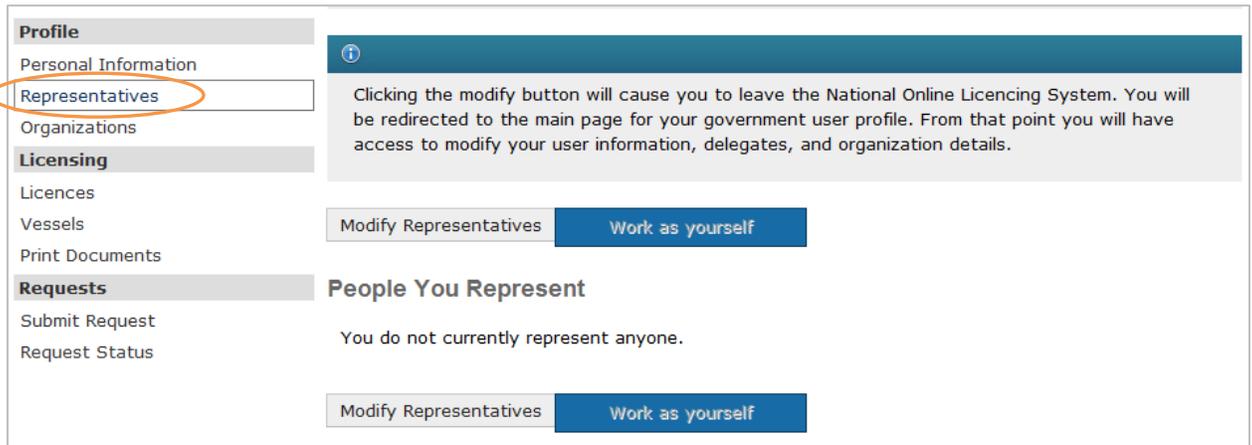


## Appointing a Representative: Step-by-Step

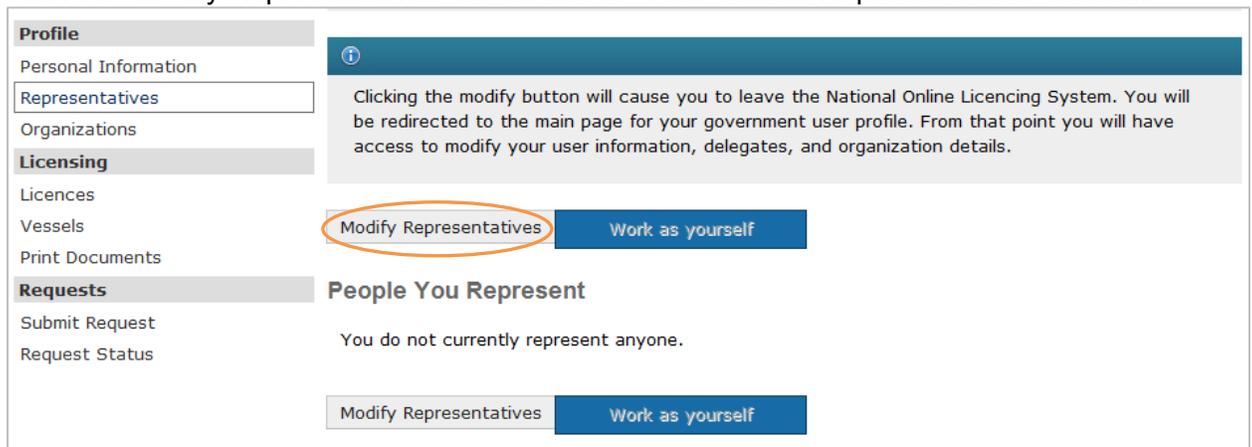
1. Click the “Representatives” link under the “Profile” section of the left-navigation menu.

**NOTE:** Make sure that you have the delegation code of the person whom you wish to appoint as your representative. This code is a 10-digit set of numbers.



The screenshot shows a user profile page. On the left, a navigation menu is visible with sections: Profile, Licensing, and Requests. Under the Profile section, the 'Representatives' link is circled in orange. The main content area has a blue header with an information icon and a warning message: 'Clicking the modify button will cause you to leave the National Online Licencing System. You will be redirected to the main page for your government user profile. From that point you will have access to modify your user information, delegates, and organization details.' Below this, there are two buttons: 'Modify Representatives' and 'Work as yourself'. The 'Work as yourself' button is highlighted in blue. Below the buttons, the section 'People You Represent' is shown with the text 'You do not currently represent anyone.' and another set of 'Modify Representatives' and 'Work as yourself' buttons.

2. Click the “Modify Representatives” button above “Your Current Representatives” section.



The screenshot shows the same user profile page as above. In this view, the 'Representatives' link in the navigation menu is no longer highlighted. Instead, the 'Modify Representatives' button in the 'People You Represent' section is circled in orange. The 'Work as yourself' button remains highlighted in blue. The rest of the page content, including the warning message and the 'People You Represent' section, is identical to the previous screenshot.

3. Click the “Manage representative records” link.

Home > DFO eAccess Logout

## Dashboard

[Back to system](#)

Please select one of the following links to update, add or activate additional information or services associated with your account:

- [Update profile](#)  
Select this link to change information such as address that is associated with your account.
- [Activate Enrolment](#)  
Select this link to finalize your enrolment to an application. When prompted, enter your activation code to proceed to the application.
- [View or request your delegation code/public identifier](#)  
Select this link to view or request a delegation code/public identifier. A delegation code or public identifier is added by other users:
  - authorizing you to represent them in dealing with DFO
  - assigning you one or more roles within your organization, as registered with DFO
- [Manage representative records](#)  
Select this link to manage your representatives and their access rights regarding specific systems.
- [Organization Management](#)  
Select this link to register or update your organization.

4. Click the “Create new representative record” button.

Home > DFO eAccess Logout

## Representative Records

There are no existing representative records.

[Create new representative record](#) [Back](#)

5. Type your representative’s delegation code in the white box. Then, click the “Next” button.

**TIP:** There is a limit to the number of delegates that may represent you/that you may represent in the system. If you receive a delegation limit warning, contact the representative or Client Support for assistance.

Home > DFO eAccess Logout

## Create representative record - Delegation code

Please enter the delegation code that your representative supplied to you and click *Next*.

Delegation code:

[Next](#) [Cancel](#)

6. Click the “Next” button.

Home > DFO eAccess Logout

## Create representative record - System selection

Please choose the online system that you would like to allow your representative to access. Only systems that allow representative access are listed in the box below.

DFO system:

[Next](#) [Cancel](#)

7. The “Authorized representative” on the screen should be the name of your representative.

**TIP:** If this is not the person you wanted to appoint to be your representative, click the “Cancel” button until you return to the “Delegation Code” screen. Then, retype the code.

The screenshot shows a web form titled "Create representative record - System role selection". At the top left, it says "Home > DFO eAccess" and at the top right, "Logout". The form is divided into sections. The first section, "Representative details", contains two fields: "Authorized representative:" with the value "NAME" and "System(s) representative is authorized to access:" with the value "Licensing". Both fields are circled in orange. Below this is a paragraph: "You have selected [NAME] to represent you. This authorization allows your representative to deal with DFO by internet, by telephone, in person, or in writing for the noted system(s).". The next section is "Choose the role(s) you would like your representative to perform on your behalf:", followed by three unchecked checkboxes: "Administrative - View Notifications, address and contact information.", "Financial - The authority to process financial transactions and request financial information relating to fee payments and schedules.", and "Operational - View licence and vessel holdings and print documents as well as request information relating to fishing operations. This option will also include the ability to submit requests for licensing services which will be implemented later in 2013.". At the bottom left are "Save" and "Cancel" buttons.

8. Click your cursor in the box beside the role or roles that you want your representative to do on your behalf. Then, click the “Save” button.

#### **ROLES:**

1. Administrative: The ability to receive and view notifications, address and contact information.

2. Financial: The authority to process financial transactions and request financial information relating to fee payments (licensing, fisher registration or vessel registration payments) and schedules.

3. Operational: The ability to view licence and vessel holdings, print documents, submit requests and request information relating to fishing operations and licensing services .

**TIP:** To deselect a role, click the box again.

Home > DFO eAccess Logout

### Create representative record - System role selection

Representative details  
Authorized representative: NAME  
System(s) representative is authorized to access: Licensing

You have selected \_\_\_\_\_ to represent you. This authorization allows your representative to deal with DFO by internet, by telephone, in person, or in writing for the noted system(s).

Choose the role(s) you would like your representative to perform on your behalf:

- Administrative - View Notifications, address and contact information.
- Financial - The authority to process financial transactions and request financial information relating to fee payments and schedules.
- Operational - View licence and vessel holdings and print documents as well as request information relating to fishing operations. This option will also include the ability to submit requests for licensing services which will be implemented later in 2013.

Save Cancel

9. Verify that the information is correct. Then, click the “Logout” link to end the process or click the “Back” button to return to the National Online Licensing System.

Home > DFO eAccess Logout

### Representative Records

The following representative(s) are associated with your account. These representative records may be managed at any time and changes made will be reflected immediately. If you wish to remove a representative from your list, for example, please click *Remove*.

**List of representatives:**

Authorized representative	System(s) representative is authorized to access	Appointed roles	
NAME	Licensing	Financial Administrative	<span>Edit</span> <span>Remove</span>

Please select the *Create new representative record* button to create a new representative record.

Create new representative record Back

Date modified:  
2015-01-20