

Overview

This Work Instruction provides guidance on the process for inviting delegates to link their individual RSHQ Portal account to an explosives business account.

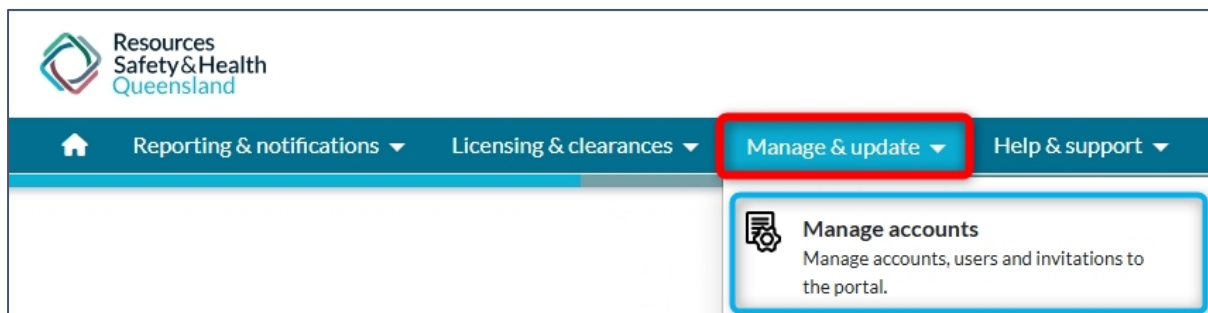
Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

The person sending the invitation must have an existing individual Portal account and have verified their identity to a strength of 'Standard' or higher to complete this process.

Procedure

1. From the Portal homepage, select **Manage & update**, then **Manage accounts**.



2. The **Accounts** screen will display. Select the relevant account.

Accounts		
Account Name ↑	Account Classification	Address - City
Explosives Pty Ltd	Authority Holder	Brisbane

3. The account record will display. Select the **Access/Permissions** tab.

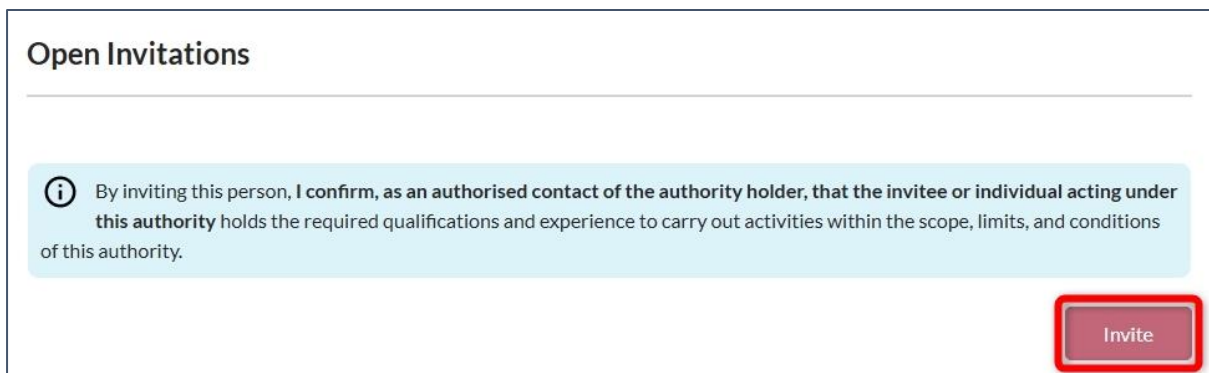


Explosives Pty Ltd

Account/Contact Details Access/Permissions Address/Location

The image shows a web interface for 'Explosives Pty Ltd'. At the top, the company name is displayed. Below it, there are three tabs: 'Account/Contact Details', 'Access/Permissions', and 'Address/Location'. The 'Access/Permissions' tab is highlighted with a red rectangular box, indicating it should be selected.

4. Scroll down to the **Open Invitations** section and select **Invite**.



Open Invitations

 By inviting this person, I confirm, as an authorised contact of the authority holder, that the invitee or individual acting under this authority holds the required qualifications and experience to carry out activities within the scope, limits, and conditions of this authority.

Invite

The image shows the 'Open Invitations' section. It contains a light blue box with an information icon and a disclaimer text. Below this, there is a red button labeled 'Invite'.

5. Enter the delegate's email address. This can be any email address the delegate provides (either work or personal) and does **not** need to be the same email address they use to sign in to the Portal or myID (if applicable).



Recipient Email *

The image shows a form field labeled 'Recipient Email *'. The input area is highlighted with a red rectangular box.

6. Select the account **role** you wish the delegate to have. Note that you can select more than one option.

Refer to the *Selecting the correct explosives business account user type* Fact Sheet for guidance on the permissions for each of the below user roles to ensure you choose the right user type for each individual to undertake work in the Portal on behalf of the business.

Roles

Please select **at least one** of the following roles. If you are looking to invite an Admin, please navigate to the legislative roles grid.

- ☐ Notification user
- ☐ Licensing user

7. Select the **date** you want the delegate's account access to begin. You also have the option of selecting an access **end date**. If you select an end date, the delegate's access will end after this date, and they will not be able to perform any functions on the business account.

Start Date *

DD/MM/YYYY



End Date

DD/MM/YYYY



- Copy the **Invitation Security Code** and send to the delegate. The delegate will need to enter this code in order to redeem the invitation. The delegate is to log in to the Portal as they normally do (this can be done before or after clicking the invitation link).

Invitation Security Code

- Click **Submit**.

Invitation Security Code

Inviter
Mark Myers

10. The invitation will display.

Advise the delegate to check the email address entered at step 5. Advise the delegate that the **Invitation Security Code** is only **valid for 8 hours** – if it is not redeemed during this time, you will need to reissue the invitation and send the new code to the delegate.

Open Invitations

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Invite

Recipient Email	Invitation Expiry	Start Date	End Date	Invitation Security Code	Created On ↓
dpeters@mailinator.com	01/06/2026 8:38 PM	01/06/2026		0255	01/06/2026 12:38 PM

Cancel