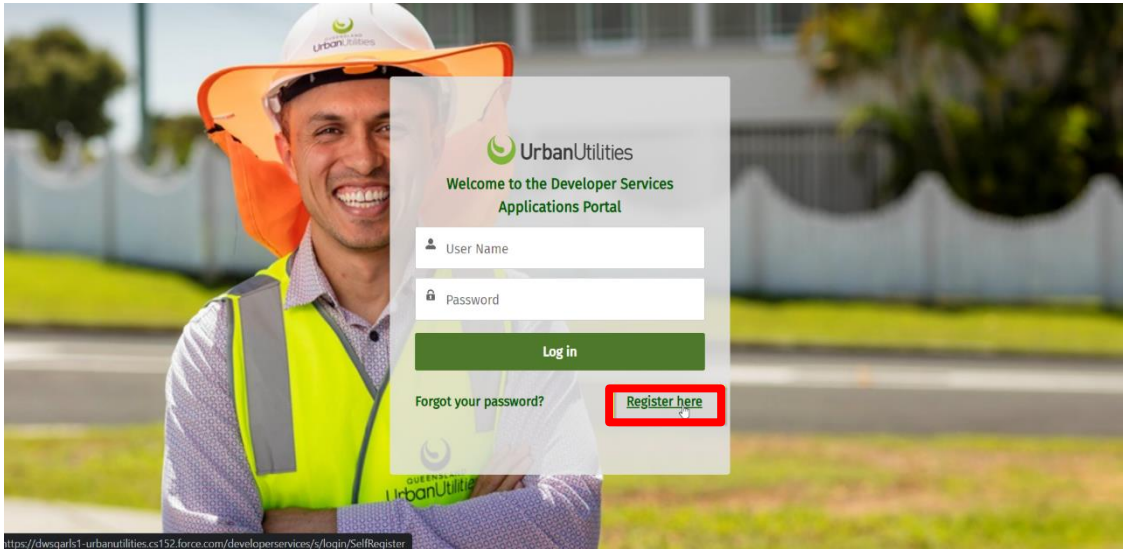
External Portal



HOW TO REGISTER AS A BUSINESS ENTITY

- You can register as a Business Entity.

1

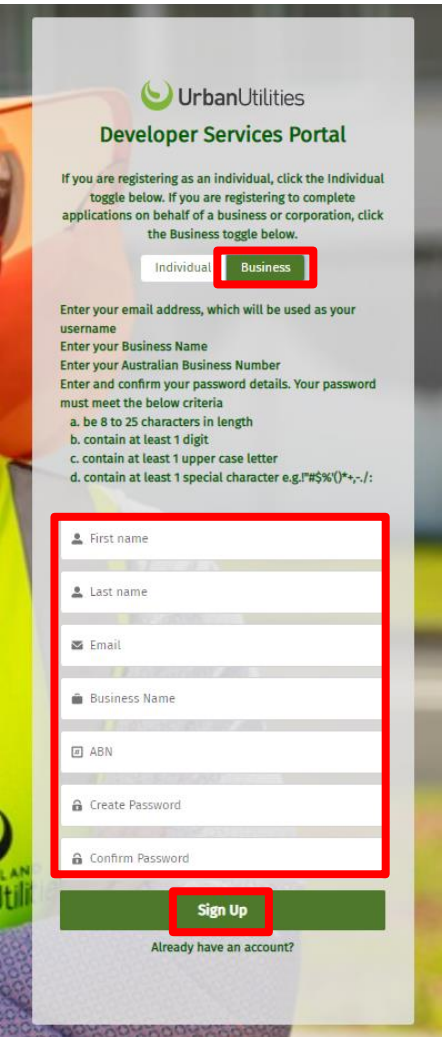


- Go to the Developer Services Applications Portal and click the **Register here** button to Register a Business Entity.

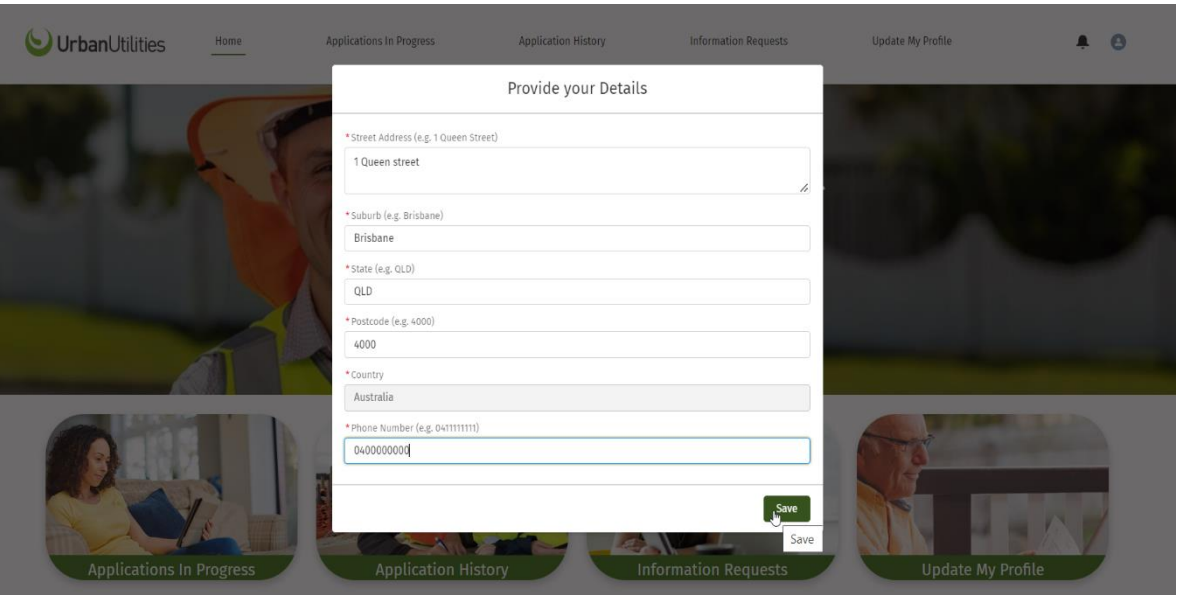
2

- Select the **Business** tab and enter the business details.
- Click the **Sign Up** button

Note: you cannot use an existing ABN that is current in the system.



3



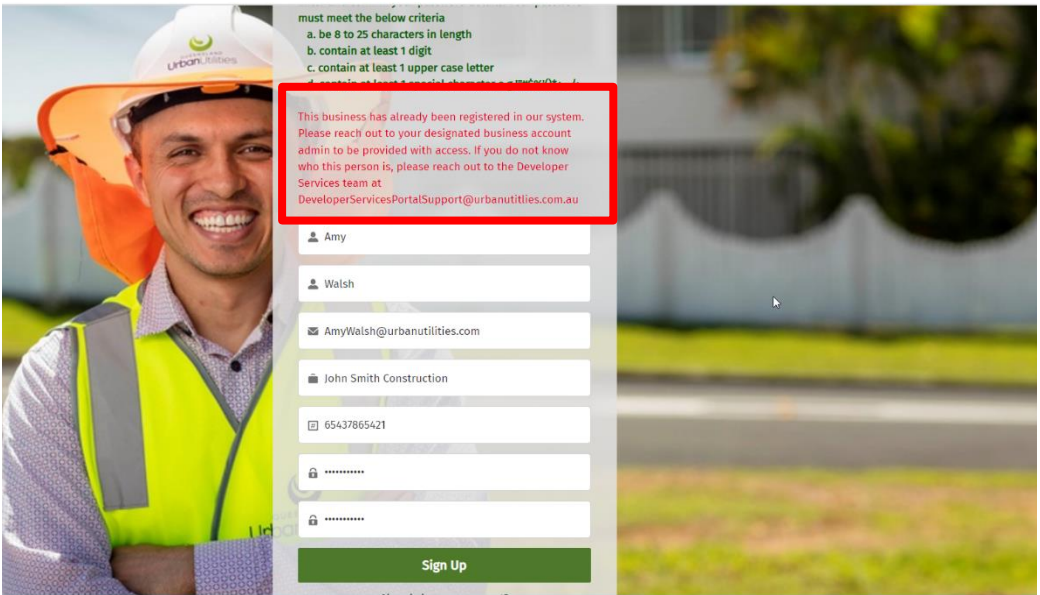
- Enter the business address details and phone number in the pop-up box.
- Click the **Save** button.

4



- You have now successfully registered your Business.

5

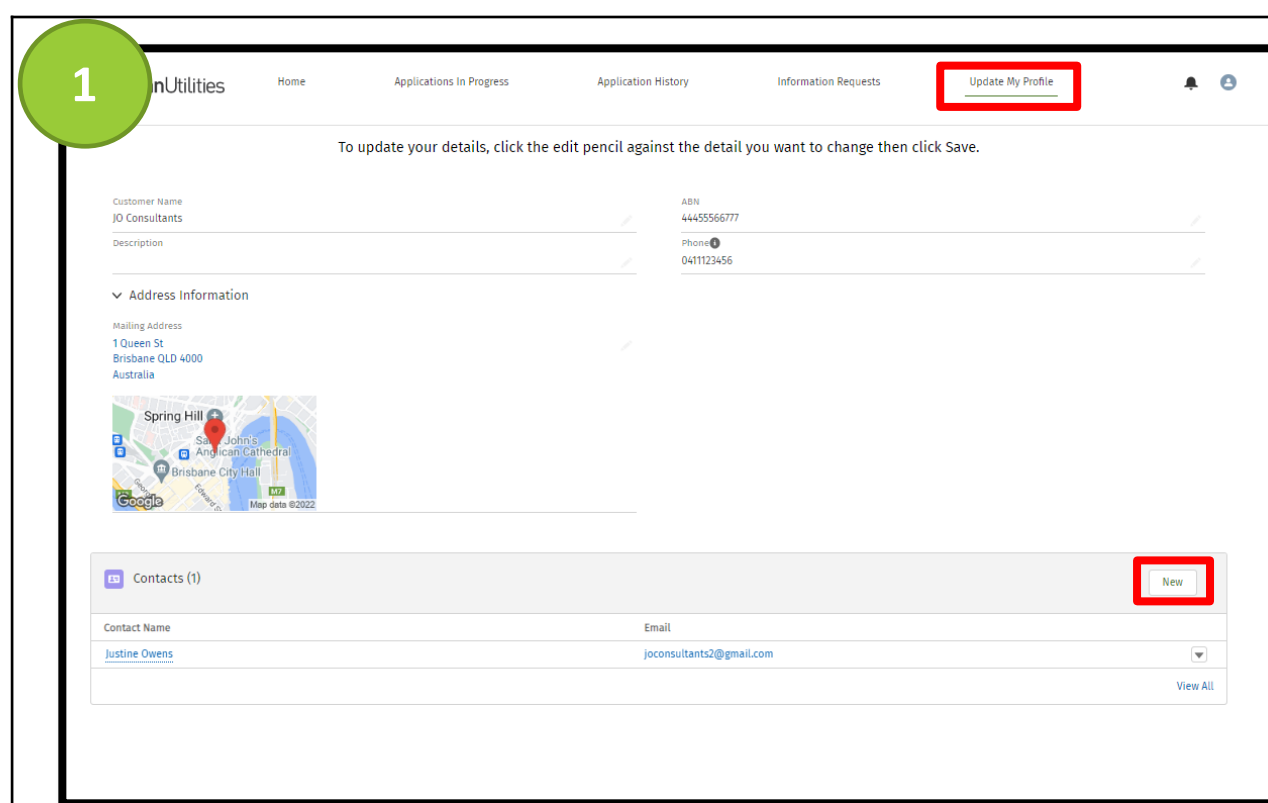


Note: If you try to use an existing ABN that is in the system, the above error will appear, and you will not be able to continue with the registration process.

HOW TO ADMINISTER BUSINESS ACCOUNT ACCESS

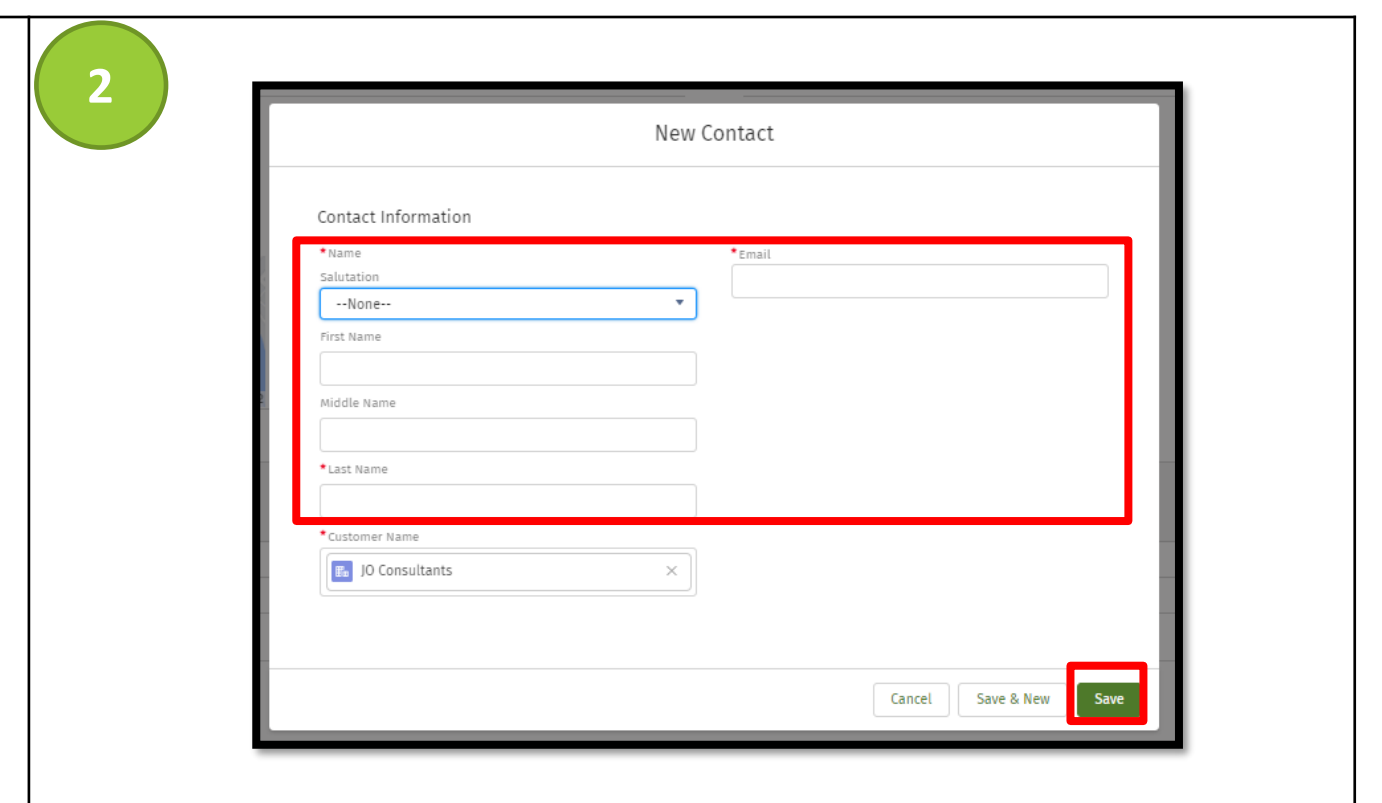
- You can add users to your Business account.
- You can also disable users from your Business account.

1



- Log into the Developer Services Application Portal and click on the **Update My Profile** tab.
- To onboard a new user, click on the **New** button in the **Contacts** component.

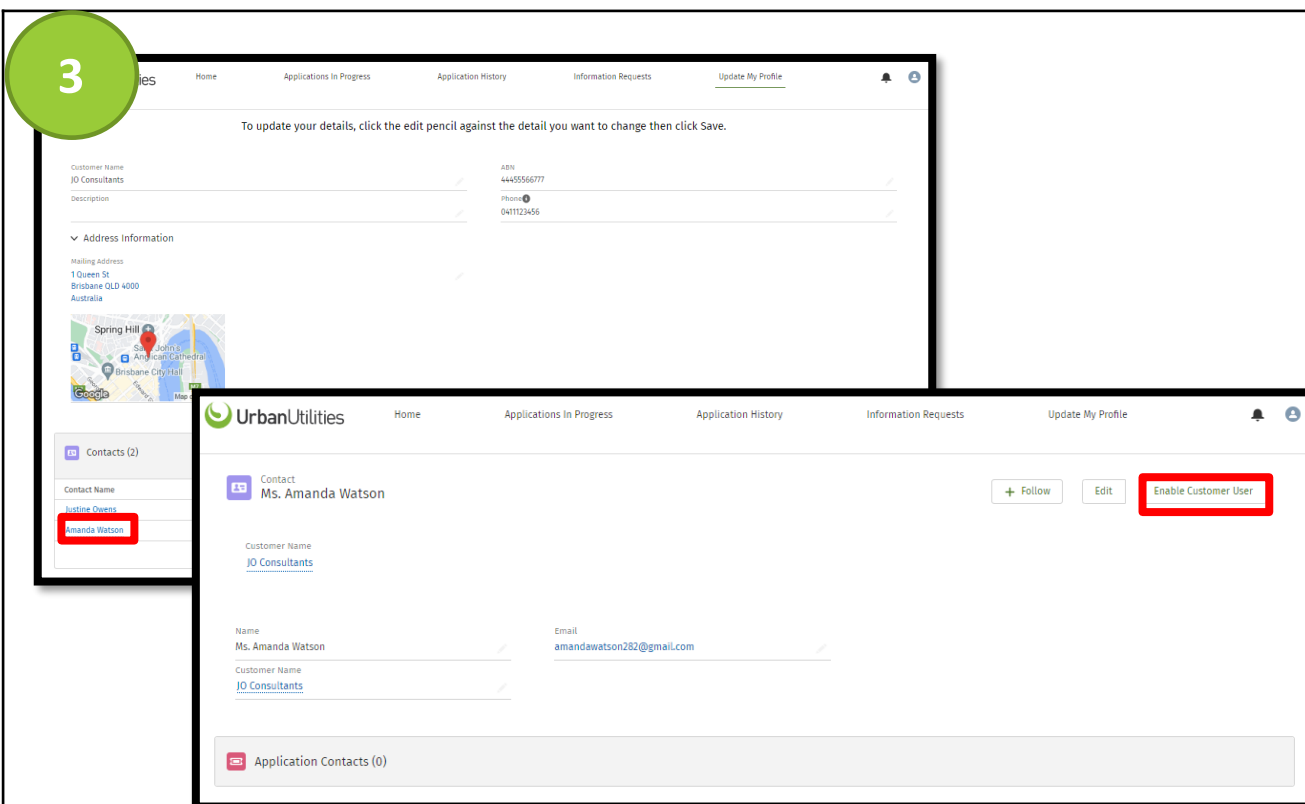
2



- Fill in the **New Contact** details and click the Save button.

Note: you can only add a new contact if they are not in the system already.

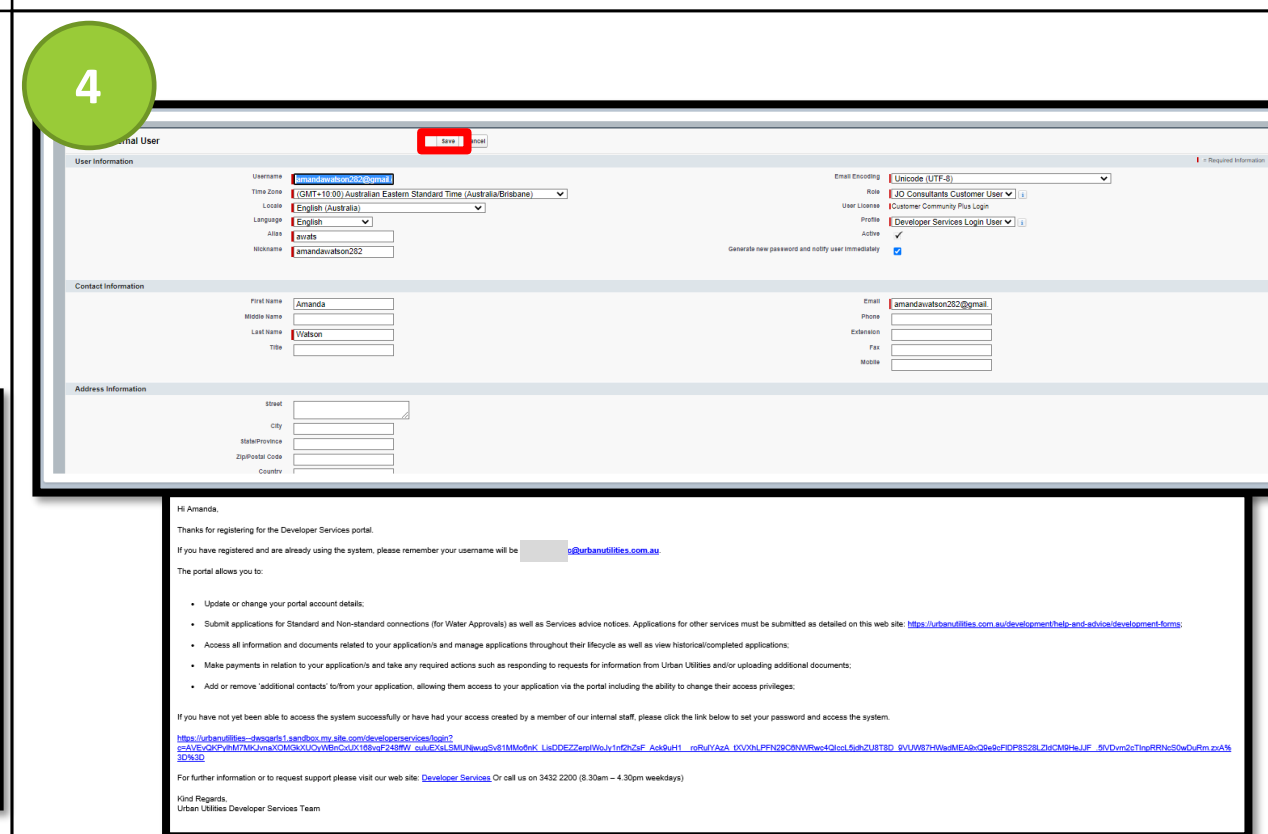
3



View and Activate the New user

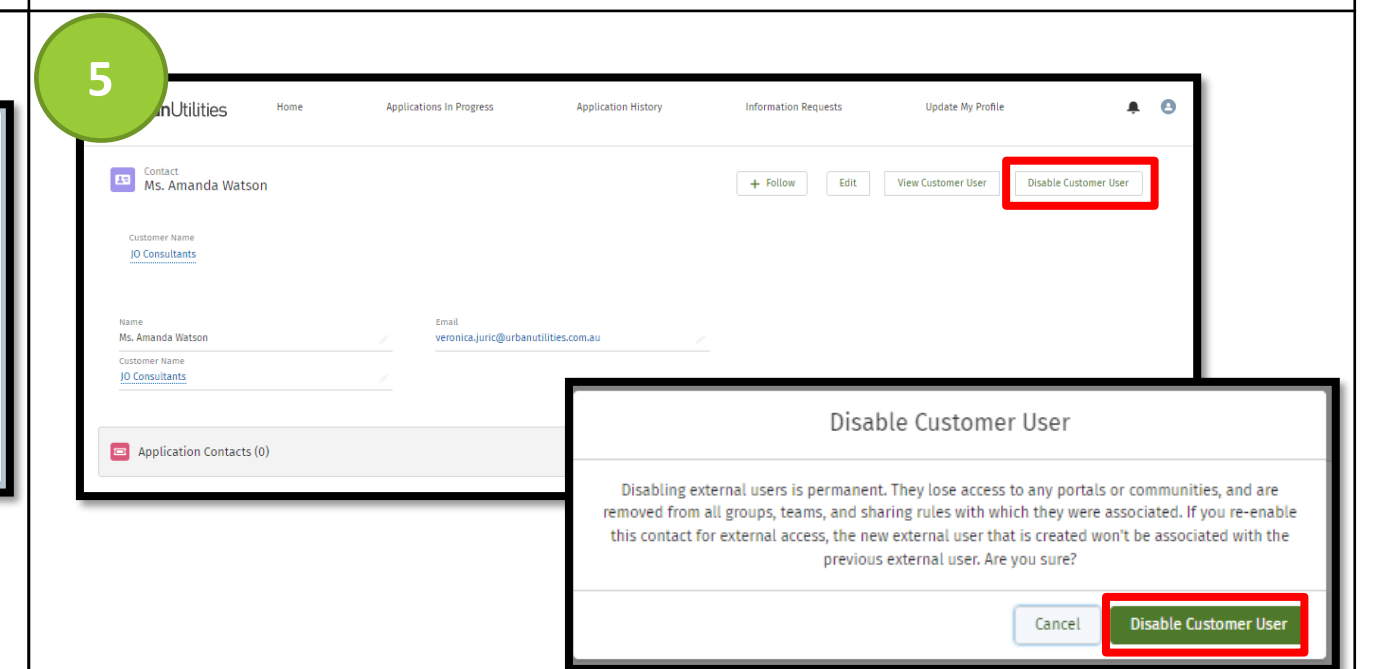
- Click on the newly created user hyperlink. In the pop-up screen, click the **Enable Customer User** button.

4



- This will open a pop-up box where you will need to click on the **Save** button.
- Your new contact will receive a confirmation email.

5



Disable an existing User

- Select the contact record that needs to be disabled from the **Contacts** component under the **Update My Profile** tab.
- Click on the **Disable Customer User** button. Then again on the pop-up box. The user access to Portal is now disabled.