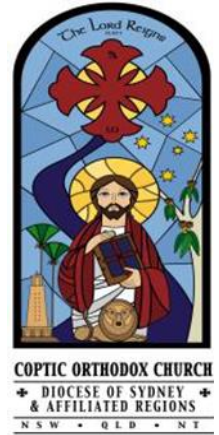


Office of the Guardian Employer Portal & WWC Verification Instructions



A. Setting up a Parish account

1. Access the Portal here
<https://wwccemployer.ocg.nsw.gov.au/Login>
2. Register as an employer - You will need to complete:
 - a. **Organisation Details:**
 - i. Name of business / organisation * *Parish Name*
 - ii. ABN
 - iii. Website
 - b. **Contact Details**
 - i. Email address
 - ii. Business address
 - iii. Postal address
 - c. **Working with children**
 - i. Child related sector * *Religious services*
 - ii. Are you going to check paid / contract staff? * *Yes* (eg. Priests)
 - iii. Are you going to check volunteers? * *Yes*
 - iv. Does your organisation deliver services to children? * *Yes*
3. Contacts
 - a. Primary Contact: *This should be the Responsible Parish Priest*
 - b. Secondary Contact: *This should be the Responsible Parish Representative*
4. Account
 - a. *This email address will be used for login and sending password reset notifications for the portal.*
5. Summary
 - a. *Provides you the opportunity to review the content inputted.*

NOTE: Account details and Password should be shared between the Responsible Parish Priest, Safe Parish Representative, and the Sunday School Superintendent, to allow for anyone to step in, in the absence of the Safe Parish Representative.

B. Have a Parish Account

1. Access the Portal here <https://wwccemployer.ocg.nsw.gov.au/Login>
2. Log in using the following the account details from step 4 above.
Example Only:
Username: StCosman@coptic.org.au
Password: 123Jesuslovesme
3. Enter the servants last name, date of birth, and WWC number.
4. An email response will be sent to the contacts registered for the Parish, confirming completion of the validation.
5. Ensure the Parish WWC Registration template is updated to include all the required details for the servant and the verification date.

Need Support

Have any questions please:

1. Email the SPWG at safeparish@coptic.org.au
2. Or contact any Safe Parish Working Group members