



Acting as an agent for an Employer (HR Companies)

If you are acting on behalf of an employer and they are unable to complete the application by themselves there is a facility that allows you to complete it on their behalf.

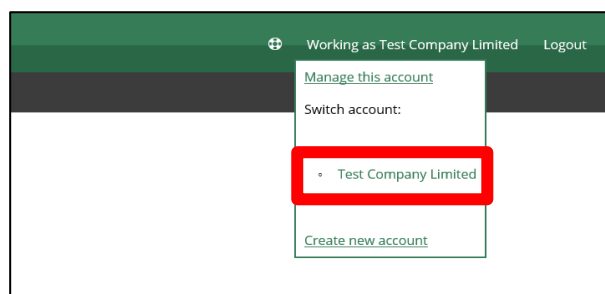
Always check who you are "Working as" before applying for anything.

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

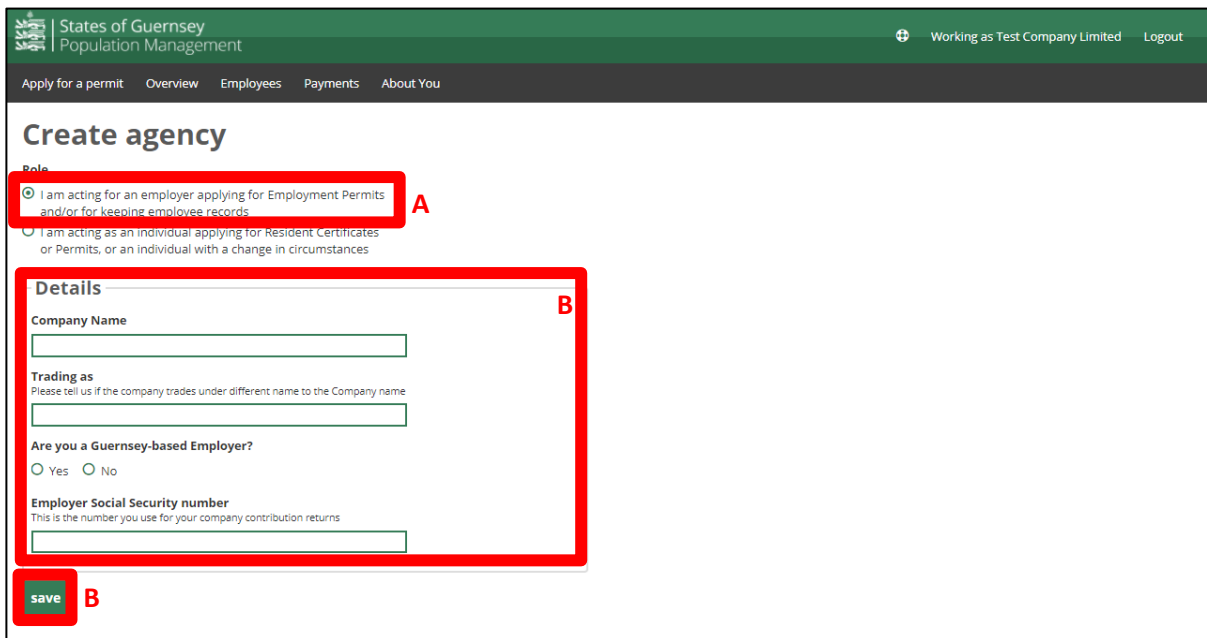
The screenshot shows the user interface of the States of Guernsey Population Management portal. At the top, there is a green header with the logo and text 'States of Guernsey Population Management'. To the right of the header, there is a button labeled 'Working as Test Company' which is highlighted with a red rectangle, and a 'Logout' link. Below the header is a dark grey navigation bar with links for 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area has a white background with the heading 'Applications in progress'. Below this is a table with the following data:

Appl No	Description	Job Title	Duration	Submission Date	Status
ER-0018-6575	Employer Registration—Test Company				Awaiting registration

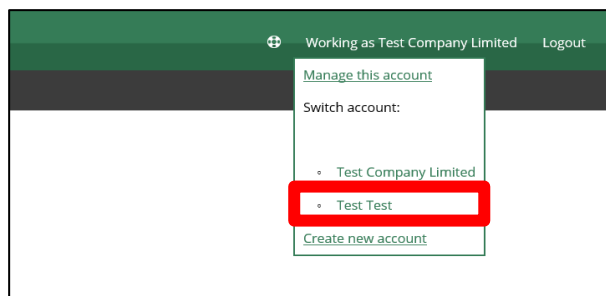
3. Click "Create new account"



4. Create agency:
 - a. Select “I am acting as an employer”
 - b. Enter the employer’s details
 - c. click “save”



5. Click “Working as” and select the new employer that has been 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 employers by going to “Apply for a permit”.

We recommend that you add a ‘user’ from the employer/company that you are working on behalf of, please see our “**Adding users to an Employer’s account**” guide.

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.