



NCAT
NSW Civil &
Administrative
Tribunal



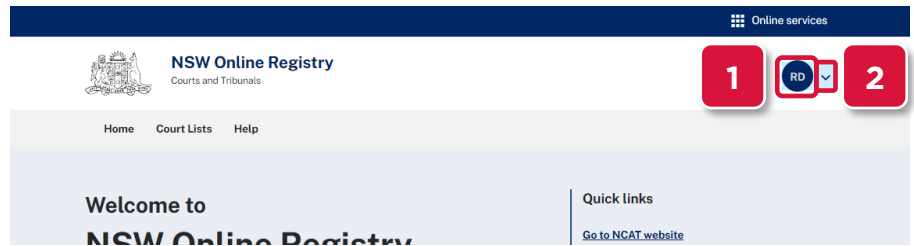
How To: Add Delegate to Your Profile

Quick Reference Guide

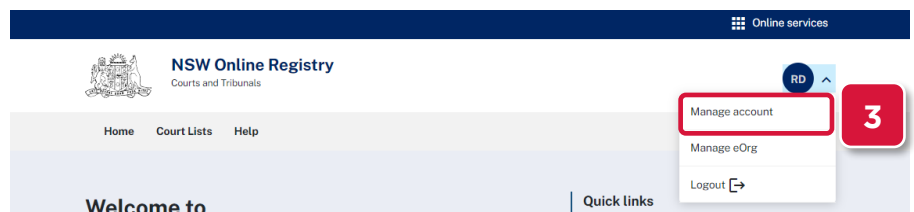
Add Delegate to Your Profile

Add Delegate

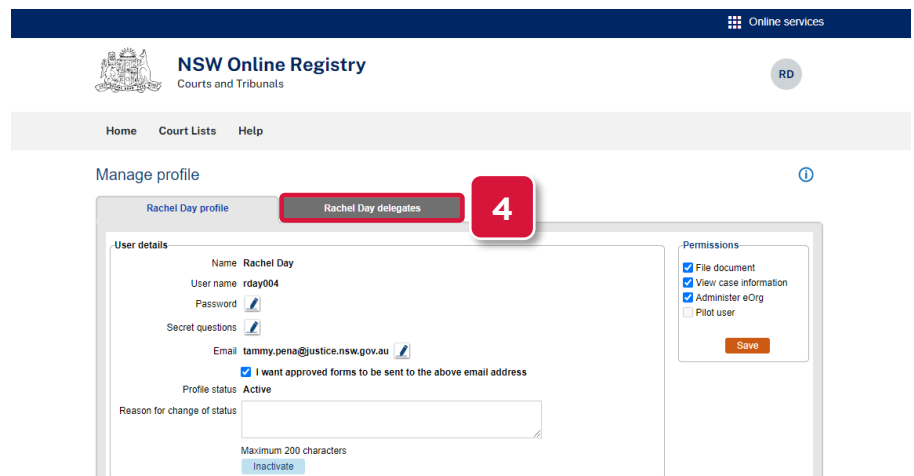
1. Hover over your icon in the top right
2. Click the drop down arrow



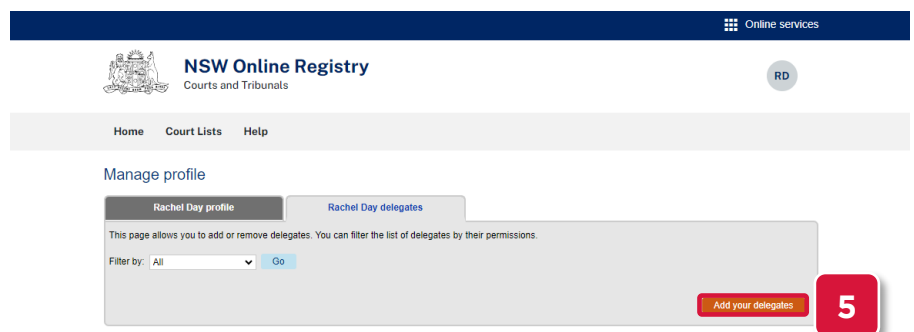
3. Select **Manage account**



4. Select the delegates tab



5. Click **Add your delegates**



Add Delegate to Your Profile

Add Delegate (cont')

6. Select the user to add as a delegate
7. Click **Save**

NSW Online Registry
Courts and Tribunals

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Manage profile

Rachel Day profile Rachel Day delegates

Add your delegates

This page shows you a list of people who are listed as delegates for your eOrganisation. Select the check box next to the name of the person you wish to add as your own delegate. You can filter the list of delegates by their permissions.

Delegates associated with Real Estate Agency : 42996

Filter by: All Go

Name	User name	Permission to file documents?	Permission to view case information?	Status
<input checked="" type="checkbox"/> Parks, Peter	pparks001	Yes	Yes	Active

Cancel Save

NOTE: Only users associated to your eOrganisation can be added a delegate

Remove Delegate

8. To remove a delegate, click the red **X**

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Rachel Day profile Rachel Day delegates

This page allows you to add or remove delegates. You can filter the list of delegates by their permissions.

Filter by: All Go

Name	User name	Permission to file documents	Permission to view case information	Status	Action
Parks, Peter	pparks001	Yes	Yes	Active	<input checked="" type="checkbox"/>

Add your delegates

9. Click **OK** on the confirmation message

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Filter by: All Go

Are you sure you want to remove the user?

OK

Name	User name	Permission to file documents	Permission to view case information	Status	Action
Parks, Peter	pparks001	Yes	Yes	Active	<input checked="" type="checkbox"/>

Add your delegates