

Quick Reference Guide for the Online Disclosure System (ODS) Portal Create, Amend or Deactivate an Assistant in ODS Portal

Introduction

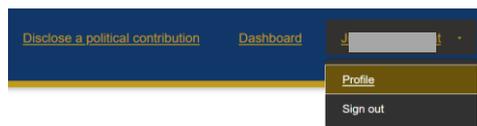
This guide provides a step by step procedure for a Responsible Person on the:

- Creation of an Assistant
- Amending details of an existing Assistant
- Deactivation of Assistants

Navigate to 'Profile' page

Once the Responsible Person logs onto ODS Portal, the Dashboard will be visible.

User will then have to navigate to 'Profile' page



- Click on your name at the top right of the screen
- A dropdown with following options will be visible
 - Profile
 - Sign out
- Click on Profile to access Profile page

Scroll down to the All Assistants section.

Responsible Person will be able to see the list of Assistants linked to the Political Entity/s, for which they are assigned to. If there are no records in this section, this indicates that there are no Assistants created yet.

All Assistants

Below are the assistants linked to your account. Only a responsible person can create new assistants, and they will be assigned to the political entities under your responsibility. Assistants can perform all tasks except creating draft returns on your behalf.

Once an assistant prepares and submits a return for approval, the responsible person for that entity will be notified to review and submit it to the WAEC.

Note: In the below table, you can create, activate or deactivate an assistant at any time by using the drop down menu next to that record. If you wish to delete an assistant or amend any existing details, please contact the WAEC team at fad@waec.wa.gov.au

Search

Assistant name	Email	Address	Mobile	Status	
Professor X	jitendra.bhagwat@waec.wa.gov.au		0468 123456	Active	▼
UT -Assistant 1	jitendra.bhagwat@waec.wa.gov.au		0468 123456	Inactive	▼
UT -Assistant 2	jitendra.bhagwat@waec.wa.gov.au		0468 123456	Active	▼

Creating an Assistant

All Assistants

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Search

Assistant name	Email	Address	Mobile	Status
UT - Assistant 1	jitendra.bhawani@waec.wa.gov.au		0498123456	Active

- Click on the New button to add an Assistant.

Add an assistant

Title: Preferred name:

First name: Last name:

Telephone: Mobile number:

Email:

Address line 1:

Address line 2 (optional): State:

Suburb: Postcode:

- Add Assistant information and click the Submit button to create the new assistant

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Search

Assistant name	Email	Address	Mobile	Status
UT - Assistant 1	jitendra.bhawani@waec.wa.gov.au		0498123456	Active
UT - Assistant 2	jitendra.bhawani@waec.wa.gov.au		0498123456	Active

- The new assistant will now be visible under All Assistants section

Once Assistants are created, they should refer to the Getting Started Reference Guide and follow directions from Step 2 onwards to be registered in ODS.



Amending Assistant Details

Navigate to the All Assistants section.

Select the assistant whose details are to be amended.

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Assistant name	Email	Address	Mobile	Status
UT-Assistant 1	jberndt.bhappert@waec.wa.gov.au		0894171244	Active

Edit assistant details screen appears.

Amend details that have changed, and press submit button.

Edit assistant details

Title
Select

Preferred name

First name *
Andrew

Last name *
Jones

Telephone
Please use numbers only with no spaces or special characters.
Provide a telephone number

Mobile number *
Please use 04XXXXXXXXX format with no spaces or special characters.
0423506666

Email *
CP@gmail.com

Address line 1 *
dusty lane

Address line 2 (optional)

State *
Western Australia

Suburb *
Mt Lawley

Postcode *
6050

[Back to dashboard](#) [Submit](#)

Political entities I represent

Political entity	Political entity type	Email	Address	Mobile number	Telephone
Wednesday AE	Associated Entity	WAC@gmail.com	10 Lawley Cres Mt Lawley Western Australia 6050 Australia	0423506666	

Deactivating an Assistant

- Navigate to the All Assistants section
- Press down arrow against the Assistant you would like to deactivate
- Click Deactivate

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Search

Assistant name	Email	Address	Mobile	Status	
UT - Assistant 1	jitendra.bhagwati@waec.wa.gov.au		0468123456	Active	▼
UT - Assistant 2	jitendra.bhagwati@waec.wa.gov.au		0468123456	Active	Deactivate

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