

Accepting or declining an intermediary invitation – intermediary company

The requesting company must first request that you can lodge on their behalf.

Accept an intermediary invitation

1. Login as user with account manager access
2. Click on name of new intermediary listed
3. Click on the **Accounts** menu
4. The new accounts will be marked as 'new'
5. Click on new account
6. Click on the **Accept** button
7. Administrators for the account will receive notification that the intermediary has been accepted as follows:

Invitation Accepted : Invitation to Intermediary:

Decline an intermediary invitation

1. Login as user with account manager access
2. Click on name of new intermediary listed
3. Click on the **Accounts** menu
4. The new accounts will be marked as 'new'
5. Click on new account
6. Click on the **Decline** button
7. Administrators for the account will receive notification that the intermediary has been declined