



Adding users to an Employer's account:

1. Login to the employer portal that you wish to add a user to <https://populationportal.gov.gg/>
2. Click “working as”

The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The user is logged in as 'Working as Test Company'. The main navigation menu includes 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. Below the navigation, the page title is 'Applications in progress'. A table lists the application details:

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

3. Click on “Manage this account”

The screenshot shows a dropdown menu for 'Manage this account'. The menu options are:

- Switch account:
- Test Company Limited
- Create new account

4. Click “users”

The screenshot shows the 'Test Company' page in the portal. The user is logged in as 'Working as Test Company'. The main navigation menu includes 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. Below the navigation, the page title is 'Test Company'. A table lists the application details:

Type
Employer

Below the table, there is a row of buttons: View, Edit, Applications, Payments, Users, Merge, Delete, Select. The 'Users' button is highlighted in red.

5. Click “add”

The screenshot shows the 'States of Guernsey Population Management' portal. At the top, it says 'Working as Test Company' and 'Logout'. Below the navigation bar, there are tabs for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Users' tab is active. Below the tabs, there is a table with columns 'Name', 'Email Address', and 'Role'. The table contains one row with 'test' as the name, 'test@test.com' as the email address, and 'Administrator' as the role. A red box highlights the 'Add' button located to the left of the table.

6. Input the user’s details (using the email address they wish to use)

- **Administrators** are able to: add new users; delete users; change user levels; make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Users** are able to: make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Browsers** are able to view most of the information on the employer record, but can't make applications or edit any of the information they see. Browsers can't see payment records.

7. Click “Add”

The screenshot shows the 'States of Guernsey Population Management' portal. At the top, it says 'Working as Test Company' and 'Logout'. Below the navigation bar, there are tabs for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Users' tab is active. Below the tabs, there is a form with fields for 'Email Address' (containing 'test@test.co') and 'Role' (containing 'User'). A red box highlights the 'Add' button located below the form.

If the user has previously registered the email address they will now have access to your account by clicking “working as” in the top right side of the portal, where they should now see the employer’s name in their agency list.

If the user has not previously registered their email address, they will now need to create an account [Click here to register](#)

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