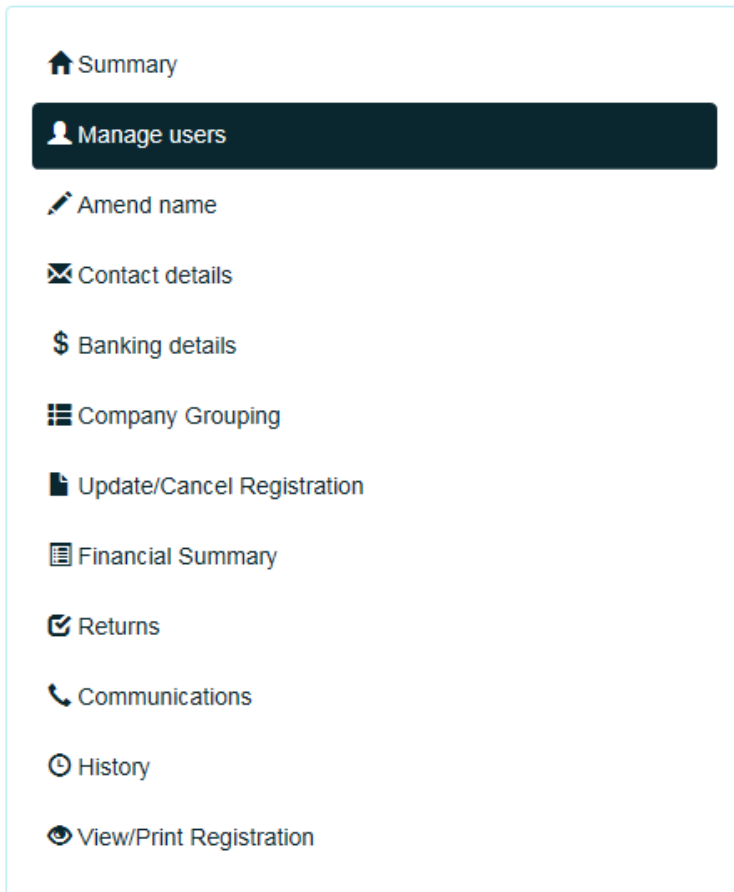


Creating an intermediary – taxpayer company

1. Click on your account name from the home menu.
2. Click on the **Manage users** menu as follows:



3. Click on the **Add intermediary** button.
4. Enter the **ABN** of the intermediary you wish to add as follows:

Add Intermediary

Enter the ABN of the intermediary you wish to add. Then select the functions you want to grant to the intermediary.

ABN *

Function	Start date	End date
<input type="checkbox"/> Submit periodic return ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Amend periodic return ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Submit annual return ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Amend annual return ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Banking details ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Contact details ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> View history ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Manage Registration ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Manage Grouping ?	22/02/2016 ? *	<input type="text"/>
<input type="checkbox"/> Communications ?	22/02/2016 ? *	<input type="text"/>

[Add Intermediary](#)

- Click on the functions required.
- Click on the **Add intermediary** button.
- The intermediary invitation is displayed as follows:

Intermediary

	ABN	Intermediary	Start Date	Status	Functions
Edit	112233445	TEST PTY LTD	22/02/2016	Invited	Submit periodic return, Amend periodic return, Submit annual return, Amend annual return, Banking details, Contact details, Manage Registration, Manage Grouping, Communications

- The intermediary manager user will be emailed the following invitation:

Mon 22/02/2016 2:26 PM

tro (Treasury)

Tasmanian Revenue Online - intermediary account invitation

To Example, Fred

The intermediary Test Pty Ltd has been invited to have access to Payroll Tax account for EXAMPLE PTY LTD

To accept this invitation click [here](#).

- Once the manager user has responded, the pending invitation will no longer be displayed.