



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts



ROVER guide: Multi-level authority to act

November 2022

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Updated July 2022 – details of how to create a ROVER account updated.

Updated November 2022 – RAV management and non-compliance reporting function details added.

Multi-level authority to act

The multi-level authority to act feature in ROVER gives organisations the control and flexibility to set standard or limited access levels and to assign functions.

What is authority to act?

An authority to act allows one user to take actions in ROVER on behalf of another user depending on their level of access. For example, they may create and submit applications, manage recalls, or make payments.

The most common type of authority to act is between a ROVER account holder and an organisation.

Authorities to act protect ROVER users' data by allowing them to control:

- who has access to their personal or organisation profile, and
- what they can do with that access.

There are no inherited permissions. For example, if you can act for Organisation A and your employee can act for you, that does not mean your employee can also act for Organisation A. They need to establish their own relationship with Organisation A to do so.

How does it work?

ROVER allows whoever issues an authority to set access levels and assign functions to ROVER users. This gives you and your organisation more control and flexibility when managing and delegating authorities in ROVER.

Organisations and individuals can self-manage their authorities to act in ROVER without needing the department's intervention.

This flexibility allows a variety of links – for example, between employees and their companies, or between agents and their clients.

Using the authority to act function in ROVER lets you record and self-manage as many relationships with organisations and individuals as you need. Each relationship is independent of any others you may have.

Important: In ROVER all sections marked with a red asterisk * are mandatory and must be completed.

Acting for more than one organisation

ROVER allows an individual to act on behalf of multiple organisations or other individuals.

Each association is separately managed with the relevant organisation or client, and can be created or updated without needing to change your personal ROVER account.

If an individual needs an authority to act for an additional organisation they can be set that up by:

- either by having it assigned from someone with the account admin function, or
- by recording authority for a new organisation.

Levels of access and associated functions

Levels of access

There are two levels of access:

- standard access, and
- limited access.

Users with standard access can see everything belonging to the organisation or individual for each function they are assigned.

Only certain functions are available for Limited access users. They can only see the specific records they are assigned within a function.

Each authority relationship will only have one level, but can include multiple functions as required.

Functions

Functions let users see or perform actions such as **create, read, update** or **submit**.

Each individual and organisation is responsible for ensuring they have assigned the right permissions to the right people, and for removing them when they are no longer required.

Table 1. Levels of access and associated functions.

Level of access	Function	Description
Standard access	Account admin	Can view and manage account details , authorities to act, and RAV submitters of the organisation or individual.
Standard access	RAV management	Can view and edit RAV submitter details and can download reports on RAV submissions
Standard access	Non-compliance	Can submit relevant non-compliance reports
Standard access	Approvals	Can view and manage approvals, and make approval-related payments for the related party.
Standard access	Recalls	Can view, submit, manage, and report on recalls for the related party.
Standard access	Applications	Can create, view, edit and submit applications for the related party. Cannot view approval information.
Limited access	Approvals	Can view, manage, and make payments for specific approvals where they have been added as a contributor.
Limited access	Application contributor	Can view and edit specific applications where they have been added as a contributor. Does not give the ability to create or submit applications.

Creating a ROVER account

Under the Road Vehicle Standards (RVS) laws, you need to create an account in ROVER, the department's online applications and approvals portal, before you can assign or receive an authority to act.

To create an account, go to [ROVER](#) and click on **Sign in**. Then click on **Sign up now** and follow the prompts to create an account.

The [How to create a ROVER user account](#) guide provides detailed instructions on how to create a ROVER account.

Recommended browsers

The recommended browsers to use when accessing ROVER are: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). Internet Explorer and Safari are not recommended.

Important: Do not start an application until your identity and/or authority to act has been checked by the department, as the information entered may not be saved.

What should an authority to act include?

If you are the first representative seeking authority to act on behalf of an organisation or individual, you need to upload a letter from them in ROVER authorising you to do so.

An authority to act letter must be:

- on letterhead of the approval holder and signed by a key management personnel office holder
- an original or electronic copy.

It must include:

- the signature, name, position and contact details of the person signing the letter,
- the date, and
- wording that authorises the ROVER user to act on behalf of the organisation (note: the letter cannot restrict the scope of the approval in any way but it may include a cessation date).

And, must:

- be in English, have enough English to identify all of the above, or be accompanied by a professional translation (an example is the National Accreditation Authority for Translators and Interpreters (NAATI)) if the letter is in a language other than English
- not have been altered in any way.

Important: ROVER account holders with an authority to act on behalf of an organisation who have standard access, with the account admin function, can extend authorities to act to other ROVER account holders on behalf of that organisation.

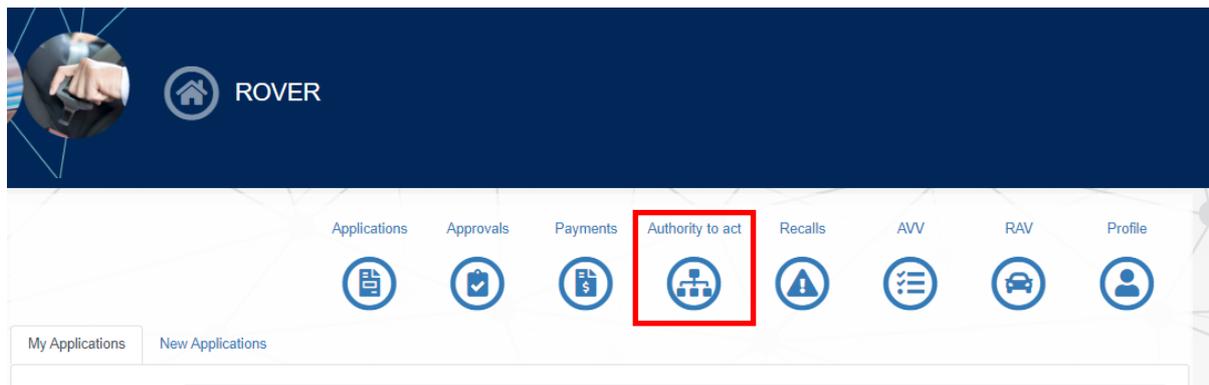
How to upload a letter authorising you to act on an organisation's behalf

To record an authority for a new organisation in ROVER, you need to have a ROVER account (see: [How to create your ROVER account](#)).

Once you have a ROVER account, sign in and follow these steps.

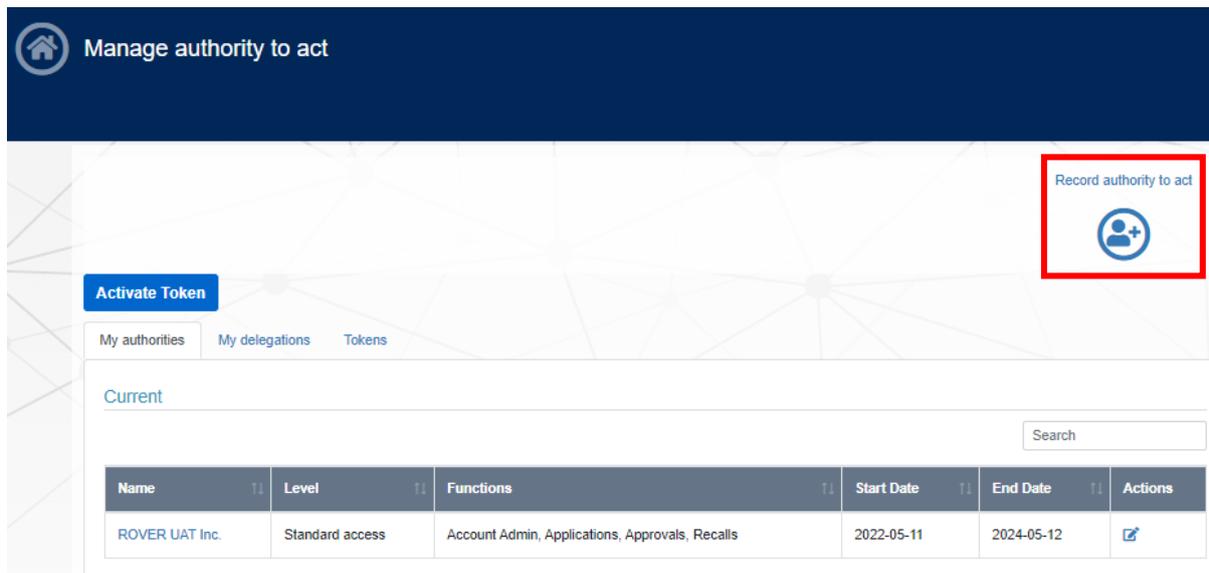
Step 1.

Select the **Authority to Act** icon to go to the **Manage authority to act** page.



Step 2

On the **Manage authority to act** page select **Record an authority to act**.



Step 3.

On the **Record an authority to act** page, select **Record an authority for a new organisation** and **Standard access**.

Note: Limited access can be added for another user later, but should not be selected initially as it will not allow **account admin** functions, which allow access to view, edit and manage authorities to act.

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? *

- Standard access
- Limited access

Step 4.

Select the functions you want from the ROVER functions list at the bottom of the page. As a minimum, we recommend selecting **Account Admin** to allow access to view, edit and manage authorities to act, RAV submitter and account details.

Which ROVER functions are you requesting access to? *

- RAV Management
Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
- Non-Compliance
Able to view and manage relevant compliance report.
- Account Admin
Able to view, edit and manage authorities to act, RAV submitters and account details.
- Applications
Able to start, edit, view, and submit relevant applications.
- Approvals
Able to view and manage relevant approvals, and make approval-related payments.
- Recalls
Able to view and manage relevant recalls.

Step 5.

Next, **nominate an end date** for the authority (if you don't the end date defaults to 2 years), and enter primary contact details (see below). An email address and phone number are mandatory requirements. Including a website is optional.

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? *

- Standard access
- Limited access

End date

5/10/2023

Step 6.

If the organisation has an Australian Business Number (ABN), you may enter it and ROVER will then fill in the entity details.

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? *

- Standard access
- Limited access

End date

5/10/2023

Primary Contact Details

Email * roverinfo@infrastructure.gov.au

Phone * (02) 6274 7111

Website

Does the organisation have an Australian Business Number (ABN) or an Australian Company Number (ACN)? *

Yes No

Australian Business Register

Search by ABN, ACN or name

Search

Entity Name

Entity Type

Entity Type Code

Step 7.

If the organisation does **NOT** hold an ABN, you will be prompted to provide the legal/ trading name, entity identification number, country of incorporation and a certificate of registration/ incorporation.

Does the organisation have an Australian Business Number (ABN) or an Australian Company Number (ACN)? *

Yes No

Legal/Trading Name *

Entity Identification Number *

Country of Incorporation *

Please upload a certificate of registration or incorporation (or equivalent) from the relevant authority *

Upload New

Step 8.

Click the **arrow** to move to the next page. You will be prompted to provide address details for the principal place of business, and to nominate the postal and registered office address.

Step 9.

Finally, you will need to upload supporting evidence of your authority to act on behalf of the organisation (see [What should an authority to act include?](#)). For example, a signed letter from a senior representative appointing you to act on behalf of the organisation.

Note: The uploaded file should be a PDF.

Step 10

Acknowledge the declaration and submit your authority to act by clicking the **Record Authority to Act** button.

The screenshot shows the 'Authorisation' form in ROVER. The form is titled 'Authorisation' and contains a section for 'Evidence of authority'. Below this, there is a section for 'I declare that:' with a red arrow pointing to a checkbox. At the bottom right, there is a blue button labeled 'Record Authority to Act' which is highlighted with a red box.

Note: As you are recording a new organisation, the department will need to check the details of the organisation and the authority to act. This may take up to **5 business days**. Once this has been approved, the details of the authority to act will be clickable and appear under your list of authorities.

The definition of a **business day** under section 5 of the Rules: Means a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

Important: Once an authority to act with the Account Admin feature is approved by the department you will be able to add further authorities to act for the organisation without the department's involvement through the **Record an authority to act** icon in ROVER.

Managing authorities to act for other users

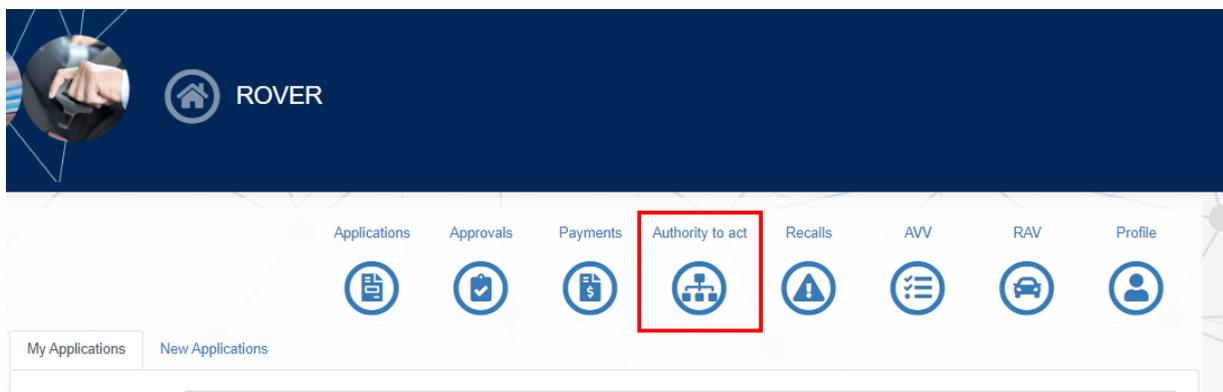
This section includes step-by-step instructions on how to assign, remove, request and update authorities to act in ROVER once you have a ROVER account (see [How to create your ROVER account](#)).

How to re-establish an authority to act for an organisation

You will need to ensure that you have the Account Admin feature if you wish to assign roles; this feature can be assigned by another user, or if there are no users with the Account Admin feature, a new authority can be established using the same process as for a new organisation (pages 6 to 10).

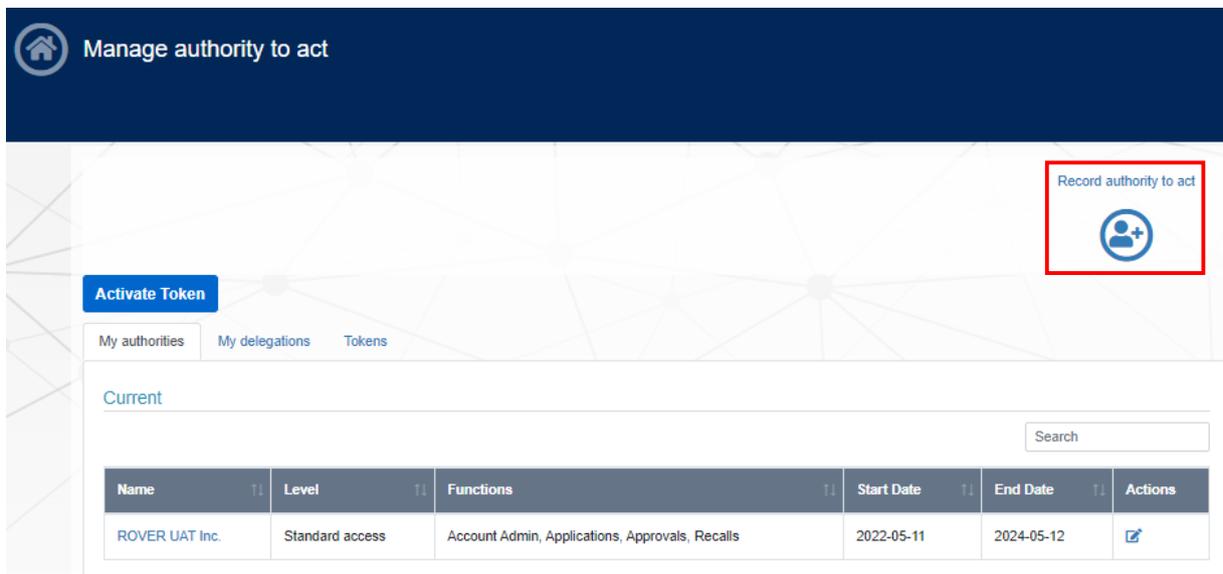
Step 1.

Sign in to ROVER and select the **Authority to act** icon to go to the **Manage authority to act** page.



Step 2.

On the **Manage authority to act** page, select the **Record authority to act** icon at the top right-hand side of the page.



Step 3.

On the **Record authority to act** page select **Record an authority for a new organisation**.

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? *

- Standard access
- Limited access

End date

5/10/2023

Step 4.

Follow the prompts and provide the exact information for your existing organisation.

Important: Remember to provide a letter to confirm your account admin authority to act for that organisation.

Authority to act

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? *

- Standard access
- Limited access

End date

27/05/2023

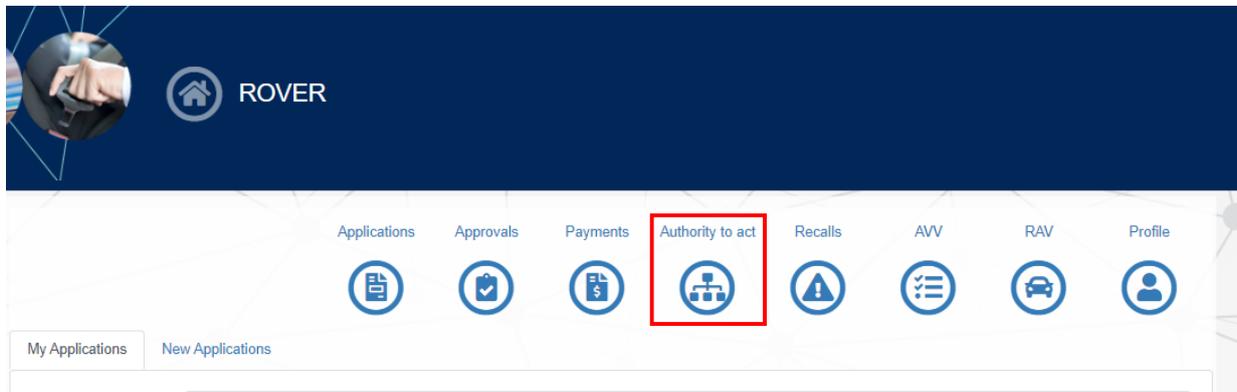
Primary Contact Details

How to assign an authority to act to another ROVER user

Providing authorities to act within an organisation helps to control access and submission rights. As an organisation's authorised user, you may want to assign other ROVER users, such as other employees or representatives, an authority to act.

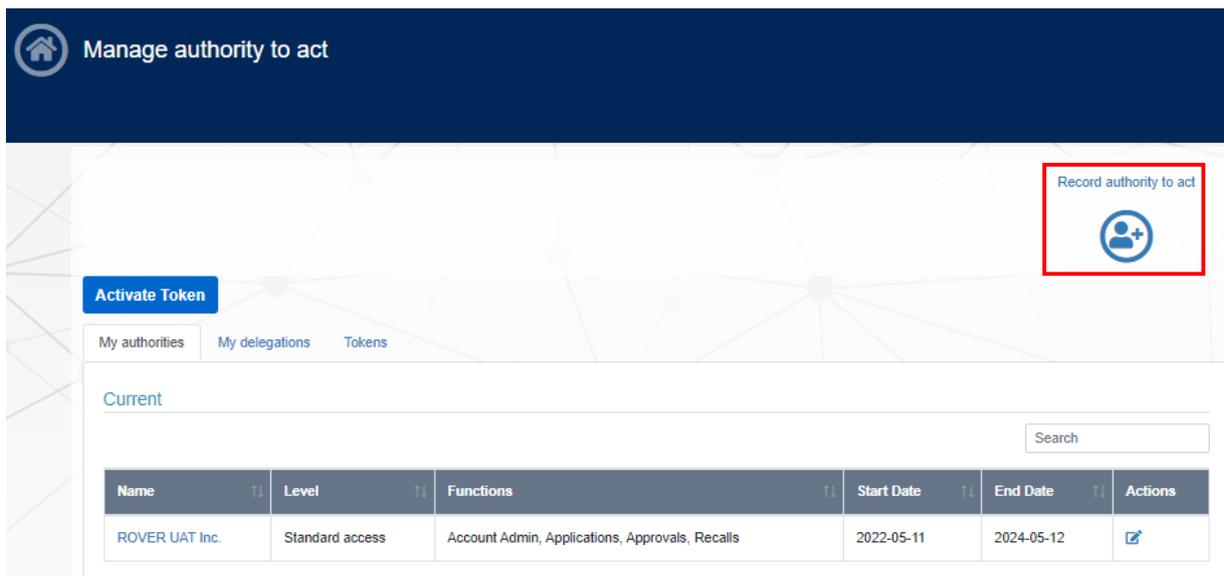
Step 1.

Sign in to ROVER and select **Authority to act** to go to the **Manage authority to act** page.



Step 2.

Select the **Record an authority to act** icon.



Step 3

On the **Record authority to act** page, select **Provide authority to someone else**.

At **Whose authority are you providing?** click the drop down to show all organisations, individuals (including yourself), you have permissions to provide authorities to act for and select the one you want.

At **What level of access are you requesting?** click on the relevant level and then assign the functions you want them to have and enter the name, email address and an end date into the appropriate fields.

Select the **I declare that** box and click the **Record Authority to act** button.

Tokens are then generated and are viewable in your organisation account view or automatically sent to the email addresses provided (see: [How to view tokens in ROVER](#)).

Record an authority to act

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? *

Provide authority to someone else
 Request to act on behalf of another individual
 Record an authority for a new organisation

Who's authority are you providing? *

What level of access are you requesting? *

Standard access
 Limited access

Who are you providing access to?

Please provide the email address of the user who will have authority to act, as well as the planned end date. If no email address is entered, blank tokens will be generated that you will need to distribute yourself.

	Name	Email	End date
<input type="checkbox"/>	#1		29/09/2024

I declare that: *

I understand that each organisation/individual is responsible for managing who has an active authority to act for them.
 I am authorised to record this authority to act.

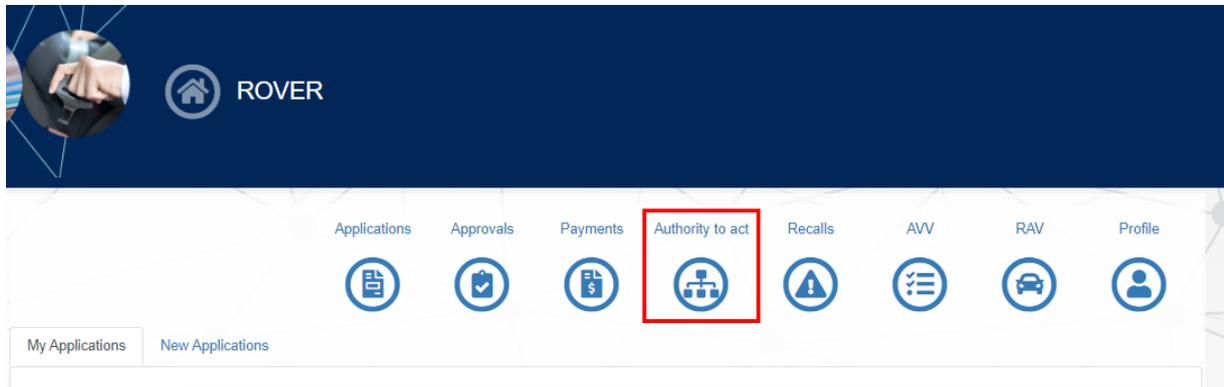
Record Authority to Act

How to view tokens in ROVER

As an authorised user you can create new authority to act tokens and view available ones.

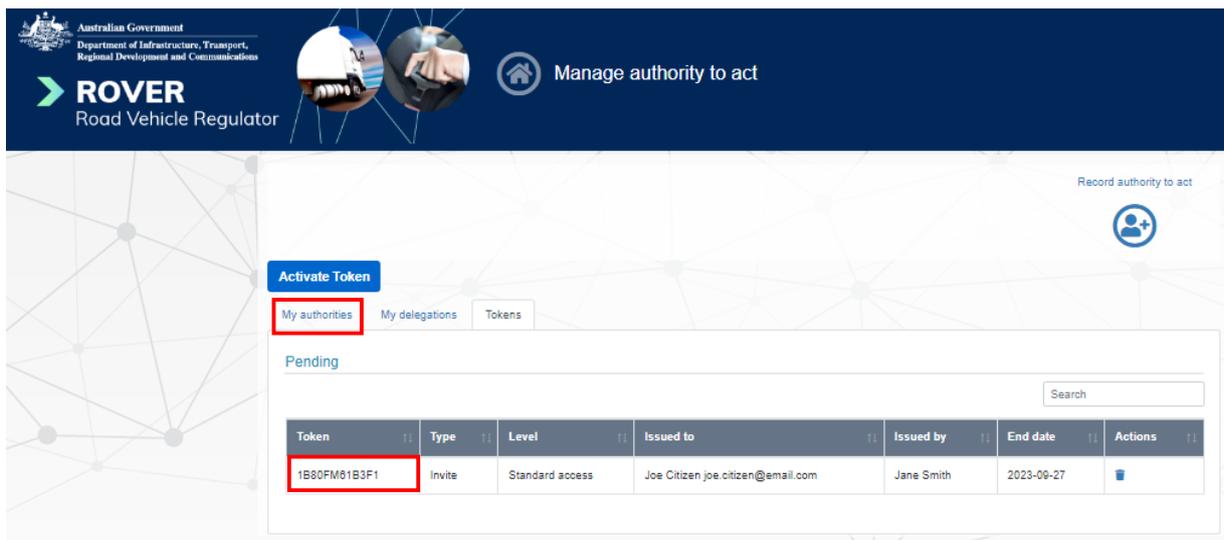
Step 1.

Sign in to ROVER and select the **Authority to act** icon to go to the **Manage authorities to act** page.



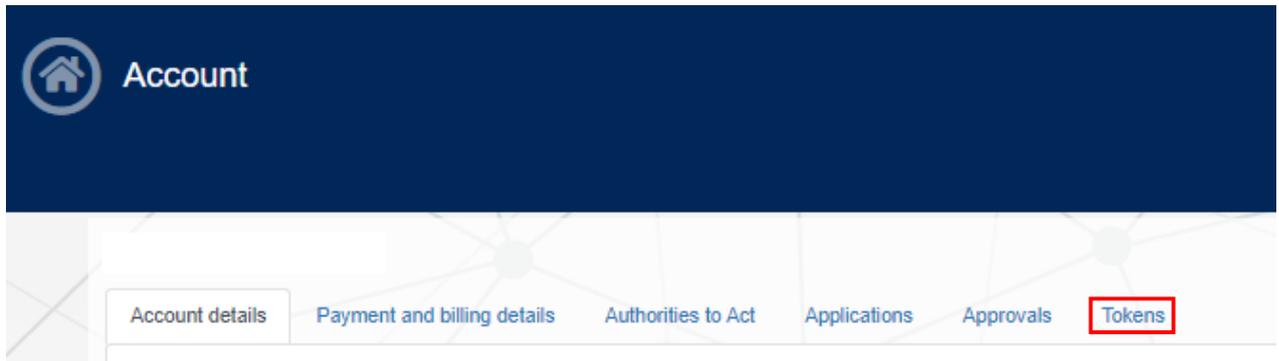
Step 2.

On the **Manage authorities to act** page, select the relevant **Organisation name** in the **My authorities** tab to go to the organisation's **Account** page.



Step 3.

On the organisation's **Account** page, select the **Tokens** tab. All pending and expired tokens will be visible from this view.



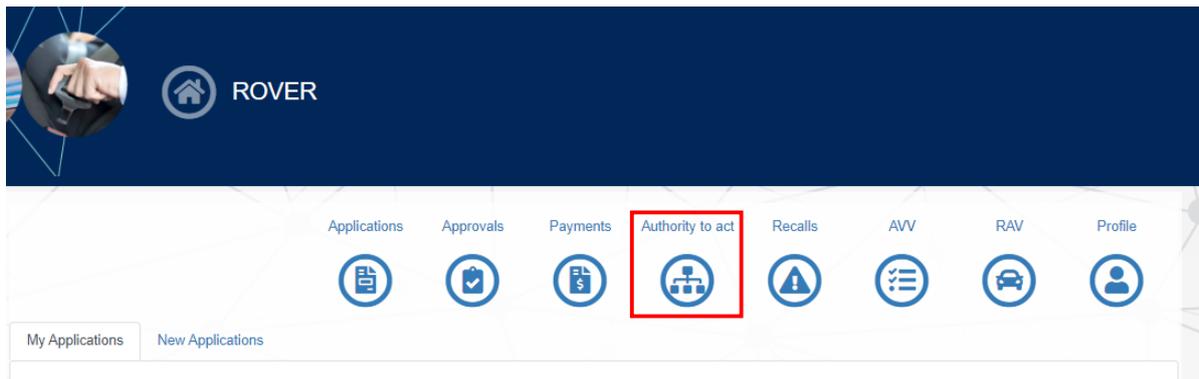
How to activate a token

To record an authority to act you must be provided with a token. Your token can be received in an email directly from ROVER or provided to you by another ROVER user. This email will contain the token and link to where you can register the token.

In most cases, a token must be provided to gain any authority to act for an organisation.

Step 1.

Once you have received your authority to act token, sign in to ROVER and select the **Authority to act** icon to go to the **Manage authority to act** page.



Step 2.

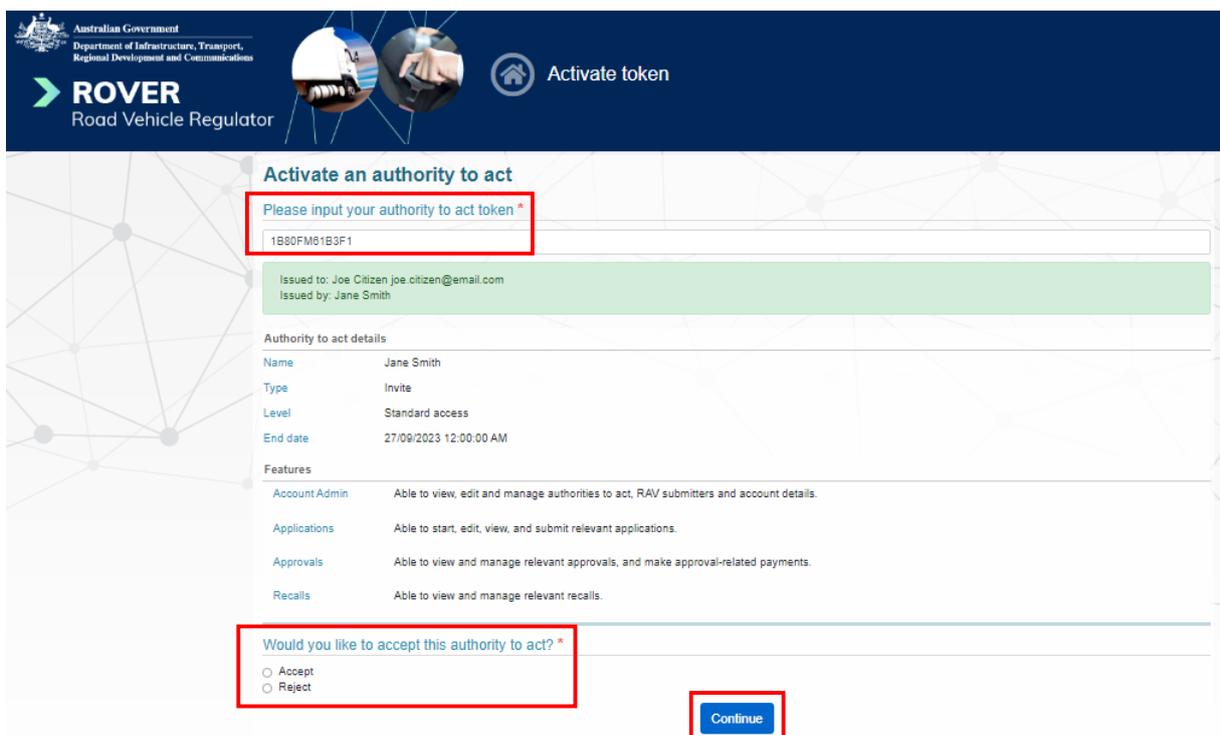
On the **Manage authority to act** page, select **Activate an authority to act** (see screen shot below).

Step 3.

At **Please input your authority to act token** enter the token code.

At **Would you like to accept this authority** select **Accept authority**.

Select **Continue**.

A screenshot of the 'Activate an authority to act' page. The page header includes the Australian Government logo, Department of Infrastructure, Transport, Regional Development and Communications, and the ROVER Road Vehicle Regulator logo. The main heading is 'Activate token'. Below this is a form with the following sections:

- Please input your authority to act token ***: A text input field containing the token '1B80FM81B3F1'.
- Issued to:** Joe Citizen joe.citizen@email.com
- Issued by:** Jane Smith
- Authority to act details**: A table with the following rows:

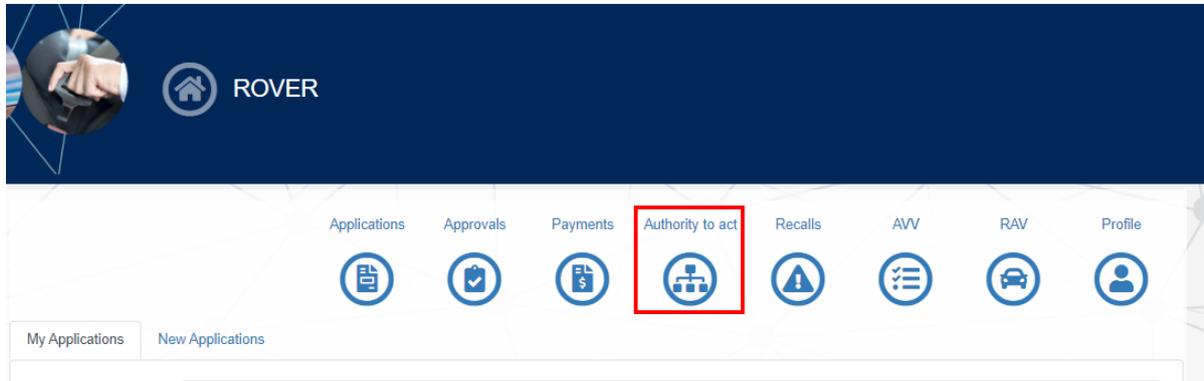
Name	Jane Smith
Type	Invite
Level	Standard access
End date	27/09/2023 12:00:00 AM
- Features**: A list of features and their descriptions:
 - Account Admin**: Able to view, edit and manage authorities to act, RAV submitters and account details.
 - Applications**: Able to start, edit, view, and submit relevant applications.
 - Approvals**: Able to view and manage relevant approvals, and make approval-related payments.
 - Recalls**: Able to view and manage relevant recalls.
- Would you like to accept this authority to act? ***: Two radio buttons, 'Accept' (selected) and 'Reject'.
- Continue**: A blue button.

How to update an organisation's details

Only authorised users can update account details for an organisation.

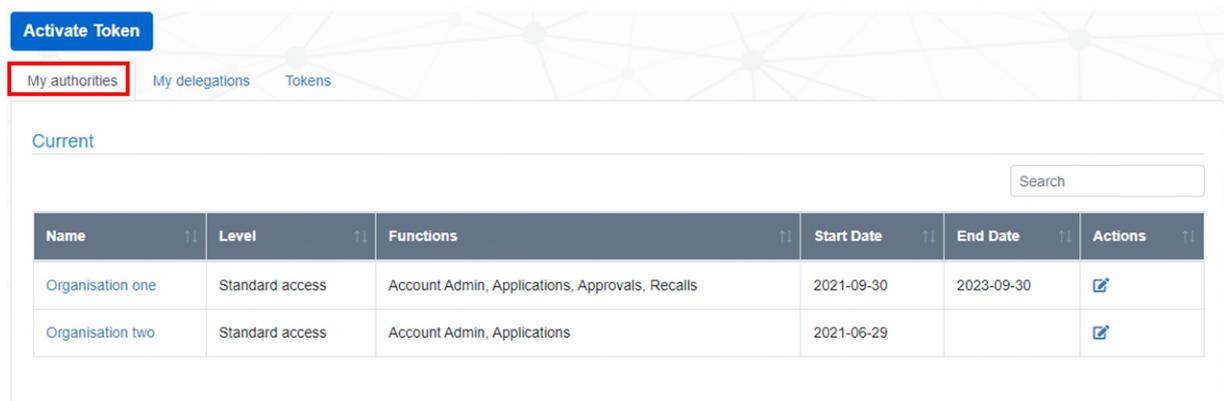
Step 1.

Sign in to ROVER and select the **Authority to act** icon.



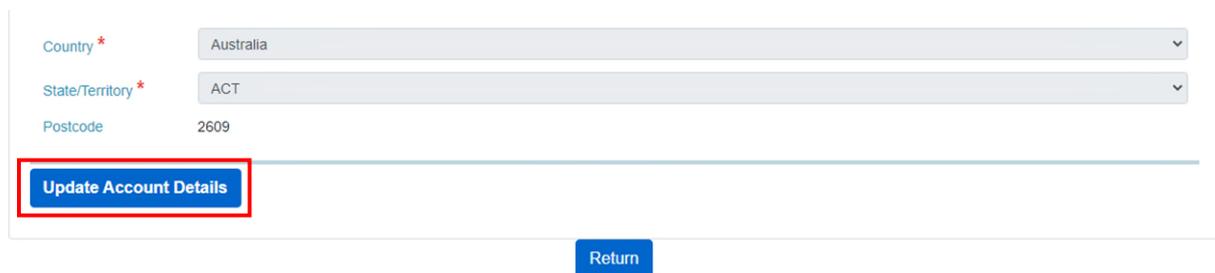
Step 2.

Select the desired organisation name in the **My authorities** list.



Step 3.

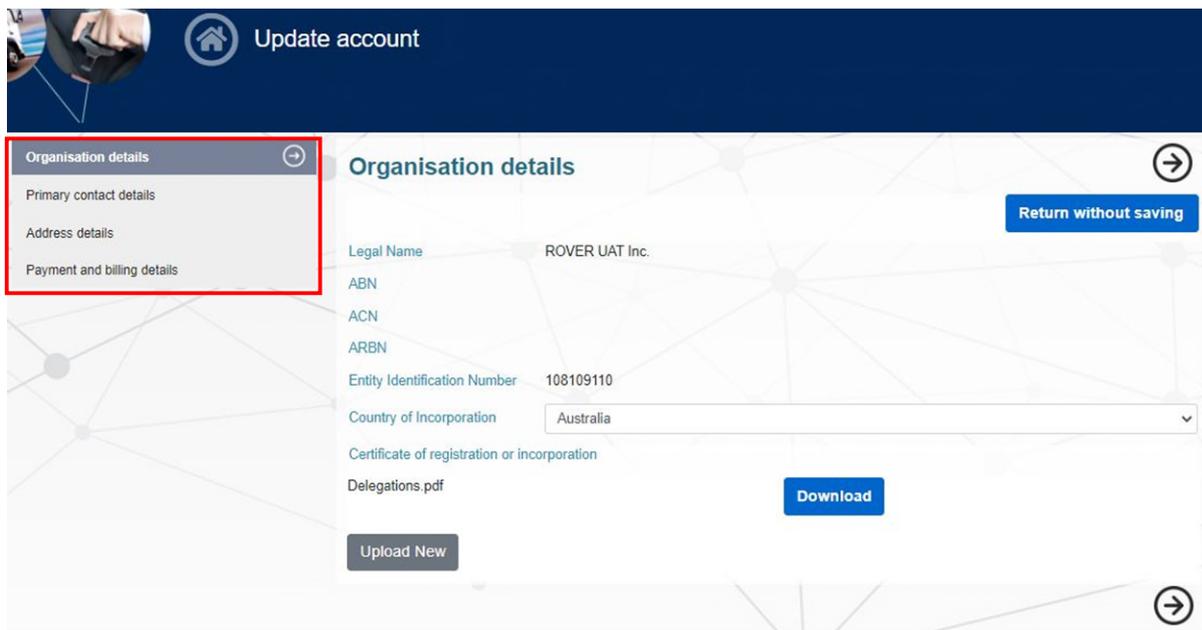
In the **Account details** tab, at the bottom of the page select **Update account details**.



Step 4.

Update the relevant details by working your way through the pages in the left-hand side menu. Then select **Submit** at the end of the **Address details** page.

Note: Payment and billing details allows you to customise the invoicing details on your ROVER invoices. This includes the payment contact details – including email address, phone number and ‘Attention to’ details – the postal billing address and customer payment advice. The ROVER guide: [How to customise payment details](#) explains how this works.



The screenshot displays the 'Update account' interface. At the top, there is a dark blue header with a home icon and the text 'Update account'. Below this, a left-hand side menu is visible, with 'Organisation details' highlighted in a red box. The main content area is titled 'Organisation details' and contains the following information:

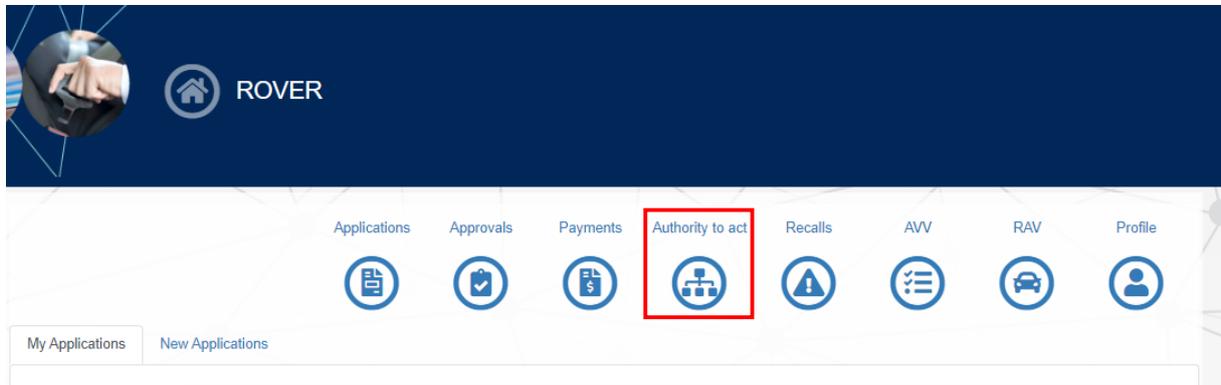
- Legal Name: ROVER UAT Inc.
- ABN
- ACN
- ARBN
- Entity Identification Number: 108109110
- Country of Incorporation: Australia (dropdown menu)
- Certificate of registration or incorporation
- Delegations.pdf

Buttons for 'Return without saving', 'Download', and 'Upload New' are also present.

How to update another user's authority to act

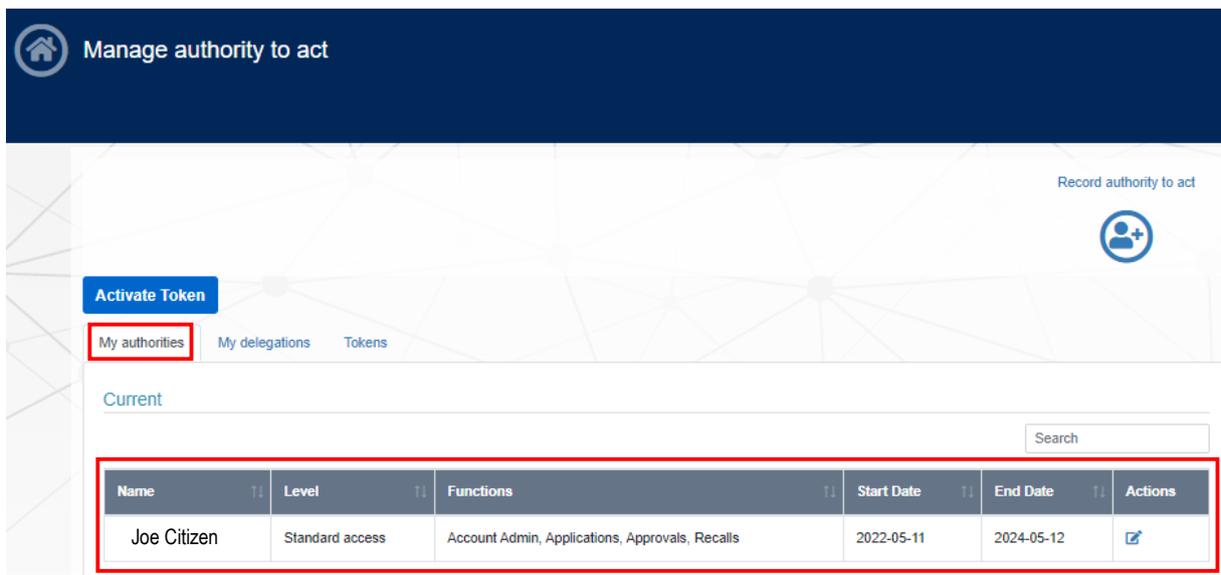
Step 1.

If you want to change the functions available or the end date for a user's authority to act, sign in to ROVER and select the **Authority to act** icon.



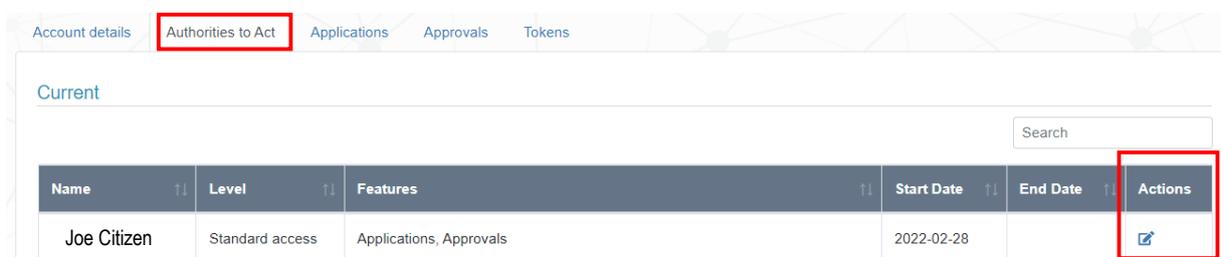
Step 2.

Select the relevant organisation name in the **My authorities list**.



Step 3.

On the relevant organisation's **Authorities to act** tab select **Actions**.



Step 4

The **Update Authority to Act** page will appear on the screen where you can make your updates. Once you have made your updates click the **Save and continue** button.

Update authority to act

Details

Holder Jane Smith

Representing Joe Citizen

Type Standard access

Start date 2022/05/11

Current end date 2024/05/12

Would like to change the end date of the authority to act between Andrew Daniels and ROVER UAT Inc.? *

Yes

No

ROVER Features

RAV Management Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.

Non-Compliance Able to view and manage relevant compliance report.

Account Admin Able to view, edit and manage authorities to act, RAV submitters and account details.

Applications Able to start, edit, view, and submit relevant applications.

Approvals Able to view and manage relevant approvals, and make approval-related payments.

Recalls Able to view and manage relevant recalls.

Save and Continue

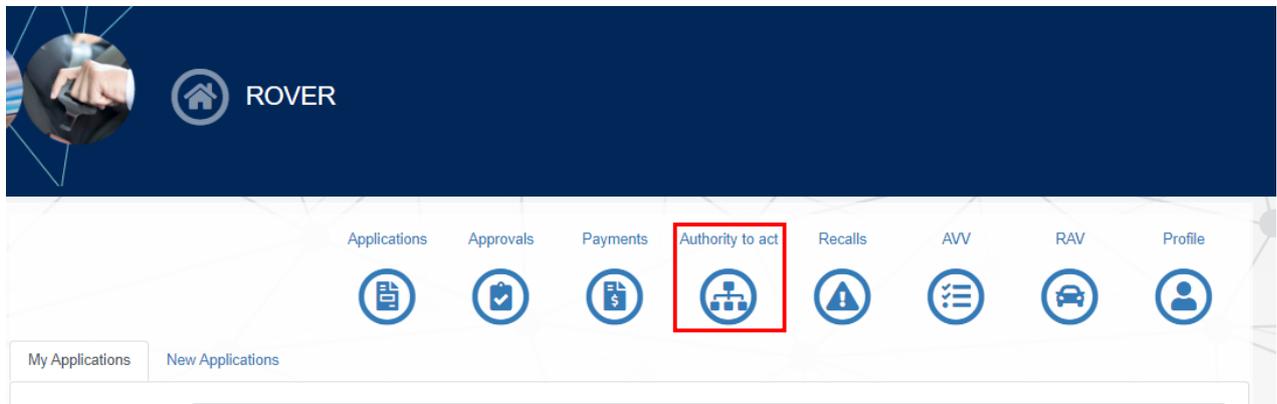
Note: You can update the authorities to act that other people have for you from the **My delegations** tab.



How to remove another user's authority to act

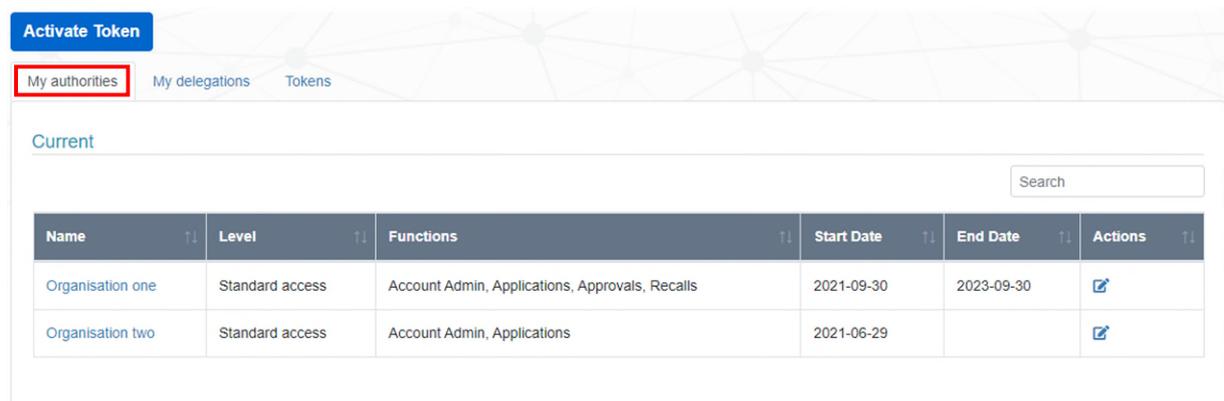
Step 1.

Once signed in to ROVER, click on the **Authority to act** icon.



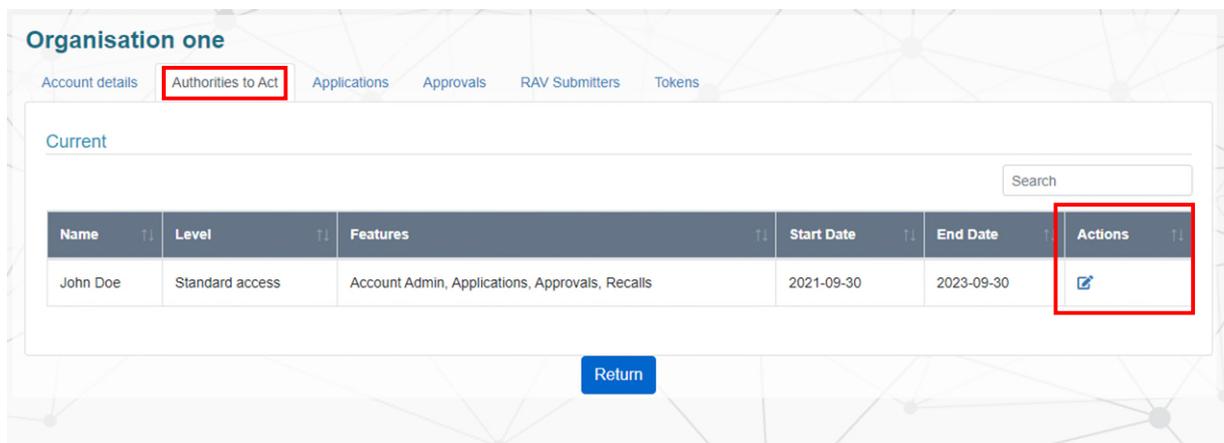
Step 2.

In the **My authorities** tab select the desired organisation name.



Step 3.

In the **Name** list (in the **Authorities to act** tab) select **Action** and the **Update Authority to Act** page will appear on your screen.



Step 4.

On the **Update Authority to Act** page, select **Yes** to the question **Would you like to change the end date?** Select a new end date (which can be today) and click on the **Save and continue** button.

Would like to change the end date of the authority to act between Andrew Daniels and ROVER UAT Inc.? *

Yes
 No

Please specify the end date *

ROVER Features

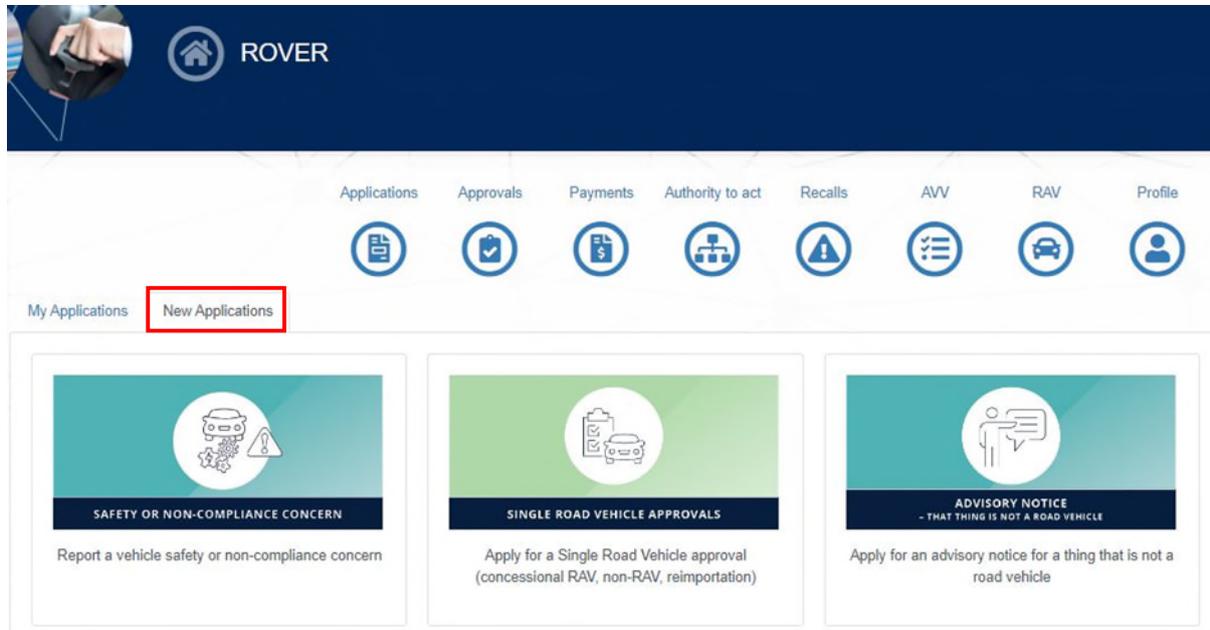
<input type="checkbox"/> RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
<input type="checkbox"/> Non-Compliance	Able to view and manage relevant compliance report.
<input checked="" type="checkbox"/> Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.
<input checked="" type="checkbox"/> Applications	Able to start, edit, view, and submit relevant applications.
<input checked="" type="checkbox"/> Approvals	Able to view and manage relevant approvals, and make approval-related payments.
<input checked="" type="checkbox"/> Recalls	Able to view and manage relevant recalls.

[Save and Continue](#)

How to submit applications on behalf of another entity

Step 1.

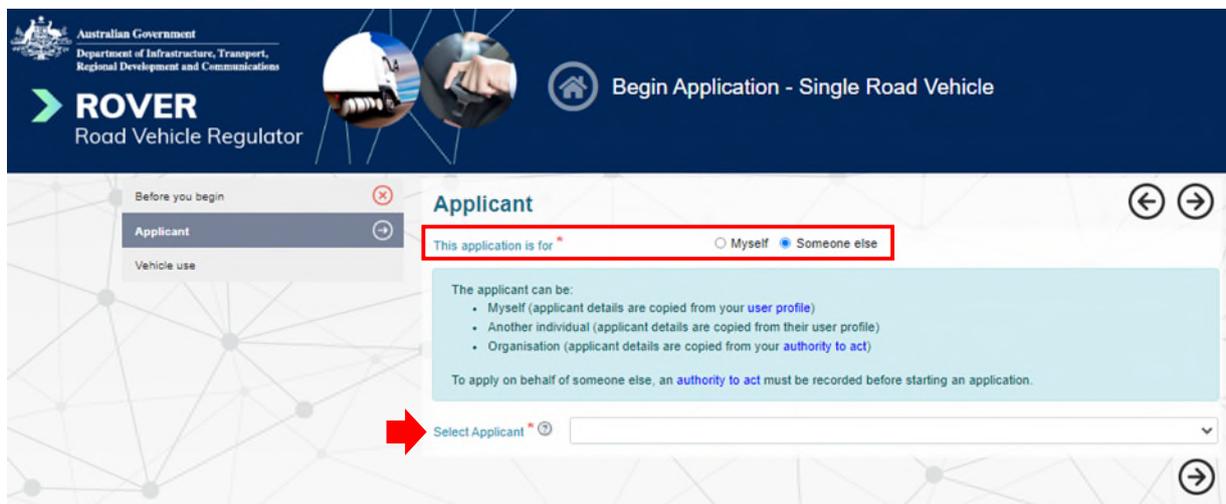
Once you have signed in to ROVER, click on the **New Applications** tab and click on the image for the **application type** you would like to create.



Step 2.

At **This application is for** on the second page, select **Someone else**.

At **Select applicant** use the drop-down menu to show all organisations and/or individuals you have authorities to act on behalf of and select the one you want.



How to add a contributor to an application

Adding a contributor to an application allows a user with a limited access authority to act to access that application.

Step 1.

Once you have signed in to ROVER, select the relevant application on your **My Applications** tab. This can be a draft or submitted application.

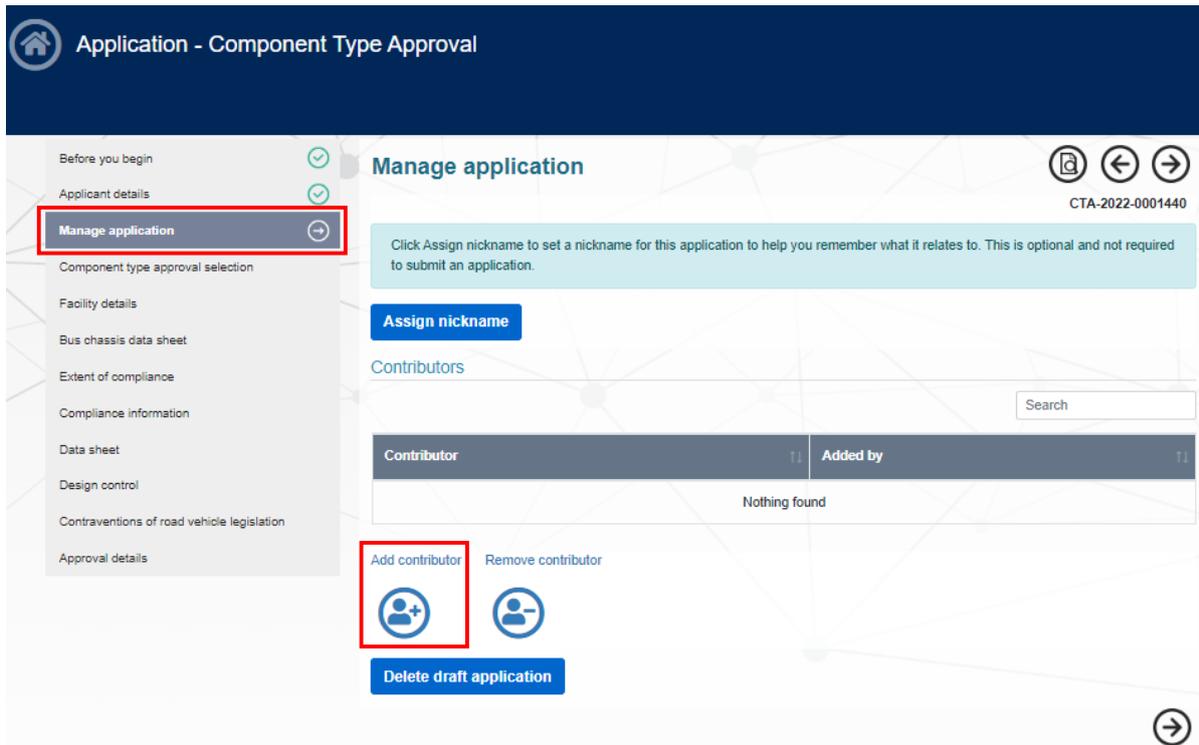
The screenshot shows the ROVER user interface. At the top, there is a navigation bar with the ROVER logo and a home icon. Below the navigation bar, there are several menu items: Applications, Approvals, Payments, Authority to act, Recalls, AVV, RAV, and Profile. The 'My Applications' tab is highlighted with a red box. Below the navigation bar, there is a dropdown menu for 'Select applicant' with 'ROVER UAT Inc.' selected. A message states: 'To see applications for someone else, select an applicant you have authority to act for above.' There are two tables: 'Applications requiring further information' and 'Draft Applications'. The 'Draft Applications' table contains five rows of application data.

RFI	Application number	Nickname	Status	Sent	Due
RFI-SEV-2021-0000380-2	SEV-2021-0000380		RFI Sent	2022-07-07	2022-08-06
RFI-VTA-2021-0001277-1	VTA-2021-0001277		RFI Sent	2022-06-19	2022-07-21

Application number	Nickname	Application type	Status	Created by	Status changed
AVV-2022-0000105		AVV - New Approval	Draft	Brad Indrele	2022-03-02
CRE-2021-0004470		Concessional RAV Entry - New Approval	Draft - Withdrawn	ROVER UAT Inc.	2022-05-17
CRE-2021-0005712		Concessional RAV Entry - New Approval	Draft - Withdrawn	Mary Neville	2022-05-11
CRE-2022-0006028		Concessional RAV Entry - New Approval	Draft	rohan fernando	2022-05-13
CRE-2022-0006075		Concessional RAV Entry - Variation	Draft	Laura Kleinrahm	2022-06-02

Step 2.

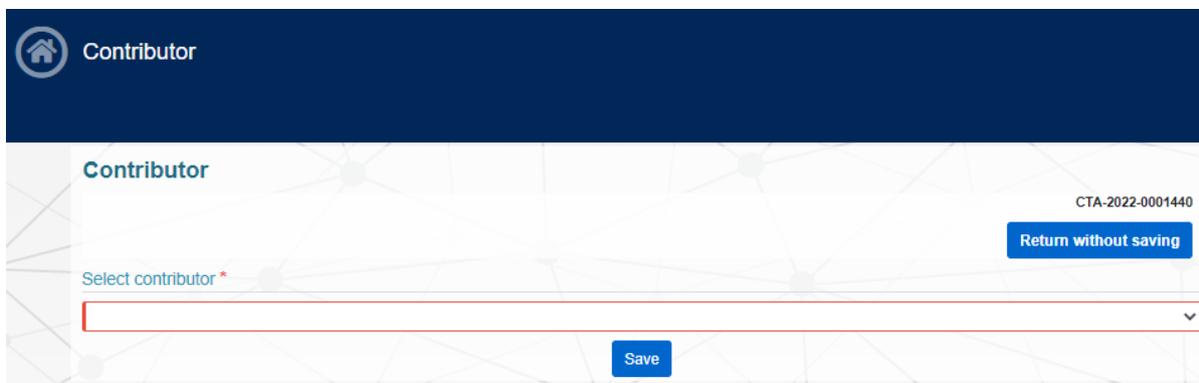
In the application, select **Manage application** in the left-hand side menu and click **Add contributor**.



The screenshot shows the 'Manage application' page for application CTA-2022-0001440. The left-hand side menu is visible, with 'Manage application' highlighted in a red box. The main content area includes a blue 'Assign nickname' button, a 'Contributors' section with a search bar, and a table with columns 'Contributor' and 'Added by'. The table currently shows 'Nothing found'. Below the table are two buttons: 'Add contributor' (highlighted in a red box) and 'Remove contributor'. At the bottom, there is a 'Delete draft application' button.

Step 3.

Select the **person** you would like to add from the list from the dropdown menu and then click on the **Save** button.



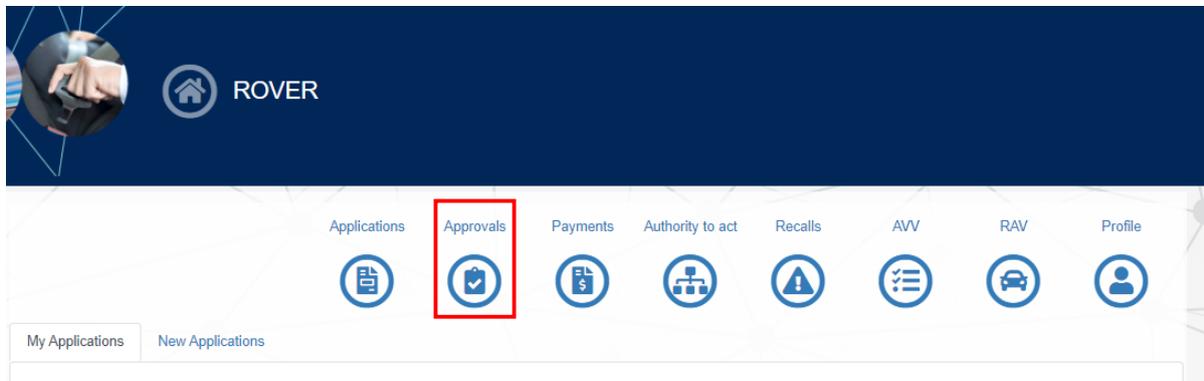
The screenshot shows the 'Contributor' page for application CTA-2022-0001440. The page title is 'Contributor'. There is a 'Return without saving' button in the top right. Below the title, there is a dropdown menu labeled 'Select contributor*' with a red border around it. At the bottom, there is a 'Save' button.

How to add a contributor to an approval

Adding a contributor to an approval allows a user with a limited access authority to act to access that approval.

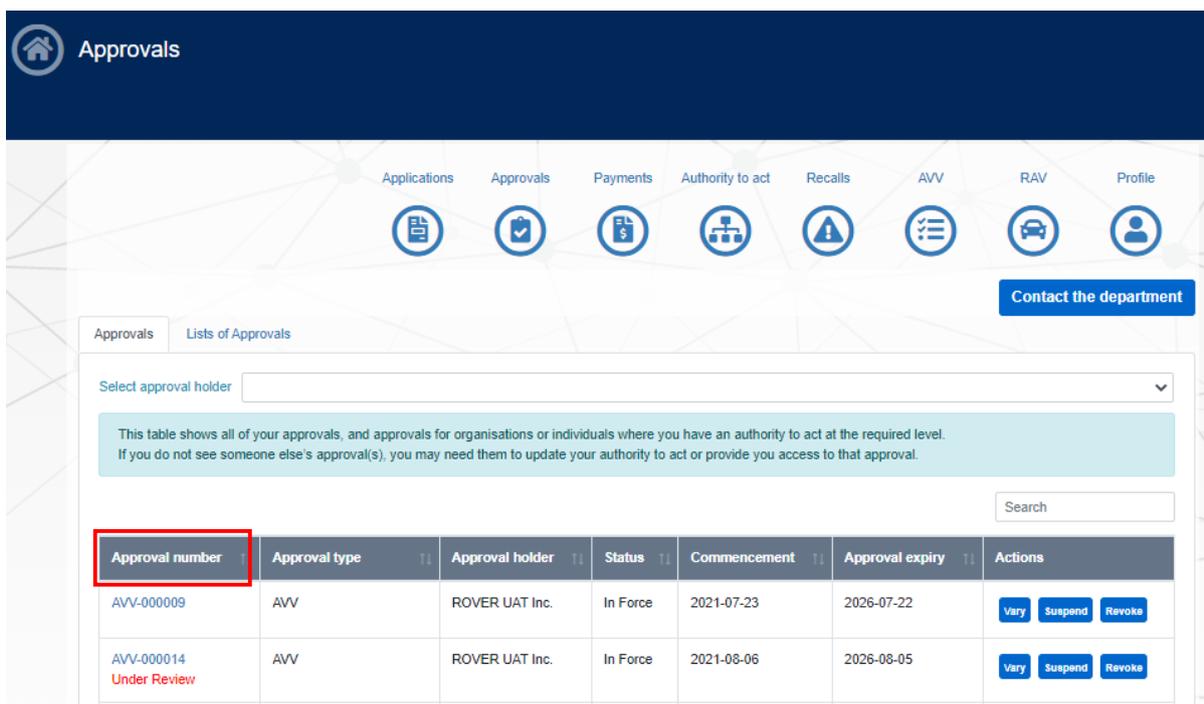
Step 1.

Once you have signed in to ROVER, select the **Approvals** icon.



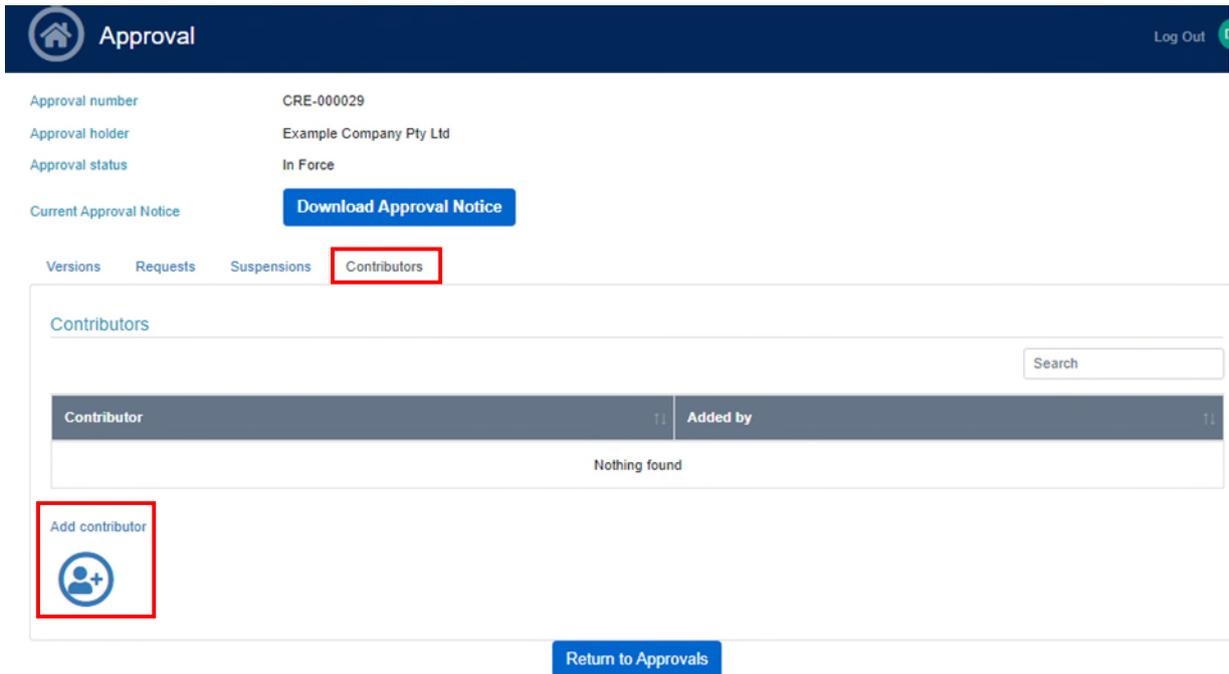
Step 2.

On the **Approvals** page select the **approval number** you want.



Step 3

Select the **Contributors** tab and click on **Add contributor**.



The screenshot shows the 'Approval' page with the following details:

- Approval number: CRE-000029
- Approval holder: Example Company Pty Ltd
- Approval status: In Force
- Current Approval Notice: Download Approval Notice

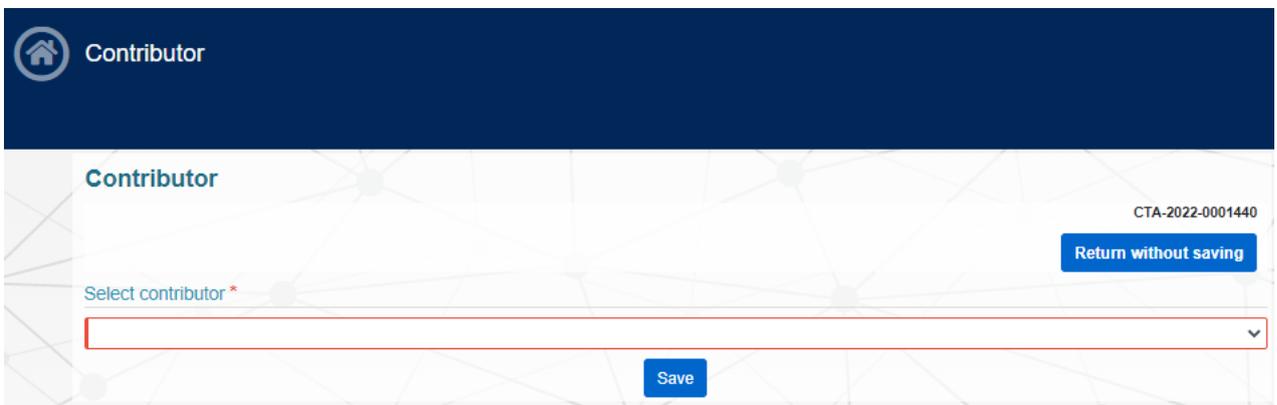
The 'Contributors' tab is selected and highlighted with a red box. Below the tabs is a table with the following structure:

Contributor	Added by
Nothing found	

The 'Add contributor' button, which features a person icon with a plus sign, is highlighted with a red box. A 'Return to Approvals' button is located at the bottom of the page.

Step 3.

Select the **person** you would like to add from the dropdown list, and then **Save**.



The screenshot shows the 'Contributor' page with the following details:

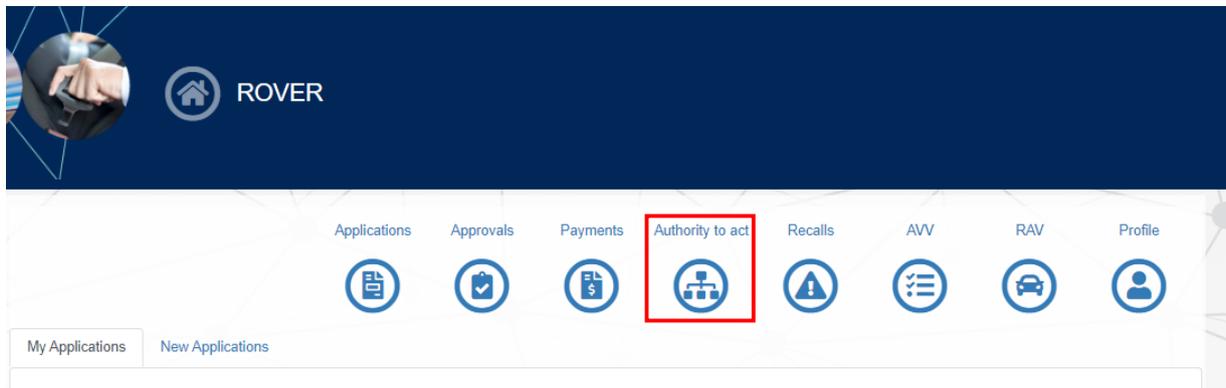
- CTA-2022-0001440
- Return without saving
- Select contributor *
- Save

The dropdown menu for selecting a contributor is highlighted with a red box. A 'Save' button is located below the dropdown menu.

How to request to act on behalf of another individual

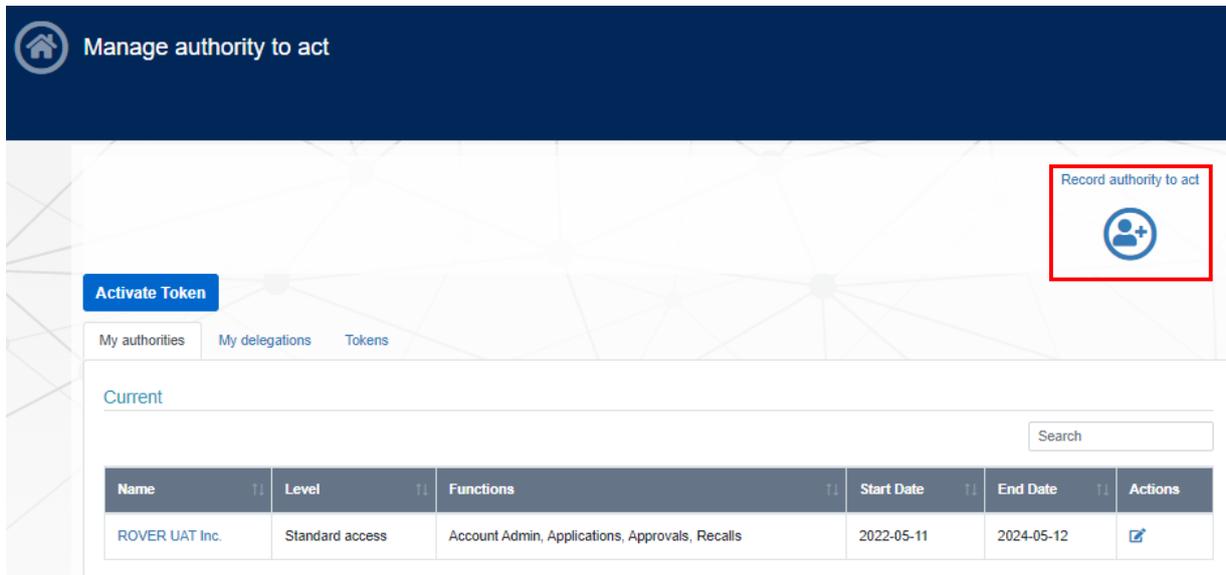
Step 1.

Once you have signed in to ROVER, select the **Authority to act** icon to go to the **Manage authority to act** page.



Step 2.

On the **Manage authority to act** page, select the **Record an authority to act** icon.



Step 3.

On the **Record an authority to act** page, select **Request to act on behalf of another individual**.

At **Who are you requesting to act on behalf of?** enter relevant person's details Then select the level of access and the functions you are requesting access to.

Then complete the declaration at the bottom of the page and click on the **Record authority to act button**.

The screenshot shows the 'Record an authority to act' form. At the top left, there is a breadcrumb 'Record an authority to act' with a right arrow. The main heading is 'Record an authority to act'. Below it is a light blue box with instructions: 'To record an authority to act, fill out the information required below. Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.'

The first question is 'What type of relationship would you like to record? *'. It has three radio button options: 'Provide authority to someone else', 'Request to act on behalf of another individual' (which is selected), and 'Record an authority for a new organisation'. A red arrow points to the 'Request to act on behalf of another individual' option.

The second question is 'Who are you requesting to act on behalf of?'. It has a light blue box with instructions: 'Please provide details of the person with whom you wish to record an authority to act. Please note, they must have or create a ROVER profile in order to establish the authority to act.' Below this are two input fields: 'Email' and 'Name'. A red box highlights this entire section.

The third question is 'What level of access are you requesting? *'. It has two radio button options: 'Standard access' and 'Limited access'. A red arrow points to this question.

The fourth question is 'End date'. It has a date input field with '29/09/2024' and a calendar icon. A red arrow points to this question.

The fifth question is 'I declare that: *'. It has a checkbox and two bullet points: 'I understand that each organisation/individual is responsible for managing who has an active authority to act for them.' and 'I am authorised to record this authority to act.' A red arrow points to this question.

At the bottom right, there is a blue button labeled 'Record Authority to Act' with a red box around it.

Once you have clicked on **Record Authority to Act**, a token will be generated and sent to the email addresses provided for the person you are requesting to act on behalf of.

They can use the token to accept your request. (see: [How to view tokens in ROVER](#)).

Further information

For more ROVER user guides, please visit [ROVER resources](#) or submit an [online enquiry](#).