



Australian Government

Job Access

Driving disability employment

Employment Assistance Fund (EAF)

Online Application – Instructions

This guide provides step-by-step instructions on how to apply for the Employment Assistance Fund (EAF) online via the JobAccess Secure page.

If you need Auslan interpreting, workplace modifications/equipment or other services and meet the eligibility criteria, you can apply online for the Employment Assistance Fund (EAF). Read through [EAF Guidelines](#), which details information about who is eligible, how the application process works and the evidence you need to support your application and reimbursement.

Please do not order or purchase any items prior to receiving written approval, as JobAccess is unable to backdate payments.

Frequently Asked Questions?

Any questions you may have around applying for the Employment Assistance Fund may be answered through the following webpage.

[Applying for the Employment Assistance Fund | Job Access](#)

The JobAccess team is able to assist with queries or questions by contacting 1800 464 800 or emailing jobaccess@genu.org.au.

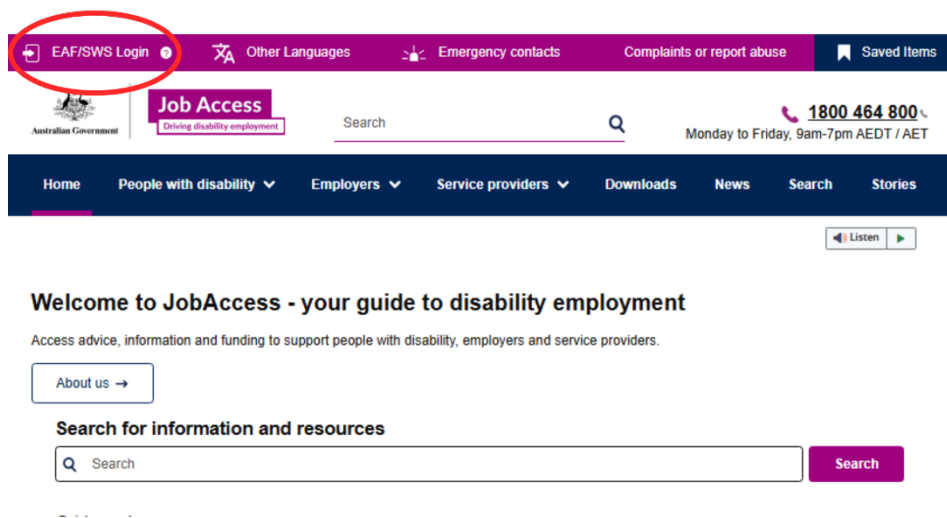
If you are deaf or hard of hearing or have a speech impairment, you can call JobAccess via [National Relay Service \(NRS\)](#) .

If you need in interpreter, please use [The Translating and Interpreting Service \(TIS National\)](#)

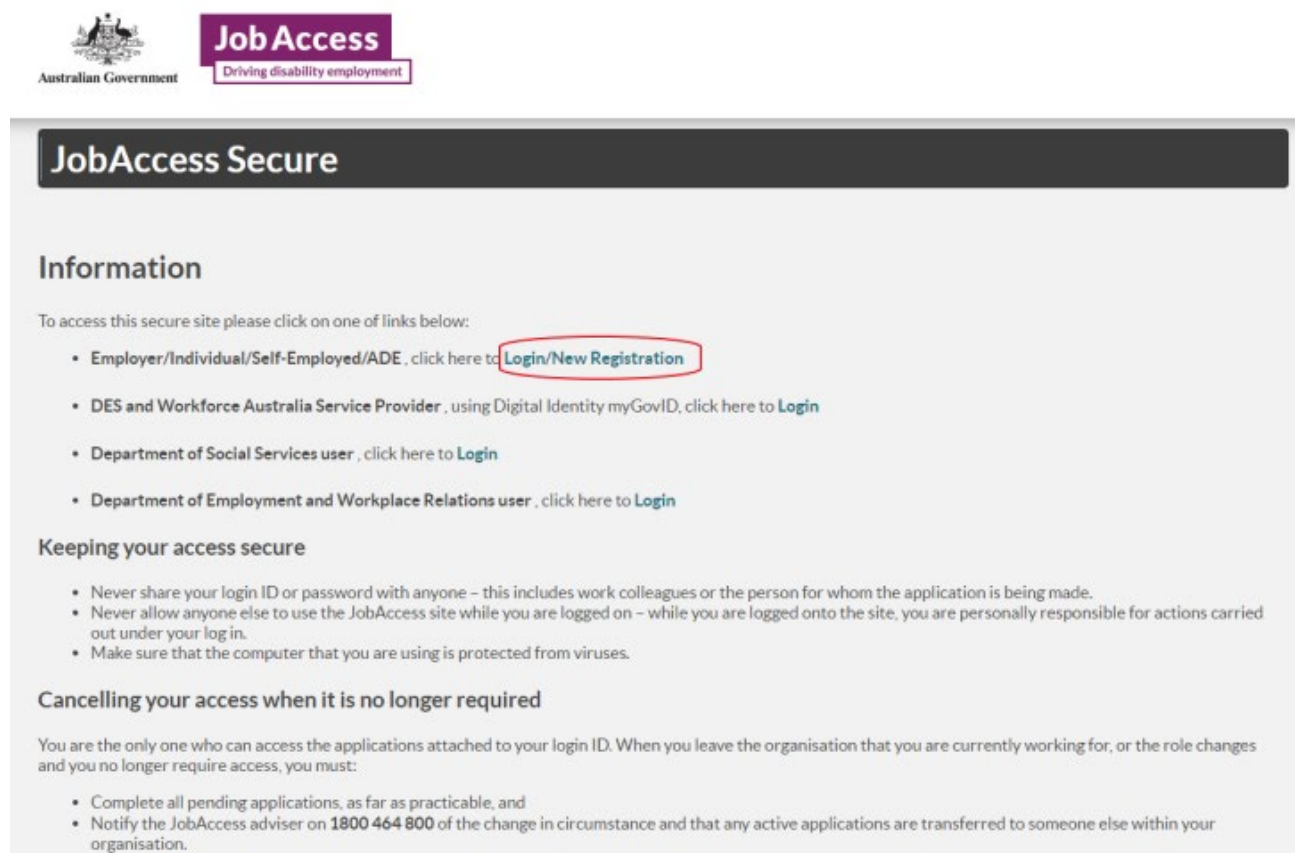
Accessing the Secure Application site

Go to the [JobAccess home page](#).

- Click on “EAF/SWS Login” on the top left-hand side of the JobAccess Home page.



- This will display the [JobAccess Secure page](#).



Existing users

If you have previously made an application with JobAccess using your myGov account, click 'Sign-in with myGov'. Sign in with your myGov sign in details and it will take you through to the JobAccess secure website. If you receive an error saying that you are not authroised to use this site, you need to register as a new user.

[Home](#) [About Us](#) [Contacts](#) 1800 464 800



Employer/Individual/Self-Employed/ADE user login

Instructions

This page is used to manage login for Employer/Individual/Self-Employed/Australian Disability Enterprises(ADE) user.

Service Providers do not need to register with myGov. Please [login using the myID](#) that you use for ESS and other Department websites.

If you have an existing JobAccess user account with User ID and Password, you can link it to your myGov account. Click here for [instructions](#).

Accessing JobAccess account using myGov login credential

Your JobAccess account will be linked to myGov under **Workforce Australia** Service. Please do not unlink Workforce Australia Service in your myGov Profile.

- To access your JobAccess account **after you have registered** via your myGov login, click below:

Sign-in with myGov

- If you are a **first time** user of JobAccess website, click below:

New registration with myGov

[Back](#)

Sign in with myGov

Choose how to sign in from these 2 options

Using your myGov sign in details

Username or email

[Forgot username](#)

Password

[Show](#)

[Forgot password](#)

Sign in



Updated Terms of use

We've updated the [myGov terms of use](#).

You must accept the updated terms to continue to use your myGov account.

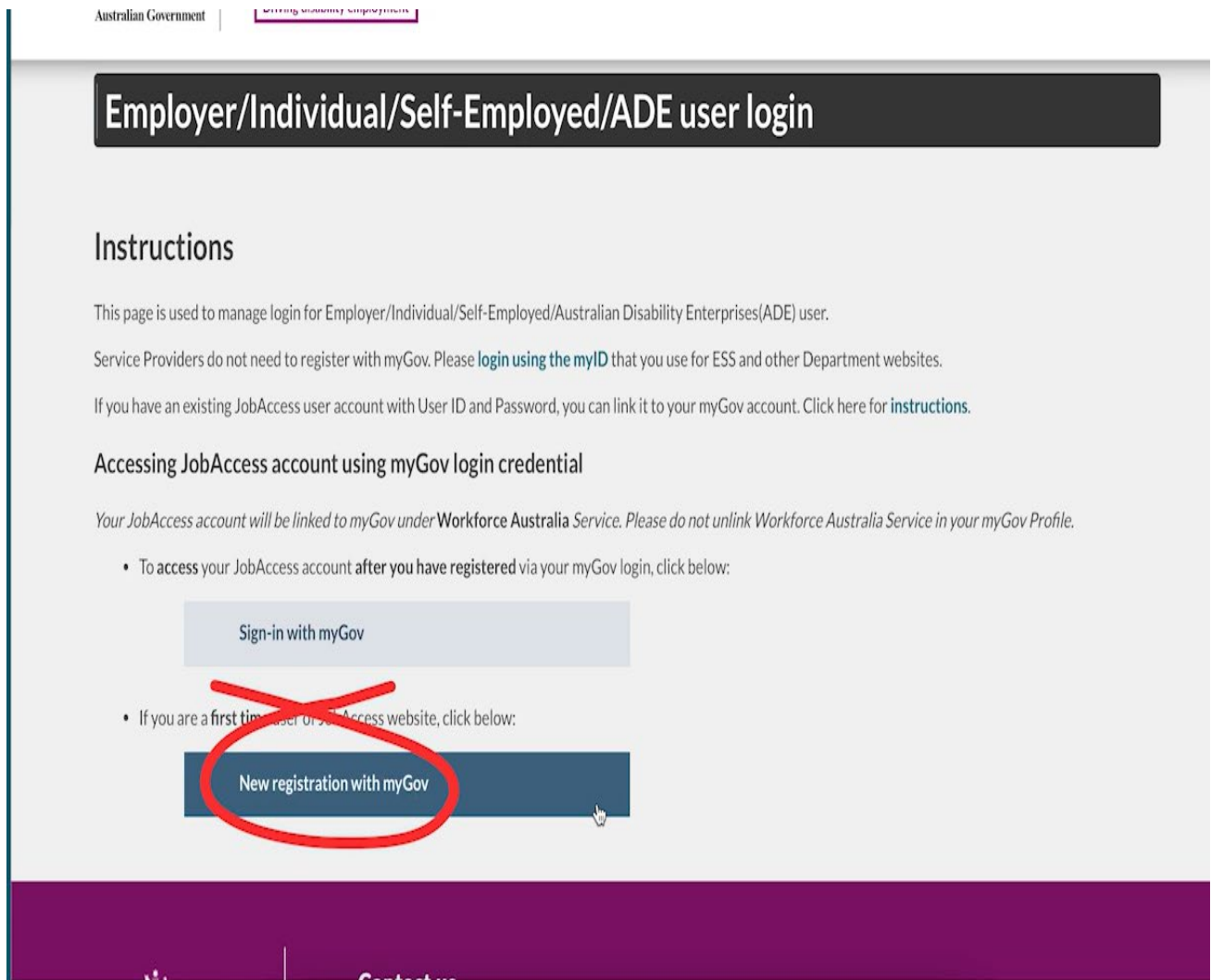
☒ I have read and agree to the terms of use.

Cancel

Next

New User

If you have not previously applied for EAF online using your myGov account, select the 'New registration with myGov'.



Australian Government | [Workforce Australia Service](#)

Employer/Individual/Self-Employed/ADE user login

Instructions

This page is used to manage login for Employer/Individual/Self-Employed/Australian Disability Enterprises(ADE) user.

Service Providers do not need to register with myGov. Please [login using the myID](#) that you use for ESS and other Department websites.

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Accessing JobAccess account using myGov login credential

Your JobAccess account will be linked to myGov under Workforce Australia Service. Please do not unlink Workforce Australia Service in your myGov Profile.

- To access your JobAccess account **after you have registered** via your myGov login, click below:

[Sign-in with myGov](#)

- If you are a **first time** user of JobAccess website, click below:

[New registration with myGov](#)

On the next screen you need to:

- Select user type from one of the following groups:
 - Australian Disability Enterprises
 - Individual or Employee
 - Self-Employed
 - Employer
- Then click on 'Register with myGov' button

Employer/Individual/Self-Employed/ADE user registration

Instructions

To register with JobAccess you will need a valid myGov account. Select a suitable group from the dropdown box below, then press 'Register with myGov' button and login using your myGov account details.

Service Providers do not need to register with myGov. Please [login using the myGovID](#) that you use for ESS and other Department websites.

Important

- If you have an existing JobAccess user account with user name and password, then you should [link your JobAccess account with myGov account](#).
- If you are using JobAccess website for the first time then use this page to register with your myGov account.
- Select a group that best suits your situation. If you choose the wrong group then you will need to call JobAccess Advisors on 1800 464 800 to get it changed. The process to change groups may take a few days.

Group

- **Australian Disability Enterprises**
You work for an Australian Disability Enterprise (ADE) and want to create applications for the Supported Wage System (SWS) or the Employment Assistance Fund (EAF) on behalf of your organisation.
An ADE is a not-for-profit organisation that employs mostly people with disability.
- **Employer**
You work for an organisation and want to create applications for the Supported Wage System (SWS) and or the Employment Assistance Fund (EAF) on behalf of your organisation.
- **Individual or Employee**
You are an individual job seeker or work for a company and want to apply for the Employment Assistance Fund (EAF) for yourself, or you are a National Disability Insurance Scheme (NDIS) provider applying on behalf of a client.
- **Self-Employed**
You are self-employed and want to apply for the Employment Assistance Fund (EAF) for yourself.

Please select the group that best describes you: *

[Register with myGov](#)

- You will be re-directed to the myGov login screen to enter your myGov username and password. Accept the myGov terms of use.

[< Back](#)

Sign in with myGov

Choose how to sign in from these 2 options

Using your myGov sign in details

Username or email

[Forgot username](#)

Password

[Show](#)

[Forgot password](#)

[Sign in](#)



Updated Terms of use

We've updated the [myGov terms of use](#).

You must accept the updated terms to continue to use your myGov account.

☒ I have read and agree to the terms of use.

[Cancel](#)

[Next](#)

- You will then be re-directed to the Department of Employment and Workplace Relations' eSAM page to accept the 'User Security Declaration Acceptance' form and complete the registration.

Australian Government eSAM

JOAC / Home / User Security Declaration Acceptance

IMPORTANT: You must tick the **I Accept** check box and **Accept** on this page to complete your eSAM registration. This step must be completed before access to the Department's applications is granted.

User Security Declaration Acceptance

User Security Declaration

I do very much acknowledge that I have currently been provided access to Australian Government (hereafter referred to as 'Government') ICT Systems for the purpose of administering Commonwealth Government programs and have the following obligations:

- I will only access Government ICT Systems for which I have authorisation and for purposes which are relevant to my work.
- I am solely responsible for all action taken on Government ICT Systems under my UserID.
- I will maintain the integrity of access to these Systems including, but not limited to:
 - a. not sharing my UserID, nor using another person's UserID
 - b. ensuring the safekeeping and confidentiality of my personal identification number/s (PIN) / passwords.
- I will not illegally access Government ICT Systems, download or distribute inappropriate, undesirable or offensive material.

Declaration

I have read and understood my obligations outlined in this Declaration

I am not currently before the Court charged nor have I been found guilty with any fraud related or unauthorised access offences.

☐ This includes all data on Government systems that you are not authorised to access or modify.

☐ I Accept

Home Conditions of Use Privacy Help Accessibility Who Am I © 2022 - Department of Employment and Workplace Relations

- After accepting the declaration, the registration is completed, and you are now on DEWR's eSAM page.
- Click on the **JobAccess Secure** link from this page which will re-direct you to the login screen.
- You can then login to the JobAccess website just by using the 'Sign-in with myGov' button.

Lodging an application

- After reading the Privacy Notice, click on the "Proceed" button to start the application.
- After you have logged in and agreed to the Privacy Notice, the Welcome Page will display.
- Individuals (self-employed/employees), Employers, ADEs, or Service Providers can lodge an EAF application.
- Click on 'Start New EAF application'.

Welcome

JobAccess Secure

Welcome

Account Menu

Comments Admin

Welcome page

Welcome to DSS's JobAccess secure site!

This site allows you to apply online for various schemes offered by the Department of Social Services. You will also be able to check the status of your current applications.

Select an item from the options below:

Supported Wage System (SWS)

Eligible people with disability can choose to access a reliable productivity-based wage assessment to determine fair pay for fair work. The Supported Wage System pays for independent assessors to conduct these wage assessments. This means that, as an employer, there is no cost to you. You may also be eligible to receive a one-off payment to help the cost of employing a new worker with a disability.

Start new SWS application

Access existing SWS application

- Contact the Supported Wage System Management unit

Employment Assistance Fund (EAF)

The Employment Assistance Fund aims to improve access to employment and increase work productivity for people with disability by providing financial assistance to purchase a range of work related equipment, services and modifications. Before applying for assistance you are required to read the Employment Assistance Fund Guidelines. If you have any questions you may wish to discuss your requirements with a [JobAccess](#) adviser or search for workplace solutions on the Workplace Adjustment Tool.

Start new EAF application

Access existing EAF application

- Employment Assistance Fund Guidelines
- Contact a JobAccess Adviser

- Select who will be making the application from the drop-down list and then click next at the bottom on the page.


Australian Government



EAF

New Application

Employment Assistance Fund

Search

New Application

Existing Application

Application Processing

Management

Note: Required fields are marked with an asterisk *

Employment Assistance Fund application creation

You can lodge an application yourself as an individual, for one of your staff members or for a client if you are an employment service provider.

For example, a self-employed applicant can lodge an application form for themselves (as a self employed applicant) or for one of their staff members (as an employer).

Please select how you will be lodging this application: *

Employer

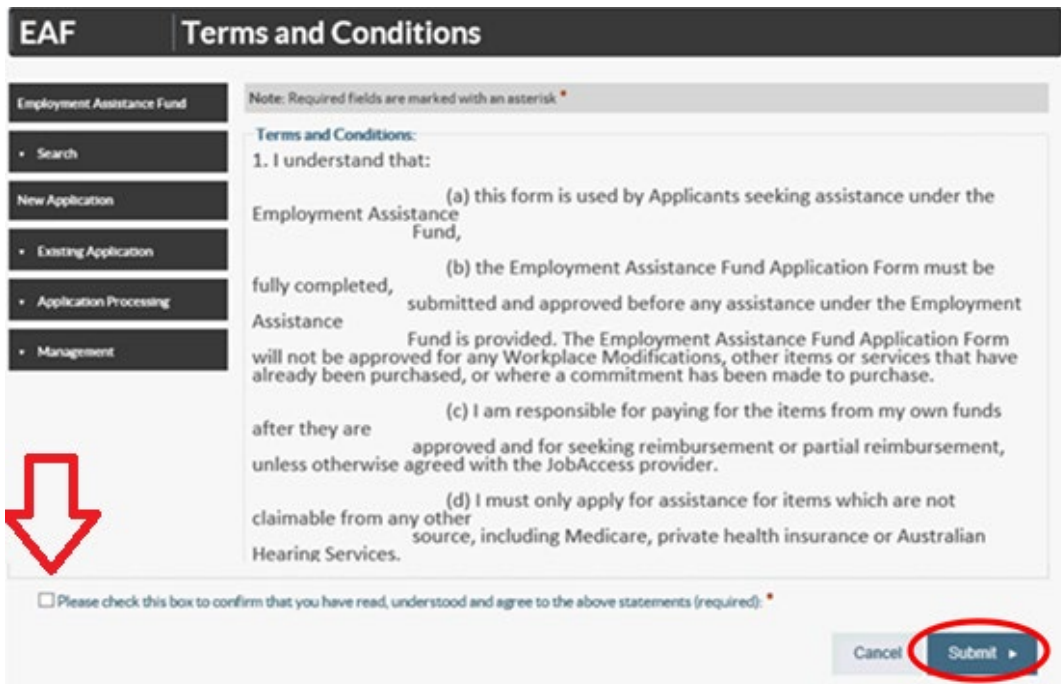
Australian Disability Enterprises

Individual/Employee

Self-employed

Providers (Contract Type jobactive, DES, CDP)

- The sites terms and conditions will display.
- You must tick the box at the bottom of the page and then click submit to proceed.



EAF | Terms and Conditions

Employment Assistance Fund

Note: Required fields are marked with an asterisk *

Terms and Conditions:

1. I understand that:

(a) this form is used by Applicants seeking assistance under the Employment Assistance Fund,

(b) the Employment Assistance Fund Application Form must be fully completed, submitted and approved before any assistance under the Employment Assistance Fund is provided. The Employment Assistance Fund Application Form will not be approved for any Workplace Modifications, other items or services that have already been purchased, or where a commitment has been made to purchase.

(c) I am responsible for paying for the items from my own funds after they are approved and for seeking reimbursement or partial reimbursement, unless otherwise agreed with the JobAccess provider.

(d) I must only apply for assistance for items which are not claimable from any other source, including Medicare, private health insurance or Australian Hearing Services.

☐ Please check this box to confirm that you have read, understood and agree to the above statements (required): *

Cancel Submit ►

Application form

- Note: All fields marked with an asterisk* are mandatory.
- There are five tabs to the online application, and you need to complete all five steps – use the 'Previous' and 'Next' buttons to navigate through the application tabs.
- Your EAF Application ID number will display at the top right corner.

Home
About Us
Contacts
1800 464 800
JJ BLOGGS
BLOGJ0001 (B8EY/CDRZ)
Logout

Job Access
Driving disability employment

EAF
EAF Application
EAF Application ID: 85279

Note: Required fields are marked with an asterisk *

Step 1
Individual/Employee
Step 2
Nominee
Step 3
Employer
Step 4
Items/Modifications
Step 5
Certification

Employment Status

Employment Status *

Currently employed

Individual/Employee details

Title: * First Name: * Middle Name: Surname: *

Mr JJ Bloggs

E-mail address: Job title:

jj.bloggs@outlook.com Director

Date of Birth: * Gender: *

1/01/1970 Male

Primary Disability: *

Physical

Individual/Employee identifies as:

☐ Indigenous

☐ Having a culturally or linguistically diverse background

☒ An Australian Resident

- Step 1 – ‘Individual / Employee’. Fill in the employee’s details like full name, contact details and home address. If they have a different postal address, please untick and put the postal address. Otherwise leave it.
- Step 2 – ‘Nominee’. Nominee. If someone is acting on behalf of the employee. Select ‘Yes’ and complete all fields. Otherwise, select ‘No’ and then select ‘Next’. Please note an employer contact is not considered a nominee, this will be completed at the next step.
- Step 3 – ‘Employer’. fill in the employers’ details. To look up an employer's ABN go to www.abr.business.gov.au. The employer contact should be a line manager, team leader, or HR representative. JobAccess will send an Evidence of Employment form for the employer to fill out and confirm employment. statusSelect ‘Next’.
- Step 4 – ‘Items / Modification’. To add items, select ‘Add item’. Item Type if you are not applying for Auslan interpreting services or training, then select ‘Other’.

EAF

EAF Application

EAF Application ID: 85279

Note: Required fields are marked with an asterisk *

Step 1
Individual/Employee ✓

Step 2
Nominee ✓

Step 3
Employer ✓

Step 4
Items/Modifications

Step 5
Certification

Items

There are no Items recorded against this application.
To add a new Item please press the Add button

Add Item

Cancel

Previous

Next ▶

- Select the relevant item under 'Item Type'
- Select 'Other' for Workplace Modifications and under 'description' type in the description of the item.
- If you are unsure what to type enter "to be determined" and go to the next tab.
- Under 'Item Cost' enter the cost of the item, or if you are unsure enter \$0.00.

Home

About Us

Contacts

1800 464 800

JJ BLOGGS

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Logout

Australian Government

Job Access

Driving disability employment

EAF

EAF Application

EAF Application ID: 85279

Note: Required fields are marked with an asterisk *

Edit Item

Item Type *

Other

Description *

type in description or if unsure type in 'to be determined'

Item Cost *

\$2,000.00

Ownership of item

Employee

Reimbursement

Self

Save

Cancel

- Under 'Ownership' select the owner of the item. The owner is generally always the individual/employee with disability, unless the funding is for a building modification or by agreement with all parties).
- Under 'Reimbursement' select who will be paying for the item, should your application be approved. This is who JobAccess will reimburse the funds to following proof of purchase.
- Click 'Save'. If you need to add another item, click 'Add Item'. If not click 'Next' to proceed to Step 5, 'Certification'.

The screenshot shows the 'EAF Application' interface. At the top, there's a header with 'EAF' and 'EAF Application' on the left, and 'EAF Application ID: 85279' on the right. Below the header, a success message box with a green checkmark icon says 'Success message' and 'Item Successfully Updated'. A note below that states 'Note: Required fields are marked with an asterisk *'. A progress bar shows five steps: Step 1 Individual/Employee, Step 2 Nominee, Step 3 Employer, Step 4 Items/Modifications (highlighted in dark blue), and Step 5 Certification. Below the progress bar, there's a table titled 'Items' with columns: Item number, Item description, Item cost, Ownership, and Reimbursement. The table contains one row with item number 1, description 'type in description or if unsure type in "to be determined"', cost '\$2,000.00', ownership 'Employee', and reimbursement 'Self'. To the right of this row are 'Edit' and 'Delete' buttons. Below the table is an 'Add Item' button, which is circled in red. At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

Item number	Item description	Item cost	Ownership	Reimbursement
1	type in description or if unsure type in "to be determined"	\$2,000.00	Employee	Self

- Step 5 - 'Certification'. Read the certification text and tick the box at the bottom of the page to confirm you have read, understood, and agreed the statement. Then click 'submit'.

Home
About Us
Contacts
1800 464 800
JJ BLOGGS
BLOGJ0001 (BBEY/CDRZ)
Logout

Job Access
Driving disability employment

EAF
EAF Application
EAF Application ID: 85279

Note: Required fields are marked with an asterisk *

Step 1 Individual/Employee ✓
Step 2 Nominee ✓
Step 3 Employer ✓
Step 4 Items/Modifications ✓
Step 5 Certification

Certification

CertificationText

I certify that:

- * to the best of my knowledge, the details on this form are true and correct.
- * the ownership of any workplace modifications and equipment which is approved as a result of this Application has been agreed in accordance with the Employment Assistance Fund Guidelines.

I agree to:

- * comply and be bound by the Employment Assistance Fund Guidelines and understand that if I knowingly make false statements, I may be bound for prosecution.

☒ Please check this box to confirm that you have read, understood and agree to the above statements:

Cancel
Previous
Submit

JobAccess will process the application and contact you as soon as possible. To check on current processing times please call 1800 464 800 or email jobaccess@genu.org.au

If you do not receive a 'Success message' with an application ID number, your application did not save correctly

Please contact, JobAccess on 1800 464 800 or email jobaccess@genu.org.au.

If you are deaf or have a hearing or speech impairment, you can JobAccess via [National Relay Service \(NRS\)](#).

Home
About Us
Contacts
1800 464 800

JJ BLOGGS
BLOGJ0001 (8BEV/CDRZ)

Logout



Job Access
Driving disability employment

EAF

EAF Application

EAF Application ID: 85279


Success message

- EAF Application has been created, the application id is: 85279
- JobAccess will send you an email notification soon confirming they have received your EAF Application. If you do not receive an email within 24 business hours, please contact JobAccess on 1800 464 800.

Note: Required fields are marked with an asterisk *

Application Successfully Submitted

We will contact you shortly after receipt of this form to discuss.

Return to application search

If you need an interpreter, please use [The Translating and Interpreting Service \(TIS National\)](#)

Please do not order or purchase any items prior to receiving written approval, as JobAccess is unable to backdate payments.

The EAF is a reimbursement fund and JobAccess can only reimburse approved applicants after you have supplied proof of purchase. Directions for claiming reimbursement can be found in the EAF Guidelines, as well as the EAF approval letter sent on approval of the application.