

# Signing Authority / Administrator – A Quick Guide

## WHAT IS A SIGNING AUTHORITY?

A Signing Authority is the person who signs the click through agreement when first initiating registration for their organisation in the ICS, thereby taking responsibility on behalf of the organisation for agreement to interact with Customs within defined terms and conditions. Any updates on the regulations relating to interaction with Customs through the ICS will be addressed to the Signing Authority. The Signing Authority automatically also has the role of Administrator.

## HOW DO I BECOME A SIGNING AUTHORITY?

The original personal digital certificate holder registered for your organisation in the ICS becomes the Signing Authority by default. If the Signing Authority leaves the organisation or you just wish to change the Signing Authority, this can be completed through certificate maintenance by the current Signing Authority. They must simply go to "Certificate/User maintenance" and click on the organisation name hyperlink. In the Signing authority field, click on the drop down box and select the user. As soon as you close the current session the role will then be transferred to the nominated person.

## WHAT HAPPENS IF OUR ORGANISATIONS SIGNING AUTHORITY LEAVES THE ORGANISATION?

Each organisation must have a current Signing Authority. If your Signing Authority is no longer employed by your organisation you must select another user to take their place prior to the previous Signing Authority leaving. If the Signing Authority leaves the organisation and they have not selected another user to take their place, a manual request must be sent via email to [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au), the request must state that you wish the Signing Authority and Administrator roles be given to the new user.

## HOW MANY SIGNING AUTHORITIES CAN OUR ORGANISATION HAVE?

Each organisation can only have one Signing Authority at a time.

## WHAT IS AN ADMINISTRATOR?

An Administrator is any user nominated by the Signing Authority to assist with the addition of new users and new certificates for existing users within the organisation.

## HOW DO I BECOME AN ADMINISTRATOR?

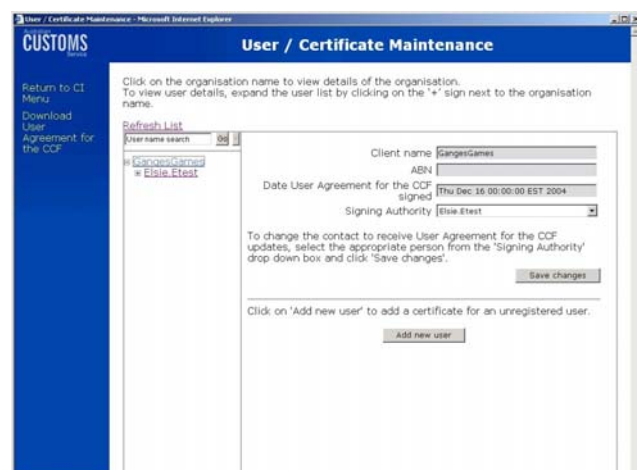
Only the Signing Authority can give Administrator privileges to other users. The Signing Authority simply logs into User/Certificate maintenance, selects the user that they wish to give Administrator privileges to and checks the Administrator check box.

## WHAT HAPPENS IF OUR ORGANISATIONS ADMINISTRATOR LEAVES THE COMPANY?

An Administrator assists the Signing Authority by adding new users or new certificates to existing users. If an Administrator leaves the company the Signing Authority takes this role back. Generally it is recommended that each organisation has more than one Administrator.

## HOW MANY ADMINISTRATORS CAN OUR ORGANISATION HAVE?

An organisation can have as many Administrators as they wish. Any certificate holder with Administrator access can add users and new certificates for existing users.



## AUSTRALIAN CUSTOMS SERVICE

For further assistance: [www.cargosupport.gov.au](http://www.cargosupport.gov.au) [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or call 1300 558 099