



How do I add, update and remove a contact (including manager) for my Approved Arrangement (AA)?

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Before you start

- 1.1 This user guide will show you how to add, update and remove a contact person for your AA using AAMP.
- 1.2 After you sign up and login to the AAMP the first time, you will be able to add, update and remove contact persons (including managers) for each of your AAs using AAMP. Please note changes to class 19 (that is broker) AAs can only be made by the AA manager.
- 1.3 People who are listed as contact persons for your AA will be able to sign up, login and use AAMP and access the details of that AA. They will need to sign up using the same email address associated to that AA.

Add a contact person to your AA

- 1.4 Once you have signed up and logged into AAMP, you will be able to add a contact person to your AA by using the following steps:

1.5 From the AAMP home page, using your mouse click the **'Manage Contact Details'** tile (as shown in figure 1).

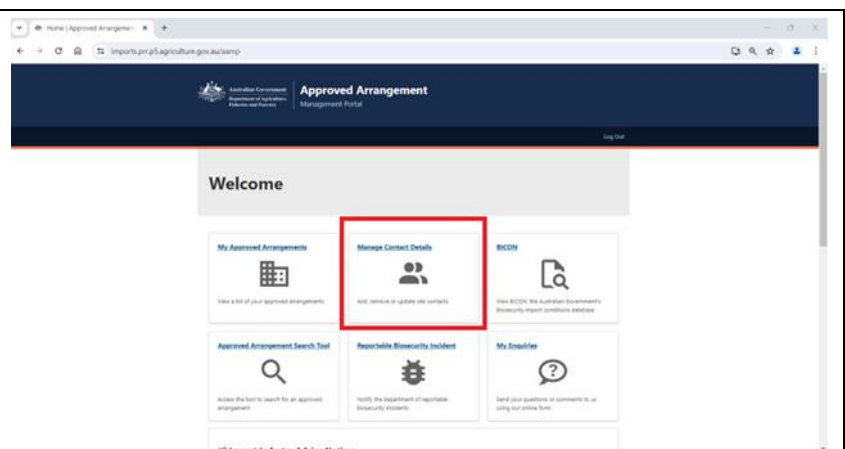


Figure 1: Screenshot of the AAMP home page



1.6 Click the **'Update Contact'** button next to the relevant AA (as shown in figure 2).

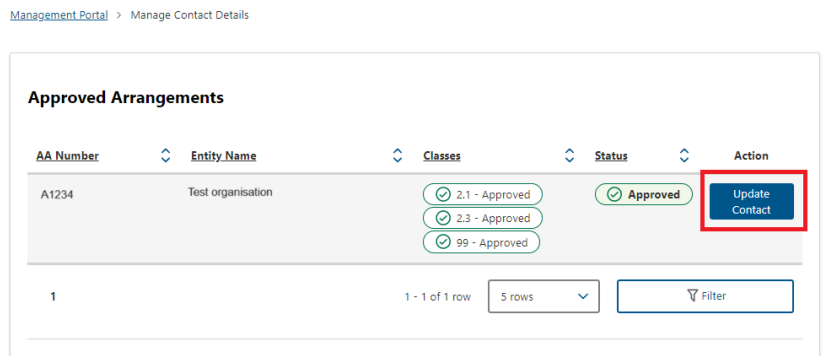


Figure 2: Screenshot of the 'Approved Arrangements' page in AAMP

1.7 Click the **'Add New Contact'** button (as shown in figure 3).

Note: Changes to class 19 AAs can only be made by the AA manager.

Note: Changes to the AA manager contact on the parent AA will be updated on all co-located AAs.

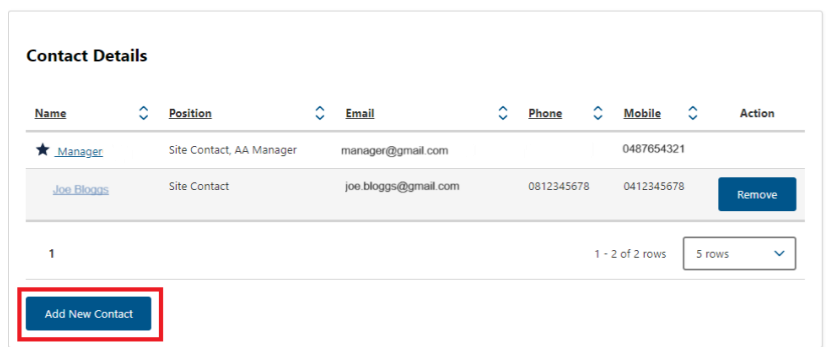


Figure 3: Screenshot of the 'Contact Details' page in AAMP

1.8 Enter the details of the new contact person and click the **'Save'** button (as shown in figure 4).

Note: Only one contact person can be nominated as the primary contact person and/or the AA manager for each AA.

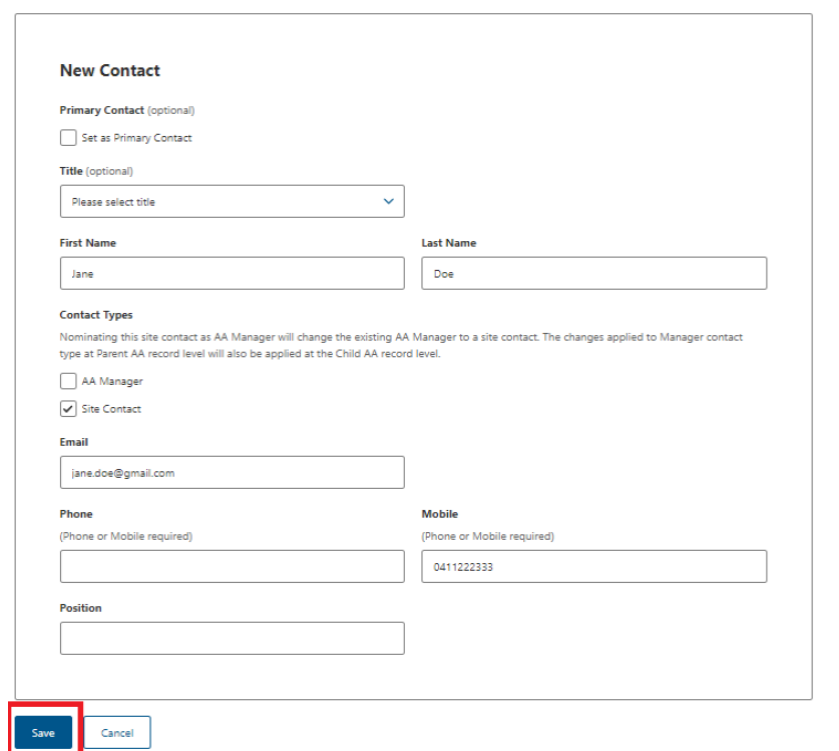


Figure 4: Screenshot of the 'New Contact' page in AAMP



1.9 The new contact person will show as a listed contact for your AA on the 'Contact Details'. The primary contact person is listed with a blue star in front of their name (as shown in figure 5).

Name	Position	Email	Phone	Mobile	Action
Jane Doe	Site Contact	jane.doe@gmail.com		0411222333	Remove
★ Manager	Site Contact, AA Manager	manager@gmail.com		0487654321	
Joe Bloggs	Site Contact	joe.bloggs@gmail.com	0812345678	0412345678	Remove

1 1 - 3 of 3 rows 5 rows

Add New Contact

Figure 5: Screenshot of the 'Contact Details' page in AAMP

Update details of a contact person for your AA

1.10 From the 'Contact Details' page, click on the name of the contact person to update their details (as shown in figure 6).

Name	Position	Email	Phone	Mobile	Action
Jane Doe	Site Contact	jane.doe@gmail.com		0411222333	Remove
★ Manager	Site Contact, AA Manager	manager@gmail.com		0487654321	
Joe Bloggs	Site Contact	joe.bloggs@gmail.com	0812345678	0412345678	Remove

1 1 - 3 of 3 rows 5 rows

Add New Contact

Figure 6: Screenshot of the 'Contact Details' table in AAMP



1.11 Update the details of the contact person and click the 'Save' button (as shown in figure 7).

Note: Changes to class 19 (broker) AAs can only be made by the AA manager.

Note: Only one contact person can be nominated as the primary contact person and/or the AA manager for each AA.

Note: Changes to the AA manager contact on the parent AA will be updated on all co-located AAs.

Edit Contact

Primary Contact (optional)
 Set as Primary Contact

Title (optional)

First Name Last Name

Contact Types
Nominating this site contact as AA Manager will change the existing AA Manager to a site contact. The changes applied to Manager contact type at Parent AA record level will also be applied at the Child AA record level.

AA Manager
 Site Contact

Email

Phone (Phone or Mobile required) Mobile (Phone or Mobile required)

Position

Figure 7: Screenshot of 'Edit Contact' page in AAMP

1.12 The updated details for the contact person for your AA will show on the 'Contact Details' page (as shown in figure 8).

Contact Details

Name	Position	Email	Phone	Mobile	Action
Jane Doe	Site Contact	jane.doe@hotmail.com		0411222333	<input type="button" value="Remove"/>
★ Manager	Site Contact, AA Manager	manager@gmail.com		0487654321	
Joe Bloggs	Site Contact	joe.bloggs@gmail.com	0812345678	0412345678	<input type="button" value="Remove"/>

1 1 - 3 of 3 rows 5 rows

Figure 8: Screenshot of the 'Contact Details' table in AAMP

Remove a contact person from your AA



1.13 From the **'Contact Details'** page, using your mouse click the **'Remove'** button next to the contact person to remove them as a listed contact for your AA (as shown in figure 9).

Note: Changes to class 19 (broker) AAs can only be made by the AA manager.

Note: Only one contact person can be nominated as the primary contact person and/or the AA manager for each AA.

Note: Changes to the AA manager contact on the parent AA will be updated on all co-located AAs.

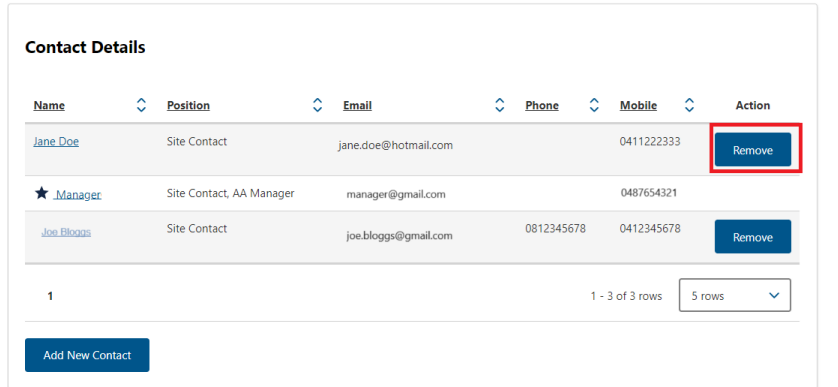


Figure 9: Screenshot of 'Contact Details' page in AAMP

1.14 Click the **'Remove'** button to confirm the change (as shown in figure 10).

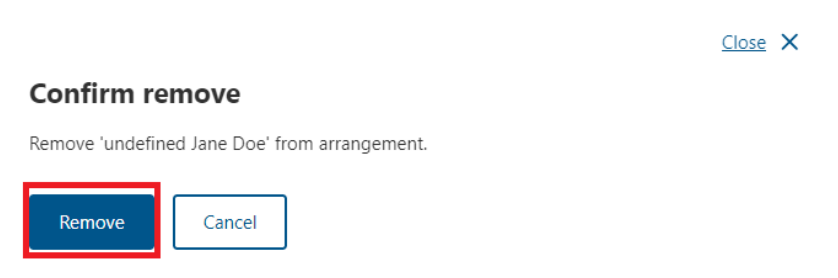


Figure 10: Screenshot of 'Confirm Remove' page in AAMP

1.15 The removed contact person will no longer show as a listed contact for your AA on the **'Contact Details'** page (as shown in figure 11).

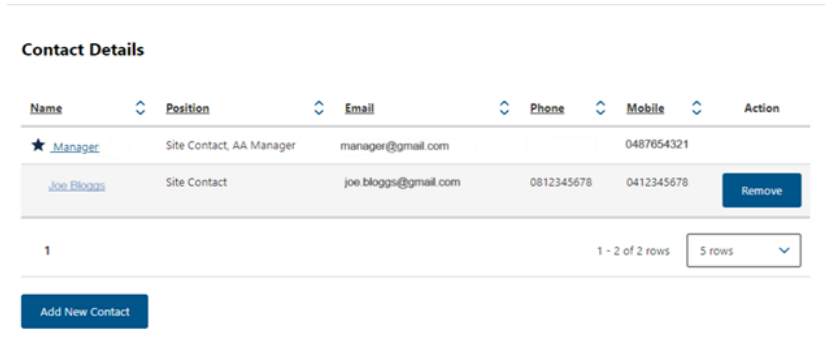


Figure 11: Screenshot of 'Contact Details' page in AAMP

Further information

1.16 If you require further information or support, please email AA Canberra (aa.canberra@aff.gov.au) with your enquiry and approved arrangement details. Please include 'AAMP' in the subject field of your email.



Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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