

GRANTS ONLINE LOGIN ACCESS FORM

Please complete this form electronically to ensure correct spelling of details

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

Request for:

New Account Creation

Account Reactivation (Existing User suspended due to inactivity)

Account Deactivation (User is leaving firm)

Provide details of staff requiring access to Grants Online. Indicate each person’s **role** as either:

- **EP** (External Practitioner on a Legal Aid WA panel or list) **or**
- **EA** (External Administrator such as Practitioner not on a LAWA panel or list, 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.*

Creations, Upgrades and Reactivations: Practitioners / Administrator 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 by email or phone.

Deactivations: Practitioners / Administrator Users

Name	Role	End Date	Comments

If a LAWA panel or list members is taking any grants of aid with them to a new firm, please contact client services to arrange transfer of files. Access will be deactivated no later than 14 days after the listed end date.

Firm Principal or Director Authorisation

By applying for GOL access, the firm's Principal or Director confirms that:

- they will advise all staff with GOL access that they must not share their password with any other person;
- they will advise LAWA as soon as any staff member with GOL access leaves the firm, so their account can be deactivated.

Name (Principal/Director)	Email Address
Firm Name	

Signature

Date (DD/MM/YYYY)

Please return the completed Login Access Form by email to:
ClientServices-AdminSupport@legalaid.wa.gov.au

WHO TO CONTACT:

GENERAL ENQUIRIES, ASSESSING AND GRANT OF AID ASSISTANCE:

For assistance with navigating your way around the GOL system or other general enquiries, please email ClientServices-AdminSupport@legalaid.wa.gov.au.

For queries relating to a specific grant of aid or general Assessing enquiries please contact Client Services on **9261 6530**.

Please refer to the comprehensive GOL User Guide, located on the GOL website under the Enclosures and Forms tab on the Guidelines page, or on the Legal Aid WA website.

TECHNICAL ASSISTANCE:

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