



eServices fact sheet

Managing eServices access

Questions answered in this fact sheet

1. How do I give another user access to a particular report in eServices?
2. Why would I give access to another eServices user?
3. Is Manage Access available to the public?

How do I give another user access to a particular report in eServices?

Select Manage Access under the navigation item “Manage Your Reports”.

Manage access may be applied to In progress reports and Submitted reports.

Why would I give access to another eServices user?

We recommend that more than one individual have access to all exempt distribution filings. If we require a report to be amended and the original user is on vacation, multiple user access would permit another user to submit the amended report.

Is Manage Access available to the public?

The functionality of Manage access is only available to an eServices user.