

# A Guide how to Link an existing Authorised Person to your Company Profile

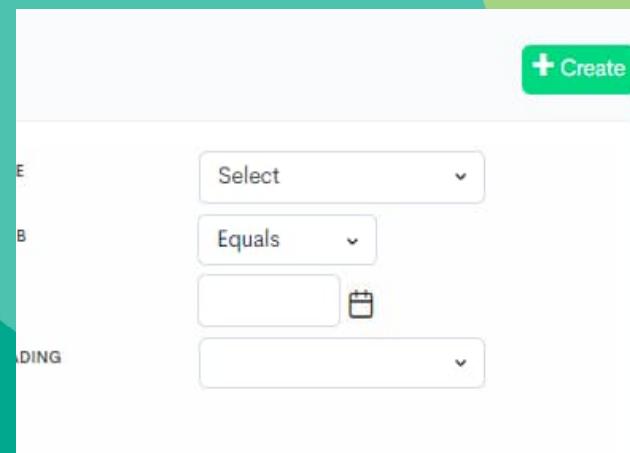
To link an existing authorised person in Beakon to your company profile, you must have the following details

- First Name
- Last Name
- D.O.B.

Hover over the top of ASP/AUP, or click on the small down arrow



Click on Create in the ASP/AUP Area



- Enter First Name, D.O.B. and Last Name
- Tab across and if the AUP exists it will ask you if you wish to Link Profile
- Once profile is linked click Save.
- Then continue to add the authorisations, and other documents if required.

Your Information

▲ Your Information

Type: \* AUP

First Name: \* Cameron

Last Name: \* Good

User Name: \*

Role: \* All selected

D.O.B: \* 29/8/1986

Phone Mobile: \* +61 +

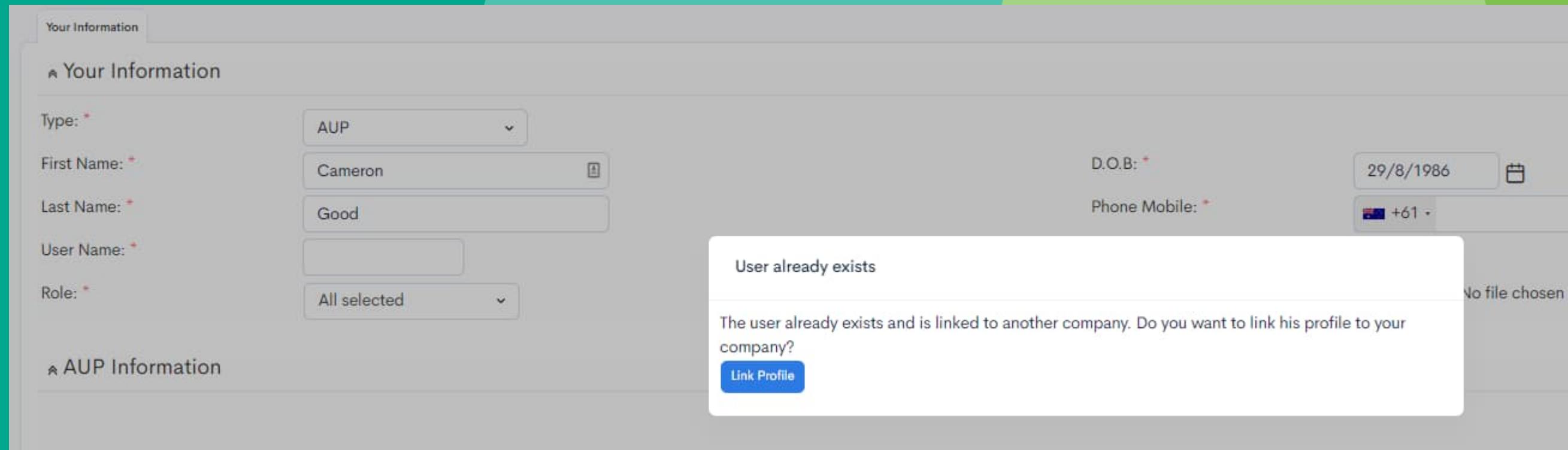
User already exists

The user already exists and is linked to another company. Do you want to link his profile to your company?

Link Profile

No file chosen

▲ AUP Information





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