



## C Additional user

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="text"/>
Surname	<input type="text"/>					
Given name(s)	<input type="text"/>					
Existing user ID if applicable	<input type="text"/>					
Work email address	<input type="text"/>					
	@	<input type="text"/>				
Work phone	<input type="text"/>	<input type="text"/>				

By completing this application, you acknowledge that you have read and understood the **Responsibilities** information sheet available at: [eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions/](http://eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions/)

## D Access requirements

Please note if no election is made below, the authorised user will gain full access and have the authority to manage the entire employee listing for the employer or agency.

- |  |   |
|--|---|
| <input type="checkbox"/> Edit content    | <input type="checkbox"/> Submit content |
| <input type="checkbox"/> Employee edit   | <input type="checkbox"/> Upload file    |
| <input type="checkbox"/> Employee search |   |

## E Delete the following user

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="text"/>
Surname	<input type="text"/>					
Given name(s)	<input type="text"/>					
Existing user ID	<input type="text"/>					

## F Employer/agency declaration

- This section must be completed by an Authorised Approving Officer on behalf of the employer or agency. If you are unsure who this is please phone **1300 308 806**.
- The officer detailed above will be authorised on behalf of the employer/agency for the purpose of supplying us with any notice, comment, contributions or information required to facilitate administration of PSSap.
- By completing this application, you acknowledge that you have read and understood the **Responsibilities** information sheet available at: [eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions/](http://eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions/)

