



Approve a Request to Join a Billing Account

Land Enquiry Services Quick Guide

Last Updated: 13th of August 2023

Version:



Locate



Value



Secure

Landgate Version: 2 2023

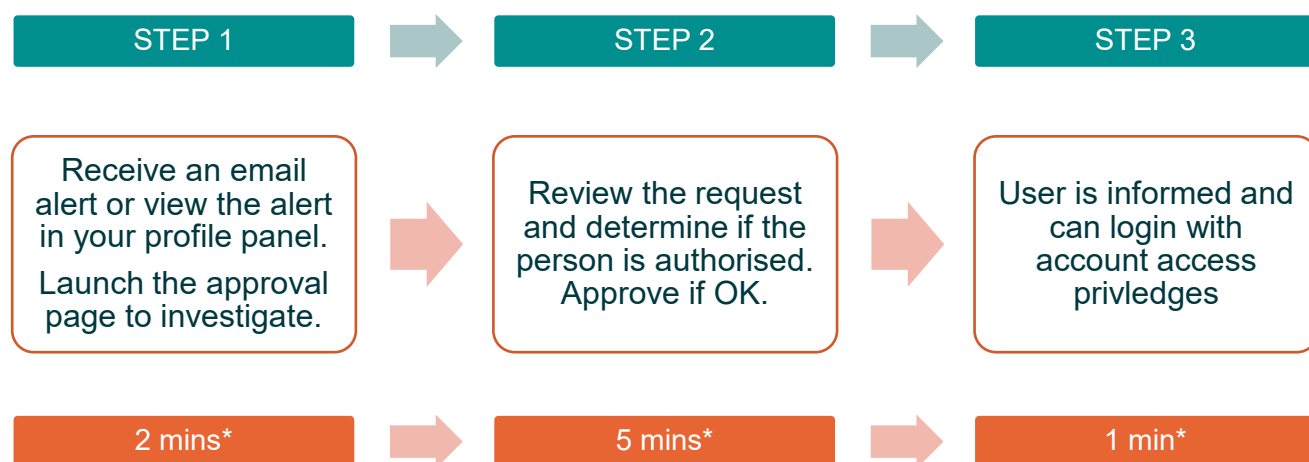
Approve a Request to Join a Billing Account

When you are a User Representative, one of the responsibilities is to action submissions from other people in your organisation to join the billing account. If the person is authorised to join the account, you will need to approve the request to provide them access.

Approving access allows the person to access Landgate's online services at an account level, and charge the billing account for purchases made.

Approving is a 3 Step process

Steps to approve a request to join the billing account:



*Time estimates based on average customer experience and optimum system functionality.

Step 1

The User Representative will be alerted in two ways when a request is submitted by a user, via:

- 1) an email
- 2) an alert within the My Profile portal.

Launching the request from the email alert

An email is sent to all User Representatives to action when a request to join a billing account is made. Only one person is required to action it.

The email provides a summary of who is requesting to join the account. The email also provides further clarity for the User Representative:

Your billing account will be responsible for any charges or fees accrued by this user. As the approving User Representative for this request please ensure that the person you are approving:

- 1. Works for your organisation and is authorised to use this application*
- 2. Is aware of the charges and fees that apply for using this application*

It is possible that users can request access to an account by accident as a result of miss-typing the account number. Diligence during the approval process will ensure your billing account is protected from unauthorised personnel.

Please DO NOT REPLY to this email. It was sent automatically from an unattended mailbox.

Hello,

Mary Smith has requested access to **10017627-13639**

The contact details for this requestor are:
Name : Mary Smith
Phone Number : +61 8 9273 7373
Email : marysmith2148@gmail.com

By clicking the link below you can either **Approve** or **Deny** this request.

Your billing account will be responsible for any charges or fees accrued by this user. As the approving User Representative for this request please ensure that the person you are approving:

1. Works for your organisation and is authorised to use this application
2. Is aware of the charges and fees that apply for using this application

Note, if you choose to **Deny** the request, please provide details of the reason by posting a comment. Click the '**Comments**' button for the approval item to view the comments.

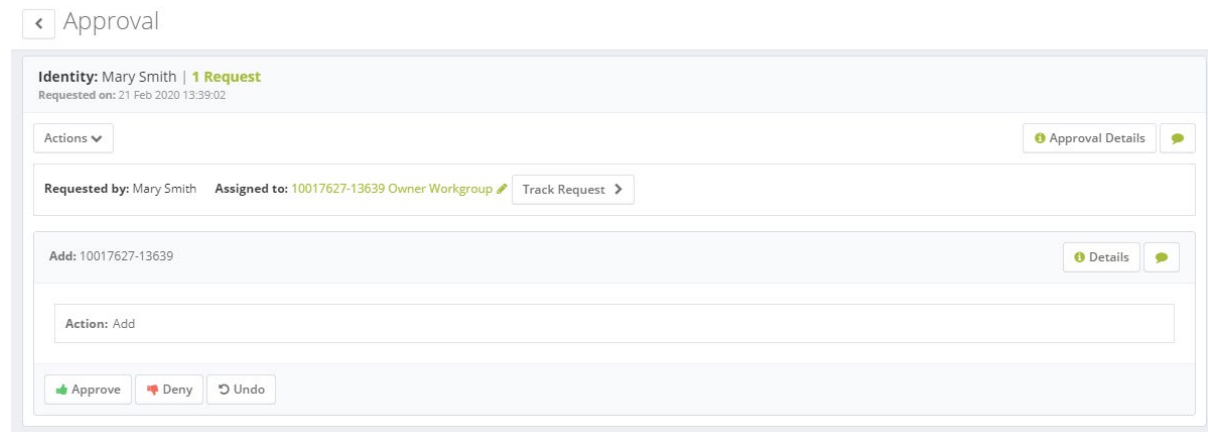
[Link to work items above](#)

If you have any questions please contact the Landgate Customer Service team on (08) 9273 7373 or email CustomerService@landgate.wa.gov.au.
Customer Service
Landgate

Western Australian Land Information Authority

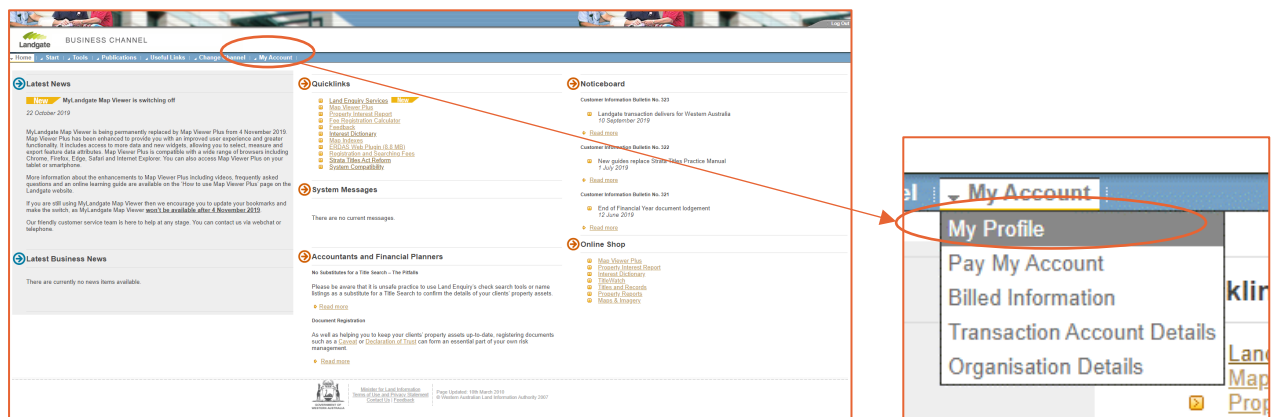
To action the request, click on the green link in the email.

This will open the Approval Item screen so that you can review that specific submission for approval. If you are not yet logged into MyLandgate, it should prompt you to do so.

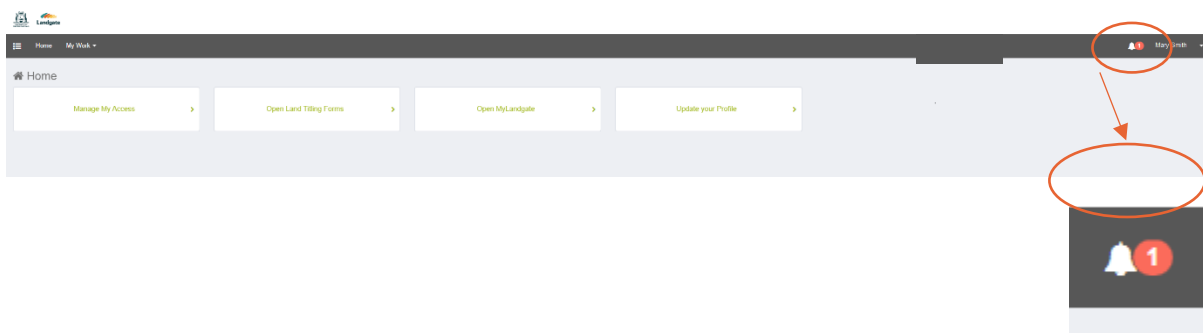


Launching the request from the portal alert

Request are also available through the MyLandgate portal, via My Profile.



The MyProfile menu has tile options to select from, and the alert bell icon at the top right hand side.



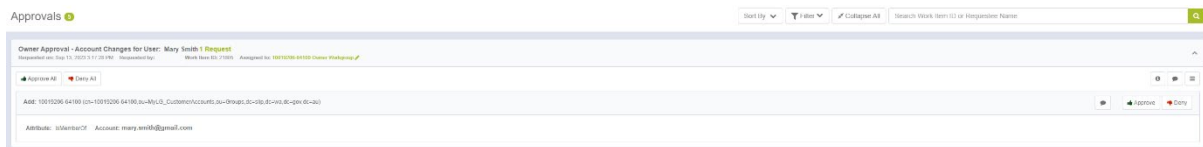
A red number will appear when there is an unattended request. To view the alerts, click on the icon. A menu will appear to allow you to view the approval requests. This will open the Manage Work Items screen so that you can review any number of submissions for approval.

Manage Work Items

| Work Item Administration | | Work Item Archive | | | | | | | | | | |
|--------------------------|---|-------------------|------------|----------------|------------------|----------|------------|-----------|----------|-----------|------------|-------------------|
| ID | Name | Type | Requester | Owner | Assignee | Created | Expiration | Next Even | Priority | Reminders | Escalation | Access Request ID |
| 6651 | Owner Approval - Account Changes for User: Mary Smith | Approval | Mary Smith | 10017627-13639 | Owner Workgro... | 21/02/20 | 25/02/20 | Normal | 0 | 0 | 78778 | |

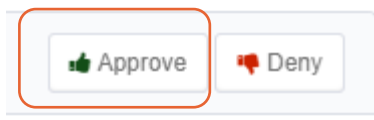
Step 2

If you are on the 'Manage Work Items' screen, select the request you want to review by clicking on it. If you have opened the request directly from your email, it will automatically launch the approval screen.



On the Approval screen, you can review details of the user requesting access. There are 'Approval Details' and 'Details' which may help you to determine who the user is and contact details should you need to clarify anything prior to action.

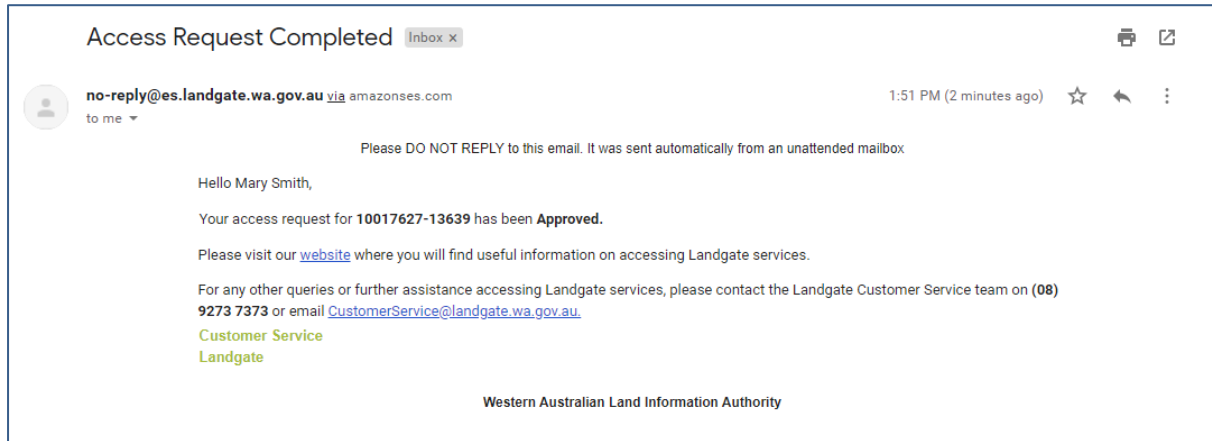
Often, you will be approving the access request for a user. There is an 'Approve' button at the bottom left. Click it to approve the request.



The application will prompt you to confirm your decision. If you have chosen to approve access for a user, there is no further administrative tasks for you to complete.

STEP 3

Once approved, the user will receive an email to inform them.



This advises the user they are now able to log into MyLandgate and access Land Enquiry Services with billing account user access.