

4. Association between Lodger and Maker user (CS, CA, Liquidator, Official Receiver and Other role Lodger and Maker)

An external user who has the role of a Lodger can create association with a **Maker**.

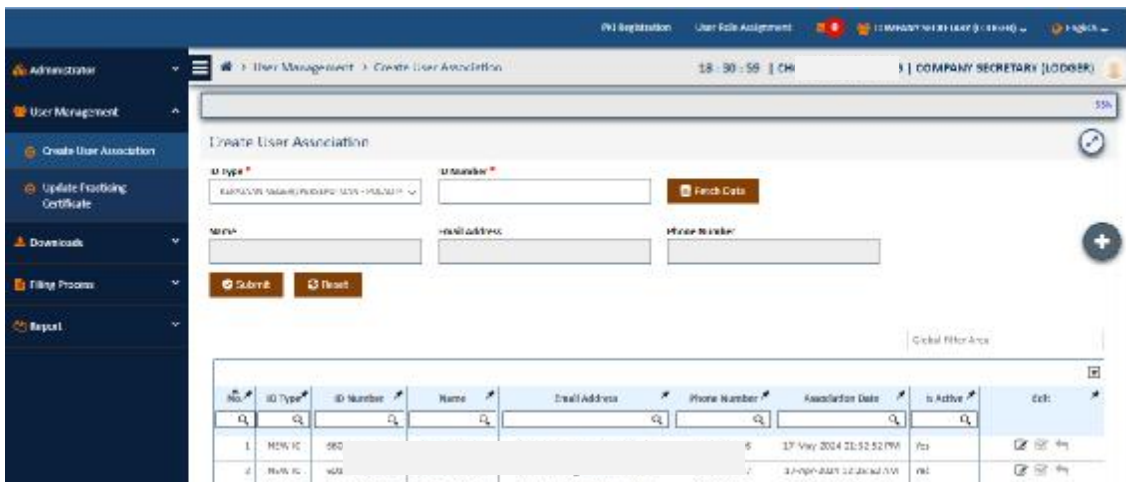
Figure 27: Create User Association Page

Steps to Associate Lodger with Maker:-

1. Go to “**User Management**” Menu Tab of a Lodger Role User Account. Click on “**Create User Association**” menu tab.
2. In the “**Create User Association Page**” a Lodger needs to enter valid details about the Maker that he needs to be associated with like ID Type and ID Number as shown in the above Figure 27.
3. Once valid combination of ID Type and ID Number of the Maker to who the lodger needs to be associated with is done by the Lodger, then the lodger should click on the button Fetch Data.
4. Once clicked on Fetch Data, details like name, email address and phone number will be automatically populated for the selected Maker ID.
5. Click on “**Submit**”, you will notice a green box from the centre-top part of the page appears providing you confirmation that User Association has been created successfully.

6. User can also see details of the successful association below in the status grid that would provide details such as ID Type, ID Number, Email Address, Association Date, Status whether Active or inactive and Edit as shown in the below Figure 28.

 The association between a **Maker** and a **Lodger** is a vital part during upload filing as a Maker would only be able to upload a file for a company to which an associated Lodger is already associated to. Also, user association is required even if the Maker and Lodger user are the same.



No.	ID Type	ID Number	Name	Email Address	Phone Number	Association Date	Is Active	Edit
1	NEW IC	580			6	17 May 2024 21:52:52 PM	Yes	 
2	NEW IC	581			7	17 May 2024 21:52:52 PM	Yes	 

Figure 28: Create User Association Page with status grid

7. The Lodger can activate or de-activate the association with the help of the Edit button. Click on the "**Edit**" checkbox and select option "**Yes**" or "**No**" in column "**Is Active**" and then click on "**Save**" which is the centre checkbox in the Edit Column.
8. This process is same for Company Secretary (Lodger/Maker), Company Agent (Lodger/Maker), Liquidator (Lodger/Maker), Official Receiver (Lodger/Maker) and Other role (Lodger/Maker), but a Company Secretary (Lodger) cannot be associated to a Company Agent Assistant (Maker) similar to other users and vice versa. An email notification is sent to the Maker once successful association is done with the Lodger as shown in Figure 29.



Figure 29: Email for Lodger and Maker association