



Help guides



Add an existing association

Linking (Adding) an Association

To be able to manage the information about your association and lodge applications, every AssociationsOnline user needs to be linked to their association. A user may choose to link as a primary or authorised user. There are no restrictions on how many associations a user may be linked to.

If you have already created your AssociationsOnline user account, follow the steps below to link to an incorporated association. For assistance with creating your AssociationsOnline account, please refer to www.commerce.wa.gov.au/aohelp.

STEP BY STEP

The screenshot shows the 'Manage associations - Add an existing association' page. It includes a search bar for name or IARN, a search results table, and a details section for the selected association. The steps are numbered as follows:

1. Click the 'Add an existing association' button in the top navigation bar.
2. Enter the name or IARN in the search bar and click 'Search'.
3. Click on the name of the association in the search results table.
4. Select the role type (Primary User or Authorised User) using the radio buttons.
5. Tick the 'I accept the declaration' checkbox.

After logging in, click **Add an existing association**.

Enter the name (or if known the IARN) for the association you want to link to, then click **Search**.

Find and select your association from the displayed search results by **clicking on its name**.

Once selected, the association information along with the number of already linked users will be displayed below the search results table.

Select the type of role (**primary or authorised**) your user account will have.

Both role types enable users to lodge applications; however the primary user has the ability to approve/decline other users requests.

Tick the **Accept the declaration** box, then click the **Go** button.