



LEGAL AID WA
GRANTS ONLINE
FIRM ACTIVATION



Grants Online Firm Activation Form

Please complete this form electronically to ensure correct spelling of details

This form should be completed to register for Grants Online where the firm has practitioners on any of the Legal Aid WA panels.

When completed please print out and have the form signed and authorised by the **firm Principal or Director**, scanned and then emailed to panel@legalaid.wa.gov.au.

Firm Details

Firm Name	
Email Address*	

*This email address will be used to send grant of aid details, and financial remittance advice slips.

Provide details of the staff requiring access to Grants Online. Indicate each staff members role as either:

- **EP** (External Practitioner on a Legal Aid WA panel) **or**
- **EA** (External Administrator such as Practitioner not on a LAWA panel, paralegals and secretarial support)
- It is desirable for each user to have an email address linked to the firm – i.e. mary@firm.com.au rather than mary@hotmail.com.au.

Firm Principal or Director

First Name	Surname	Email Address	Role

Does the firm Principal or Director require a GOL account? Yes No

Users

First Name	Surname	Email Address	Role

Please note: Usernames and passwords cannot be sent to a generic email address as these details must remain **confidential** to the user.

Each user will be personally notified of their account login details. This information will be sent to the users email address that you have provided in this form together with a **guide** to navigating Grants Online.

Grants Online

Legal Aid Western Australia



By applying for Grants Online access, the firm Principal or Director confirms that:

- they will advise all staff with Grants Online access that they must not share their password with any other person
- they will advise LAWA as soon as any staff member with Grants Online access leaves the firm so their account can be deactivated.
- they will ensure EA users complete all GOL requests under supervision of a panel practitioner.

Name (Principal/Director)

Signature

Date (DD/MM/YYYY)

**Please return the completed Firm Activation Form by
email to: panel@legalaid.wa.gov.au**

WHO TO CONTACT:

TECHNICAL ASSISTANCE:

For technical problems in accessing Grants Online (including resetting expired usernames and passwords) please call the **Legal Aid WA Information Service Desk** on 9261 6345 or email goltechsupport@legalaid.wa.gov.au.

GENERAL ENQUIRIES:

For general assistance using Grants Online please email panel@legalaid.wa.gov.au or call 9261 6385.

ASSESSING AND GRANT OF AID ASSISTANCE:

ASSESSING AND GRANT OF AID ASSISTANCE:

For enquiries relating to a specific grant of aid or general Assessing enquiries, please contact the Assessing section on **9261 6530**.

Legal Aid WA looks forward to working with your firm.