

Updating payroll tax or insurance duty user access


1. All Accounts are displayed on the home screen as follows:


Accounts

1234567 - Duty Instruments: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your payroll tax account.
3. Click on the **Manage users** menu as follows:


 Summary

 **Manage users**























 Amend name

 Contact details

 Banking details

 Company Grouping

4. Click on the **Update** button of the required user to edit.
5. The edit user screen will be displayed as follows:

Function	Start date	End date
<input checked="" type="checkbox"/> Account administrator 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Submit return 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Amend return 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Submit annual return 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Amend annual return 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Banking details 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Contact details 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> View history 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Manage Registration 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Manage Grouping 	16/05/2017  *	<input type="text"/>
<input checked="" type="checkbox"/> Communications 	16/05/2017  *	<input type="text"/>

6. Update the user access by ticking the functions that are required and unticking those that are not.
7. Enter an **End date** for access that is required for specific timeframes.
8. Click on the **Update** button.