

SACAT Online Services: Create an Account

One organisation account; multiple individual profiles.

SACAT recommends organisations create an Online Services Account with SACAT.

SACAT Online Services offers organisations an easy way to manage and track *all applications* made to SACAT through a centralised account, regardless of who submitted each individual application.

Benefits of creating an organisation account with SACAT:

- One account with SACAT; shared within your organisation
- Create individual applicant (staff) profiles within the one account
- View and track every application made by your organisation within the one account
- Staff movements will not impact your organisation's oversight of applications with SACAT.

Before creating an account

Consider using a single email account.

SACAT recommends organisations use a *single email account* for communications with SACAT.

SACAT will send all notices of hearings, orders, and other correspondence to this email address.

Like the benefit of creating one Online Services account, by using one email account, staff movements will not impact an organisation's management of SACAT communications.



How to create an organisation account

1. Visit SACAT at www.sacat.sa.gov.au from 30 March 2015.
2. Click on 'Register for Online Services' - SACAT's online application log-in page will open.
3. Click 'Register' - The 'Create Account' page will open (shown below).

Create Account

Personal Details

Login Name*

Password* (must contain 8 letters and at least one number character)

Retype Password*

Company/Organisation Name

If you are creating an account for an organisation/company, please enter the name for the primary contact

First Name*

Last Name*

Date of Birth*

Contact Details

Email Address*

Mobile

Address Line1

Address Line2

Suburb

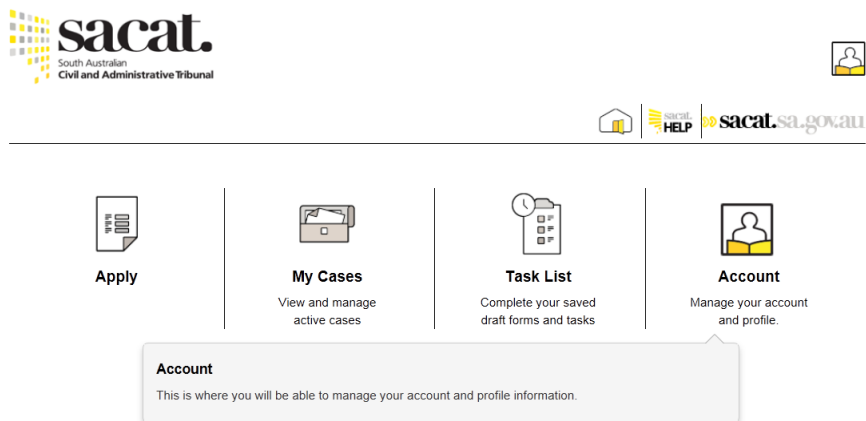
State

Postcode

[Create Account](#) [Go to login](#)

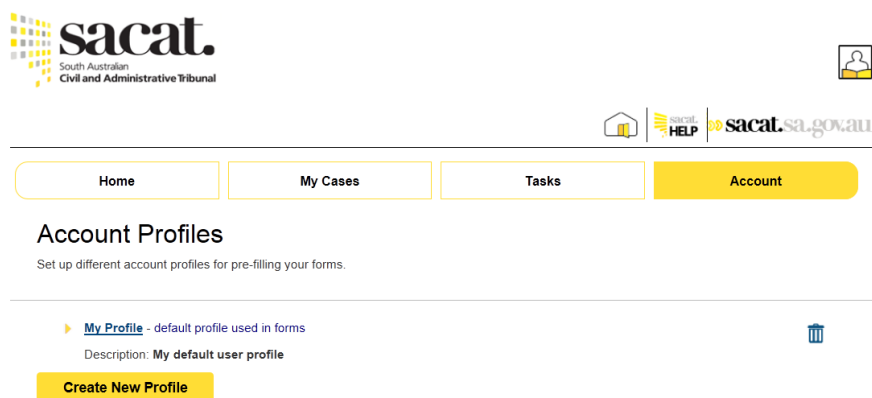
4. Enter your organisation details.
 - Please ensure you enter your 'Company/Organisation Name' (**Note: it is not a mandatory field**).

5. Click 'Create Account' - SACAT Online Services dashboard will open (shown below).



6. Click 'Account' (shown above).

'Account Profiles' will open (shown below).

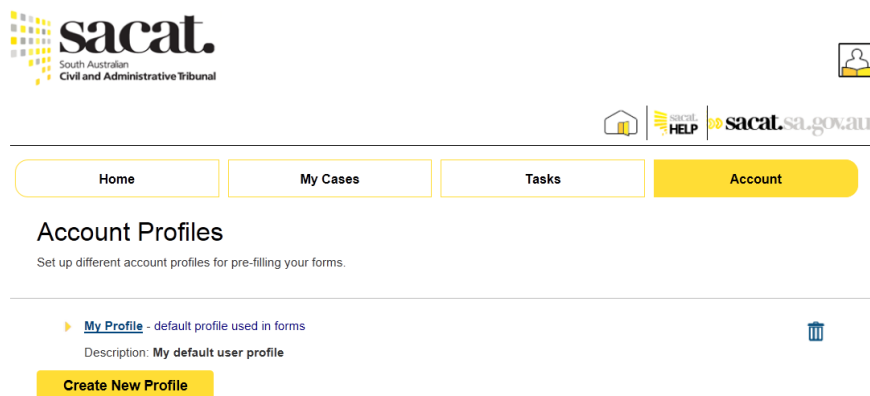


The 'Account Profiles' page is used to create multiple profiles.

Create a profile for each staff member who will be applying to SACAT on behalf of your organisation. They will then be the contact on the application.

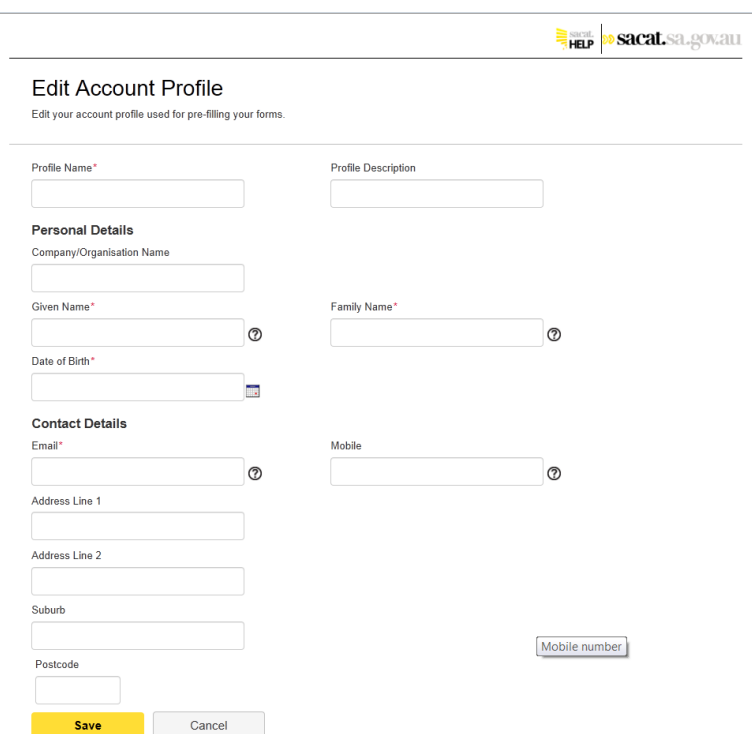
How to create multiple profiles

1. From the 'Account Profiles' page, click 'Create New Profile' (shown below).



The screenshot shows the 'Account Profiles' page. At the top, there is a navigation bar with 'Home', 'My Cases', 'Tasks', and 'Account' (highlighted in yellow). Below this, the page title is 'Account Profiles' with a subtitle 'Set up different account profiles for pre-filling your forms.' A list of profiles is shown, with one entry: 'My Profile - default profile used in forms' and a description 'My default user profile'. A 'Create New Profile' button is located below the list.

The 'Edit Account Profile' page will open (shown below).



The screenshot shows the 'Edit Account Profile' page. The page title is 'Edit Account Profile' with a subtitle 'Edit your account profile used for pre-filling your forms.' The form contains the following fields:

- Profile Name*
- Profile Description
- Personal Details**
 - Company/Organisation Name
 - Given Name*
 - Date of Birth*
 - Family Name*
- Contact Details**
 - Email*
 - Mobile
 - Address Line 1
 - Address Line 2
 - Suburb
 - Postcode
 - Mobile number

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

2. Enter details.

- Please ensure you enter your 'Company/Organisation Name' (**Note: it is not a mandatory field**).
- In the 'Email' field, record the email address you want SACAT to use when communicating with your organisation. SACAT recommends using a *single email account* (not an individual staff email).

3. Click 'Save'
4. Repeat these steps to create multiple, individual profiles.

Use a single email account for communications with SACAT.

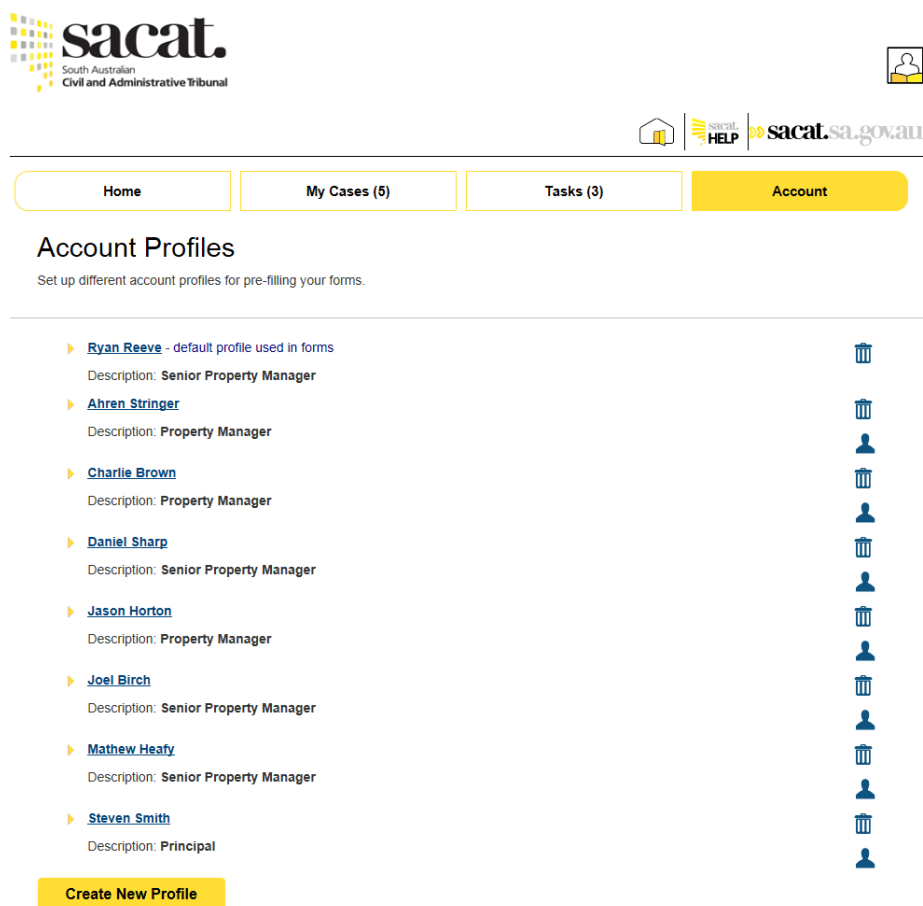


SACAT will send all notices of hearings, orders, and other correspondence to this email address.

Before applying to SACAT, set your 'default profile'.

Your organisation's next application to SACAT will pre-fill using the contact details of the profile selected in Online Services.

- The *first profile displayed* in the list of account profiles is set as your organisation's 'default profile' (shown below).
- To change your default profile, click on the head icon next to the profile you wish to make the default.
- The page will refresh and move this profile to the top of the list.



The screenshot shows the SACAT user interface. At the top left is the SACAT logo. In the top right corner, there is a user profile icon. Below the logo, there is a navigation bar with four buttons: "Home", "My Cases (5)", "Tasks (3)", and "Account" (which is highlighted in yellow). Below the navigation bar, the page title is "Account Profiles" with a subtitle "Set up different account profiles for pre-filling your forms." The main content area displays a list of account profiles. Each profile entry consists of a blue chevron icon, a name link (e.g., "Ryan Reeve"), a description (e.g., "Senior Property Manager"), and a trash can icon on the right. The profiles listed are: Ryan Reeve (Senior Property Manager), Ahren Stringer (Property Manager), Charlie Brown (Property Manager), Daniel Sharp (Senior Property Manager), Jason Horton (Property Manager), Joel Birch (Senior Property Manager), Mathew Heafy (Senior Property Manager), and Steven Smith (Principal). At the bottom left of the list, there is a yellow button labeled "Create New Profile".