

Employment Assistance Fund (EAF) online Application - Instructions

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.

You can apply online if you are seeking funding for Auslan interpreting, workplace modifications/equipment or other supports and you meet the eligibility requirements.

Before you start, please read the EAF [Guidelines](#), which explain:

- who is eligible
- how the application process works
- the evidence required to support your application.

Important: Do not order or purchase any items before receiving written approval, as JobAccess cannot backdate payments for items purchase beforehand.

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Frequently Asked Questions

You can find answers to common questions here:

- [Applying for the Employment Assistance Fund | Job Access](#)
- [JobAccess Frequently Asked Questions | Job Access](#)

If you need help, please contact JobAccess:

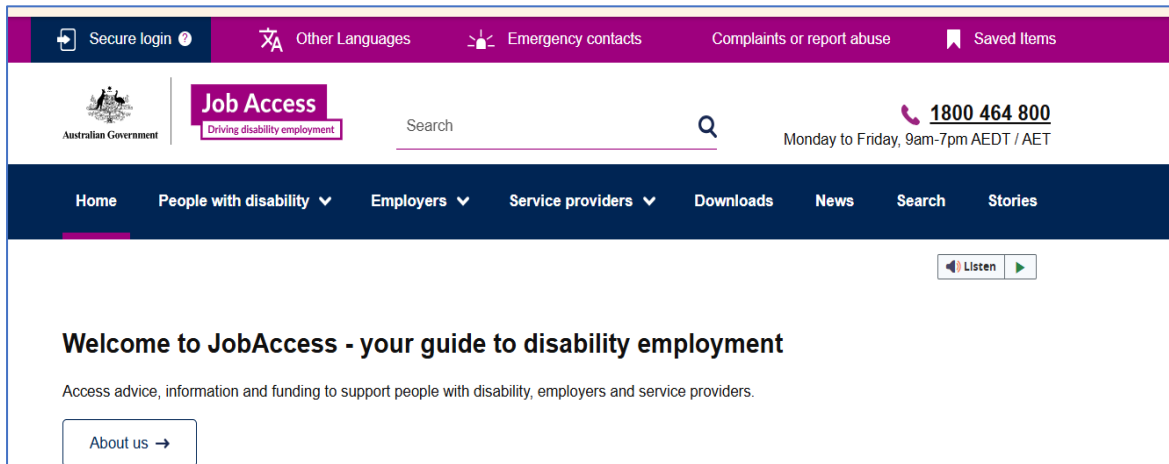
- 1800 464 800 or
- <mailto:jobaccess@genu.org.au>.

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

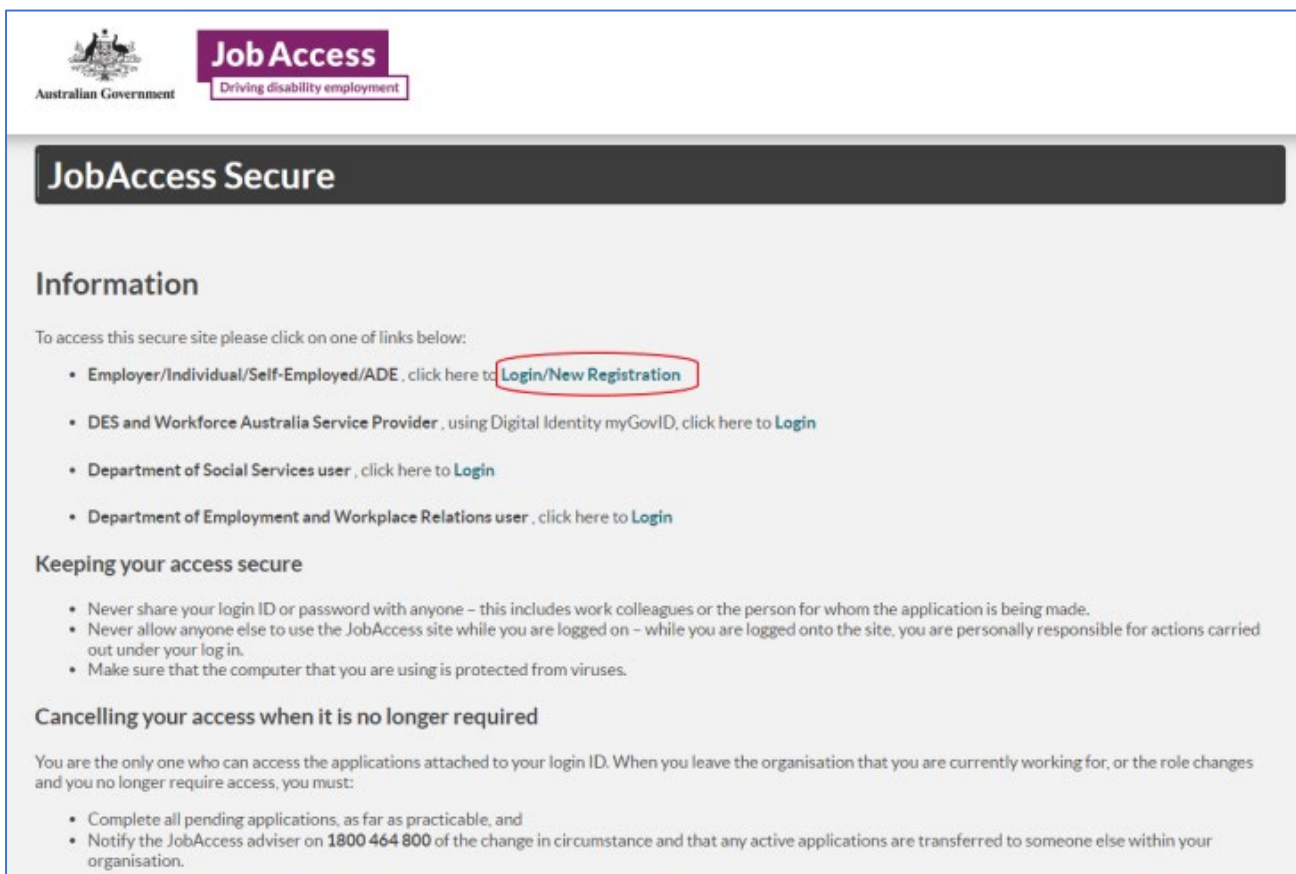
If you need in interpreter, please use [The Translating and Interpreting Service \(TIS National\)](#).

How to begin

1. Go to the [JobAccess homepage](#).
2. Select “Secure Login” at the top left-hand of the home page.
3. This will display the [JobAccess Secure page](#).



The screenshot shows the JobAccess homepage. At the top, there is a purple navigation bar with links for 'Secure login', 'Other Languages', 'Emergency contacts', 'Complaints or report abuse', and 'Saved Items'. Below this is a white header area with the Australian Government logo, the 'Job Access' logo (with the tagline 'Driving disability employment'), a search bar, and the phone number '1800 464 800' with the text 'Monday to Friday, 9am-7pm AEDT / AET'. A dark blue navigation bar contains links for 'Home', 'People with disability', 'Employers', 'Service providers', 'Downloads', 'News', 'Search', and 'Stories'. Below the navigation bar, there is a 'Listen' button. The main content area features the heading 'Welcome to JobAccess - your guide to disability employment' and a sub-heading 'Access advice, information and funding to support people with disability, employers and service providers.' There is also an 'About us' button.



The screenshot shows the JobAccess Secure page. At the top, there is the Australian Government logo and the 'Job Access' logo (with the tagline 'Driving disability employment'). Below this is a dark grey header with the text 'JobAccess Secure'. The main content area has the heading 'Information' and the text 'To access this secure site please click on one of links below:'. There is a list of links: 'Employer/Individual/Self-Employed/ADE, click here to [Login/New Registration](#)', 'DES and Workforce Australia Service Provider, using Digital Identity myGovID, click here to [Login](#)', 'Department of Social Services user, click here to [Login](#)', and 'Department of Employment and Workplace Relations user, click here to [Login](#)'. Below this is the heading 'Keeping your access secure' and a list of instructions: 'Never share your login ID or password with anyone – this includes work colleagues or the person for whom the application is being made.', 'Never allow anyone else to use the JobAccess site while you are logged on – while you are logged onto the site, you are personally responsible for actions carried out under your log in.', and 'Make sure that the computer that you are using is protected from viruses.' Below this is the heading 'Cancelling your access when it is no longer required' and the text 'You are the only one who can access the applications attached to your login ID. When you leave the organisation that you are currently working for, or the role changes and you no longer require access, you must:'. There is a list of instructions: 'Complete all pending applications, as far as practicable, and' and 'Notify the JobAccess adviser on 1800 464 800 of the change in circumstance and that any active applications are transferred to someone else within your organisation.'

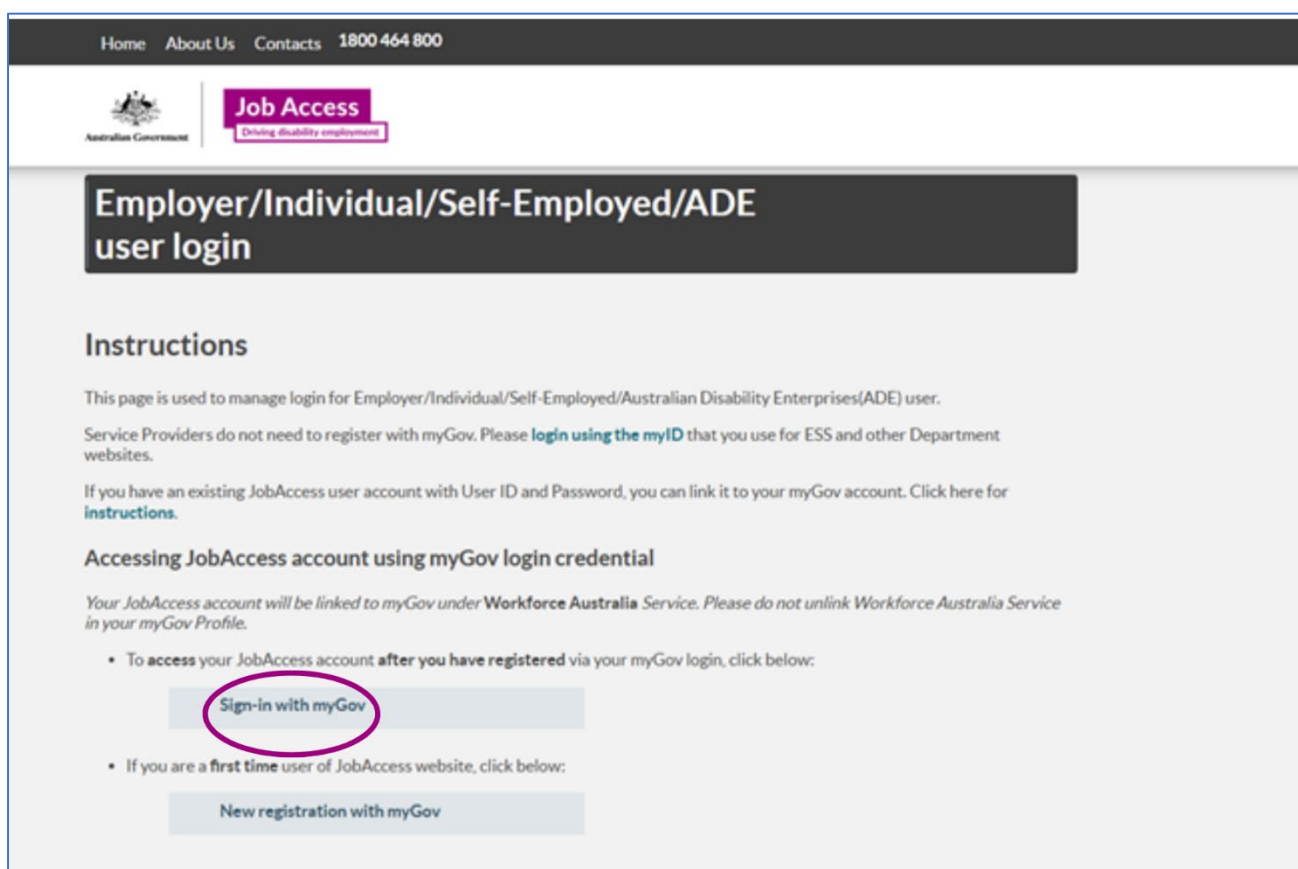
If you have applied before

If you have previously submitted an EAF application using your myGov account, select 'Sign-in with myGov and log in with your myGov sign in details to access JobAccess secure website.

Once you are logged in, you can:

- Lodge a new EAF application. See **Lodging an application** within this document for instruction.
- Upload supporting/additional document for your existing EAF application (you can only upload the document after lodging your application). Please note: If your application is more than 12 months old, you will need to lodge a new application.

NOTE: If you receive an error stating that 'you are not authorised to use this site', you need to register as a new user. If so, see the **New User** within this document for instructions.



The screenshot shows the Job Access website interface. At the top, there is a navigation bar with links for Home, About Us, and Contacts, along with the phone number 1800 464 800. Below this is the Australian Government logo and the Job Access logo, which includes the tagline 'Driving disability employment'. The main heading is 'Employer/Individual/Self-Employed/ADE user login'. Underneath, there is an 'Instructions' section. The text explains that this page is used to manage login for Employer/Individual/Self-Employed/Australian Disability Enterprises(ADE) users. It notes that Service Providers do not need to register with myGov and should use their myID. It also provides instructions for linking an existing JobAccess account to a myGov account. A section titled 'Accessing JobAccess account using myGov login credential' includes a note that the JobAccess account will be linked to myGov under Workforce Australia Service. Two bullet points follow: the first points to a 'Sign-in with myGov' button, which is circled in red in the image; the second points to a 'New registration with myGov' button.

< [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](#)

Uploading documents on the JobAccess Website

1. Select the first option (Login/New Registration).
2. Choose 'Sign in with myGov' and log in using your myGov details.
3. Accept Privacy Notice.

JobAccess Secure

Information

To access this secure site please click on one of links below:

- Employer/Individual/Self-Employed/ADE , click here to [Login/New Registration](#)

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](#)

Privacy

Privacy notice

Personal information is collected by the National Panel of Assessors (NPA), Job Access Provider, and the Department of Employment and Workplace Relations (DEWR) and or on behalf of the Department of Social Services (the Department, DSS) for the purpose of administering, managing, and delivering the NPA and JobAccess Programs to provide independent assessments and administer the Employment Assistance Fund (EAF) to support the needs of people with disability in the workplace. Personal information is protected by law, including the *Privacy Act 1988* (Cth).

DSS and its service providers collect your personal information, either through this secure site or by contacting you directly, for the purposes of:

- administering DSS's NPA and JobAccess programs and services (this includes processing EAF and Supported Wage System (SWS) applications, and administering SWS and Workplace Modification Services (WMS) assessments)
- research and statistical analysis conducted by DSS or by contracted research organisations on DSS's behalf, and
- evaluating and monitoring programs and services provided by DSS and its contracted service providers.

Further Information

For more information regarding the way DSS handles personal information please see the DSS privacy policy at the following link: <http://www.dss.gov.au/privacy-policy>.

The DSS privacy policy contains information about how individuals may seek access to and correction of their personal information and information about how an individual can make a privacy complaint.

By entering this site, you are agreeing to the collection and use of your personal information by DSS and its contracted service providers, and the disclosure of that personal information to the third parties named for the above stated purposes. By entering this site you are acknowledging that you have read and understood this Privacy Notice.

Cancel **Proceed**

Access your existing application

1. On the Welcome homepage, select Access Existing EAF Application
2. Enter the EAF ID number of the existing application in the "Search Criteria" box.
 - a. If you don't remember it, search using the applicant's full name
3. Click the "Application ID" in the search results tab on the bottom of the left screen. This will take you into the application.

Welcome

JobAccess Secure

Welcome

Account Menu

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:

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.

 Start new EAF application

 **Access existing EAF application**

- [Employment Assistance Fund Guidelines](#)
- [Contact a JobAccess Adviser](#)

EAF Search application

Employment Assistance Fund

Search

Search application

Search items

New Application

Existing Application

Application Processing

Management

Note: Required fields are marked with an asterisk *

Search Criteria

Application ID: *

Application Stage

First Name: *

Employer Name:

Allocated To:

Date Submitted From:

Job Seeker ID:

Application Status

Surname: *

Employer State:

Created By:

Date Submitted To:

Order by

1st Order: *

Application ID * ▾

2nd Order: *

Application status * ▾

Order Type: *

Descending * ▾

Clear
Search ▶

Application ID	Date submitted	Job seeker name	Employer	Employer State	Application Status	Status Date	Allocated User ID
158747		test Test	Test	WA	Closed	22/11/2025	Overview Edit

Upload your documents

1. On the right-hand side, select 'Attach/Upload Document'
2. In the left-hand menu, select 'Application Processing'
3. In the left-hand menu, select 'Documents/Attachments.'
4. Select 'Upload new document'.
5. Upload your file (drag and drop file or choose your file).
6. Add a short comment describing the document.
7. A success message will appear once the upload is complete.

How to apply for the Employment Assistance Fund

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Employment Assistance Fund

Search

New Application

Existing Application

Overview

Edit

View

Print

Related Applications

Extend Application

History/Comments

Application Processing

Allocation

Items/modifications

Documents/Attachments

Workplace Assessments

Management

Application Overview

Application ID *	158747	Job Seeker ID *	0
First Name:	test	Surname:	Test
Application Stage	Completed	Application Status	Closed
Status Date	22/11/2025 2:11 AM	Status Reason	Period expired
Applicant Type	Employer	Created By User ID	FMWWD2301
Created Date	22/10/2025 11:27 AM	Submitted Date	

Items, Modifications and Services

	Auslan 1	Auslan 2	Auslan 3	Disability Awareness Training	Specialist Mental Health Support	Specialist Learning Disorders Support	Other Items
Maximum Item Amount (capped)	\$13,467.00	NA	\$959.00	\$1,683.00	\$1,683.00	\$1,683.00	NA
Total items pending approval	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Total amounts approved items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EAF
Documents/Attachments
EAF Application ID: 128401

Employment Assistance Fund

Search

New Application

Existing Application

Application Processing

Allocation

Items/modifications

Documents/Attachments

Workplace Assessments

Management

Application Summary

Application ID	Employee name	Job Seeker ID
128401	Test, Test	0
Application Stage	Application Status	Application End Date
New	Pending	29/02/2024 9:17 AM

Document List

No documents uploaded.

To upload a new document please press the 'Upload New Document' button

Upload New Document

EAF
Document Upload
EAF Application ID: 128401

Employment Assistance Fund

Search

New Application

Existing Application

Application Processing

Management

Note: Required fields are marked with an asterisk *

Application Summary

Application ID	Employee name	Job Seeker ID
128401	Test, Test	0
Application Stage	Application Status	Application End Date
New	Pending	29/02/2024 9:17 AM

Add Document

Document (10 MB limit) (.doc, .docx, .pdf, .rtf, .xls, .xlsx, .ppt, .pptx, .txt, .csv, .jpg, .jpe, .jpeg, .png, .gif, .avi, .mp3, .mp4, .mpg, .mpeg, .mpe, .wav, .wmv, .zip, .mov, .3gp, .3gg, .3g2, .3g2, .3gpp) *

Choose File Evidence of Employment.docx

Item:

Comment: *

Evidence of employment

Back to List
Upload

EAF
Documents/Attachments
EAF Application ID: 128401

Employment Assistance Fund
 Search
 New Application
 Existing Application
Application Processing
 Allocation
 Items/modifications
Documents/Attachments
 Workplace Assessments
 Management

✓

Success message

- Document 'Evidence of Employment.docx' has been uploaded successfully

Application Summary

Application ID	Employee name	Job Seeker ID
128401	Test, Test	0
Application Stage	Application Status	Application End Date
New	Pending	29/02/2024 9:17 AM

Document List

Title	Item	Uploaded On	Uploaded By	File Size (KB)	Comment	
Evidence of Employment.docx		23/02/2026	ZMVRKN56	39	Evidence of employment	<input type="button" value="Delete"/>

If you uploaded documents after JobAccess made their initial contact to you, email jobaccess@genu.org.au with your application ID number in the subject line so the JobAccess team is aware.

For help, contact the JobAccess team on 1800 464 800.

How to apply for the Employment Assistance Fund

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If you have not applied before

New user instructions

If you have **not** previously applied for EAF online using your myGov account or need to register again as new user:

1. Select 'New registration with myGov.'
2. Select user type from one of the following groups:
 - a. Australian Disability Enterprises
 - b. Individual or Employee
 - c. Self-Employed
 - d. Employer
3. Select '**Register with myGov.**'
4. You will be re-directed to the myGov login page.
 - a. enter your myGov username and password
 - b. accept the myGov terms of use
5. You will then be re-directed to the Department of Employment and Workplace Relations' eSAM page.
6. Accept the '**User Security Declaration Acceptance**' to complete registration.
7. Once complete, select the [JobAccess Secure](#) link from this page which will return you to the login screen.
8. You can now login using the '**Sign-in with myGov**' button.

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

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

< [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](#)

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:
 - not sharing my UserID, nor using another person's UserID
 - 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

[Accept](#) [Reject](#)

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

Lodging an application

1. Read the '**Privacy Notice**' and select '**Proceed**' button to start the application.
2. The Welcome Page will display.
3. Individuals (self-employed/employees), Employers, ADEs, or Service Providers can lodge an EAF application.
4. Select '**Start New EAF application**'.
5. Choose who is making the application from the drop-down list and select next at the bottom on the page.
6. The sites terms and conditions will display.
7. Review the **Terms and Conditions**, tick the box and **submit**.

Welcome

JobAccess Secure

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.

- 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.

- Employment Assistance Fund Guidelines
- Contact a JobAccess Adviser

Australian Government **Job Access** Driving disability employment

EAF New Application

Employment Assistance Fund

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)

EAF Terms and Conditions

Employment Assistance Fund

- Search
- New Application
- Existing Application
- Application Processing
- Management

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,

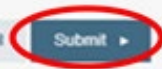
(b) the Employment Assistance Fund Application Form must be fully completed, submitted and approved before any assistance under the Employment Assistance Fund is provided. The Employment Assistance Fund Application Form will not be approved for any Workplace Modifications, other items or services that 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



Completing the application form

Note: The online application has five tabs. All mandatory field (marked with an asterisk*) must be completed.

Your EAF Application ID number will display at the top right corner.

Home About Us Contacts [1800 464 800](tel:1800464800)
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

Employment Status

Employment Status *

Individual/Employee details

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

E-mail address: Job title:

Date of Birth: * Gender: *

Primary Disability *

Individual/Employee identifies as:

Indigenous

Having a culturally or linguistically diverse background

An Australian Resident

Step 1 – ‘Individual / Employee’.

Enter the employee’s details (full name, contact details address).

If they have a different postal address, untick and put the postal address. If their postal address is the same leave the box selected.

Step 2 – ‘Nominee’. Nominee.

Select ‘**Yes**’ only if someone is acting on behalf of the employee.

Complete all fields or select ‘**No**’ to proceed.

NOTE: an employer contact is not considered a nominee, this will be completed at the next step.

Step 3 – ‘Employer’.

Provide employers’ details.

Use www.abr.business.gov.au to look up ABN details.

The employer contact should be a line manager, team leader, or HR representative.

Select ‘Next.’

If you have concerns about what information will be shared with your employer, please call JobAccess on 1800 464 800.

Step 4 – ‘Items / Modification’.

Select ‘**Add item.**’

Item Type, if **not** applying for Auslan services or training, select ‘**Other**’ for Workplace Modifications.

Under ‘description’ type in the description of the item. If unsure 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.

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.

Select 'Save.' If you need to add another item, select 'Add Item.' If not select 'Next' to proceed to **Step 5**, 'Certification'.

The screenshot shows the 'EAF Application' progress bar with five steps: Step 1 Individual/Employee, Step 2 Nominee, Step 3 Employer, Step 4 Items/Modifications (highlighted), and Step 5 Certification. Below the progress bar, the 'Items' section is empty, with a message: 'There are no Items recorded against this application. To add a new Item please press the Add button'. A red circle highlights the 'Add Item' button. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

The screenshot shows the 'Edit Item' form within the 'EAF Application' interface. The form includes the following fields: 'Item Type' (dropdown menu with 'Other' selected), 'Description' (text input field with placeholder text 'type in description or if unsure type in 'to be determined''), 'Item Cost' (text input field with '\$2,000.00' entered), 'Ownership of item' (dropdown menu with 'Employee' selected), and 'Reimbursement' (dropdown menu with 'Self' selected). A red circle highlights the 'Item Type' dropdown, another red circle highlights the '\$2,000.00' value, and a third red circle highlights the 'Reimbursement' dropdown. A red arrow points to the 'Description' field. At the bottom right, there are 'Save' and 'Cancel' buttons.

EAF | **EAF Application** EAF Application ID: 85279

✓ **Success message**

- Item Successfully Updated

Note: Required fields are marked with an asterisk *

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

Items

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add Item"/>

Step 5 - 'Certification'. Read the certification statements, tick the box, and select **'submit'**. Once your application has been successfully submitted, you will see a confirmation message. If you have your supporting documents available, select **"Attach/Upload Document"** to upload them to your existing EAF application.

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

Australian Government **Job Access**
Driving disability employment

EAF | **EAF Application** EAF Application ID: 85279

Note: Required fields are marked with an asterisk *

Step 1 Individual/Employer ✓ | 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:

The screenshot shows the 'EAF Application' page. At the top left is the Australian Government logo. To its right is the 'Job Access' logo with the tagline 'Driving disability employment'. The page header includes 'EAF' and 'EAF Application' on the left, and 'EAF Application ID: 165331' on the right. A success message box contains a checkmark and the text: 'Success message'. Below this are three bullet points: 'EAF Application has been created, the application id is: 165331', 'Please attach supporting documents for this application by clicking on the 'Attach/Upload Document' button below.', and '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.'. A note below states: 'Note: Required fields are marked with an asterisk *'. Underneath is a box titled 'Application Successfully Submitted' with the text: 'We will contact you shortly after receipt of this form to discuss.'. At the bottom right of this box are two buttons: 'Return to application search' and 'Attach/Upload Document', with the latter button circled in red.

Step 6 - Uploading your documents (optional)

1. On the right-hand side, select 'Attach/Upload Document'
2. In the left-hand menu, select 'Application Processing'
3. In the left-hand menu, select 'Documents/Attachments'
4. Select 'Upload new document'
5. Upload your file (drag and drop file or choose your file).
6. Add a short comment describing the document.
7. A success message will appear once the upload is complete.

EAF
Overview
EAF Application ID: 158747

Employment Assistance Fund

Search

New Application

Existing Application

Application Processing

Allocation

Items/modifications

Documents/Attachments

Workplace Assessments

Management

Application Overview

Application ID *	158747	Job Seeker ID *	0
First Name:	test	Surname:	Test
Application Stage	Completed	Application Status	Closed
Status Date	22/11/2025 2:11 AM	Status Reason	Period expired
Applicant Type	Employer	Created By User ID	FMWVDP2301
Created Date	22/10/2025 11:27 AM	Submitted Date	

Items, Modifications and Services

	Auslan 1	Auslan 2	Auslan 3	Disability Awareness Training	Specialist Mental Health Support	Specialist Learning Disorders Support	Other Items
Maximum Item Amount (capped)	\$13,467.00	NA	\$959.00	\$1,683.00	\$1,683.00	\$1,683.00	NA
Total items pending approval	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Total amounts approved items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EAF
Documents/Attachments
EAF Application ID: 128401

Employment Assistance Fund

Search

New Application

Existing Application

Application Processing

Allocation

Items/modifications

Documents/Attachments

Workplace Assessments

Management

Application Summary

Application ID	128401	Employee name	Test, Test	Job Seeker ID	0
Application Stage	New	Application Status	Pending	Application End Date	29/02/2024 9:17 AM

Document List

No documents uploaded.

To upload a new document please press the 'Upload New Document' button

Upload New Document

EAF
Document Upload
EAF Application ID: 128401

Employment Assistance Fund
 Search
 New Application
 Existing Application
 Application Processing
 Management

Note: Required fields are marked with an asterisk *

Application Summary

Application ID	Employee name	Job Seeker ID
128401	Test, Test	0
Application Stage	Application Status	Application End Date
New	Pending	29/02/2024 9:17 AM

Add Document

Document (10 MB limit) (.doc, .docx, .pdf, .rtf, .xls, .xlsx, .ppt, .pptx, .txt, .csv, .jpg, .jpe, .jpeg, .png, .gif, .avi, .mp3, .mp4, .mpeg, .mpe, .wav, .wmv, .zip, .mov, .3gp, .3gg, .3g2, .3gZ, .3gpp) *

Choose File Evidence of Employment.docx

Item:

Comment: *

Evidence of employment

Back to List
Upload

EAF
Documents/Attachments
EAF Application ID: 128401

Employment Assistance Fund
 Search
 New Application
 Existing Application
Application Processing
 Allocation
 Items/modifications
Documents/Attachments
 Workplace Assessments
 Management

✓
Success message

- Document 'Evidence of Employment.docx' has been uploaded successfully

Application Summary

Application ID	Employee name	Job Seeker ID
128401	Test, Test	0
Application Stage	Application Status	Application End Date
New	Pending	29/02/2024 9:17 AM

Document List

Title	Item	Uploaded On	Uploaded By	File Size (KB)	Comment	
Evidence of Employment.docx		23/02/2026	ZMVRKN56	39	Evidence of employment	Delete

Upload New Document

If you uploaded documents after JobAccess made their initial contact to you, email jobaccess@genu.org.au with your application ID number in the subject line so the JobAccess team is aware.

For help, contact the JobAccess team on 1800 464 800.

After you submit your application

JobAccess will process the application and contact you as soon as possible. To check on current processing times, 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.

For help, please contact JobAccess on 1800 464 800 or email jobaccess@genu.org.au.

Thank you for your application.

Accessibility

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

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

Do **not** order or purchase items prior to receiving written approval. JobAccess cannot backdate reimbursement.

The EAF is a reimbursement fund; we can only reimburse approved items after receiving valid proof of purchase.

Instructions for claiming reimbursement are included in [EAF Guidelines](#), and in your approval letter.