

Migration Skills Assessment Online

Agents user guide

May 2022 v1.0



ENGINEERS
AUSTRALIA

Table Of Contents

MSA Online For Migration Agents	3
Engineers Australia Online Portal (myPortal)	4
Agent Tools on Migration Agent Landing Page	5
Create Applicant	5
Start New Application	6
Agent Landing Page	9
My Tasks Tab	9
Assessment In-Progress Tab	10
Completed Applications Tab	10
Overall Applications for Agency Tab	11
Lead Migration Agent Tools	11
Add a New Agent	12
Remove an Agent	13
Assign Lead Agent	14
Remove as Lead Agent	15
Transfer Applications	16
Communication With Migration Agents	16
Application Status	17
Additional Information Request	17
Assessment Outcome	18
Adding Additional Services To An Application	19
Other Additional Services	19

MSA Online for Migration Agents

There are two levels of rights for Migration Agents – Migration Agent and Lead Migration Agent.

A Migration Agent

- Can create an account for new applicants
- Can create new applications
- Can manage multiple applications
- Can check the status of an ongoing application
- Can receive assessment progress or assessment outcome notifications.

A Lead Migration Agent

- Can perform all the activities of a Migration Agent.
- Can access a number of additional administrative tools such as:
 - Managing other migration agents in the Migration Agency
 - Promoting a Migration Agent to Lead Migration Agent
 - Accessing any application within the agency

To access these online services:

- Individual Migration Agents need to create an account for themselves
- The Migration Agency needs to be registered as an organisation within the Engineers Australia database

To create an Account:

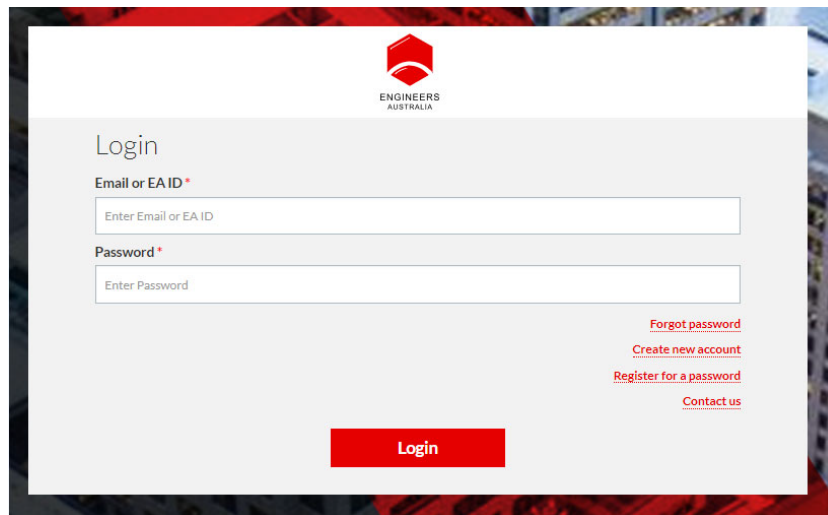
- Log into Engineers Australia Online Portal
- Press the Create An Account tab
- Fill out the form by entering your personal details
- Receive your EA ID number at your nominated email address

To register a Migration Agency:

- The Lead Migration Agent will need to fill out the form available on the Engineers Australia website and return it to migrationagencycreation@engineersaustralia.org.au
- Once a Migration Agency and a Lead Agent are registered within the Database, a confirmation email will be sent.
- The Lead Agent can then link other migration agents or staff members to the Agency from Engineers Australia Portal page

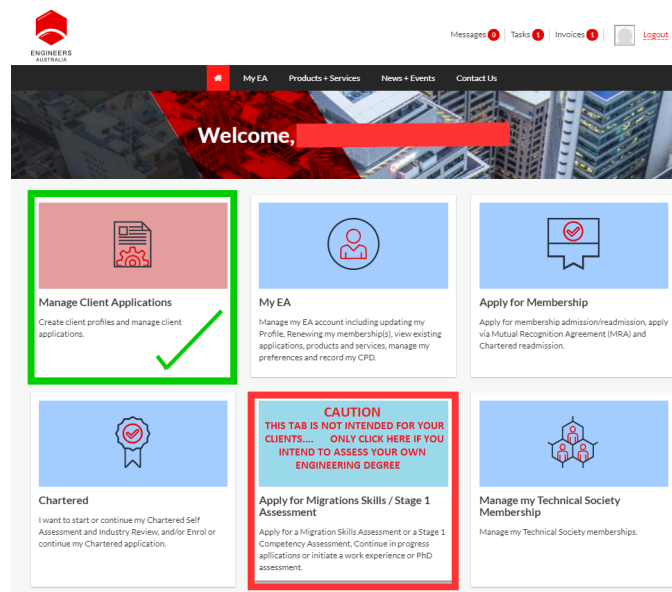
Engineers Australia Online Portal (myPortal)

To get to the Engineers Australia's Online Portal go to www.engineersaustralia.org.au and click on the myPortal tab on the far top right hand side of the page. You will land on the below page. Alternatively, you can go to <https://portal.engineersaustralia.org.au>



The screenshot shows the login interface of the Engineers Australia Online Portal. At the top center is the Engineers Australia logo. Below it, the word "Login" is displayed. There are two input fields: "Email or EA ID *" and "Password *". Below the password field are three links: "Forgot password", "Create new account", and "Register for a password". At the bottom center is a red "Login" button. The background of the page is a blurred image of a city skyline.

You are required to register for a password before you can log in to the online portal. Use your Engineers Australia ID and password and you will be guided to your portal home page.



Click on the menu on the top right hand side of the screen. In the drop down menu, select the option Migration Skills Assessment as shown above.

You will then be directed to your personalised landing page:

Agent Tools on Migration Agent Landing Page

From the landing page you will have access to Agent Tasks where you are able to create an account for an applicant and/or start a new application.

Create Applicant

The screenshot displays the Migration Agent Landing Page. At the top left, there is a 'Back to myPortal Home' link. Below it is the Engineers Australia logo. The main section is titled 'My Tasks' and contains four tabs: 'My Tasks', 'Assessment In-Progress', 'Completed', and 'Overall Applications for Agency'. Under the 'My Tasks' tab, there is a search form with fields for 'Last Name', 'First Name', 'Status' (a dropdown menu with '- Select -'), 'Type' (a dropdown menu with '- Select -'), and 'Submitted'. There are 'Go' and 'Reset' buttons. Below the search form, it says 'No results found.' and 'Items per page' with a dropdown menu set to '10'. On the right side, there is a sidebar with several sections: 'Agent Tasks' with buttons for 'Create Applicant', 'Start New Application', and 'Lead Agent Tools'; 'Frequently Asked Questions' with a link to 'FAQ'; 'MSA Booklet' with a link to 'MSA Booklet'; 'Stage 1 Guide' with a link to 'Stage 1 Guide'; and 'Talk to our Support Team' with a link to 'Contact us'.

If your client has not yet created an account with Engineers Australia, you will be able to do this on his/her behalf.

If your client already has created an account with Engineers Australia, you will need to know what their EA ID is. Note that each individual should only have one reference number with Engineers Australia, namely EA ID, CID or membership number.

If this person has not created an account with Engineers Australia or does not have a CID or membership with Engineers Australia, you will be able to create the account on behalf of this person. Note that you do not need to register for a password on their behalf, or know what their password is in order to proceed with their application **and you MUST enter the applicant's personal postal and email address, as opposed to your agency's postal and email address.**

Start New Application

The screenshot displays the MSA online portal interface. At the top left, there is a 'Back to myPortal Home' link and the MSA Australia logo. The main section is titled 'My Tasks' and contains four tabs: 'My Tasks', 'Assessment In-Progress', 'Completed', and 'Overall Applications for Agency'. Below these tabs is a search form with fields for 'Last Name', 'First Name', 'Status' (a dropdown menu), 'Type' (a dropdown menu), and 'Submitted'. There are 'Go' and 'Reset' buttons next to the search fields. Below the search form, it says 'No results found.' and 'Items per page' with a dropdown menu set to '10'. On the right side, there is a sidebar with several sections: 'Agent Tasks' with buttons for 'Create Applicant', 'Start New Application' (highlighted with a red arrow), and 'Lead Agent Tools'; 'Frequently Asked Questions' with an 'FAQ' button; 'MSA Booklet' with an 'MSA Booklet' button; 'Stage 1 Guide' with a 'Stage 1 Guide' button; and 'Talk to our Support Team' with a 'Contact us' button.

To start a new application, select the *Start New Application* option from the menu on the right-hand side.

1. You will need to enter the EA ID number and last name of the applicant who you wish to start an application for.

Start Application

Important Information Before You Proceed

- The [Migration Agents User Guide](#) is your step-by-step reference guide for any on-line applications.
- To initiate an application for your client:
 - Your client must have their own EA ID Number. (Note that EA ID numbers were previously referred to as CID number). If they don't have an EA ID number or a CID number you can apply for one by selecting [Create Applicant](#) on the right side [Agent Tasks](#) box.
 - You must lodge their application through this page by entering your client's unique EA ID number and their last name. (NB: Not your agency's EA ID number).

Before choosing an application type, please enter the EA ID and Last Name of the applicant.

Applicant's EA ID *

Applicant's Last Name *

[Cancel](#) [Select Application Type](#)

Then choose the *Select Application Type* button to proceed. Then as per the below snapshot:

2. Select Application Type
3. Ensure that the applicant's details are correct before proceeding with the application process.
4. You will need to upload a signed authorised copy of the Authorisation Template in order to act on the applicant's behalf.
5. You will need to select the Application Type (Competency Demonstration Report, Australian Qualifications, Washington Accord, Sydney Accord or Dublin Accord) and any additional services the applicant wishes to apply for (Overseas PhD or Relevant Skilled Employment Assessment).

Once you have completed these details, choose the *Begin Application* button.

Select Application Type

Use the form below to customise the required application.

Applicant

EA ID:

Name:

DoB:

Not the Applicant you were looking for?

[Return to the 'Start Application' page.](#)

In order to act on this persons behalf, please upload a signed authorised form available below.

[Download Authorisation Template \(PDF 62KB\)](#)

Authorisation Template

No file selected [Choose File](#)

☐ By submitting an application, I acknowledge that I have read Engineers Australia's [Privacy Policy](#) and [Disclaimer](#). I am also aware that Engineers Australia may require copies of documents to be sent via post in some instances.

[Cancel](#) [Begin Application](#)

Application Configuration

Application Type ☒ Migration Skills Assessment

Assessment Type ☒ Competency Demonstration Report

☐ Australian Qualification

☐ Washington Accord

☐ Sydney Accord

☐ Dublin Accord

Additional Services ☒ Overseas PhD

☒ Relevant Skilled Employment Assessment

Agent Tasks

[Create Applicant](#)

[Start New Application](#)

[Lead Agent Tools](#)

Frequently Asked Questions

Have a question? We've compiled answers to your most commonly asked questions in our FAQ's.

[FAQ](#)

MSA Booklet

Need to know more about MSA? Our booklet provides you with in-depth details. A must-read for new and returning MSA Applicants.


[MSA Booklet](#)

Please note that you cannot change your choice of assessment and additional assessment(s) once the application has been started.

Detailed information on how to fill out the form and type of documents required are provided through the 'i' buttons on the application form.

Sample of the agent authorisation form:

Migration Skills Assessment
APPOINTMENT OF PERSON TO ACT AS AGENT


ENGINEERS
AUSTRALIA

This form should be completed by an applicant who wishes to appoint a Migration Agent to act on their behalf during the qualification assessment process and / or any related secondary assessments. This authorisation is necessary under Australian Privacy Legislation.

Completion of this form by the applicant provides the Agent with the Authority to:

- Lodge applications on the applicant's behalf
- Deal with Engineers Australia on all aspects of the application including any previously submitted documents provided to Engineers Australia in any previous or future linked applications
- Receive the final assessment outcome letter

Once an applicant has appointed an Agent, then all contact with Engineers Australia MUST be made via the Agent.

DECLARATION (PLEASE PRINT CLEARLY)

I, (applicant's name)
of (address):
City: Postcode:
State/Territory/District: Country:
Born on:/...../..... (Day / Month / Year)

agree to the following person acting on my behalf in relation to my application for assessment.

Applicant's Signature: Date:/...../..... (Day / Month / Year)

MIGRATION AGENTS DETAILS (PLEASE PRINT CLEARLY)

Note: All correspondence will be sent to the Agent's email address as registered with Engineers Australia.

Agent's Name:
Agent's Address:
.....
Agent's Registration Number (if applicable):
Agent's EA ID:
Agent's Telephone Number:

CDR DECLARATION (CDR Applicants only)

All statements of fact in this report are true and correct, and I have made claims of acquired competencies in good faith.

The Report is all my own work, and is a true representation of my personal competencies in written English.

I confirm that I understand that members of the engineering team in Australia are required to display a commitment to exercising professional and ethical responsibility in all aspects of their work.

I also understand that documentation submitted in support of my application may be referred to the Australian Department of Immigration and Border Protection for integrity checking.

Printed Name:
Signature: Date:/...../.....

Visit us at www.engineersaustralia.org.au

PAGE 1

AGENT1210

AGENT AUTHORISATION

Agent Landing Page

My Tasks Tab

From the My Tasks tab, you will be able to view your current tasks, assessments in progress, and completed assessments. If you are the nominated lead agent for the agency you will be able to view the overall applications for the agency and the lead agent tools.

The screenshot displays the 'My Tasks' section of the Engineers Australia portal. At the top left, there is a 'Back to myPortal Home' link and the Engineers Australia logo. The 'My Tasks' section features four tabs: 'My Tasks', 'Assessment In-Progress', 'Completed', and 'Overall Applications for Agency'. A red arrow points to the 'Overall Applications for Agency' tab. Below the tabs is a search form with fields for 'Last Name', 'First Name', 'Status' (a dropdown menu), 'Type' (a dropdown menu), and 'Submitted'. There are 'Go' and 'Reset' buttons to the right of the search fields. Below the search form, it states 'No results found.' and 'Items per page' with a dropdown menu set to '10'. On the right side of the page, there is a sidebar with several sections: 'Agent Tasks' containing 'Create Applicant', 'Start New Application', and 'Lead Agent Tools' (with a red arrow pointing to it); 'Frequently Asked Questions' with an 'FAQ' button; 'MSA Booklet' with an 'MSA Booklet' button; 'Stage 1 Guide' with a 'Stage 1 Guide' button; and 'Talk to our Support Team' with a 'Contact us' button.

Note that the two marked tabs, Overall Applications for Agency and Lead Agent tools, will only be available to Registered Lead Agents with Engineers Australia.

Assessment In-Progress Tab

The Assessment In-Progress tab shows any assessments that are currently in progress for the agent. As the agent you will be able to see the name of the applicant; their EA ID number; the type of application submitted, as well as an application ID number and the dates that the application was created and submitted.

My Tasks

My Tasks

Assessment In-Progress

Completed

Overall Applications for Agency

Last Name

First Name

Status

Type

Submitted

Go

Reset

Last Name	First Name	Type	Important Dates	Status
Jonsey	Maryanne	MSA CDR	Created Date: 15/10/2014 Submitted Date: 15/10/2014	Assessment in Progress

Displaying 1 - 10 of 1 results.

Items per page 10

Completed Applications Tab

The Completed Applications tab shows the finalised applications that you have lodged for your clients. You will be able to see the name and EA ID number of the applicant; the type of application and when it was submitted. You are also able to download a copy of their outcome letter through this tab.

Completed Applications

My Tasks

Assessment In-Progress

Completed

Overall Applications for Agency

Last Name

First Name

Type

Submitted

Go

Reset

No results found.

Items per page 10

Overall Applications for Agency Tab

The Overall Applications for Agency tab shows all applications for the agency. In this tab you will see applications that have been submitted, applications that are currently in progress and unsubmitted applications.

My Tasks

My Tasks | Assessment In-Progress | Completed | **Overall Applications for Agency**

Last Name: First Name: Status: Type: Submitted: [Go](#) [Reset](#)

Last Name	First Name	Type	Important Dates	Status
Reids EA ID: 3516841	Kan Iaain	MSA CDR App. ID: 2134	Created Date: 15/10/2014 Submitted Date: 15/10/2014	Assessment in Progress
Rollie EA ID: 3528742	Jacki	MSA CDR App. ID: 2354	Created Date: 22/10/2014 Due Date: 22/12/2014	Un submitted

Displaying 1 - 10 of 2 results.

Items per page

Lead Migration Agent Tools

As a Lead Migration Agent you also have access to an additional set of administrative tools to manage migration agents or staff members within an agency.

Agent Tasks

[Create Applicant](#)

[Start New Application](#)

[Lead Agent Tools](#)

Frequently Asked Questions

Have a question? We've compiled answers to your most commonly asked questions in our FAQ's.

[FAQ](#)

MSA Booklet

Need to know more about MSA? Our booklet provides you with in-depth details. A must-read for new and returning MSA Applicants.

[MSA Booklet](#)

The Lead Agent for each agency will be able to access the Lead Agent Tools button. From this page the lead agent will be able to assign a lead agent, remove a lead agent, add an agent for the agency or remove an agent.

The screenshot shows a user interface with four distinct action boxes. The top-left box is titled 'Assign Lead Agent' and contains a dropdown menu with 'Mr Aniruddha KHARE (1020484)' and a red button labeled 'Assign as Lead Agent'. The top-right box is titled 'Remove as Lead Agent' and contains a dropdown menu with 'Mr Jianguo Pan (1497741)' and a red button labeled 'Remove as Lead Agent'. The bottom-left box is titled 'Add Agent' and contains the text 'Add a person as a Migration Agent of your Migration Agency.' and a red button labeled 'Add Agent', which is circled in red. The bottom-right box is titled 'Remove Agent' and contains a dropdown menu with 'Mr Jianguo Pan (1497741)' and a red button labeled 'Remove a Migration Agent'.

To return to the task list, select the “Back to Work List” button.

Add a New Agent Tab

To add a new agent, you will need to select the *Add Agent* button from the lead agent tools page. Before an agent can be added they will need to have a valid EA ID number and an account with Engineers Australia (which can be created for free). You will then need to search for the person you wish to add as an agent by their EA ID number and date of birth, and then selecting the *Find Person* button.

Once you have found the correct person you will be able select the *Add Person to Agency* button.

You can return to your task page at any time, by selecting the *Back to Work List* button or you can return to the lead agent's tool page by selecting the *Back to Lead Agents Tools* button.

The screenshot displays the 'Add a Migration Agent' form. At the top, it has a title and a detailed instruction: 'Add a person as a Migration Agent of your Migration Agency. Please note this Person will first need to have created an account with Engineers Australia and have a valid EA ID. Accounts are free and can be created at: www.engineersaustralia.org.au/portal/profile/register-password.' Below this are input fields for 'EA ID:' and 'DoB:'. To the right of these fields is a red button labeled 'Find Person' with a red arrow pointing to it. Below the 'Find Person' button is the text 'or Reset'. Below the input fields is a section titled 'Member Details' containing labels for 'EA ID:', 'Name:', and 'Date of Birth:'. To the right of this section is a red button labeled 'Add Person to Agency' with a red arrow pointing to it. At the bottom of the form are two red buttons: 'Back to Work list' and 'Back to Lead Agent Tools'.

Remove an Agent Tab

To remove an agent from your Migration Agency, you can use the *Remove Agent* button.

The screenshot displays four tabs in a grid layout:

- Assign Lead Agent**: Includes a dropdown menu with 'Mr Aniruddha KHARE (1020484)' and a red 'Assign as Lead Agent' button.
- Remove as Lead Agent**: Includes a dropdown menu with 'Mr Jianguo Pan (1497741)' and a red 'Remove as Lead Agent' button.
- Add Agent**: Includes a text input field and a red 'Add Agent' button.
- Remove Agent**: Includes a dropdown menu with 'Mr Jianguo Pan (1497741)' and a red 'Remove a Migration Agent' button, which is circled in red.

Simply select the Migration Agent you wish to remove from the drop down menu and click *Remove a Migration Agent*.

This is a close-up of the 'Remove Agent' dropdown menu. The text 'Which agent do you want to remove as a Migration Agent.' is visible above the dropdown. The dropdown list contains the following agents:

- Ms Di Ram (2816754) - This option is highlighted in blue.
- Mr Rod Jerri (2137621)
- Ms Sam Nigh: (2413651)
- Mr Gary Kent (1563482)
- Mr James Kart (1184735)
- Mr Henry Wink (2133458)

Assign Lead Agent

As the Lead Migration Agent, you can promote another Migration Agent from your agency as a Lead Migration Agent.

The screenshot shows a web interface with four main sections: 'Assign Lead Agent', 'Remove as Lead Agent', 'Add Agent', and 'Remove Agent'. The 'Assign Lead Agent' section has a dropdown menu with 'Mr Rod Jerri (2137621)' selected and a red button labeled 'Assign as Lead Agent' which is circled in red. The 'Remove as Lead Agent' section has a dropdown menu with 'Ms Di Ram (2816754)' and a red button labeled 'Remove as Lead Agent'. The 'Add Agent' section has a red button labeled 'Add Agent'. The 'Remove Agent' section has a dropdown menu with 'Ms Di Ram (2816754)' and a red button labeled 'Remove a Migration Agent'. At the bottom, there is a red button labeled 'Back to Work list'.

Simply select the Migration Agent you wish to promote from the drop down menu and click *Assign as Lead Agent*.

This is a close-up of the 'Assign Lead Agent' section. It shows a dropdown menu with the following options: 'Mr Rod Jerri (2137621)', 'Ms Sam Night (2413651)', 'Mr Gary Kent (1563482)', 'Mr James Kart (1184735)', and 'Mr Henry Wink (2133458)'. The first option, 'Mr Rod Jerri (2137621)', is highlighted in blue.

It is possible to have several Lead Agents for the same Migration Agency.

Remove as Lead Agent

As the Lead Migration Agent, you can remove a Lead Migration Agent from your agency. This agent would still have the Migration Agent Status, but will no longer have access to the additional administrative tools.

The screenshot displays a web interface with several sections. On the left, there is a section titled 'Assign Lead Agent' with a dropdown menu showing 'Mr Rod Jerri (2137621)' and a red button 'Assign as Lead Agent'. Below this is an 'Add Agent' section with a red button 'Add Agent'. On the right, there is a section titled 'Remove as Lead Agent' with a dropdown menu showing 'Ms Di Ram (2816754)' and a red button 'Remove as Lead Agent' circled in red. Below this is a 'Remove Agent' section with a dropdown menu showing 'Ms Di Ram (2816754)' and a red button 'Remove a Migration Agent'. At the bottom left, there is a red button 'Back to Work list'.

Simply select the Migration Agent you wish to demote from the drop down menu and click *Remove as Lead Agent*.

This is a close-up of the 'Remove as Lead Agent' section. It shows a dropdown menu with 'Ms Di Ram (2816754)' selected. Below the dropdown is a red button labeled 'Remove as Lead Agent'.

Note that if you are the only Lead Migration Agent, and you accidentally remove yourself as a Lead Migration Agent, no Migration Agent from your Agency will have these administrative rights. You will then need to contact us so that this role can be reinstated.

Transfer Applications

Lead agents can transfer an application from a registered agent with their agency to another registered agent within their agency using the marked button. During this process you will be asked to provide the Application ID you wish to transfer and the agent you wish to transfer this application to.

The screenshot displays the myPortal interface for Engineers Australia. The main content area contains several functional boxes: 'Assign Lead Agent' with a dropdown menu showing 'Mr Aniruddha KHARE (1020484)' and an 'Assign as Lead Agent' button; 'Remove as Lead Agent' with a dropdown menu showing 'Mr Jianguo Pan (1497741)' and a 'Remove as Lead Agent' button; 'Add Agent' with an 'Add Agent' button; 'Remove Agent' with a dropdown menu showing 'Mr Jianguo Pan (1497741)' and a 'Remove a Migration Agent' button; and 'Transfer Applications' with a 'Transfer Applications' button highlighted by a red arrow. A 'Back to Work list' button is located at the bottom left. The right sidebar includes sections for 'Agent Tasks' (with buttons for 'Create Applicant', 'Start New Application', and 'Lead Agent Tools'), 'Frequently Asked Questions' (with an 'FAQ' button), 'MSA Booklet' (with an 'MSA Booklet' button), and 'Stage 1 Guide'.

Communication with Migration Agents

Agents are strictly advised to:

- Enter the agent/agency's postal and email address when registering themselves as agents on myPortal.
- Enter the applicants' personal details when registering the applicants on myPortal. This includes the applicants' personal telephone, postal and email address.

Assurance is made that by having an application lodged through an agency or linked to one, communication regarding the application will be made through the agent. The registered agent linked to the application will receive an email notification along with further instructions whenever there is an updates to their clients' application.

Application Status

Submitting the application and uploading the documents in our database may take a few minutes. After this delay, you will be able to see the status of your client's application on the Assessment In-Progress tab on your portal landing page.

Application Status can range from:

- **Pending:** Until the agent/applicant relationship has been approved
- **Queued for assessment:** After a relationship has been approved and until the time the application is claimed by an assessor
- **Assessment In-Progress:** When an application is picked up by an assessor for assessment
- **Awaiting applicant response:** When additional information has been requested in regards to the application
- **Outcome Granted:** When an outcome has been determined

Additional Information Request

If there are shortcomings that need addressing before an application can be finalised, the application will be returned to the agent and placed under the agent's My Tasks list.

Click on *Provide Additional Information* to see the detail of the shortcomings and submit additional information as per your assessor's request.

Requested Services:

- Australian Accredited Engineering Qualification

[Back to Work list](#) [Provide Additional Information](#)

Assessment Outcome

Once an outcome has been determined, status will change to “Outcome Granted” and the application will disappear from the “Assessment In-Progress tab” and land on the “Complete” tab on the agent’s portal. The outcome will be sent to the agent by email (as registered on Agent’s portal). A link to download the outcome letter is also available on Agent’s portal under “Completed” Tab once you click on the application you are looking for.

Completed Applications

My Tasks | Assessment In-Progress | **Completed** | Overall Applications for Agency

Last Name: First Name: Type: Submitted: **Go** **Reset**

Last Name	First Name	Type	Important Dates	Status
EA ID: 735146		MSA Accord App. ID: 3191	Submitted Date : 13/06/2015 Completed Date : 13/06/2015	Outcome Granted
EA ID: 2370750		MSA CDR App. ID: 3128 Secondary App.	Submitted Date : 09/06/2015 Completed Date : 09/06/2015	Outcome Granted
EA ID: 2370750		MSA CDR App. ID: 3126	Submitted Date : 09/06/2015 Completed Date : 09/06/2015	Outcome Granted
EA ID: 923593		MSA CDR App. ID: 2438	Submitted Date : 23/10/2014 Completed Date : 30/10/2014	Outcome Granted

Disclaimer 1 - 4 of 4 results

Agent Tasks

Create Applicant

Start New Application

Lead Agent Tools

Frequently Asked Questions

Have a question? We've compiled answers to your most commonly asked questions in our FAQ's.

FAQ

MSA Booklet

Need to know more about MSA? Our booklet provides you with in-depth details. A must-read for new and returning MSA Applicants.

MSA Booklet

Stage 1 Guide

Not quite sure what Stage 1 Assessment is? This booklet comprehensively explains Stage 1 Assessment. Very useful when determining the type of application to submit.

Application Details

Accord Application (MSA Accord)

Application ID:

Status: Outcome Granted

EA ID:

Date of Birth: 11-AUG-61

Date of Submission: 13/06/2015

Email:

Occupation Category:

- Professional

Requested Services:

- Assessment of Professional Engineering Qualifications (Washington Accord)

Back to Work list **Download outcome letter**

Adding Additional Services To An Application

If you wish, you can add additional services to a completed application. In order to do this, go to the Complete Applications tab on your portal. Find the person you are looking for and open their file by clicking on their first or last name.

The screenshot displays the Engineers Australia portal interface. At the top left is the Engineers Australia logo. The main heading is 'Application Details'. Below this, there's a section for 'Accord Application (MSA Accord)' with fields for 'Application ID' and 'Status: Outcome Granted'. To the left, there's a field for 'Email'. Below the email field, there's a section for 'Occupation Category' with a dropdown menu showing 'Professional'. To the right of this, there's a section for 'Requested Services' with a dropdown menu showing 'Australian Accredited Engineering Qualification'. Below these sections, there's a 'Secondary Applications' section with a heading 'Request an additional service related to this application'. It features a dropdown menu with 'Overseas PhD Assessment and Relevant Skilled Employment Assessment' selected, an 'Apply' button, and a 'Back to Work list' button. At the bottom left, there's a copyright notice '© Copyright 2015 Engineers Australia' and at the bottom right, a 'Disc' link.

Other Additional Services

Fast Tracked Applications

As part of the new services provided to online applications, you will be able to request for your clients' applications to be **fast tracked**. This will ensure your client's application will be picked up by an assessor in five business days. Completion of your client's application will depend on how completed their application is. Engineers Australia is not responsible for the excess time it takes to finalise an assessment due to an incomplete application.

You will be presented with this option prior to proceeding to payment. By clicking the fast track option and paying the relevant fee, your application will be placed into our priority assessment queue.

If you require this service **after** your application lodgement, please contact Engineers Australia.

Adding/Removing The Services Of An Agent After Lodging An Application

An application can be linked to an agency after its lodgement. In such cases the applicant should send Engineers Australia an email request with a completed agent authorisation form to migrationagencycreation@engineersaustralia.org.au

We can also cut the link between a migration agency and an applicant upon request. In such cases we seek an email request and confirmation from both applicant and agent.

