



Australian Government

**Department of Immigration
and Border Protection**

ImmiAccount – How to share an application with another ImmiAccount holder

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The **Share** function is used by an applicant to share applications with another ImmiAccount holder. It can be used when an applicant wants another ImmiAccount holder to view their application or attach documents. It is only available for applications that have already been submitted to the department, for example with a status of **Application received, Information requested, Assessment in progress** or **Finalised**. When an application is shared, the applicant has the option to remove it from their list of applications.

The **Send** function is used by an applicant to send applications that have not been submitted to the department to another ImmiAccount holder, for example with a status of **Incomplete** or **Ready to submit**.

This guide explains the steps for sharing an application with another ImmiAccount holder.



For information on sending applications to another **ImmiAccount** holder, refer to the **How to send an application to another ImmiAccount holder** Quick Reference Guide.

Login to your **ImmiAccount**.



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

The **My applications summary** page displays.

The screenshot shows the 'My applications summary' page in the ImmiAccount system. At the top, there is a navigation bar with 'My applications', 'My preferences', 'Related Links', and 'Help and support'. Below this, there are buttons for 'New Application', 'Import Application', and 'Manage Payments'. A search bar with 'Advanced search' is also present. The main content area is titled 'List of applications' and contains a table with the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EGNN3NIA23	Visitor Visa (600)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015	Actions

The 'Actions' dropdown menu is open, showing options: 'View application', 'Copy', 'Remove', 'View Correspondence', and 'Share'. Red circles and boxes highlight the 'Actions' button and the 'Share' option.

1. For the required application, click the **Actions** option.
2. From the drop down menu, select **Share**.

The **Share Application** page displays.

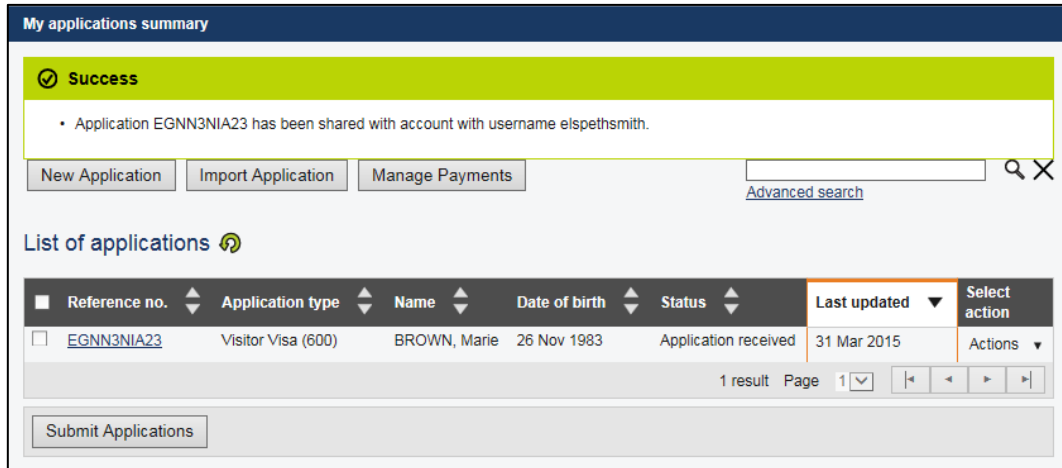
The screenshot shows the 'Share Application' dialog box. It contains a table with the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated
EGNN3NIA23	Visitor Visa (600)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015

Below the table, there is a text input field for 'Enter the email address and/or username for the account with which you wish to share this application.' and two input fields for 'Email Address' and 'Username'. A red box and number '3' highlight these input fields. Below the input fields, there is a checkbox labeled 'Remove the application from my list after it has been shared' with a red box and number '4'. At the bottom right, there is a 'Confirm' button with a red box and number '5'.

3. Enter the required email address and/or username.
4. Click in the **Remove the application from my list after it has been shared** check box if you want to remove the application from your list.
5. Click **Confirm**.

The **My applications summary** page displays with a success message.



The screenshot shows the 'My applications summary' page. At the top, there is a green banner with a checkmark icon and the word 'Success'. Below this, a message states: 'Application EGNN3NIA23 has been shared with account with username elspethsmith.' Underneath the message are three buttons: 'New Application', 'Import Application', and 'Manage Payments'. To the right of these buttons is a search bar with a magnifying glass icon and an 'X' to clear the search, and a link for 'Advanced search'. Below the search bar is the heading 'List of applications' with a refresh icon. A table follows with columns: 'Reference no.', 'Application type', 'Name', 'Date of birth', 'Status', 'Last updated', and 'Select action'. The table contains one row for application 'EGNN3NIA23', which is a 'Visitor Visa (600)' for 'BROWN, Marie' born '26 Nov 1983', with a status of 'Application received' and a last updated date of '31 Mar 2015'. The 'Select action' column has a dropdown menu currently showing 'Actions'. Below the table is a pagination bar showing '1 result' and 'Page 1'. At the bottom of the page is a 'Submit Applications' button.

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EGNN3NIA23	Visitor Visa (600)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015	Actions

You have successfully shared an application with another **ImmiAccount** holder.