

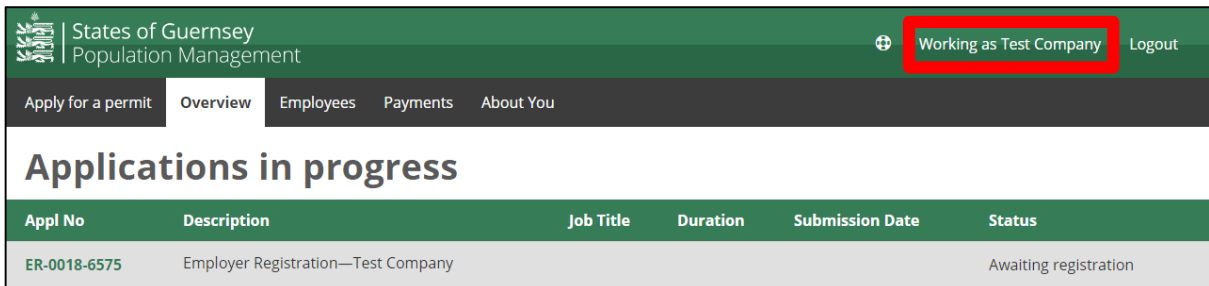


Acting as an agent for an Employer (HR Companies)

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.

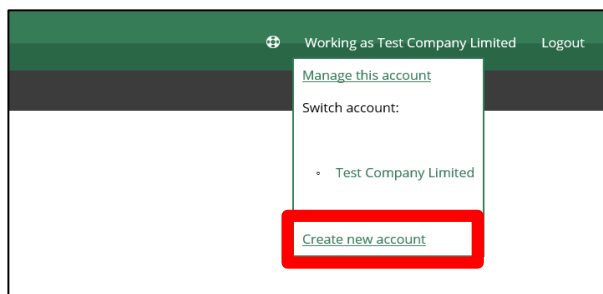
1. Login to the employer portal <https://populationportal.gov.gg/>
2. Click "working as"



The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The 'Working as Test Company' button is highlighted with a red box. Below the navigation bar, there is a table titled 'Applications in progress' 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”

States of Guernsey
Population Management

Working as Test Company Limited 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 **A**

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

Details **B**

Company Name

Trading as
Please tell us if the company trades under different name to the Company name

Are you a Guernsey-based Employer?
 Yes No

Employer Social Security number
This is the number you use for your company contribution returns

save **B**

5. Click “Working as” and select the new employer that has been created.

Working as Test Company Limited Logout

Manage this account

Switch account:

- Test Company Limited
- Test Test**
- Create new account

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.