This guide includes instructions on how to manage your organisations account including how to add users to any companies you are administering and how to add companies to your account.

Add Users to Your Account

Administrators of your organisation can control who can access your organisation's dashboard by adding and removing employees. A user must first create an account before the Administrator can add them to the organisation.

Once a user is signed-up to use the website, Administrators can add the person to the organisation's account by following the steps below.
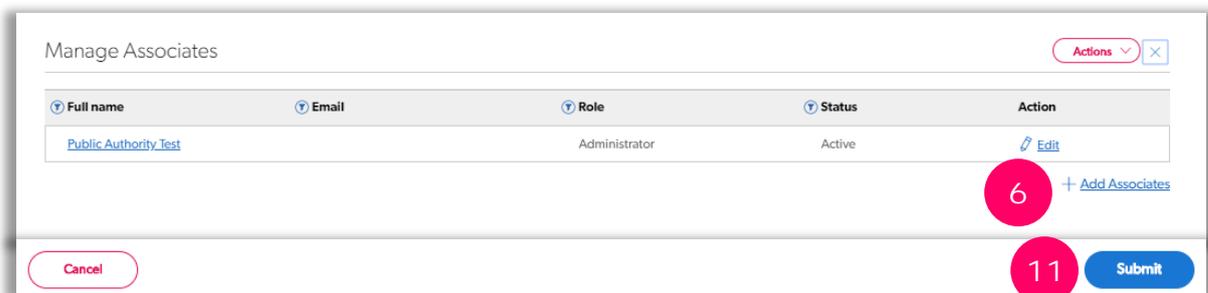
1. Sign-in to your account on the Major Projects website by clicking 'Sign in' in the top right-hand corner of the page.

2. Click on the menu icon in the top left-hand corner.

3. Select 'Account Management' from the menu.

4. Click on the organisation you want to add users to.
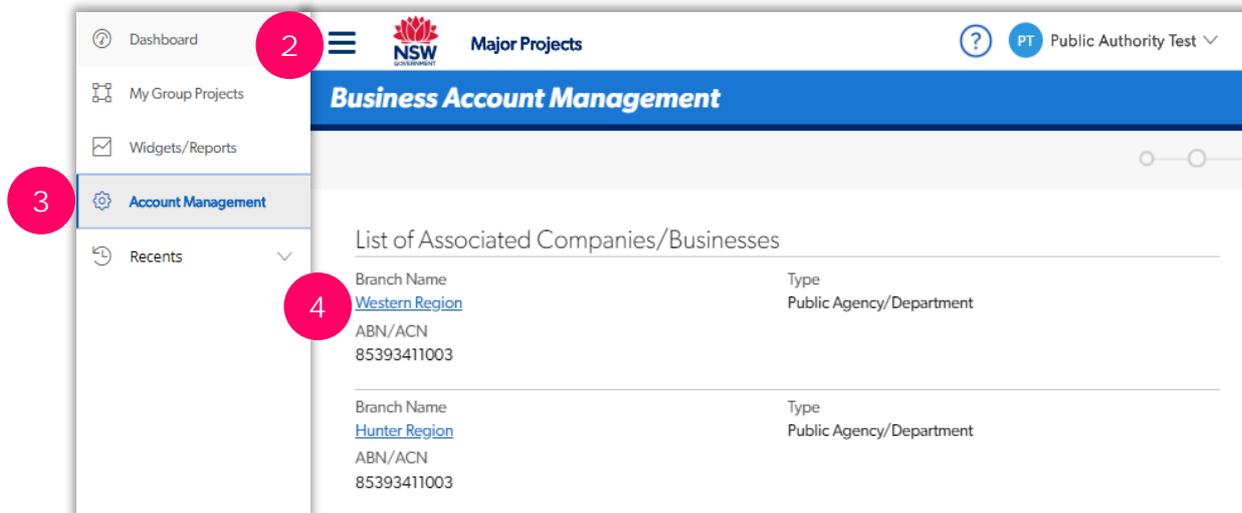

5. Click 'Manage Associates'.
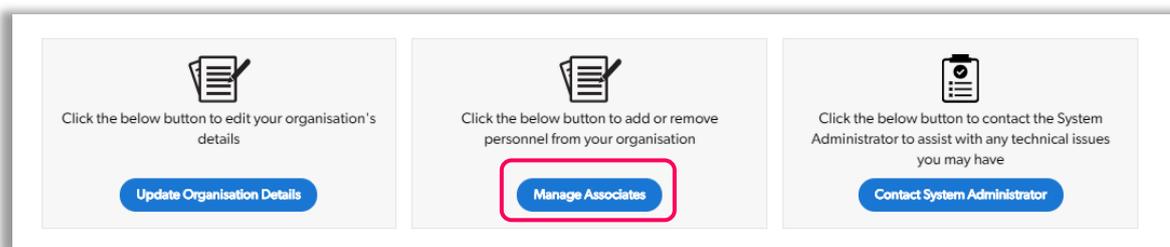
6. Click '+Add Associates'.

7. Select whether user is part of your organisation or is external to your organisation.

8. Enter the email address of the person you want to add to your organisation's account into the 'User name' field. The system will search for the person in the system.

9. Select the appropriate role for the new user from the drop-down menu. You can appoint a user as an administrator, employee or consultant.

10. Click 'Submit' at the bottom of the dialogue box.

11. Click 'Submit' in the bottom right-hand corner of the screen.
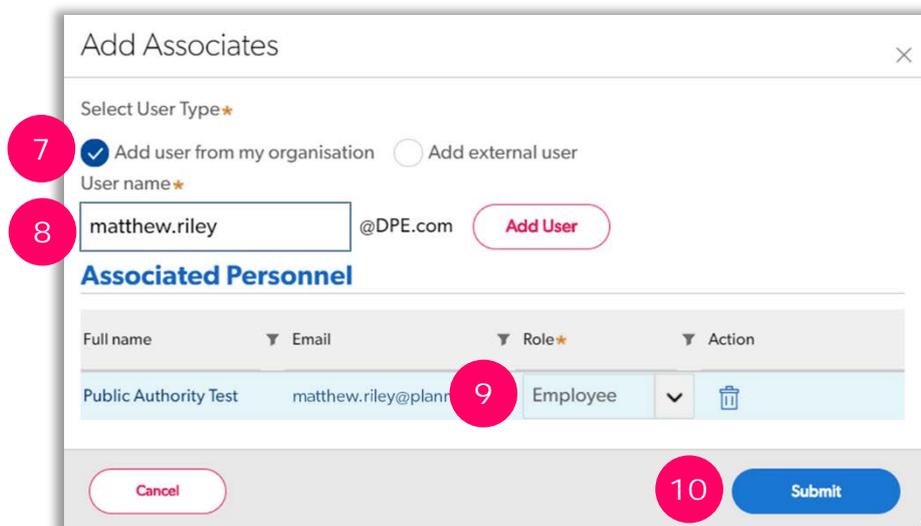
12. The new user will now show in the list of 'Associates' and they will be able to log in, see the organisation's dashboard and attend to tasks.

Tip: When you have added a person to your organisation's account, remember to let them know.

Add a Company to Your Account

Add companies to your account so you can lodge applications on behalf of that company. To create a new company, follow the steps below.

1. Click on the drop-down arrow beside your name and select 'Profile'.

2. Click on the 'Actions' button and select 'Add Company'.

3. Enter the details of your new company and click the 'Add Company' button in the bottom right.
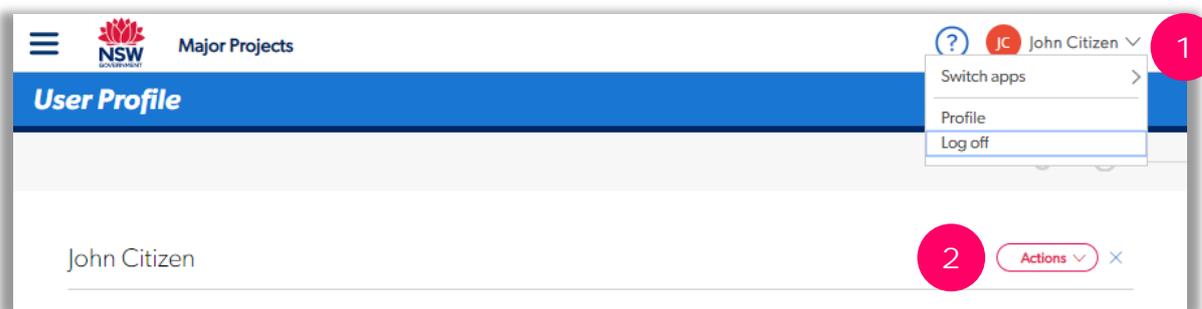
Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.