

Getting started with the EFS - RAM

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Introduction

Overview of Digital ID

All users will require a Digital ID to access the Education Funding System (EFS) through EducationHUB.

Digital ID is the overarching framework that allows people to prove who they are online. myID is the Australian Government's app that lets you create and manage your Digital ID.

- Digital ID helps protect you against identity theft and online threats.
- Digital ID ensures that only authorised users can access sensitive information, safeguarding personal and organisational data.
- Digital ID provides a streamlined login process, eliminating the need for multiple passwords and repeated identity verification.

For more information about Digital ID and myID, go to [Getting started with the EFS – myID](#).

Overview of Relationship Authorisation Manager (RAM)

RAM is the tool that connects your myID to your organisation, making it easy and secure to manage who can access government services, like the Education Funding System, on behalf of your organisation.

RAM ensures only authorised individuals can access the Education Funding System to submit data, manage users, and view payment information on behalf of their organisation.

A person responsible for the business (known by RAM as the 'principal authority') will need to set up the business in RAM by linking to the organisation's Australian Business Number. Once linked, the principal authority can authorise others to act on behalf of the organisation.

A principal authority may be an individual associate listed in the Australian Business Register (ABR) for the business, or if none are listed, there are a number of roles that can be a principal authority. [More information is available from RAM](#).

To link your business online to RAM as a principal authority, you need:

- myID setup on your mobile device with a Strong identity strength
- details up to date on the Australian Business Register (including your name matching the name used to set up Digital ID)
- a business email address.

If you are unable to link online, there are [other ways to link your business](#).

To invite users to RAM (create an authorisation), you must be a principal authority or authorisation administrator for the entity in RAM. You will need:

- access to RAM including myID at the appropriate identity strength
- the business email address of the user
- the exact name of the user as it appears in their myID.

To accept an authorisation in RAM you will need:

- myID setup on your mobile device to at least a Standard identity strength
- an invitation from your organisation to RAM.

Getting started with the EFS

The steps for all users are:

1. In myID – set up myID with a standard or strong identity strength.
2. In RAM – link ABN or accept role.
3. In EFS – sign in or accept role.

My organisation already uses RAM

A principal authority will automatically have access to the Education Funding System.

For all other users, authorisations will need to be granted. Go to [Add or edit a user in RAM \(create an authorisation\)](#).

My user is already authorised in RAM for other services

Log in to RAM and edit the user's authorisation. Go to [Add or edit a user in RAM \(create an authorisation\)](#).

About this guide

This user guide covers how to link a business, create and edit authorisations or accept an invitation to RAM. The screens in this user guide may vary from your experience depending on your personal settings on your mobile device (such as facial recognition) and any changes to the application.

More information and support

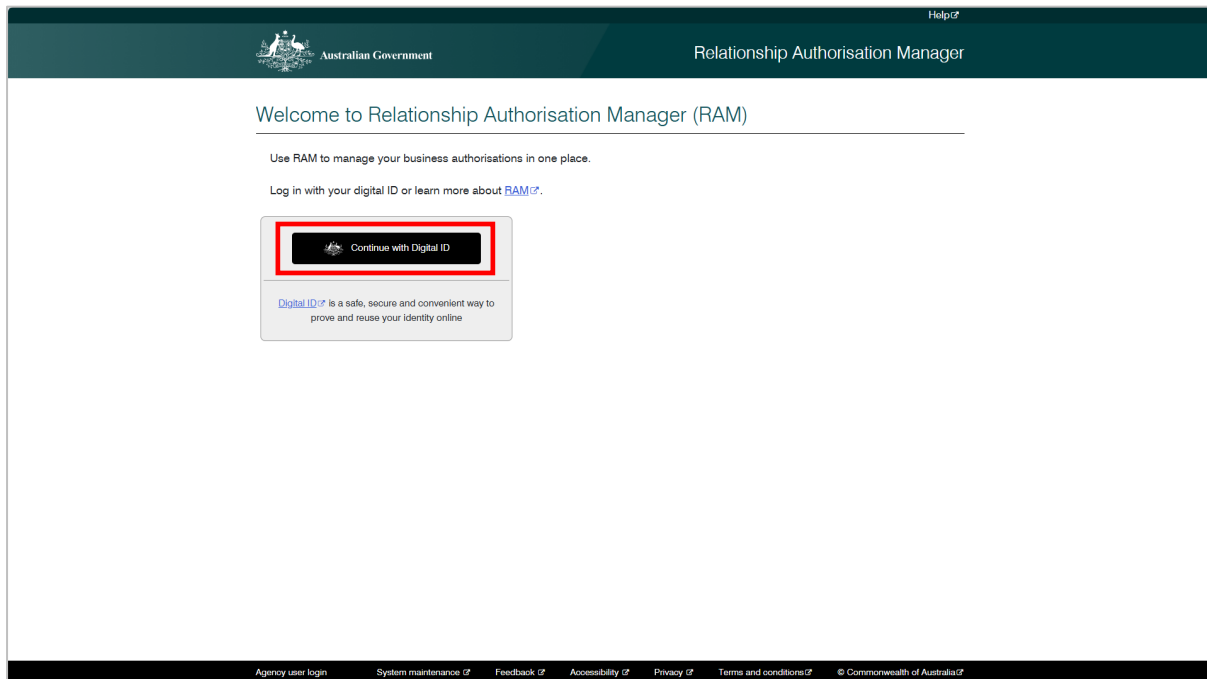
This guide is intended to assist users getting started with the EFS.

The Department of Education cannot provide detailed support for RAM. Further information and support may be found on the [RAM website](#).

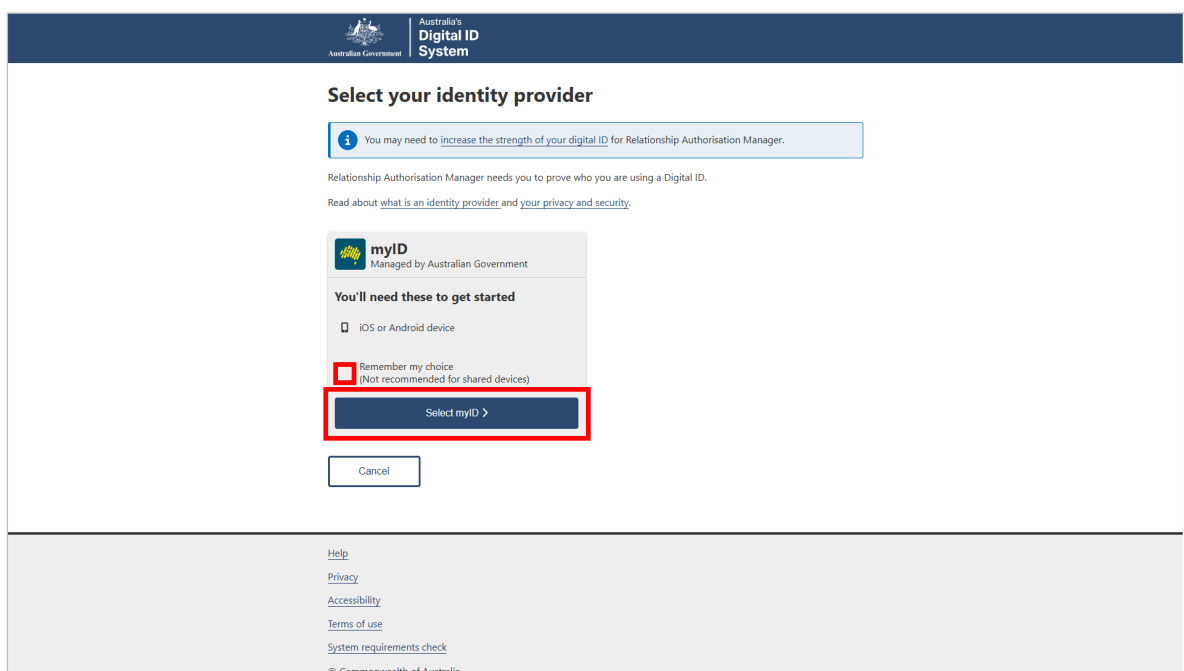
Log in to RAM – for all users

We recommend you use your desktop or laptop computer to access Relationship Authorisation Manager (RAM).

1. Open <https://authorisationmanager.gov.au/> in your browser.
2. Select **Continue with Digital ID**.



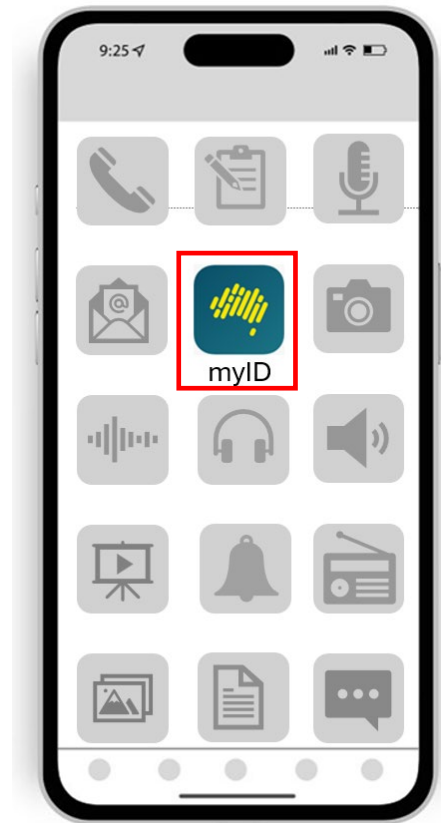
3. You may wish to select **Remember my choice**, if you are the only user of this device.
4. Select **Select myID**.



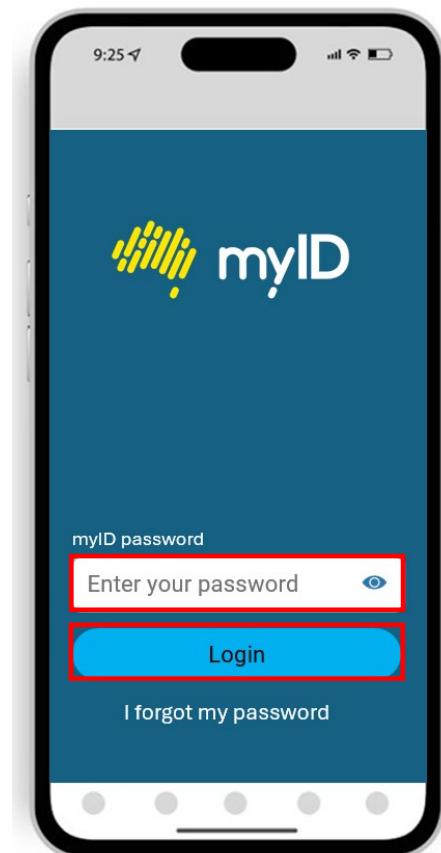
5. Select the **myID email** entry field and enter your personal email address that you used when you set up myID.
6. If you will need to log in multiple times, select **Remember me**.
7. Select **Get code**.

8. Note your 4-digit code.
For example: 1234

9. Open the **myID** app on your mobile device.

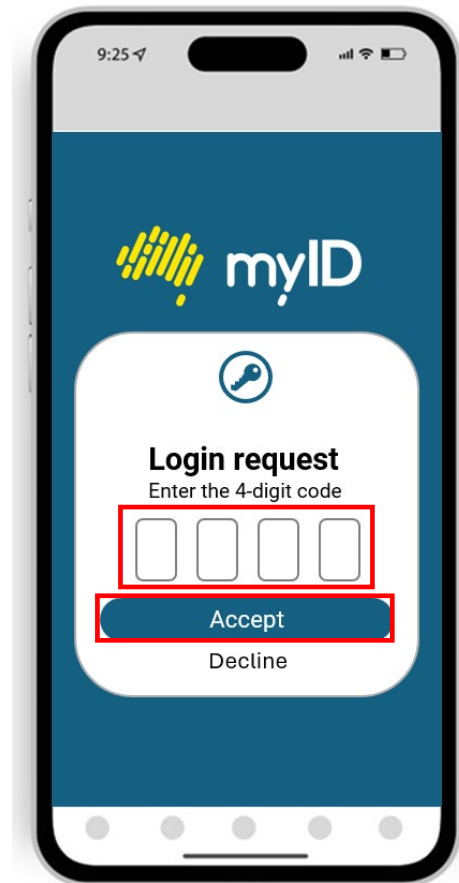


10. If required, login with facial recognition or enter your **myID password**.
11. Select **Login**.



12. Enter the 4-digit code displayed in your browser.
13. Select **Accept**.

Note: If the Login request screen does not appear you may need to select **My identity**  from the bottom of the myID app. For more information, please refer to [Accessing online services | myID](#)



14. Return to your browser.
15. If you are presented with the following screen and are satisfied, select **Yes, remember my consent** so you will not be presented with this screen again.
16. Select **Consent**.

Your consent

To prove your identity online, you need to consent to share the following details with **Relationship Authorisation Manager**.

[Find out more about giving your consent.](#)

Details provided by myID

Your details	
Family name	Johnson
Given name(s)	Robert
Date of birth	11 January 2000
Email	rob.johnson@email.com

Remember my consent (optional)

Do you want us to remember your consent to share these details from myID with **Relationship Authorisation Manager**? If not, you will see this consent screen each time you want to share your details with **Relationship Authorisation Manager**.

We may ask you to provide consent again in the future.

☒ Yes, remember my consent.

You can view your activity history and withdraw your remembered consent at any time on the Digital ID dashboard.

Congratulations! You are now logged in to RAM. Your RAM homepage will have 2 or 3 options, depending on your role in RAM.

Relationship Authorisation Manager

Joe Citizen

Select an option below to continue. The action you can take will vary depending on the type of authorisation you have for the business.

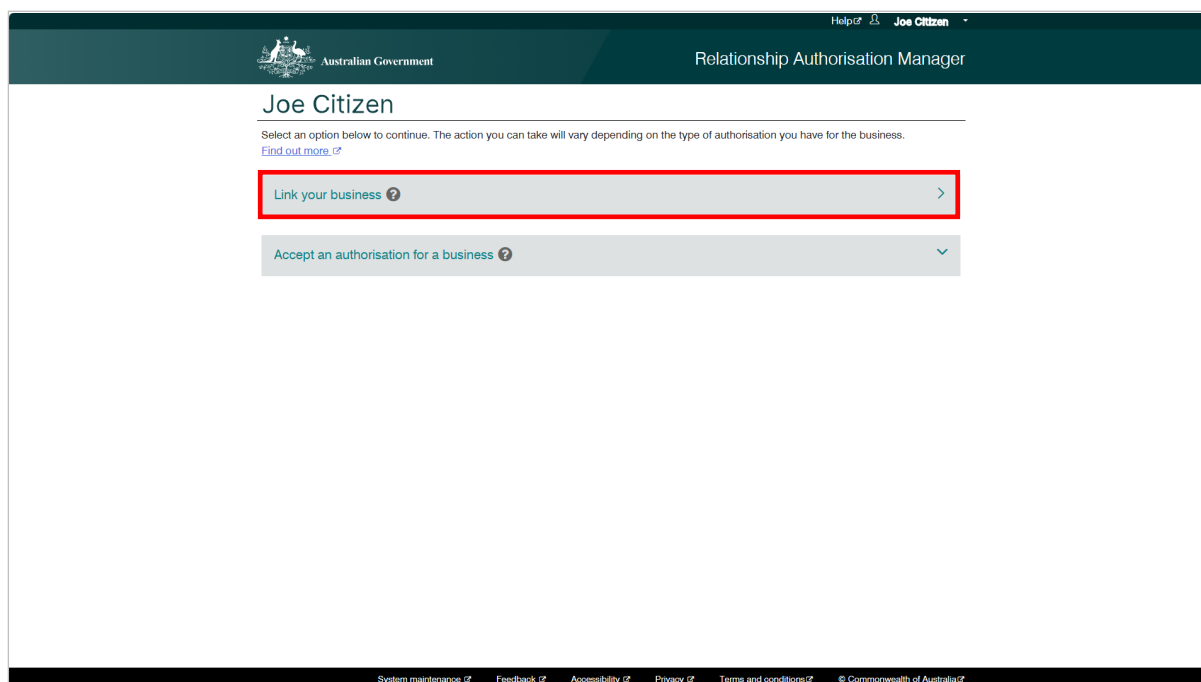
[Find out more](#)

- [Link your business](#)
- [View or manage authorisations, machine credentials and cloud software notifications](#)
- [Accept an authorisation for a business](#)

Link your business – for principal authorities

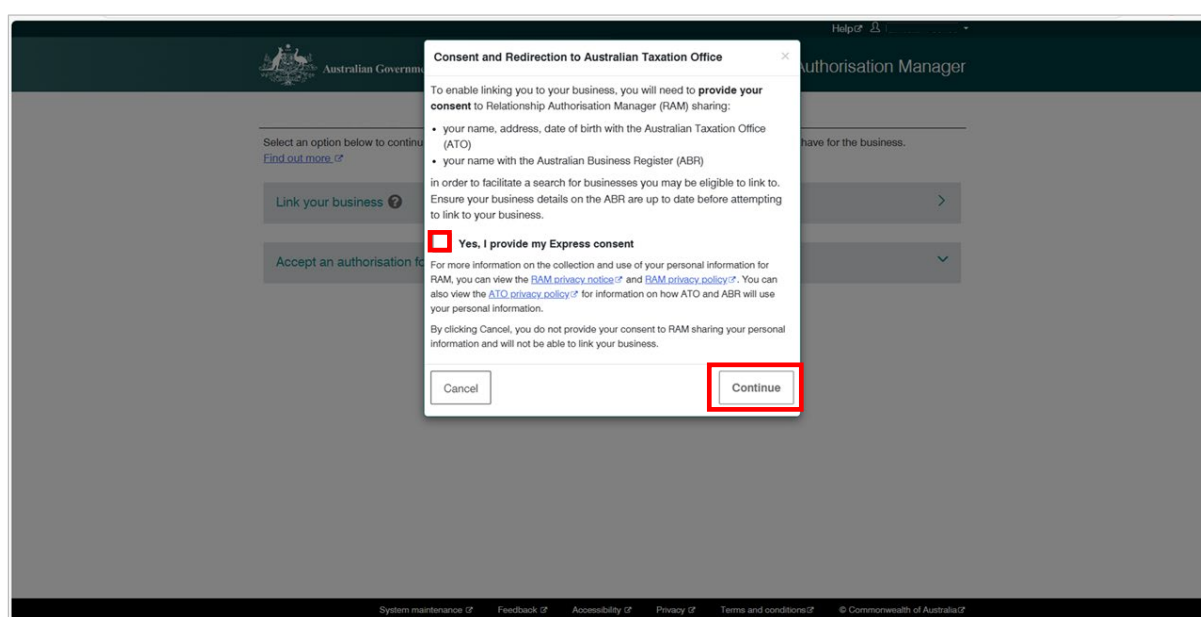
If your organisation does not yet use RAM, a principal authority (person responsible for the business) will need to link the business.

1. Use the instructions [here to log in to RAM](#).
2. From the RAM homepage, select **Link your business**.



A pop-up window opens. If you are satisfied:

3. Select **Yes, I provide my Express consent**.
4. Select **Continue**.



5. Enter your **personal address** details.
6. Select **Continue**.

The screenshot shows the 'Enter your personal address' form in the Relationship Authorisation Manager. The form is titled 'Joe Citizen' and includes instructions to establish a business relationship as an ABR associate. It contains fields for 'Your digital identity details' (Given name, Family name, Date of birth) and 'Enter your personal address' (Address line 1, Address line 2, Suburb/town, Suburb, State, Postcode, Country). A red box highlights the address fields, and another red box highlights the 'Continue' button at the bottom right.

7. Select the business or businesses by ticking the box next to the business name to connect to your RAM account.
8. Select **Continue**.

The screenshot shows the 'Select businesses' form in the Relationship Authorisation Manager. The form is titled 'Joe Citizen' and includes instructions to select businesses to connect to the RAM account. It contains a search bar, a table of businesses (Entity name, ABN), and a 'Continue' button at the bottom right. A red box highlights the 'Continue' button.

9. Enter your **business email address**.
10. Select **Send email**.

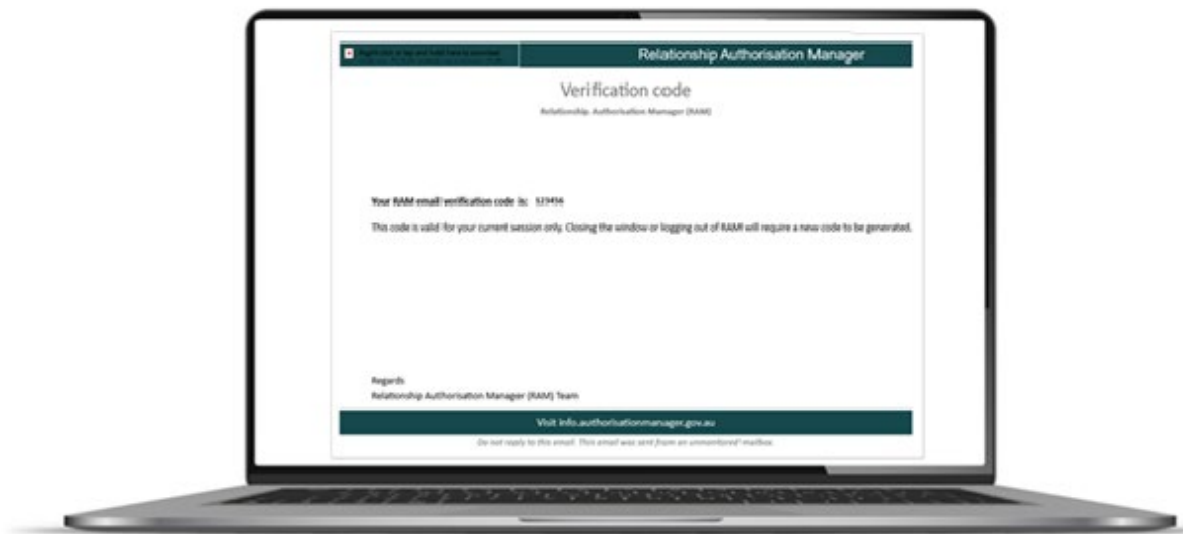
The screenshot shows the 'Your email' section of the Relationship Authorisation Manager. At the top, there's a header with 'Back to Relationship Authorisation Manager' and a user profile 'Joe Citizen'. Below this is the Australian Government logo and 'Australian Taxation Office'. The main heading is 'Joe Citizen'. Under 'Your email', there's a note: 'To link your selected business/es, you need to provide and verify your business email address. Note: existing principal authorities linked to this business will be notified once you've linked.' It says 'Complete the two steps process below.' Step 1 is 'Enter your email address to receive your 6 digit verification code'. There's a text input field and a 'Send email' button, both highlighted with red boxes. Step 2 is 'Enter the 6 digit verification code sent to your email.' with a text input field and a 'Verify' button. At the bottom are 'Back', 'Cancel', and 'Continue' buttons.

You will see confirmation that the email has been sent.

11. Select **Continue**.

This screenshot shows the same 'Your email' page as before, but with a modal dialog box open. The dialog is titled 'Email verification code sent' and contains the text: 'An email containing your 6 digit verification code has been sent to [redacted]'. It then says: 'Once your email address is verified, you can continue linking your businesses. Didn't receive a verification code? You should check: > that the email address you provided is correct > your spam folder.' There is a 'Continue' button at the bottom right of the dialog, highlighted with a red box. The background page is dimmed.

12. Go to your email account for your **business email**.
13. Make a note of the **Verification code** provided in the email
For example: 123456.



14. Go back to your RAM installation and enter in the 6-digit code.
For example: 123456.
15. Select **Verify**.

A screenshot of the Relationship Authorisation Manager (RAM) web interface. The page is titled "Joe Citizen" and shows the "Your email" section. It instructs the user to link their selected business/es and verify their business email address. A note states: "Note: existing principal authorities or linked to this business will be notified once you've linked." The process is divided into two steps. Step 1 is "Enter your email address to receive your 6 digit verification code" with a text input field and a "Send email" button. Step 2 is "Enter the 6 digit verification code sent to your email." with a text input field (highlighted with a red box) and a "Verify" button (also highlighted with a red box). At the bottom, there are "Back", "Cancel", and "Continue" buttons.

16. Once your validation is successful. Select **Continue**.

Back to Relationship Authorisation Manager Pamela Weekes

Australian Government
Australian Taxation Office

Joe Citizen

Your email

Verification successful

To link your selected business/es, you need to provide and verify your business email address.
Note: existing [principal authorities](#) or linked to this business will be notified once you've linked.

Complete the two steps process below.

Step 1

Enter your email address to receive your 6 digit verification code

joe.citizen@coastaltraining.edu.au Send email

Step 2

Enter the 6 digit verification code sent to your email. Didn't receive the email? [Resend](#)

1 2 3 4 5 6 Verify

Back Cancel Continue

17. Read the **business summary**.

18. **Scroll down**, if required.

Back to Relationship Authorisation Manager Pamela Weekes

Australian Government
Australian Taxation Office

Joe Citizen

Summary of businesses you selected

To finalise linking your selected businesses, read the declaration and consent, tick the checkboxes, then click 'Submit'.

Entity name	ABN
COASTAL TRAINING	80 123 123 123

Email address

joe.citizen@coastaltraining.edu.au

Declaration

I declare that:

- I have used my own identity credential to access this service
- For each business I have selected:
 - I am the individual listed on the Australian Business Register as the eligible associate for the business and I am entitled to create a relationship with the business
 - I have not provided false or misleading information
 - I understand that this relationship between myself and the business will remain active unless I am no longer the eligible associate for the business in the Australian Business Register, in which case it will end
 - I understand that by creating the relationship I will have full access to transact on behalf of the business with government agencies and services
 - I understand that when acting on behalf of this business with Government, my details are recorded and I am accountable for the actions I undertake, and
 - I understand I will have the authority to delegate others to represent the business.

☐ I understand and accept this declaration

19. Select **I understand and accept this declaration.**
20. Select **Yes, I provide my Express Consent.**
21. Select **Submit.**

The screenshot shows a web form with two main sections: 'Declaration' and 'Consent'. In the 'Declaration' section, there is a list of bullet points stating the user's understanding of the service. Below this list is a checkbox labeled 'I understand and accept this declaration', which is currently unchecked. In the 'Consent' section, there is a paragraph explaining that personal information will be shared and a confirmation of express consent. Below this is a checkbox labeled 'Yes, I provide my Express Consent', which is also unchecked. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red box. A footer bar at the very bottom contains links for 'System maintenance', 'Accessibility', 'Privacy', 'Disclaimer', and 'Copyright'.

22. Select **Continue.**

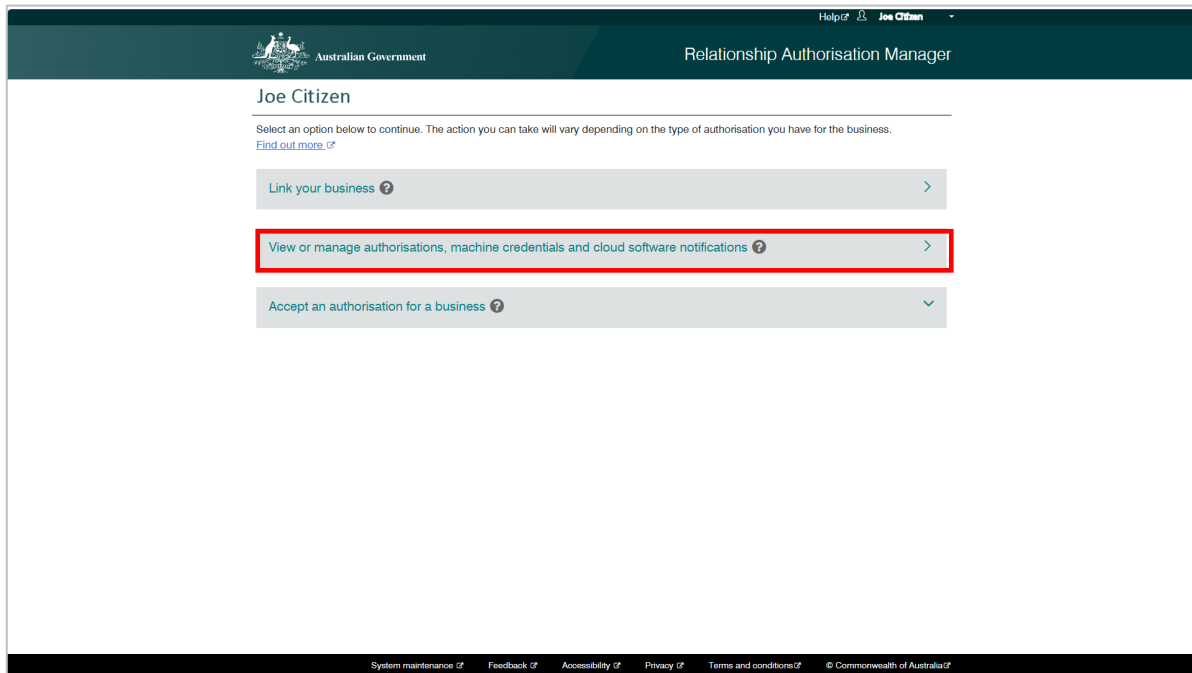
This screenshot shows the same 'Declaration' form as before, but with a modal window overlaid on top. The modal is titled 'Businesses successfully linked: 1 of 1' and contains the following text: 'You can now manage authorisations and access online services on behalf of the linked ABN.' and 'An email notification has been sent to associates linked to this ABN in RAM.' At the bottom of the modal is a red button labeled 'Continue'. In the background, the 'Declaration' section of the form is visible, and the checkbox 'I understand and accept this declaration' is now checked with a green checkmark.

You will be returned to My authorisations page. Congratulations! You have successfully linked your business to RAM. As the principal authority, you will automatically have all permissions associated with the business. If your business has another principal authority, an email will be sent advising them that you have also been linked to the business.

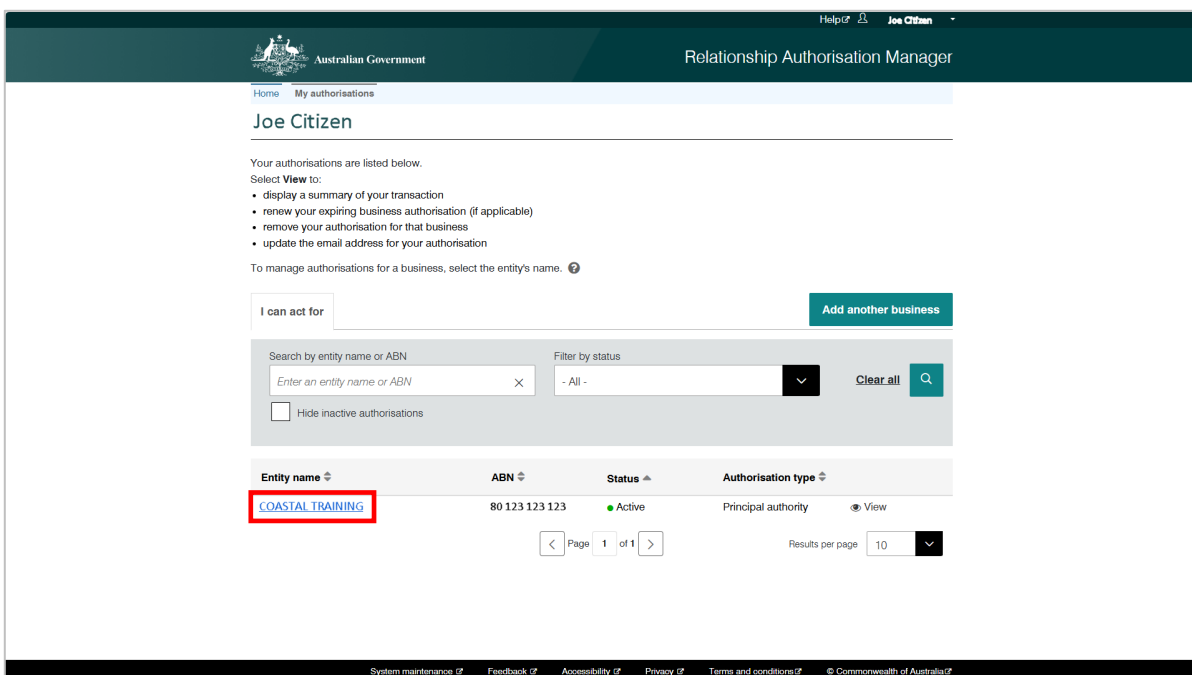
Add a user in RAM (create an authorisation)

These steps are only available as a principal authority or authorisation administrator.
From the RAM homepage:

1. Select **View or manage authorisations, machine credentials and cloud software notifications**.



2. Select your business name.



3. Select **Add new user**.

The screenshot shows the 'Relationship Authorisation Manager' interface for 'COASTAL TRAINING' (ABN 80 123 123 123). The user is logged in as 'Joe Citizen'. The 'Add new user' button is highlighted with a red box. Below the button, there is a search bar for representative names and a filter by status dropdown. A table lists the current representative, 'Joe Citizen', with status 'Active' and 'Principal authority'. The 'Add new user' button is located in the top right corner of the representative list area.

4. Ensure the **Select the representative type** is set to “Standard user”.

5. Select **Continue**.

The screenshot shows the 'Relationship Authorisation Manager' interface for 'COASTAL TRAINING' (ABN 80 123 123 123). The user is logged in as 'Pamela Weekes'. The 'Representative type' dropdown is set to 'Standard user'. Below the dropdown, there is a section for 'Standard user' with a list of requirements. The 'Continue' button is highlighted with a red box. The 'Continue' button is located in the bottom right corner of the page.

6. Select **Given name(s)** and complete the same given name(s) that the user has entered in myID.
7. Select **Family name** and complete the same family name that the user has entered in myID.
8. Select **Email address** and enter the user's business email address. Note this can be different to the personal email address used to set up in myID.
9. Select **Confirm email address** and repeat the user's business email address.
10. Select **Continue**.

Australian Government

Relationship Authorisation Manager

COASTAL TRAINING
ABN 80 123 123 123

Add authorisation

Representative details | Authorisation details | Agency access | Summary

1 2 3 4

Provide the representative's full legal name (including any middle names):

- The name provided in this authorisation must match the representative's digital identity to accept the authorisation
- If the representative is known by one name, use the Family name field
- Use an email address that only the representative can access – do not use a group email address

Fields marked with an * are mandatory

Given name(s)	Family name *
Email address *	Confirm email address *

Cancel Continue

System maintenance | Feedback | Accessibility | Privacy | Terms and conditions | © Commonwealth of Australia

11. Select if you would like the user to be an **Authorisation administrator**.
An authorisation administrator can add additional users to RAM.
An authorisation administrator and principal authority will automatically be given the organisation administrator role in EFS.
12. Select if you would like the user to be a **Machine credential administrator (MCA)**.
To find out more about MCA please read [Who needs a machine credential | Relationship Authorisation Manager](#).
13. Select a **Start date** which will be today's date by default.
14. Select an **End date** or leave it blank if there is **No end date**.
15. Select **Continue**.

Australian Government

Relationship Authorisation Manager

COASTAL TRAINING
ABN 80 123 123 123

Add authorisation

Representative details Authorisation details Agency access Summary

1 2 3 4

Fields marked with an * are mandatory

Do you want the representative to be an Authorisation administrator? *

☐ Yes ☐ No

Do you want the representative to be a Machine credential administrator? *

☐ Yes ☐ No

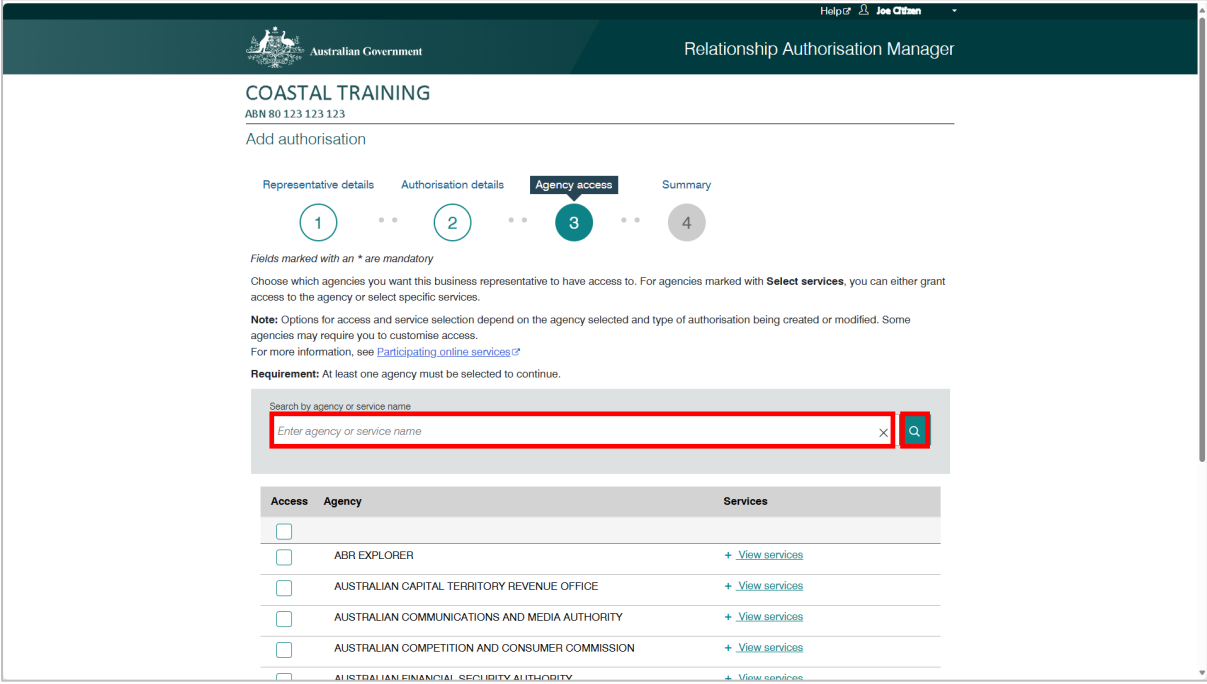
Start date * 04/09/2025

End date dd/mm/yyyy ☒ No end date

Back Cancel Continue

System maintenance Feedback Accessibility Privacy Terms and conditions Commonwealth of Australia

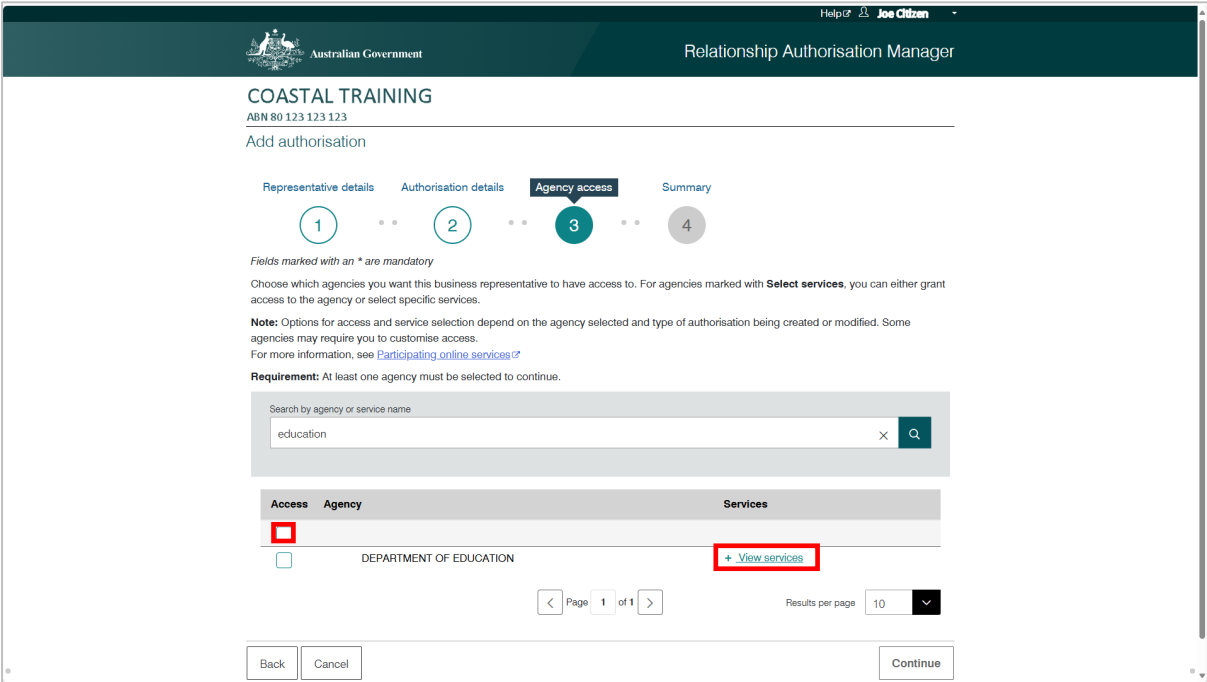
16. Select the **Search by agency or service name** field and enter 'Education'.
17. Select the **search** icon  or press enter.



The screenshot shows the 'Agency access' step of the 'Add authorisation' process for 'COASTAL TRAINING' (ABN 80 123 123 123). The progress bar indicates steps 1, 2, 3 (current), and 4. The search bar, labeled 'Search by agency or service name', is highlighted with a red box. Below the search bar, a table lists various Australian government agencies with checkboxes for selection. The 'Department of Education' is not yet visible in this list.

Access	Agency	Services
☐		
☐	ABR EXPLORER	+ View services
☐	AUSTRALIAN CAPITAL TERRITORY REVENUE OFFICE	+ View services
☐	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	+ View services
☐	AUSTRALIAN COMPETITION AND CONSUMER COMMISSION	+ View services
☐	AUSTRALIAN FINANCIAL SECURITY AUTHORITY	+ View services

18. Select the checkbox for the **Department of Education**.
19. Select **View services**.



The screenshot shows the 'Agency access' step after the search for 'education'. The 'Department of Education' is now visible in the table. Its checkbox is highlighted with a red box, and the '+ View services' link next to it is also highlighted with a red box. The search bar now contains the text 'education'. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons, along with pagination information showing 'Page 1 of 1' and 'Results per page 10'.

Access	Agency	Services
☒	DEPARTMENT OF EDUCATION	+ View services

20. Select the checkbox next to the **Education Funding System**, if required.

21. Select **Continue**.

ADD authorisation

Representative details Authorisation details **Agency access** Summary

1 2 3 4

Fields marked with an * are mandatory

Choose which agencies you want this business representative to have access to. For agencies marked with **Select services**, you can either grant access to the agency or select specific services.

Note: Options for access and service selection depend on the agency selected and type of authorisation being created or modified. Some agencies may require you to customise access.
For more information, see [Participating online services](#).

Requirement: At least one agency must be selected to continue.

Search by agency or service name
education

Access	Agency	Services
☒	DEPARTMENT OF EDUCATION	Hide services ☒ EDUCATION FUNDING SYSTEM

Page 1 of 1 Results per page 10

Back Cancel Continue

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You have sent the user an invitation (authorisation request) to your business in RAM.

Australian Government Relationship Authorisation Manager

Home My authorisations Business authorisations Manage credentials Manage notifications Manage roles History

COASTAL TRAINING
ABN 80 123 123 123

Below is a list of representatives for this business

- Select **Add new user** to add a business representative
- Select **Export** to download a full or filtered list of current authorisations

Representative Add new user

Search by representative name Enter a name Filter by status - All - Clear all

Advanced options

Representative name	Status	Authorisation type	Export
Robert Johnson	Pending	Authorisation administrator	View Edit Remove
Joe Citizen	Active	Principal authority	View

Page 1 of 1 Results per page 10

Back

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Your new user will need to accept the invitation before inviting them to the EFS.

For more information for your invited user, please refer to [Accept role in RAM](#).

Change a user's permissions in RAM

Use this section to:

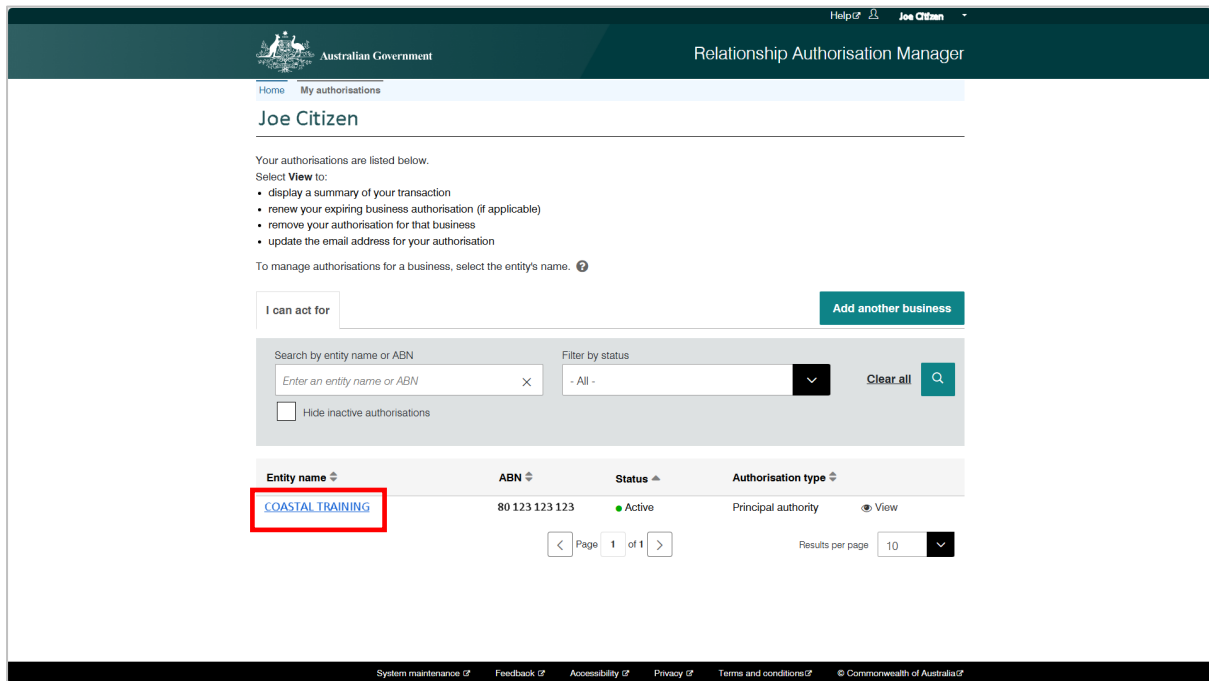
- Edit first and last name, and email address for a user that has not yet accepted an authorisation.
- Edit the authorisations of an existing user.
- Add EFS as a service for an existing user.

From the RAM homepage:

1. Select **View or manage authorisations, machine credentials and cloud software notifications**.



2. Select your business name.



Help ⓘ Joe Citizen

Australian Government Relationship Authorisation Manager

Home My authorisations

Joe Citizen

Your authorisations are listed below.

Select **View** to:

- display a summary of your transaction
- renew your expiring business authorisation (if applicable)
- remove your authorisation for that business
- update the email address for your authorisation

To manage authorisations for a business, select the entity's name. ⓘ

I can act for Add another business

Search by entity name or ABN Filter by status

Enter an entity name or ABN X - All - Clear all Q

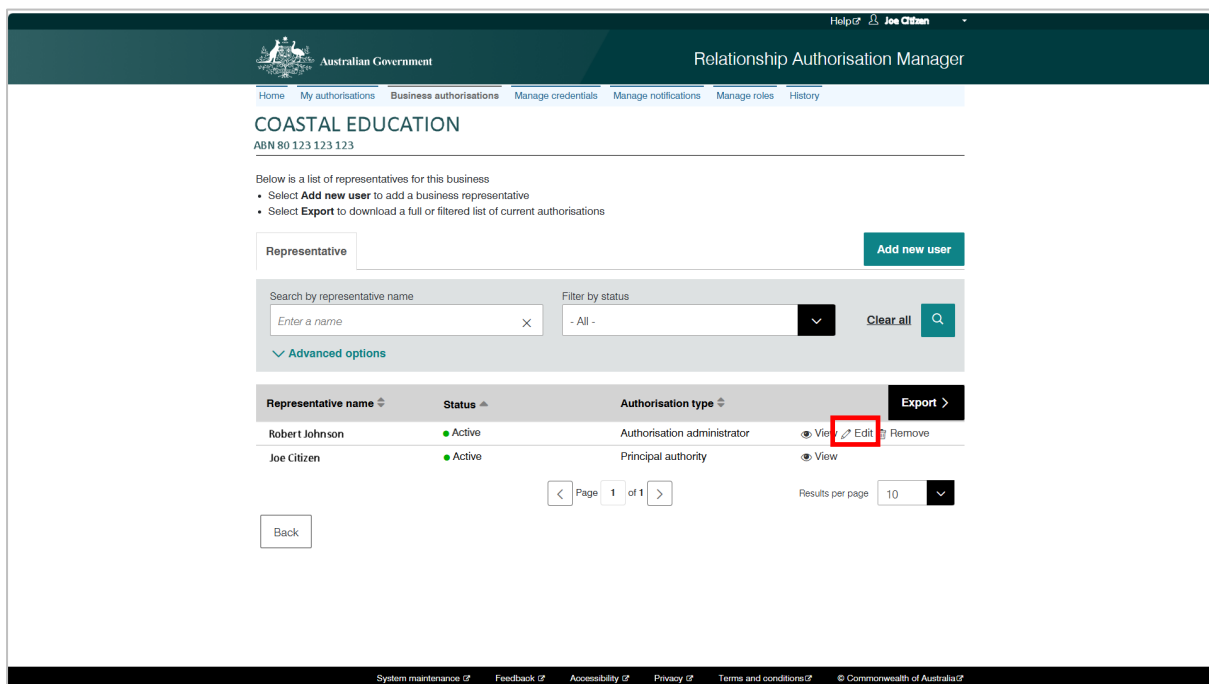
☐ Hide inactive authorisations

Entity name	ABN	Status	Authorisation type
COASTAL TRAINING	80 123 123 123	Active	Principal authority View

Page 1 of 1 Results per page 10

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3. Locate the user and select **Edit**.



Help ⓘ Joe Citizen

Australian Government Relationship Authorisation Manager

Home My authorisations Business authorisations Manage credentials Manage notifications Manage roles History

COASTAL EDUCATION

ABN 80 123 123 123

Below is a list of representatives for this business

- Select **Add new user** to add a business representative
- Select **Export** to download a full or filtered list of current authorisations

Representative Add new user

Search by representative name Filter by status

Enter a name X - All - Clear all Q

Advanced options

Representative name	Status	Authorisation type	Export >
Robert Johnson	Active	Authorisation administrator	View Edit Remove
Joe Citizen	Active	Principal authority	View

Page 1 of 1 Results per page 10

Back

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4. Edit the form.

Under representative details: If the user has not accepted the authorisation, you may be able to change the given name, family name and email address.

Under authorisation details: you change the user's status as an authorisation administrator or machine credential administrator.

Under Agency Access: You can add an authorisation for an existing user to act on behalf of your business in EFS.

COASTAL TRAINING
ABN 80 123 123 123

[Edit authorisation](#)
[Representative details](#)

Provide the representative's full legal name (including any middle names):

- The name provided in this authorisation must match the representative's digital identity to accept the authorisation
- If the representative is known by one name, use the Family name field
- Use an email address that only the representative can access – do not use a group email address

Fields marked with an * are mandatory

Given name(s) Family name*

Email address* Confirm email address*

Authorisation details

Do you want the representative to be an Authorisation administrator? * ☒ Yes ☐ No

Do you want the representative to be a Machine credential administrator? * ☐ Yes ☒ No

Start date* End date* ☒ No end date

Agency access

Choose which agencies you want this business representative to have access to. For agencies marked with **Select services**, you can either grant access to the agency or select specific services.

Note: Options for access and service selection depend on the agency selected and type of authorisation being created or modified. Some

5. Once you have made your changes select **I understand and accept the declaration.**
6. Select **Submit.**

COASTAL TRAINING
ABN 80 123 123 123

[Edit authorisation](#)
[Representative details](#)

Given name: Robert **Family name:** Johnson
Current business email address: robert.johnson@coastaltraining.edu.au

[Authorisation details](#)

Start date: 04/09/2025 **End date:** Not specified
Authorisation type: Authorisation administrator **Machine credential administrator:** Yes

[Agency access details](#)

[Show details](#)

[Declaration](#)

I declare that:

- I have used my own identity credential to access this service.
- I am authorised to create this relationship on behalf of the business identified above.
- I am creating a relationship between the individual named above and the business.
- I understand that by creating this relationship, the individual named above will be authorised to transact on behalf of the business with the government agencies and services I have selected, and all decisions and actions taken by the named individual with these agencies and services will be treated as approved by the business.
- I have reviewed the agencies and services I have selected for the individual named above to transact with on behalf of the business and these correctly reflect my intent.
- I understand that I will not be notified when the person whom I have authorised chooses to exercise this authorisation by accessing a Government service on behalf of the business I have authorised them to act for.
- I understand that the email address used to create this authorisation may be shared with agencies included in this request, on behalf of the individual named above.
- I understand that the individual I am authorising may be required to complete further proof of identity (POI) for particular government services and they will not be able to transact with that government service until the POI requirements have been met.

☒ I understand and accept this declaration

[Back](#) [Cancel](#) [Submit](#)

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7. Select **Continue.**

[Edit authorisation](#)
[Representative details](#)

Given name: Robert **Family name:** Johnson
Current business email address: robert.johnson@coastaltraining.edu.au

[Authorisation details](#)

Start date: 04/09/2025 **End date:** Not specified
Authorisation type: Authorisation administrator **Machine credential administrator:** Yes

[Agency access details](#)

[Show details](#)

[Declaration](#)

I declare that:

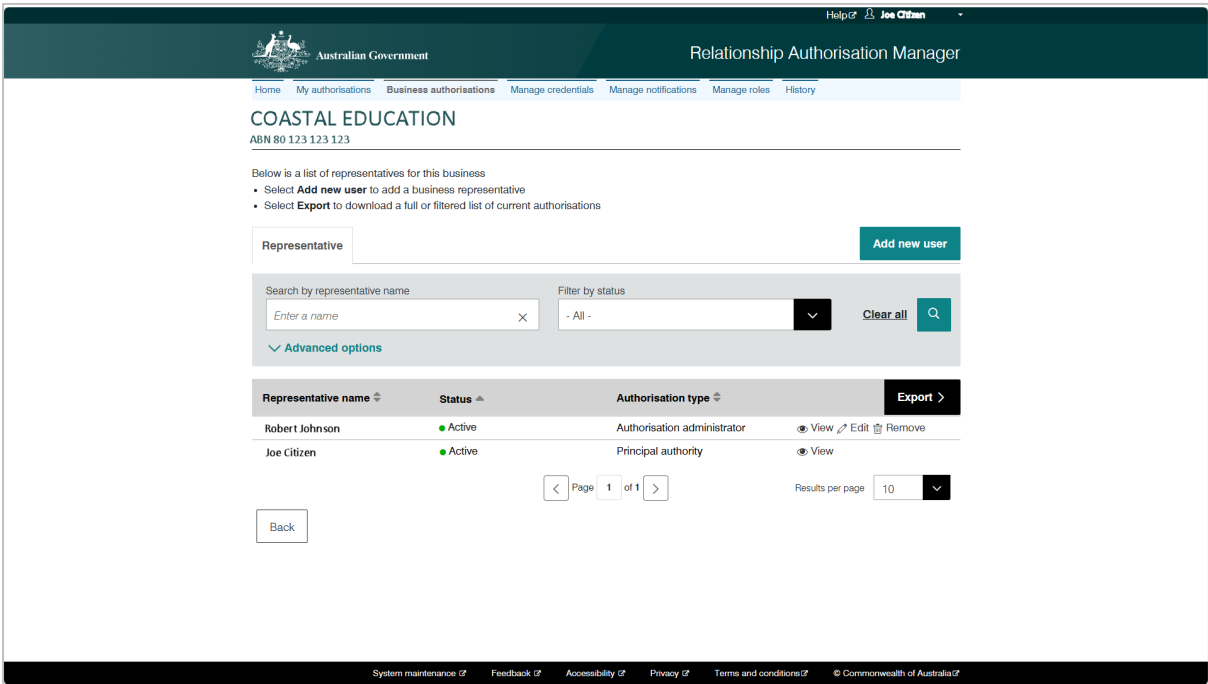
- I have used my own identity credential to access this service.
- I am authorised to create this relationship on behalf of the business identified above.
- I am creating a relationship between the individual named above and the business.
- I understand that by creating this relationship, the individual named above will be authorised to transact on behalf of the business with the government agencies and services I have selected, and all decisions and actions taken by the named individual with these agencies and services will be treated as approved by the business.
- I have reviewed the agencies and services I have selected for the individual named above to transact with on behalf of the business and these correctly reflect my intent.
- I understand that I will not be notified when the person whom I have authorised chooses to exercise this authorisation by accessing a Government service on behalf of the business I have authorised them to act for.
- I understand that the email address used to create this authorisation may be shared with agencies included in this request, on behalf of the individual named above.
- I understand that the individual I am authorising may be required to complete further proof of identity (POI) for particular government services and they will not be able to transact with that government service until the POI requirements have been met.

☒ I understand and accept this declaration

[Back](#) [Cancel](#) [Submit](#)

System maintenance [Feedback](#) [Accessibility](#) [Privacy](#) [Terms and conditions](#) [© Commonwealth of Australia](#)

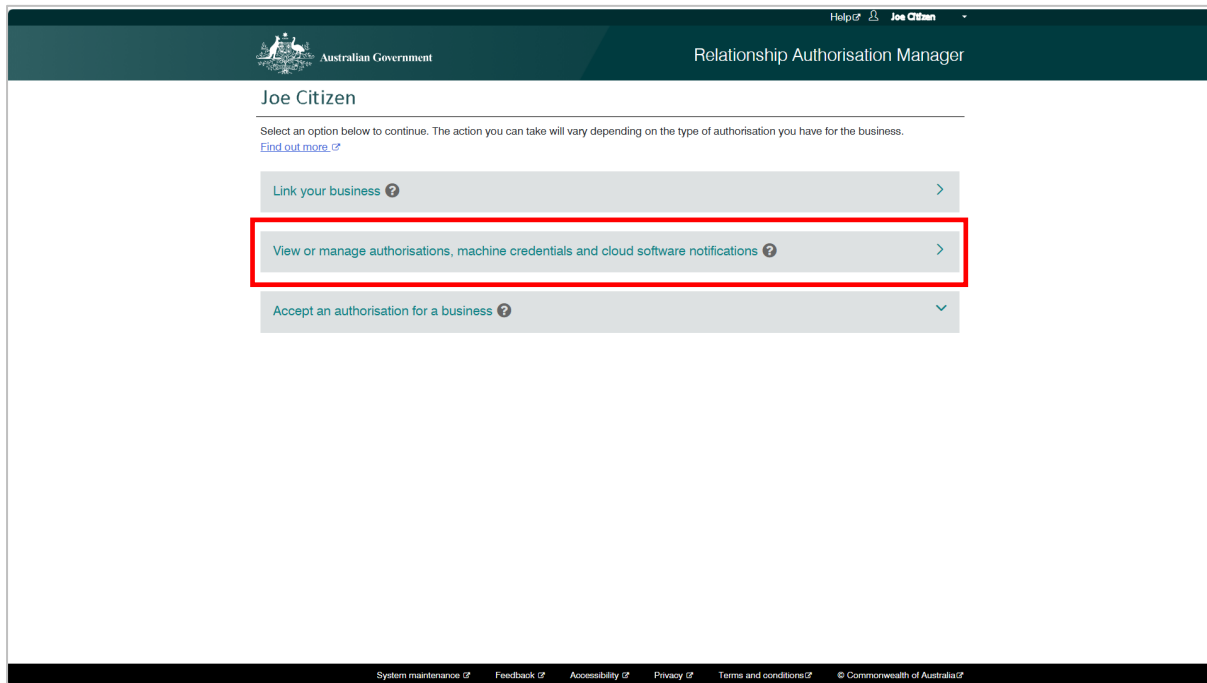
You have successfully completed the task



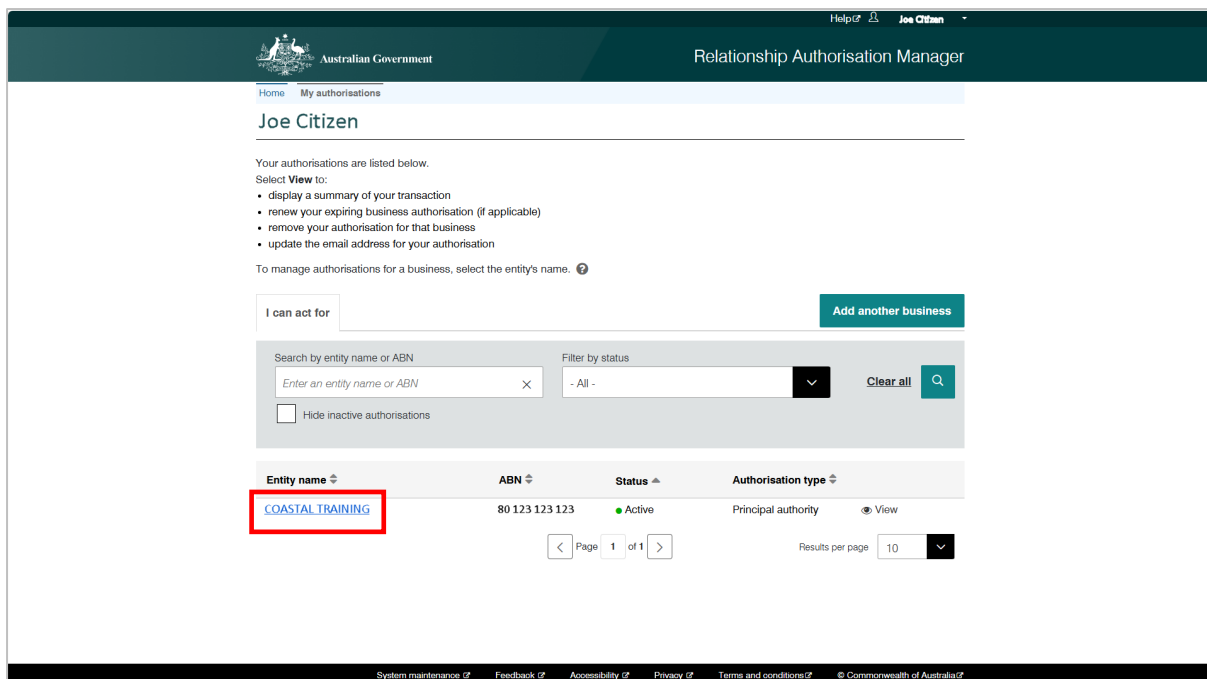
Remove a user from RAM

From the RAM homepage

1. Select **View or manage authorisations, machine credentials and cloud software notifications**.



2. Select your business name.



3. Locate the user and select **Remove**.

The screenshot shows the 'Relationship Authorisation Manager' interface for 'COASTAL EDUCATION' (ABN 80 123 123 123). The page displays a list of representatives. The 'Remove' button for Robert Johnson is highlighted with a red box.

Representative name	Status	Authorisation type	Actions
Robert Johnson	Active	Authorisation administrator	View Edit Remove
Joe Citizen	Active	Principal authority	View

This action will permanently remove their authorisation.

4. Select **Yes**

The screenshot shows the 'Confirm - Remove' dialog box. The message reads: 'Removing Robert Johnson will permanently end their authorisation. Proceed?'. The 'Yes' button is highlighted with a red box.

Confirm - Remove

Removing Robert Johnson will permanently end their authorisation. Proceed?

No Yes

Congratulations. You have successfully removed the authorisation. The **Status** will appear as **Removed**.



Relationship
Authorisation
Manager

Home

My authorisations

Business authorisations

Manage credentials

Manage notifications

Manage roles

History

Help

COASTAL TRAINING

ABN 80 123 123 123

Removed

You have successfully removed the authorisation.

Below is a list of representatives for this business

Select **Add new user** to add a business representative

Select **Export** to download a full or filtered list of current authorisations

Representative

Add new user

Search by representative name

Filter by status

Enter a name

- All -

Clear all

Advanced options

Representative name	Status	Authorisation type	Export
Joe Citizen	Active	Principal authority	View
Robert Johnson	Inactive - Removed	Authorisation administrator	View

Page 1 of 1

Results per page 10

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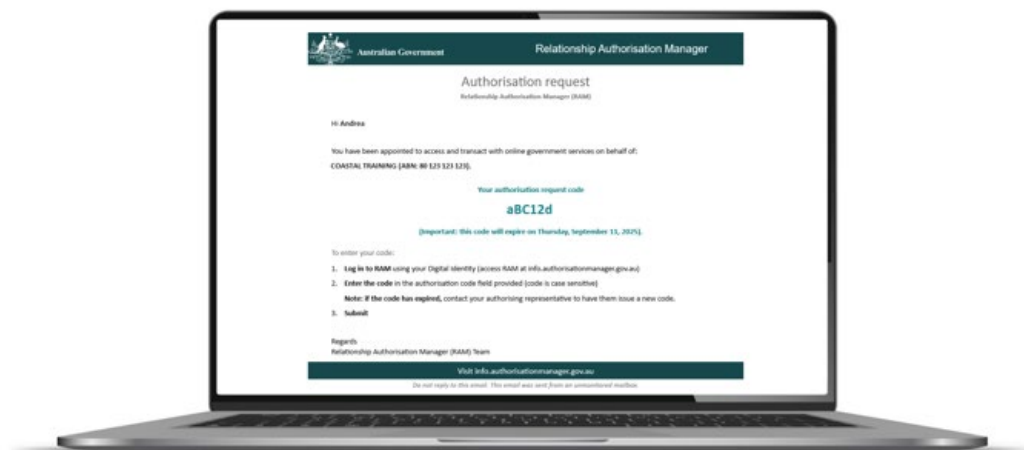
Accept authorisation request in RAM - for all users except principal authorities

We recommend you use your desktop or laptop computer to accept your role in Relationship Authorisation Manager (RAM). You may follow these steps or refer to [Accept an authorisation | Relationship Authorisation Manager](#) for further information, including what to do if you encounter an error.

You will receive an email from noreply@authorisationmanager.gov.au with *RAM – authorisation request* in the subject line. This means your organisation has invited you to act on behalf of the business. It will contain an authorisation request code.

1. Note the **authorisation request code**.

For example: aBC12d.



2. Open the link or go to <https://authorisationmanager.gov.au/> in your browser.
3. Select **Continue with Digital ID**.
4. Follow the prompts to log in using your device and myID.
The guide in this document will also help you [log in to RAM](#).
5. Once you have logged in a **Your consent** page will appear.
6. If you are satisfied, select **Yes, remember my consent**.
7. Select **Consent**.

Your consent

To prove your identity online, you need to consent to share the following details with **Relationship Authorisation Manager**.

Find out more about giving [your consent](#).

Details provided by myID

Your details	
Family name	Johnson
Given name(s)	Robert
Date of birth	11 January 2000
Email	rob.johnson@email.com

Remember my consent (optional)

Do you want us to remember your consent to share these details from myID with **Relationship Authorisation Manager**? If not, you will see this consent screen each time you want to share your details with **Relationship Authorisation Manager**.

We may ask you to provide consent again in the future.

☒ Yes, remember my consent.

You can view [your activity history](#) and [withdraw your remembered consent](#) at any time on the Digital ID dashboard.

A pop-up window will open with the RAM Terms and conditions.

8. Open the link to read the **RAM Terms and conditions**.
9. Return to the RAM screen in your browser.
10. If you are satisfied with the terms and conditions, select **Close**.

RAM Terms and conditions

Use of RAM is subject to the [RAM Terms and conditions](#).

By continuing to use RAM, you agree with these terms and conditions.

11. Select **Accept an authorisation for a business**.

The screenshot shows the Australian Government Relationship Authorisation Manager (RAM) interface. The user is Robert Johnson. The page title is 'Relationship Authorisation Manager'. Below the user name, there is a message: 'Select an option below to continue. The action you can take will vary depending on the type of authorisation you have for the business.' and a link 'Find out more'. There are two main options: 'Link your business' and 'Accept an authorisation for a business'. The 'Accept an authorisation for a business' option is highlighted with a red box. The footer contains links for System maintenance, Feedback, Accessibility, Privacy, Terms and conditions, and Commonwealth of Australia.

12. Enter the **authorisation code** from your RAM authorisation request email.
13. Select **Submit**.

The screenshot shows the Australian Government Relationship Authorisation Manager (RAM) interface. The user is Robert Johnson. The page title is 'Relationship Authorisation Manager'. Below the user name, there is a message: 'Select an option below to continue. The action you can take will vary depending on the type of authorisation you have for the business.' and a link 'Find out more'. There are two main options: 'Link your business' and 'Accept an authorisation for a business'. The 'Accept an authorisation for a business' option is selected, indicated by a downward arrow. Below this option, there is a form with a text input field and a 'Submit' button. The text input field is highlighted with a red box. The text above the input field reads: 'Enter the code as shown in the' followed by a link 'authorisation email issued by the principal authority or authorisation administrator.' Below the input field, there is a note: 'Note: The code is case sensitive'. The footer contains links for System maintenance, Feedback, Accessibility, Privacy, Terms and conditions, and Commonwealth of Australia.

You are presented with the Accept authorisation page:

14. Review the declaration and select **I understand and accept this declaration.**

Accept authorisation

To accept this authorisation, read the declaration and consent, tick the checkboxes, then click 'Accept'.

Authorisation summary

Representative details

Given name: Robert Family name: Johnson
Authorisation code email address: robert.johnson@coastaltraining.edu.au

Authorisation details

ABN: 83 123 123 123 Entity name: COASTAL TRAINING
Start date: 04/09/2025 End date: Not specified
Authorisation type: Authorisation administrator Machine credential administrator: No
Authorisation status: Pending

Agency access details

✓ Show details

Declaration

I declare that:

- I am the person identified as the representative.
- I have used my own identity credential to access this service.
- I understand that by accepting this authorisation I will be able to represent this business with the listed government agencies and services.
- I understand that when acting on behalf of this business with Government, my details are recorded and I am accountable for the actions I undertake.
- I understand that if I may be required to complete further proof of identity (POI) for particular government services, I will not be able to transact with that government service until the POI requirements have been met.

☐ I understand and accept this declaration

Consent

Your personal information used to create this authorisation including your full name, email address and your relationship to this business may be shared.

Scroll down if required

15. Review the Consent section and relevant documents and select **Yes, I provide my Express consent.**

16. Select **Accept.**

Authorisation details

ABN: 80 123 123 123 Entity name: COASTAL TRAINING
Start date: 04/09/2025 End date: Not specified
Authorisation type: Authorisation administrator Machine credential administrator: No
Authorisation status: Pending

Agency access details

✓ Show details

Declaration

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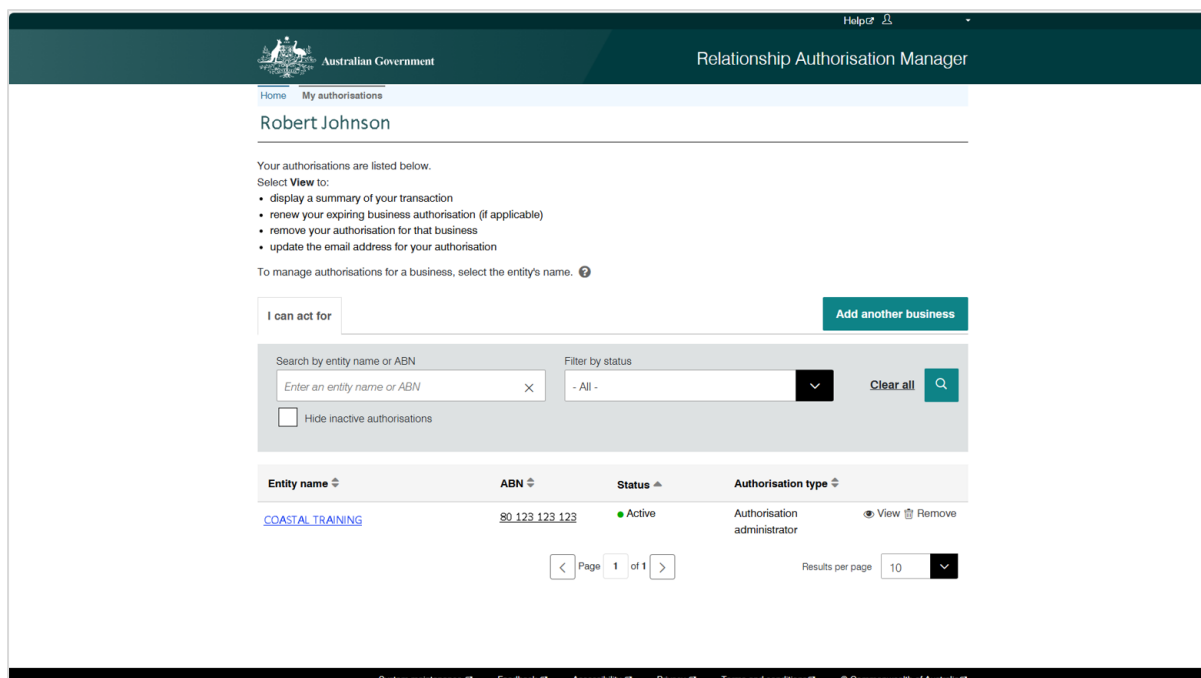
Consent

Your personal information used to create this authorisation including your full name, email address and your relationship to this business may be shared with other agencies included in this request.

I confirm that I have read the [RAM privacy notice](#), [RAM privacy policy](#) and [RAM Terms and conditions](#) and provide my Express consent to the above. I understand that I can remove my consent by removing my authorisation for this business. For more information on how to remove your authorisation, visit [RAM - Remove authorisation](#).

By clicking Decline, you do not provide your express consent to RAM sharing your personal information and will not be able to represent this business with any government agencies and services.

☒ Yes, I provide my Express consent



You will see your authorisation in RAM.

Congratulations! You have successfully accepted your role in RAM. Your EFS organisation administrator or access manager can now invite you to become an EFS user.