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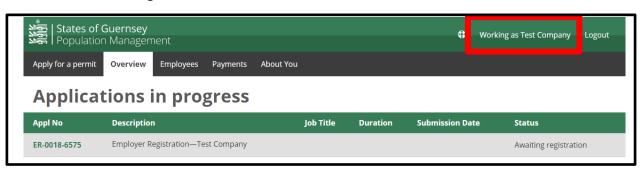
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www.gov.gg/populationmanagement

## Acting as an agent for an Employee

If your employee is unable to complete their application by themselves there is a facility that allows you to complete it on their behalf. Please note if you are completing the online application on behalf of the employee they <u>must</u> be present at time of completion.

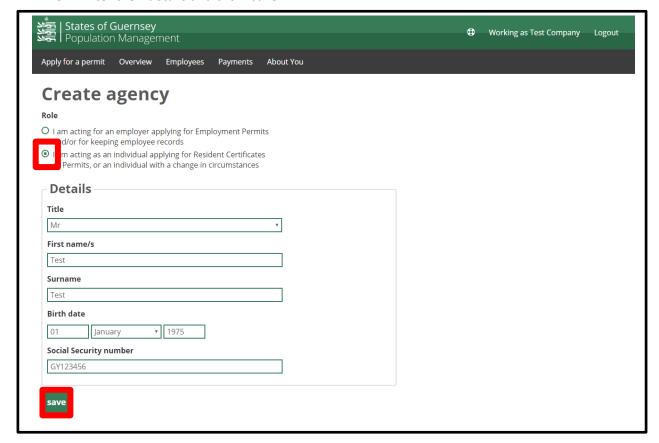
- 1. Login to the employer portal <a href="https://populationportal.gov.gg/">https://populationportal.gov.gg/</a>
- 2. Click "working as"



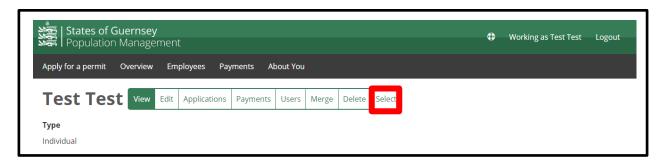
3. Click "New" next to agencies



- 4. Select "I am acting as an individual"
- 5. Enter their details and click "save"



6. Click "Select"



7. You will now see the "working as" change to their name and you can now make applications on behalf of other people.

Please note if you are completing the online application on behalf of the employee they <u>must</u> be present at time of completion.

8. Always check who you are "Working as" before applying for anything.