



## Acting as an agent for an Employee

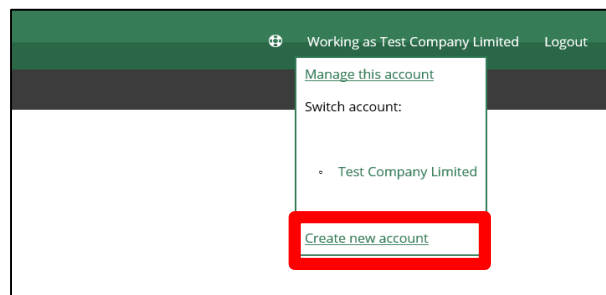
If your employee is unable to complete their application by themselves there is a facility that allows you to complete it on their behalf.

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

1. Login to the employer portal <https://populationportal.gov.gg/>
2. Click “working as”



3. Click “Create new account”



4. Select "I am acting as an individual"
  - a. Enter the employees details
  - b. click "save"

States of Guernsey  
Population Management

Working as Test Company Logout

Apply for a permit Overview Employees Payments About You

## Create agency

**Role**

I am acting for an employer applying for Employment Permits and/or for keeping employee records

I am acting as an individual applying for Resident Certificates Permits, or an individual with a change in circumstances

**Details**

**Title**  
Mr

**First name/s**  
Test

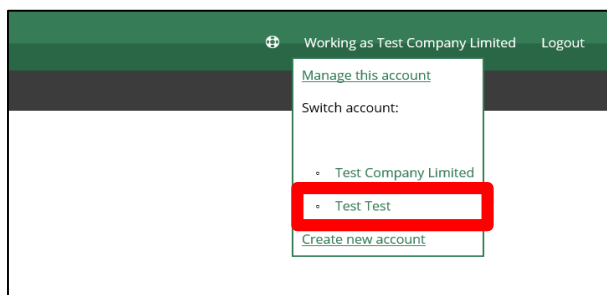
**Surname**  
Test

**Birth date**  
01 January 1975

**Social Security number**  
GY123456

save

5. Click "Working as" and select the new individual you have created.



6. You will now see the "working as" in the top right corner change to their name, you can now make applications on behalf of other people by going to "Apply for a permit".

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

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