

Business Services

Change establishment admin Service

Version:2.1

› **Description:**

This service enables employers to change the admin of an establishment's online account.

› **Service Requirements:**

N/A

› **Required Documents:**

N/A

› **Service Response Time:**

Immediately.

› **Targeted Category:**

Employer/Facility Management.

› **Service Steps:**

1. Click on “Start the Service” and log in with the authority of the current branch account manager.
2. Choosing the establishment.
3. Through the establishment file, click on the establishment admins management icon.
4. Select the current branch account manager, click on Actions, and choose Change admin.
5. Enter the new admin data.
6. Submit an application.

