

Queensland Kindergarten Funding Guide for QGrants **Account Creation**



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User Registration

QGrants is a whole-of-government grants management system where Approved Kindergarten Program Providers can apply for Early Childhood Education and Care (ECEC) grants.

Before users can apply to be an approved Kindergarten Program Provider (KPP) or receive funding, they need to create the following accounts:

- Personal Login account (every user needs to have their own account)
- Approved Provider account
- Service account.

NOTE: You will not be able to submit an application until these three accounts are created.

This guide explains step by step how to create a personal account for an authorised officer, establish an applicant account (Approved Provider) and a beneficiary account (Service).

Once registered on QGrants, you will be able to perform the below functions:

- create additional accounts;
- manage accounts;
- approve access requests to information; and
- make an application for approval as a KPP.

It is important to note that the authorised officer must register a personal login and create the applicant account. A nominated contact officer is able to complete the establishment of a beneficiary account and lodge an application to become an approved KPP.

If you require assistance, you can contact the department by email at OKFS.LDC@ged.qld.gov.au or you can call the Grants Management Team on 07 3035 2244.

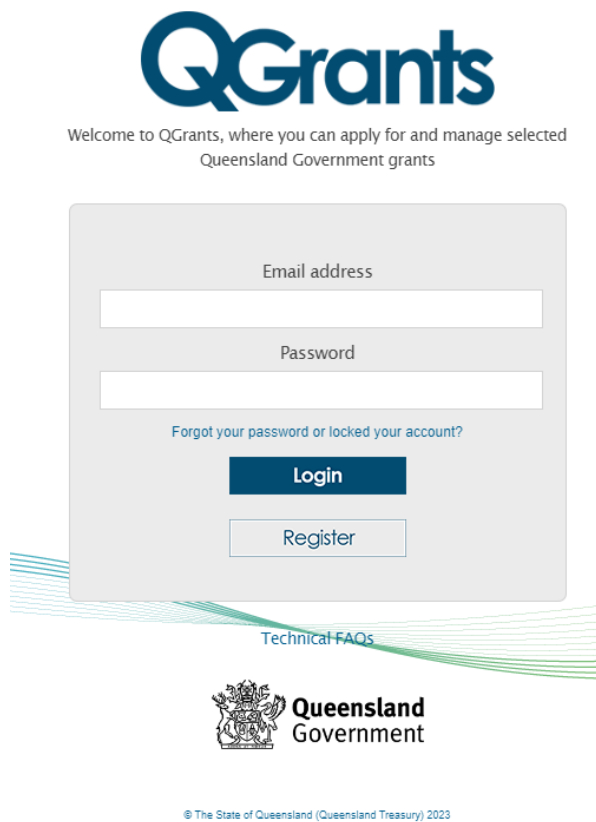
How to register an Authorised Officer account

The authorised officer is the person who is authorised to enter into a legal contract on behalf of the organisation. This person must be listed on the Australian Securities and Investment Commission (ASIC) statement, Trust Agreement or Annual General Minutes (executive committee member).

Once registered as the authorised officer, you will be able to approve access for contact officers (e.g. Director of Service, Business Manager etc.) to submit applications on the organisation's behalf. The contact officer will need to register an account on QGrants, and use the link to existing organisation functionality on the accounts page to request access to the organisation. You will receive a request for approval.

NOTE: once a contact officer is approved, this will give them access to, and the ability to change, the banking details for the organisation.

Step 1: Go to QGrants via <https://qgrants.osr.qld.gov.au/portal> and click **Register**.



The screenshot shows the QGrants portal interface. At the top is the 'QGrants' logo in blue. Below it, a welcome message reads: 'Welcome to QGrants, where you can apply for and manage selected Queensland Government grants'. The main content area is a light gray box containing two input fields: 'Email address' and 'Password'. Below these fields is a link that says 'Forgot your password or locked your account?'. There are two buttons: a dark blue 'Login' button and a light gray 'Register' button. Below the registration box, there is a link for 'Technical FAQs' and the Queensland Government crest and name. At the very bottom, a small copyright notice states: '© The State of Queensland (Queensland Treasury) 2023'.

Step 2: Provide the necessary information in the spaces provided.

Tick the 'I'm not a robot' check box. You may be required to complete the ReCAPTCHA image test - click on the relevant pictures and click **Verify**.

Once completed, click **Register**. ONLY the authorised officer's details should be entered in this section.

NOTE: the password must be between 8 and 20 characters with a combination of numbers and letters and at least 1 UPPER and 1 lower case letter.



Please register below so that you can start to apply for and manage selected Queensland Government grants

Given name

TESTING

Surname

QKF

Email address

QKF.GMF@test.test.au

Re-enter email address

QKF.GMF@test.tes.au

Password

Password must be 8 - 20 characters, contain at least one uppercase character and one number

Re-enter password

✓ I'm not a robot



reCAPTCHA
 [Privacy](#) • [Terms](#)

Register

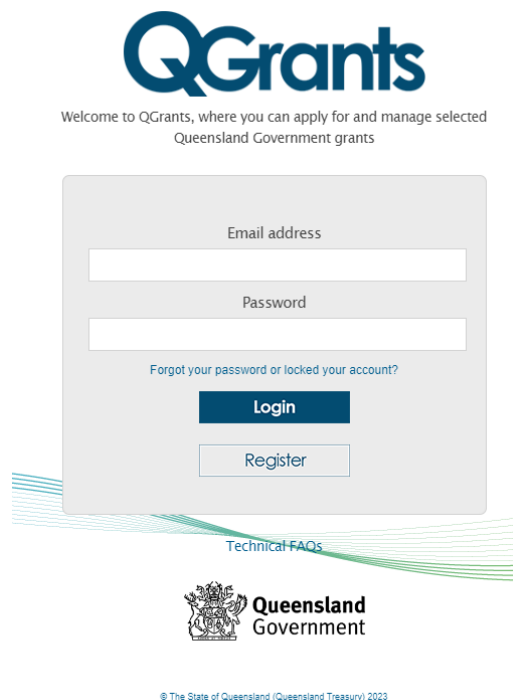


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Step 3: Upon registering, you will see the following message.



Step 4: After you have activated your account through the verification email, log back into QGrants using the nominated email address and password.



Step 5: When you log in for the first time you will be required to provide basic details such as address and contact details. Complete the required details and click **Next** to progress through each step.

Account : Test Account / 1010286575

1 2 3 4 5 6

Account Details Street Address Mailing Address Contact Details Relationships Summary

< Back Next > Exit

Complete registration of your account

Name Details

Title: Ms

First Name: Test

Last Name: Account

NOTE: As you are registering an account, you will not be able to create a relationship. The system will skip this screen and move to the Summary screen.

Step 6: From the Summary screen, click **Save**. You will receive a message stating the account has been successfully saved. Click on **Exit**.

Account : Test Account / 1010286575

1 2 3 4 5 6

Account Details Street Address Mailing Address Contact Details Relationships Summary

< Back Save Exit

Account Details

Account Number: 1010286575

Name: Test Account

Address: L 9 42-60 Albert St / BRISBANE CITY QLD 4000

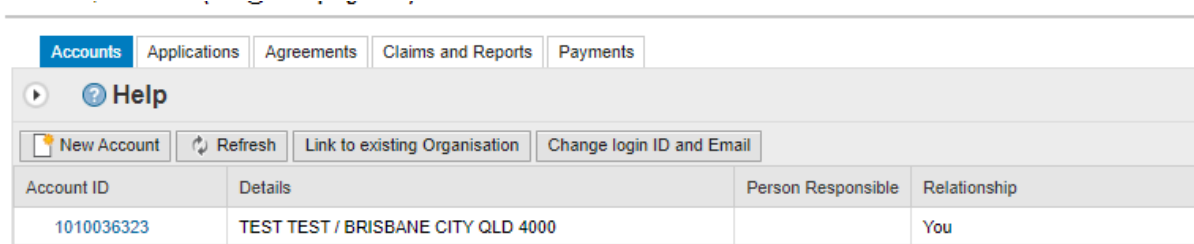
How to register an Applicant account (Approved Provider)

As the authorised officer, you must register the applicant account (Approved Provider) as you will automatically become the responsible person.

Step 1: Log into QGrants using the login email and password:

<https://qgrants.osr.qld.gov.au/portal>.

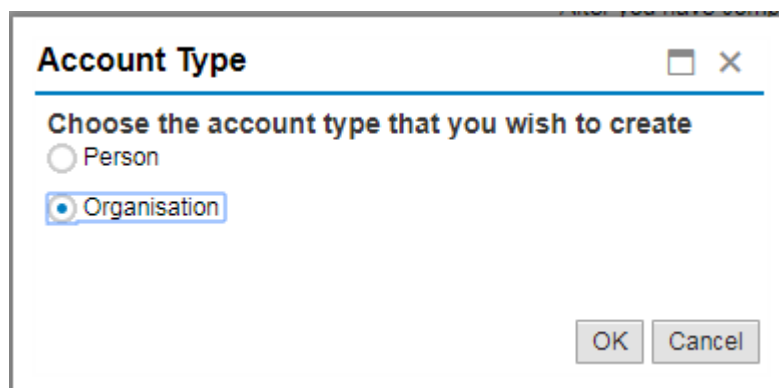
Step 2: At the welcome screen select the Accounts tab and click on **New Account**.



The screenshot shows the 'Accounts' tab selected in the top navigation bar. Below the navigation bar, there is a 'Help' icon and a row of buttons: 'New Account', 'Refresh', 'Link to existing Organisation', and 'Change login ID and Email'. Below these buttons is a table with the following data:

Account ID	Details	Person Responsible	Relationship
1010036323	TEST TEST / BRISBANE CITY QLD 4000		You

Step 3: Click on **Organisation** for the account type. Click on **OK** to continue.



The screenshot shows a dialog box titled 'Account Type'. It contains the text 'Choose the account type that you wish to create'. There are two radio buttons: 'Person' and 'Organisation'. The 'Organisation' radio button is selected. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Step 4: Enter the organisation's Australian Business Number (ABN), and click on the 'Get name' button to obtain the organisation's registered name. The name will automatically populate the organisation name and the additional name (if applicable). If you are unsure of the ABN you can complete a search at <http://www.abr.business.gov.au/>.

NOTE: If the organisation is a Trust, you must detail the Trustee name and the Trust name. For example, John Jones as Trustee for the Jones Family Unit Trust.

Enter the Australian Company Number (ACN) or Incorporation Number. The ACN is listed on the ABN website. You can check the incorporation number at the Fair Trading website at

<http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm>.

Enter the GST status if required.

NOTE: Only one account can be registered per ABN. If the ABN you have entered is already registered, you can request to be linked to the account as a contact person by returning to the 'Account' tab and following the 'Link to existing organisation' instructions.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Next > Exit

Organisation Details

ABN: 12055257657 [Get Name](#)

* Legal/Organisation Name: 2TEST PTY LTD

Additional Name:

Additional Name 2:

Additional Name 3:

ACN:

Trading Name:

Incorporation Number:

GST Details

Goods and Services Tax (GST): Not currently registered for GST

Your current GST status: (if your registration status has changed from the above)

< Back Next > Exit

Help

Account details

- If you have an ABN (Australian Business Number), enter the number in the field provided.
- Enter your organisation's ABN and click the 'get name' button to obtain the organisation's registered name. The name will automatically populate the organisation name and the additional name (if applicable).
- If you are unsure of your ABN you can complete a search at abr.business.gov.au
- Enter your ACN or Incorporation number. Your ACN is listed on the ABN website. If unsure you can check your incorporation number at the Fair Trading website www.fairtrading.qld.gov.au/check-a-charity-or-association.htm
- Only one Account can be registered per ABN. If the ABN you have entered is already registered, you can request to be linked to the Account as a contact person by returning to the 'Account' tab and following the 'Link to existing organisation' instructions.
- Enter your GST Status if required
- Press 'next' to continue.

Step 5: Enter the street address. Click **Next** to continue.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Next > Exit

Street Address

* Address 1: Albert Street

Address 2:

* Town/Suburb: Brisbane City Postcode: 4000 * State: QLD

Help

Address details

- Enter your organisation address details including house number, street name, town/suburb and postcode. Fields with an * need to be completed.
- If an incorrect or incomplete address is entered a list of possible addresses will appear. Select your suburb, street and house number.
- Check that your details are correct.
- Press 'next' to continue.

Step 6: Validate the street address by double clicking on the best match for the address from the list provided.

Select Address

Automatic address validation

- Select the best match for your address from the list below.
- You may need to drill-down through a number of selections to get to the final address.
- If you cannot find the address you are after, **Cancel** the address selection and start again

Suburb	Postcode	State	Address 1	Address 2
BRISBANE CITY	4000	QLD	L 4 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 5 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 6 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 7 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 8 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 9 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 10 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 11 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 12 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 13 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 14 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 15 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 17 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 18 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 19 42-60 Albert St	

Cancel

Step 7: If the mailing address is different to the street address you must complete the mailing address details. Click **Next** to continue.

New Account

1

2

3

4

5

6

Account Details

Street Address

Mailing Address

Contact Details

Relationships

Summary

< Back

Next >

Exit

Mailing Address

* Address 1: PO Box 15033

Address 2:

* Town/Suburb: City East

Postcode: 4002

* State: QLD

Help

Mailing Address

- If your organisation's mailing address is different to your street address, please enter the details.
- If an incorrect or incomplete address is entered a list of possible addresses will appear. Select your suburb, street and house number.
- Press 'next' to continue.

Step 8: Enter the contact information for the organisation. You must provide at least one contact phone number and an email address for the account. Click **Next** to continue.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 **Contact Details** 5 Relationships 6 Summary

< Back Next > Exit

Contact Details

Telephone Number: 0730352244

Mobile Phone Number:

Fax:

Email: testapplicant@test.com.au

Website:

Help

Contact details

- Please provide at least one contact phone number and your email address.
- Check that your details are correct.
- Press 'next' to continue.

Step 9: Create a relationship between the authorised officer and the organisation account by clicking the 'Add Relationship' button.

The Authorised Officer will be automatically set as the Responsible Person and the Finance Contact.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 **Relationships** 6 Summary

< Back Next > Exit

Relationships

+ Add Relationship

Details	Account ID	Position	Function
2TEST PTY LTD			

No relationships exist

Help

Relationships

To link accounts:

- Select the account to relate to
- Select the relationship type
- Select the contact person position if relevant

Please Note

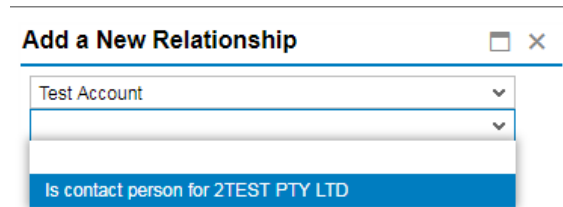
- If you are creating an organisation account, you will automatically have the role of 'Person Responsible' and you do not need to specify a relationship. If you wish to be saved as the contact person also, then choose 'is contact person' from the list.

Step 10: From the first drop down menu select the authorised officer's name.

Add a New Relationship

Test Account

Step 11: From the second drop down select “Is contact person for...”. This will become the relationship type.

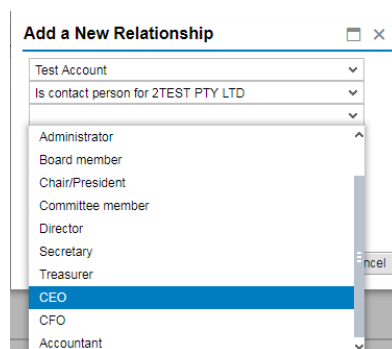


Add a New Relationship

Test Account

Is contact person for 2TEST PTY LTD

Step 12: From the third drop down menu, select the most appropriate position title for the authorised officer.



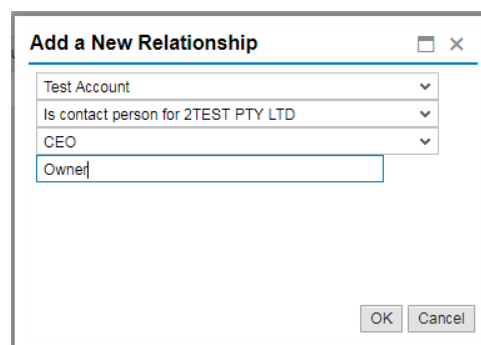
Add a New Relationship

Test Account

Is contact person for 2TEST PTY LTD

Administrator
Board member
Chair/President
Committee member
Director
Secretary
Treasurer
CEO
CFO
Accountant

Step 13: In the fourth down menu, enter the authorised officer’s position title. Click on **OK** to continue.



Add a New Relationship

Test Account

Is contact person for 2TEST PTY LTD

CEO

Owner

OK Cancel

Step 14: Once the relationship has been created click **Next** to continue.

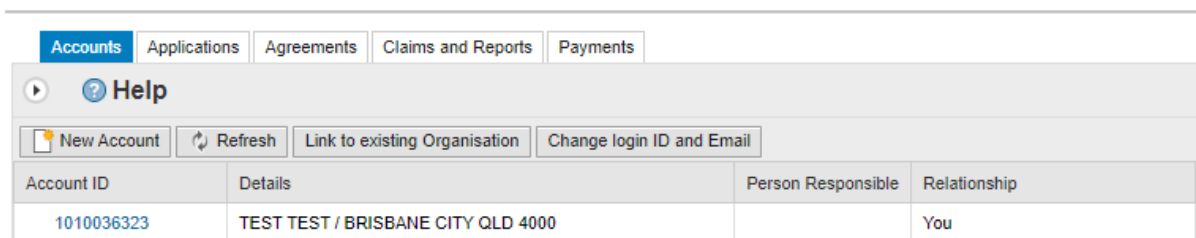
Step 15: You have now generated the account for the Approved Provider. Take a note of the account number and click **Save** to continue.

How to register a Beneficiary account (Service)

Step 1: If you logged out of QGrants, log back in using the login email and password:

<https://qgrants.osr.qld.gov.au/portal>.

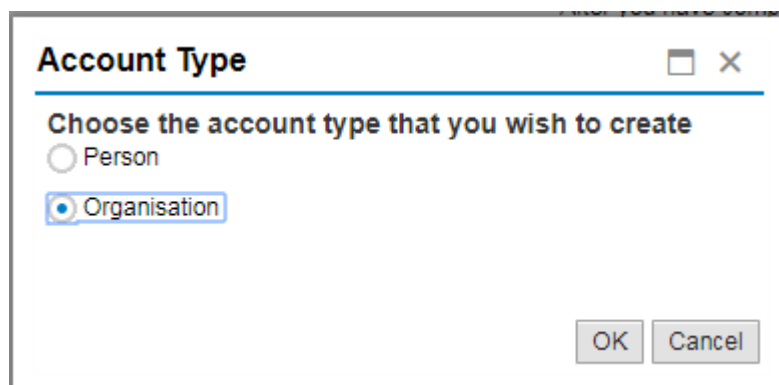
Step 2: At the welcome screen, select the 'Accounts' tab and click on 'New Account'.



The screenshot shows the 'Accounts' tab selected in the top navigation bar. Below the navigation bar is a 'Help' section with a play button icon. Underneath are four buttons: 'New Account', 'Refresh', 'Link to existing Organisation', and 'Change login ID and Email'. Below these buttons is a table with the following data:

Account ID	Details	Person Responsible	Relationship
1010036323	TEST TEST / BRISBANE CITY QLD 4000		You

Step 3: Click on 'Organisation' for the account type. Click **OK** to continue.



The screenshot shows a dialog box titled 'Account Type' with a close button (X) in the top right corner. The text inside the dialog says 'Choose the account type that you wish to create'. There are two radio button options: 'Person' and 'Organisation'. The 'Organisation' option is selected, indicated by a blue dot. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Step 4: Enter the service name as per the current service approval under the Education and Care Services National Law (Queensland) or a service approval for a Centre Based Child Care Service under the Education and Care Services Act 2013 (or other applicable child care legislation). Click **Next** to continue.

NOTE: You do not need to enter the ABN for a beneficiary account. An ABN is only required for the Applicant/Legal Entity account.

The screenshot shows the 'New Account' form at Step 4, 'Organisation Details'. A progress bar at the top indicates the sequence of steps: 1. Account Details (highlighted), 2. Street Address, 3. Mailing Address, 4. Contact Details, 5. Relationships, and 6. Summary. Below the progress bar are buttons for '< Back', 'Next >', and 'Exit'. The main section is titled 'Organisation Details' and contains an 'ABN:' field with a 'Get Name' button and a '* Legal/Organisation Name:' field with the text 'Test Service' entered.

Step 5: Enter the street address. Click **Next** to continue.

The screenshot shows the 'New Account' form at Step 5, 'Street Address'. The progress bar at the top shows the sequence: 1. Account Details, 2. Street Address (highlighted), 3. Mailing Address, 4. Contact Details, 5. Relationships, and 6. Summary. Below the progress bar are buttons for '< Back', 'Next >', and 'Exit'. The main section is titled 'Street Address' and contains several fields: '* Address 1:' with 'Albert Street' entered, 'Address 2:', '* Town/Suburb:' with 'Brisbane City' entered, 'Postcode:' with '4000' entered, and '* State:' with a dropdown menu showing 'QLD'. To the right, under a 'Help' heading, is a section titled 'Address details' with three bullet points: 'Enter your organisation address details including house number, street name, town/suburb and postcode. Fields with an * need to be completed.', 'If an incorrect or incomplete address is entered a list of possible addresses will appear. Select your suburb, street and house number.', and 'Check that your details are correct.' A final bullet point states 'Press \'next\' to continue.'

Step 6: Validate the street address by double clicking on the best match for the address from the list provided.

Select Address

Automatic address validation

- Select the best match for your address from the list below.
- You may need to drill-down through a number of selections to get to the final address.
- If you cannot find the address you are after, **Cancel** the address selection and start again

Suburb	Postcode	State	Address 1	Address 2
BRISBANE CITY	4000	QLD	L 4 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 5 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 6 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 7 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 8 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 9 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 10 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 11 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 12 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 13 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 14 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 15 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 17 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 18 42-60 Albert St	
BRISBANE CITY	4000	QLD	L 19 42-60 Albert St	

Cancel

Step 7: If the mailing address is different to the street address you must complete the mailing address details. Click **Next** to continue.

New Account

1

2

3

4

5

6

Account Details Street Address Mailing Address Contact Details Relationships Summary

< Back

Next >

Exit

Mailing Address

* Address 1: PO Box 15033

Address 2:

* Town/Suburb: City East

Postcode: 4002

* State: QLD

Help

Mailing Address

- If your organisation's mailing address is different to your street address, please enter the details.
- If an incorrect or incomplete address is entered a list of possible addresses will appear. Select your suburb, street and house number.
- Press 'next' to continue.

Step 8: Enter the contact information for the organisation. You must provide at least one contact phone number and an email address for the account. Click **Next** to continue.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 **Contact Details** 5 Relationships 6 Summary

< Back Next > Exit

Contact Details

Telephone Number: 0730352244

Mobile Phone Number:

Fax:

Email: testapplicant@test.com.au

Website:

Help

Contact details

- Please provide at least one contact phone number and your email address.
- Check that your details are correct.
- Press 'next' to continue.

Step 9: Create a relationship between the service and the organisation account by clicking the 'Add Relationship' button.

New Account

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 **Relationships** 6 Summary

< Back Next > Exit

Relationships

+ Add Relationship

Details	Account ID	Position	Function
No relationships exist			

Help

Relationships

To link accounts:

- Select the account to relate to
- Select the relationship type
- Select the contact person position if relevant

Please Note

- If you are creating an organisation account, you will automatically have the role of 'Person Responsible' and you do not need to specify a relationship. If you wish to be saved as the contact person also, then choose 'is contact person' from the list.

Step 10: From the second drop down select **Is sponsor of < Service Name >**. Click **OK** to continue.

Add a New Relationship

2TEST PTY LTD

Is sponsor of Test Service

Is sponsored by Test Service

Step 11: Once the relationship has been created, click **Next** to continue.

Step 12: You have now generated the account for the Service. Take a note of the account number and click **Save** to continue.

You have now successfully created both an applicant and beneficiary account.

Prior to proceeding with lodging an application to become an approved kindergarten program provider, you are required to email QKFS.LDC@ged.qld.gov.au requesting that the accounts be verified. You will need to provide the Account number of the Approved Provider and Service Account that you just created.

Once these accounts have been verified, the KPP application menu will become available, allowing you to proceed with lodging the application.

How to register a New User account

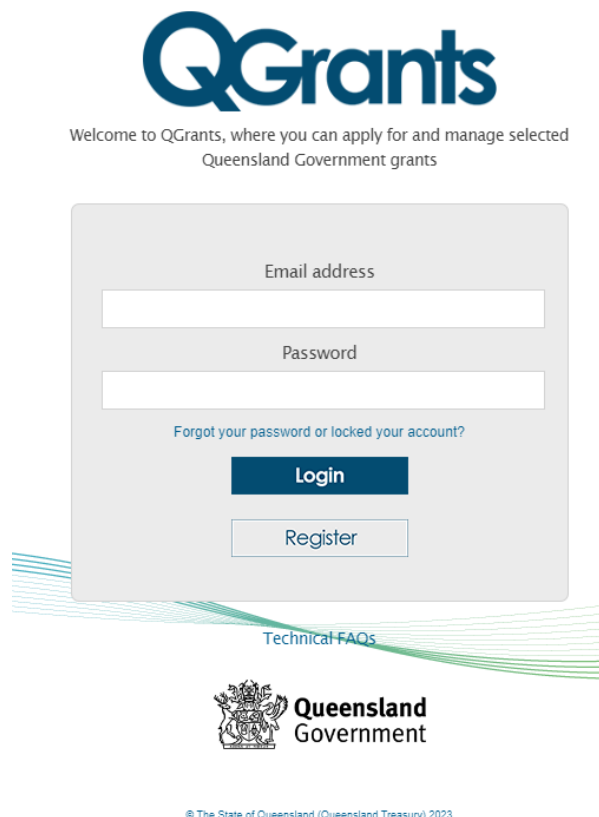
As your staff change, it is important to note that user accounts in QGrants are USER specific. This means that each person needs to have their own account, not recycle accounts of employees that have left the organisation.

When creating an account, it is recommended that you do not use generic email addresses such as director@, admin@. Email addresses can only be used once and you will not be able to register a user to that email address again.

We recommend using personname@ or setting up a new email address using one of the free web-based email domains.

The creation of a user account should be completed by the user themselves as they will need to have access to the email address being used to complete the account creation.

Step 1: Go to QGrants via <https://qgrants.osr.qld.gov.au/portal> and click **Register**.



The screenshot shows the QGrants portal interface. At the top is the 'QGrants' logo in blue. Below it is the text 'Welcome to QGrants, where you can apply for and manage selected Queensland Government grants'. The main content area is a light gray box containing a login form. The form has two input fields: 'Email address' and 'Password'. Below these fields is a link that says 'Forgot your password or locked your account?'. There are two buttons: a dark blue 'Login' button and a light gray 'Register' button. Below the login form is a link for 'Technical FAQs'. At the bottom of the page is the Queensland Government crest and logo, followed by the copyright notice '© The State of Queensland (Queensland Treasury) 2023'.

Step 2: Provide the necessary information in the spaces provided.

Tick the 'I'm not a robot' check box. You may be required to complete the ReCAPTCHA image test - click on the relevant pictures and click **Verify**.

Once completed, click **Register**. ONLY the new user's details should be entered in this section.

NOTE: the password must be between 8 and 20 characters with a combination of numbers and letters and at least 1 UPPER or 1 lower case letter.



Please register below so that you can start to apply for and manage selected Queensland Government grants

Given name

TESTING

Surname

QKF

Email address

QKF.GMF@test.test.au

Re-enter email address

QKF.GMF@test.tes.au

Password

Password must be 8 - 20 characters, contain at least one uppercase character and one number

Re-enter password

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Register

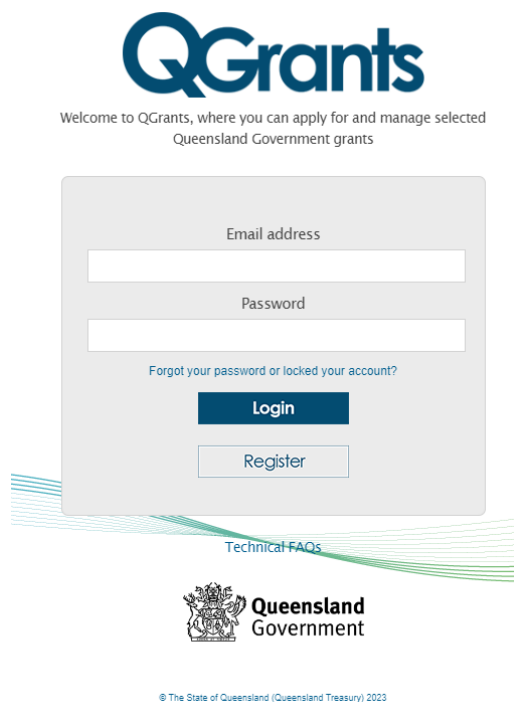


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Step 3: Upon registering, you will get the following message:



Step 4: After you have activated your account through the verification email, log back into QGrants using the nominated email address and password.



Step 5: When you log in for the first time, you will be required to provide basic details such as address and contact details.

Complete the required details and click **Next** to progress through each step.

Account : Test Account / 1010286575

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Next > Exit

Complete registration of your account

Name Details

Title: Ms

First Name: Test

Last Name: Account

NOTE: As you are registering an account, you will not be able to create a relationship. The system will skip this screen and move to the 'Summary' screen.

Step 6: From the Summary screen, click **Save**. You will receive a message stating the account has been successfully saved. Click on **Exit**.

Account : Test Account / 1010286575

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Save Exit

Account Details

Account Number: 1010286575

Name: Test Account

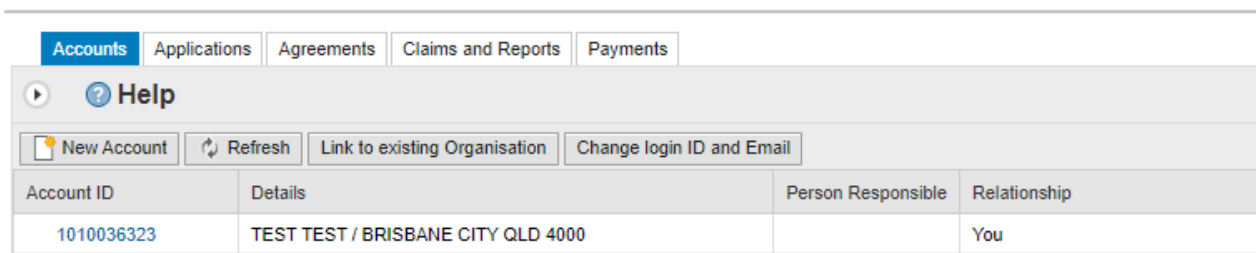
Address: L 9 42-60 Albert St / BRISBANE CITY QLD 4000

Linking your account to an organisation or service

A new user will need to be linked to an organisation or service in order to see that account in QGrants.

If you need to view a **specific service only**, you will link to the service account, but if you need to view **all services under an Approved Provider**, you will need to link to the approved provider account.

Step 1: At the Welcome screen, select the 'Accounts' tab and click on **Link to existing Organisation**.

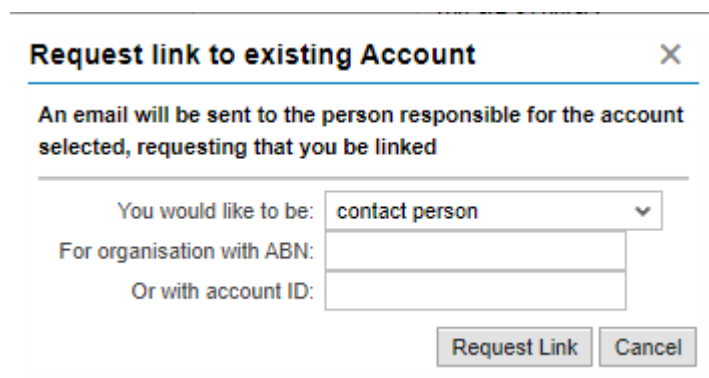


The screenshot shows the 'Accounts' tab selected in the top navigation bar. Below the navigation bar is a 'Help' section with a play button icon. Underneath, there are four buttons: 'New Account', 'Refresh', 'Link to existing Organisation', and 'Change login ID and Email'. Below these buttons is a table with the following data:

Account ID	Details	Person Responsible	Relationship
1010036323	TEST TEST / BRISBANE CITY QLD 4000		You

Step 2: You will need to obtain the QGrants account ID for the account that you wish to link to. This will be either the QGrants ID for the service if you wish to be linked to a specific service, OR the Organisation ABN or QGrants ID for the Approved Provider if you wish to be linked to the Approved Provider.

These numbers can be sourced from QGrants from another user with access.



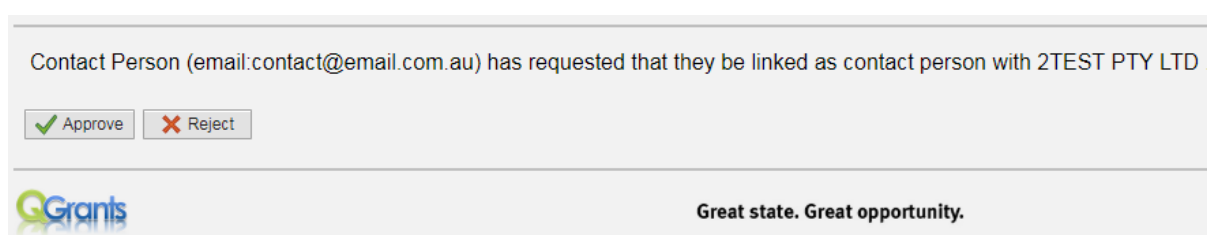
The screenshot shows a dialog box titled 'Request link to existing Account' with a close button (X) in the top right corner. The text inside the dialog box reads: 'An email will be sent to the person responsible for the account selected, requesting that you be linked'. Below this text are three input fields: 'You would like to be:' with a dropdown menu showing 'contact person', 'For organisation with ABN:', and 'Or with account ID:'. At the bottom right of the dialog box are two buttons: 'Request Link' and 'Cancel'.

Step 3: An email will then be sent to the Authorised Officer to approve the contact person can be linked to the organisation's account. The verification link from the email will open a logon screen in QGrants. The person responsible for the organisation should log into QGrants with their nominated email address and password to either accept or reject the request.

Important Information:

The Authorised Officer must note that once this link request is approved, the contact officer will have access to submit and change banking details for the organisation. It is the responsibility of the Authorised Officer to ensure that any controls required by the organisation are in place over these details.

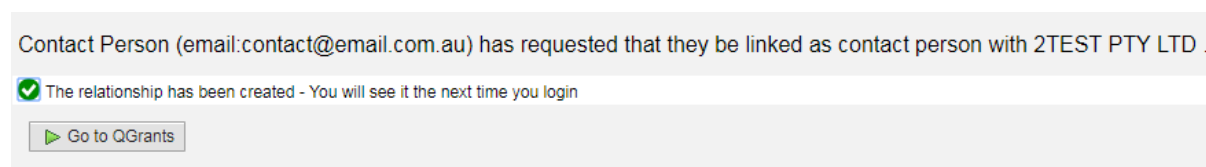
Step 4: The responsible person will need to either Accept or **Reject** the request.



Contact Person (email:contact@email.com.au) has requested that they be linked as contact person with 2TEST PTY LTD .

 **Great state. Great opportunity.**

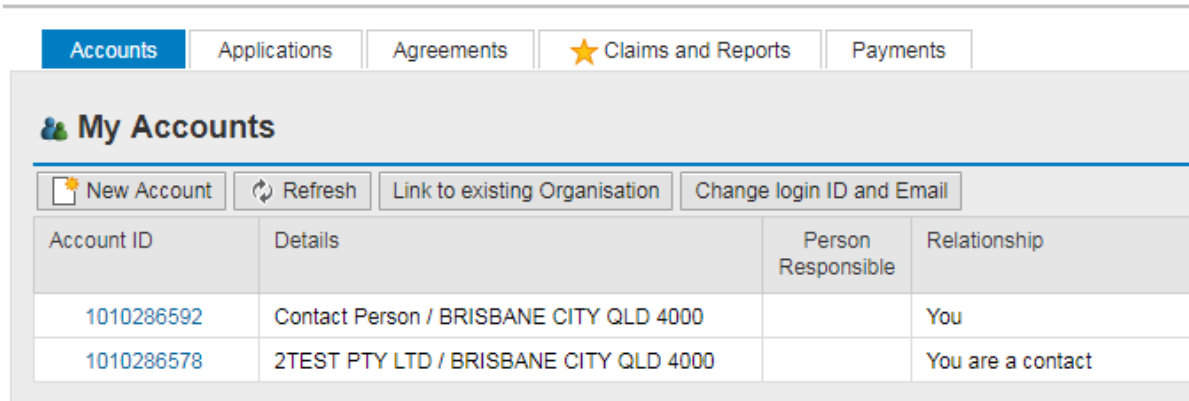
Step 5: The responsible person will then receive the below message once the relationship has been confirmed.



Contact Person (email:contact@email.com.au) has requested that they be linked as contact person with 2TEST PTY LTD .

 The relationship has been created - You will see it the next time you login

After the relationship has been confirmed, the organisation will now appear in the 'My Accounts' list for the contact officer and the Relationship will show that they are a contact for the organisation.

Accounts Applications Agreements  Claims and Reports Payments

 **My Accounts**

Account ID	Details	Person Responsible	Relationship
1010286592	Contact Person / BRISBANE CITY QLD 4000		You
1010286578	2TEST PTY LTD / BRISBANE CITY QLD 4000		You are a contact