



## ImmiAccount – How to register an ImmiAccount (organisations)

Version: 5 (4-11-2015)

Organisations (including Registered Migration Agents, education agents, authorised e-Lodgement users and sponsoring companies) need to register for an **ImmiAccount** to access the following services:

- Online Lodgement (including sponsorship, nomination and visa applications)
- LEGENDcom (provides your organisation with access to the Departments' legislation and policy on a paid subscription basis)
- Visa Entitlement Verification Online (VEVO)
- Organisation Account Administration.

This guide explains the steps for applying to register for an organisation **ImmiAccount**.

Go to [www.border.gov.au/immiaccount](http://www.border.gov.au/immiaccount) and follow the links to **register for an ImmiAccount**

The **ImmiAccount Login** screen displays.

Australian Government  
Department of Immigration  
and Border Protection

# ImmiAccount

## Login

### Login to ImmiAccount

Fields marked \* must be completed.

Username \*required

Password \*required

Cancel Login

I have forgotten my ImmiAccount [username](#) or [password](#)

### Create an ImmiAccount

Create an ImmiAccount to access the Department of Immigration and Border Protection's online services.

**Create ImmiAccount** 1

1. Click the **Create ImmiAccount** button

The **Create an ImmiAccount - Step 1 of 2** screen displays.

2. Select the **Organisation (including agents)** radio button  
More fields display.
3. Select **Apply for a visa or citizenship (including sponsorship and nomination)**, and **Organisation Account Administration**



Select LEGENDcom to access your organisation's LEGENDcom subscription in step 3.

4. Complete the **New User Details** fields

5. Complete the **Organisation Details** fields
6. In the **Online Lodgement (apply for a visa or citizenship)** section, select either **Registered Migration Agent** or **Other Registered User**




If you are a registered migration agent, you will need to provide a valid Migration Agent Registration Number (MARN).

7. Add your reason for access in the **Reason for access** text field
8. In the **Organisation Account Administration** section, select **Organisation Account Administrator** and add your reason for access in the **Reason for access** text field
9. Click **Continue**

The **Create an ImmiAccount - Step 2 of 2** screen displays.

10. Complete the secret questions and answers as follows:

- a. Click the  icon, and select a question from the menu
- b. Enter the answer to the question you selected
- c. Repeat steps **a** and **b** for all five questions



You will need to remember the exact answers to these questions if you forget your password.

11. Either:

- a. Click the check box to use your email address as your username, or
- b. Enter a username in the field using the help information as a guide

14. Using the password information as a guide, create a password and enter it twice

Declaration

Terms and conditions

[View the ImmiAccount terms and conditions](#)

\* I accept the ImmiAccount terms and conditions to access the Department of Immigration and Border Protection services and agree to an ImmiAccount being created in my name. All details on this form are correct.

Security check

ym 2r 3n tk

Refresh

If you are unable to view the image, you can [download the audio file](#)

Type in the characters you see or hear

required

Previous

Submit

**i** To hear the characters spelt out, click the **download the audio file** link. If you are unsure of the characters, click the **Refresh** button to get new characters.

15. To read the terms and conditions for creating an **ImmiAccount**, follow the **View the ImmiAccount terms and conditions** link. Select the checkbox to indicate that you accept the terms and conditions

16. Type in the Security check characters exactly as displayed

**i** To hear the characters spelt out, click the **download the audio file** link. If you are unsure of the characters, click the **Refresh** button to get new characters.

17. Click **Submit**

A **Success** message displays.

Australian Government  
Department of Immigration and Border Protection

ImmiAccount

Register for an organisation ImmiAccount

**Success**

- Your ImmiAccount registration request has been successfully lodged. Your reference number is 596090f1-da56-4c0b-85bd-de9d5a9f390b. Please make a record of this for future reference.

For current registration processing service standards, please see the [Register for an ImmiAccount webpage](#).

You can access the [Department of Immigration and Border Protection homepage](#).

**i** For instructions about how to join or purchase a new LEGENDcom subscription, refer to the **How to apply for LEGENDcom access from an existing ImmiAccount Quick Reference Guide**.

# How to apply for Organisation Account Administrator access from an existing ImmiAccount

Login to **ImmiAccount**.

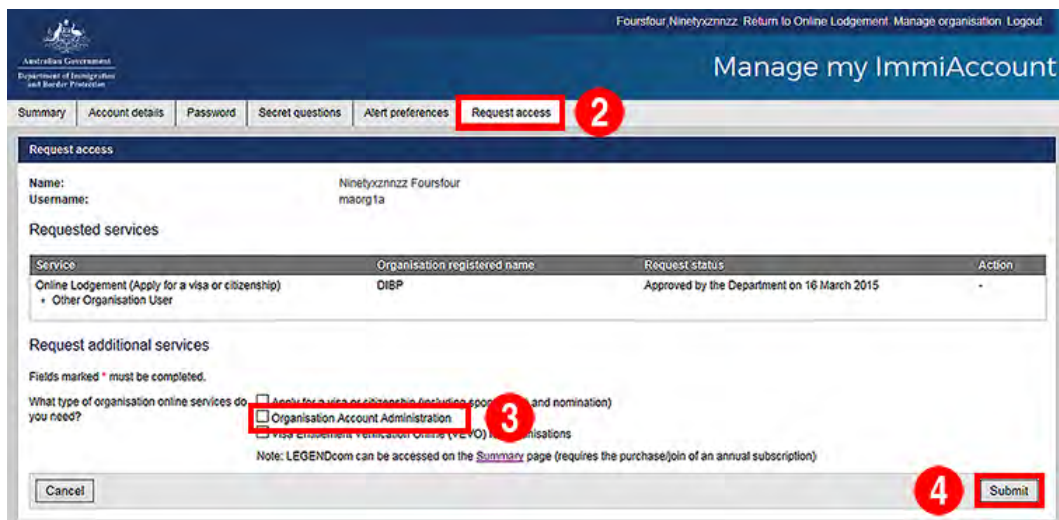


For information on how to login to your ImmiAccount, refer to the **How to Login to ImmiAccount** Quick Reference Guide.



1. Click **Manage Account**

The **Manage my ImmiAccount** screen displays.



2. Select the **Request Access** tab
3. Select **Organisation Account Administration**
4. Click **Submit**

More fields display.



Foursfour, Ninetyznzz. Return to Online Lodgement Manage organisation Logout

**Manage my ImmiAccount**

Summary Account details Password Secret questions Alert preferences Request access

**Request access**

**Name:** Ninetyznzz Foursfour  
**Username:** maorg1a

**Requested services**

Service	Organisation registered name	Request status	Action
Online Lodgement (Apply for a visa or citizenship) + Other Organisation User	DISP	Approved by the Department on 16 March 2015	-

**Request additional services**

Fields marked \* must be completed.

What type of organisation online services do you need?

Apply for a visa or citizenship (including sponsorship and nomination)  
 Organisation Account Administration  
 Visa Entitlement Verification Online (VEVO) for organisations

Note: LEGENDcom can be accessed on the [Summary](#) page (requires the purchase/join of an annual subscription)

**Organisation Account Administration**

Access required  Organisation Account Administrator \*

Reason for access  \*

Note: Your request to access this service will require approval by an Organisation Account Administrator within the nominated organisation and/or the Department.

Cancel **6** Submit

5. Enter a reason for access in the text field

6. Click **Submit**