EMPLOYER SUPER USER—QUICK REFERENCE GUIDE FOR ONLINE FORMS

PERFORMING SUPER USER FUNCTIONS

Step 1—Login

1. Go to https://forms.comcare.gov.au

2. Select 'Login' under the Employer heading.

3. Enter your user name and password and select 'Login' to proceed.

Step 2—Register a new user

1. Select 'User Management' and select 'New user registration' from the task list.

2. Enter the new user's name, email and phone number and select 'Continue'.

3. A confirmation screen will display and an email has been sent to the new user with instructions to access the online forms system.

4. Select 'Return to User Management' to return to the main user management page.

5. Selecting the Comcare Australian Government crest will return you to the list of claim for time off work submissions.

Step 3—View list of registered users

1. Select 'User Management' and select 'View list of users' from the task list.

2. Review the users by scrolling down the list.

3. Selecting the Comcare Australian Government crest will return you to the list of claim for time off work submissions.

Step 4—Update existing user details

1. Select 'User Management' and select 'Update user details' from the task list.

2. Select the user from the drop down list.

3. Update user information by selecting the appropriate fields and press 'Continue'.

4. A confirmation screen will display.

5. Select 'Return to User Management' to return to the main user management page.

6. Selecting the Comcare Australian Government crest will return you to the list of claim for time off work submissions.

Step 5—Update agency notification email address

1. Select 'User Management' and select 'Update agency notification email address' from the task list.

2. Update the notification email address. *Note: This email address will be used to notify your agency when an employee has submitted a claim for time off work.*

3. Select 'Continue' and a confirmation screen will display.

4. Select 'Return to User Management' to return to the main user management page.

5. Selecting the Comcare Australian Government crest will return you to the list of claim for time off work submissions.

Step 6—Reset a user password

1. Select 'User Management' and select 'Update user details' from the task list.

2. Select the user from the drop down list.

3. Select 'Reset Password'.

4. Select 'Continue'.

5. A confirmation screen will display and an email will be sent to the user with a temporary password.

6. Select 'Return to User Management' to return to the main user management page.

7. Selecting the Comcare Australian Government crest will return you to the list of claim for time off work submissions.