Quick Reference Guide
Add RH as Admin User in Online Services

Purpose

Resource Hub can assist with your new QWDS access set up. By adding Resource Hub as an Administrative User in Online Services, we can help manage your user access and ensure the new QWDS system is set up correctly on your behalf.
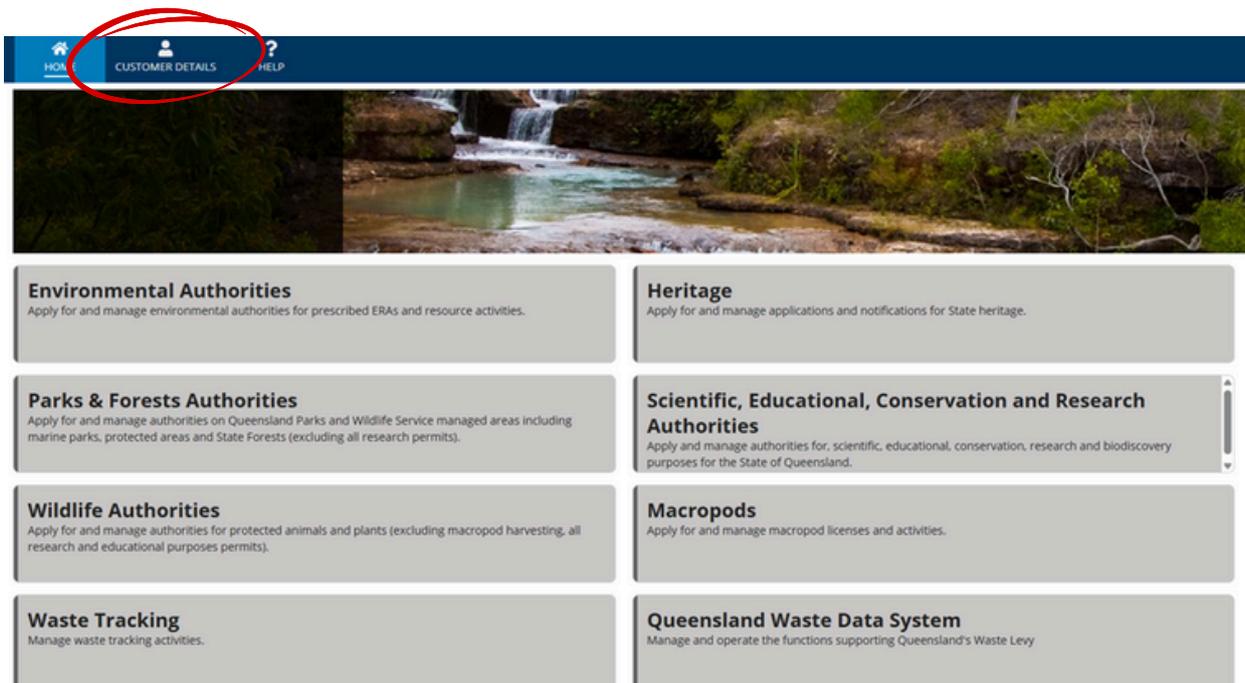
Step 1

Log in to Online Services.
https://ehp.appiancloud.com/suite/

Step 2

Go to your Customer Details Section.

Step 3

Go to Manage Users.
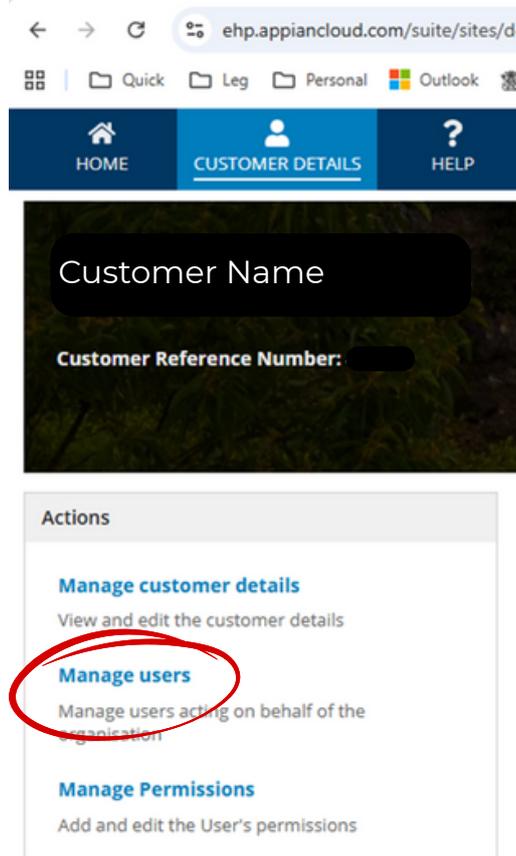
Step 4

Select Add User.

Step 5

Enter qwds@resourcehub.com.au

Add user details

Enter the email address of the user to be added to the customer record.

Email Address:

qwds@resourcehub.com.au

CANCEL   NEXT

resourcehub

Step 6

Select Administrative User.

Next Step

Once Resource Hub has been added as an Administrative User:

- Email us at support@resourcehub.com.au with a list of staff that require:
  - **Data Entry** access, or
  - **Verifier** access

Resource Hub will then:

- Set up the requested staff access in QWDS, and
- Add any required Resource Hub users to support your waste levy reporting.