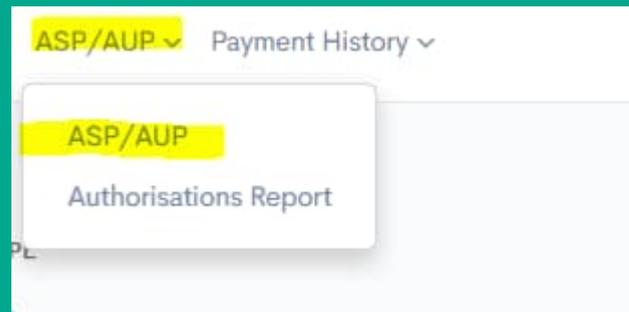


# A Guide how to Link an existing Authorised Person to your Company Profile

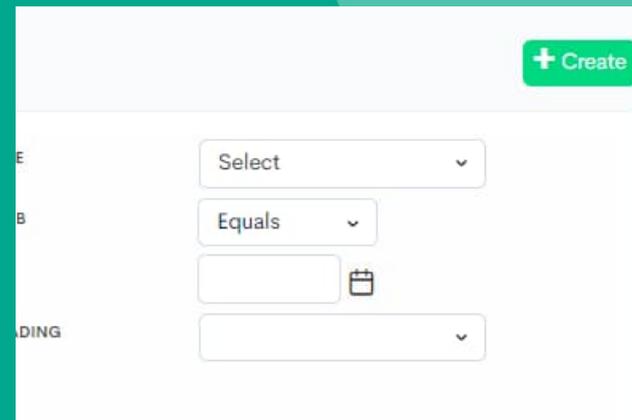
To link an existing authorised person in Beakon to your company profile, you must have the following details

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

Click On ASP/AUP



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

No file chosen

⌵ AUP Information

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](#)

- If the AUP record is Active, please ensure email and phone numbers are correct.
- If the AUP record is Inactive, please email the following details to the Authorisations Team to be re-activated.
- NAAS ID if known, Name, DOB, AUP email address & mobile phone number

^ Your Information

Type: *	AUP	D.O.B: *	29/08/1986 
First Name: *	<input type="text" value="Cameron"/>	Phone Mobile: *	 +61 
Last Name: *	<input type="text" value="Good"/>	Status: *	Active 
User Name: *	<input type="text" value="#####"/>		



**Endeavour  
Energy**



**POWER  
together**