



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 workplace modifications/equipment or other services and meet the eligibility criteria, you can apply online for the Employment Assistance Fund (EAF). The [EAF Guidelines](#) detail 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 make any retrospective payments.

### Frequently Asked Questions?

<https://www.jobaccess.gov.au/employment-assistance-fund-eaf>

The JobAccess team is able to assist with queries or questions by contacting 1800 464 800 or emailing [jobaccessadvice@workfocus.com](mailto:jobaccessadvice@workfocus.com)

### New users: to use the site for the first time

If you are a new user, you will need to register to use the site for the first time (Steps 3 & 4).

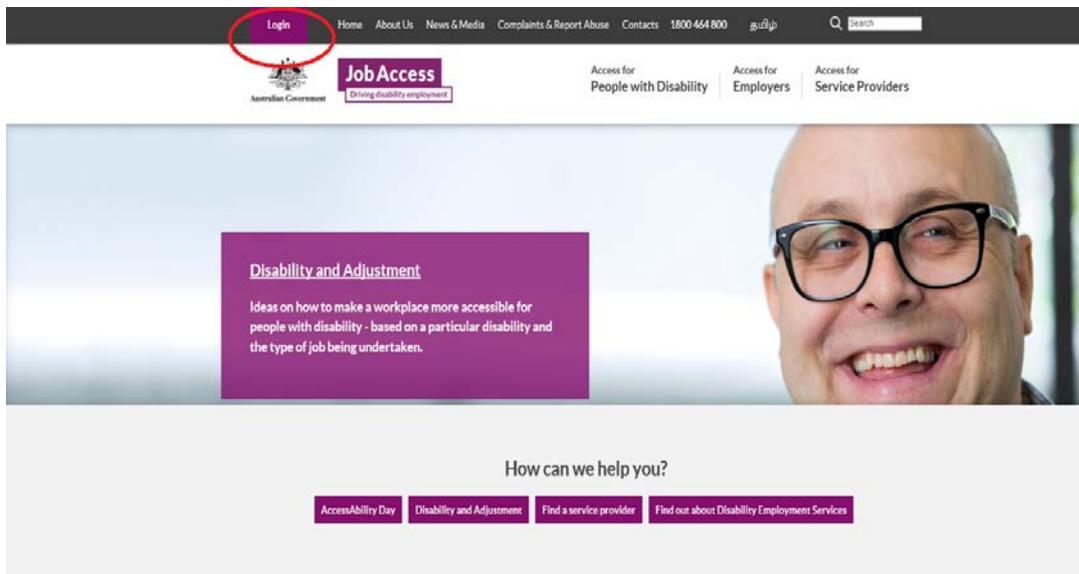
Note: Once you have registered you will be given a User ID – please record your User ID and password somewhere safe, as you will need this for future applications. Please note that the system does not generate an email with your log in details, so please record it somewhere safe.

### Existing users: use previously supplied details

Click the relevant log in (either Employer, Self Registered or Service Provider) and log in with the previously supplied User ID and chosen password (Step 5).

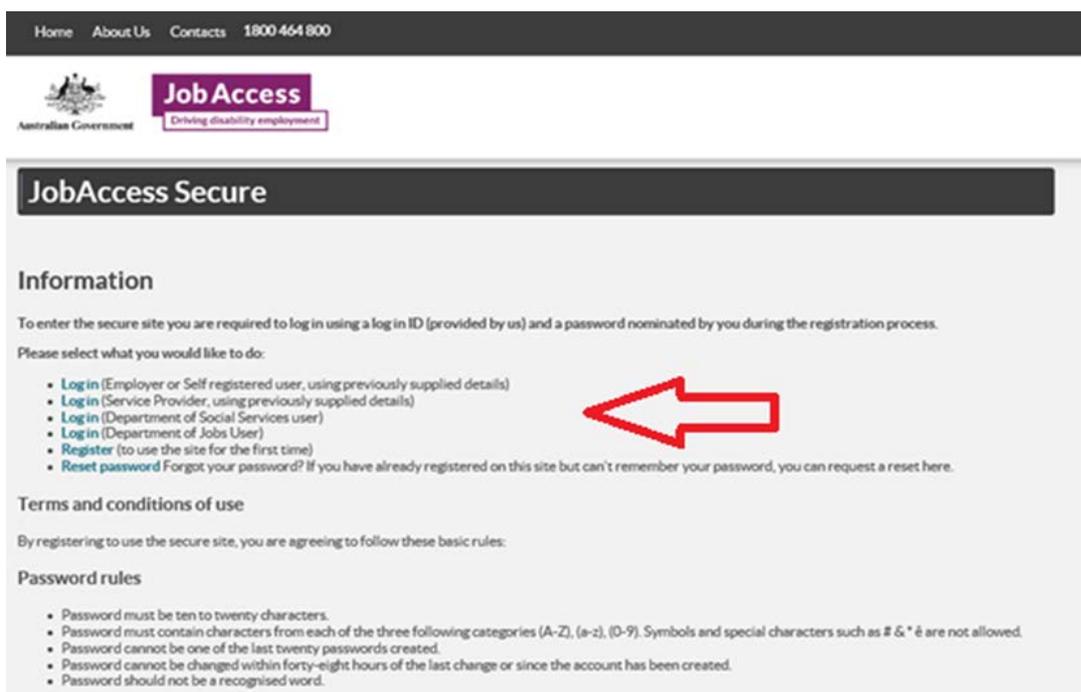
The screenshot shows the 'Employment Login Portal' interface. At the top left is the Australian Government logo. The main content area is titled 'Employment Login Portal' and contains an 'Important Notice' section with a disclaimer. Below the notice is a checkbox labeled 'I accept (Required)' with a red arrow pointing to it. Underneath are two input fields: 'User ID (Required):' containing the text 'BLOGJ0001' and 'Password (Required):' with masked characters. A red oval highlights both input fields. At the bottom right of the form is a blue 'Login' button. To the right of the main form is a 'Password Management Portals' section with a link to 'Employment and Community Services Network for Service Providers and Departmental staff'.

1. Go to the [JobAccess home page](#).
2. Click on 'Login', on the top left hand side of the JobAccess home page.



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

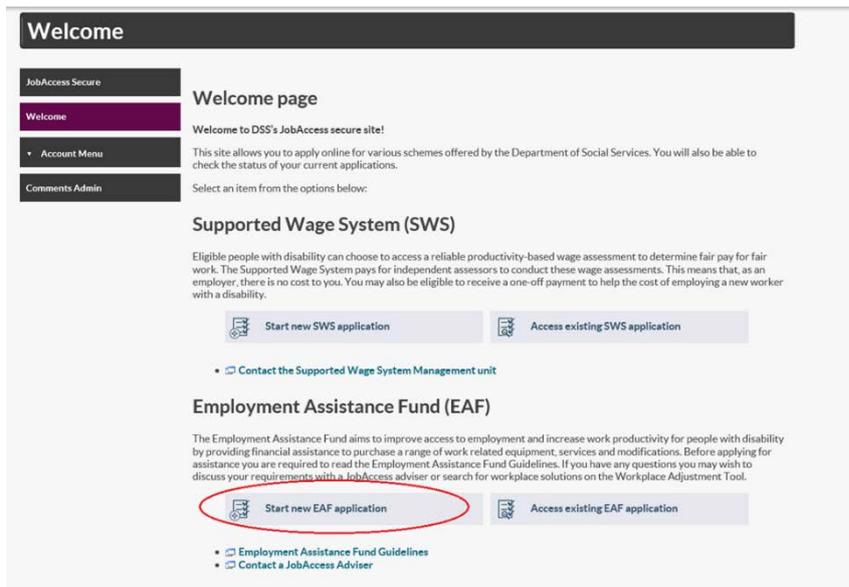
3. If you are a new user, click on the 'Register' link.
4. You will be asked to come up with a password (the password rules are listed on the page). Please record your log in details down and keep safe to use next time.
5. If you are a returning user, select the relevant 'Log in' with the previously supplied username and your password that you recorded.



6. Tick 'I accept' to agree to the privacy notice "I understand that this UserID has been issued to me personally and I will be held accountable for any activity undertaken or information provided using this UserID. I understand that giving false or misleading information is a serious offence and I may be prosecuted under Section 137.1 of the Criminal Code Act 1995 if I provide false or misleading information."

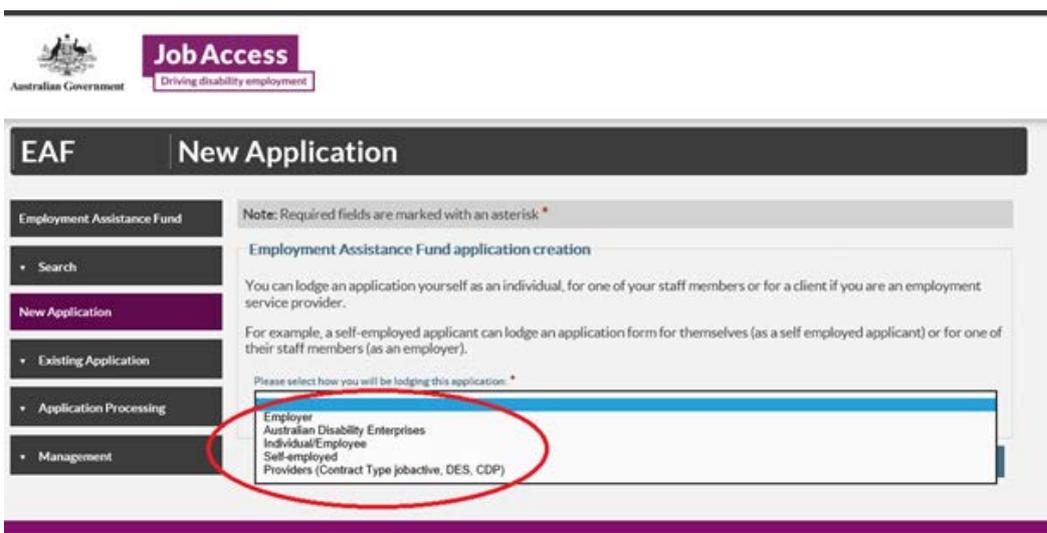
After you have logged in and agreed to the Privacy Notice, the Welcome Page will display.

7. Click on 'Start New EAF application'.



Individuals (self-employed/employees), Employers, ADEs, or Service Providers can lodge an EAF application.

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



The sites terms and conditions then display.

9. 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 \*

• Search

New Application

• Existing Application

• Application Processing

• Management

**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 steps/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.

The screenshot shows the EAF Application form interface. At the top, there is a navigation bar with links for Home, About Us, and Contacts (1800 464 800). The user is identified as JJ BLOGGS (BLOGJJ0001 (BBEY/CDRZ)) and is logged out. The Australian Government logo and the Job Access logo (Driving disability employment) are also present.

The main header displays "EAF" and "EAF Application" with the application ID "EAF Application ID: 85279" circled in red. A note states: "Note: Required fields are marked with an asterisk\*".

The progress bar shows five steps: Step 1 (Individual/Employee), Step 2 (Nominee), Step 3 (Employer), Step 4 (Items/Modifications), and Step 5 (Certification). Step 1 is currently active.

**Employment Status**  
Employment Status\*  
Currently employed

**Individual/Employee details**  
Title\*: Mr  
First Name\*: JJ  
Middle Name:  
Surname\*: Bloggs  
E-mail address: jj.bloggs@outlook.com  
Job title: Director  
Date of Birth\*: 1/01/1970  
Gender\*: Male  
Primary Disability\*: Physical

**Individual/Employee identifies as:**  
 Indigenous  
 Having a culturally or linguistically diverse background  
 An Australian Resident

- Fill in your personal details at Step 1 – Individual / Employee.
- If someone is acting on your behalf, select 'yes' and complete all fields at Step 2 – Nominee and then select the Next button.
- Provide details of your Employer at Step 3 – Employer. To look up your employer's ABN go to <http://www.abr.business.gov.au/>

- Click 'Add' at Step 4 – Items / Modification and then enter details.

The screenshot shows the 'EAF Application' interface. At the top, it says 'EAF Application ID: 85279'. Below that, a progress bar shows five steps: Step 1 Individual/Employee, Step 2 Nominee, Step 3 Employer, Step 4 Items/Modifications (highlighted), and Step 5 Certification. Under the 'Items' section, it states 'There are no Items recorded against this application. To add a new Item please press the Add button'. The 'Add Item' button is circled in red. There are also 'Cancel', 'Previous', and 'Next' buttons at the bottom.

- Under 'Item Type' (if you are not applying for Auslan Interpreting Services or training) then select 'Other' and under 'description' type in the description of the item.

Note: If you are unsure what to type enter "to be determined" and go to the next tab.

The screenshot shows the 'EAF Application' interface with the 'Edit Item' form. The 'Item Type' dropdown is set to 'Other'. The 'Description' field contains the text 'type in description or if unsure type in 'to be determined''. The 'Item Cost' field is set to '\$2,000.00'. The 'Ownership of item' dropdown is set to 'Employee' and the 'Reimbursement' dropdown is set to 'Self'. The 'Add Item' button is circled in red. There are also 'Save' and 'Cancel' buttons at the bottom.

- 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 employee with disability, unless the funding is for a building modifications or by agreement with JobAccess, the employee and employer).

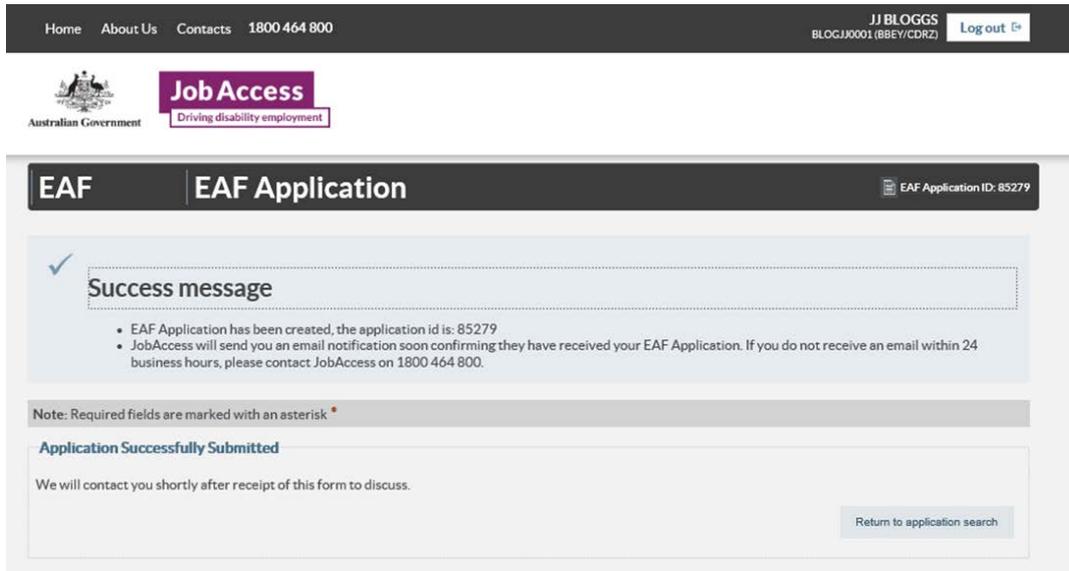
- Under 'Reimbursement' select who will be paying for the item, if your application is approved. This is who JobAccess will reimburse the funds to following proof of purchase.
- Click 'Save' and then either click 'Add' to include another item or click 'Next' to proceed to Step 5.

The screenshot shows the 'EAF Application' interface. At the top, there is a header with 'EAF' and 'EAF Application' and a sub-header 'EAF Application ID: 85279'. Below the header is a success message box with a checkmark icon and the text 'Success message' and 'Item Successfully Updated'. A note below the message 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 grey), and Step 5 Certification. Below the progress bar is a table titled 'Items' with columns for 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 the table are 'Edit' and 'Delete' buttons. Below the table is an 'Add Item' button, which is circled in red. At the bottom of the table are 'Cancel', 'Previous', and 'Next' buttons.

- Read and tick the box at the bottom of Certification tab, then click 'Submit'. JobAccess will then process the application and contact you within 2 working days.

The screenshot shows the 'EAF Application' interface. At the top, there is a header with 'EAF' and 'EAF Application' and a sub-header 'EAF Application ID: 85279'. Below the header is a navigation menu with 'Home', 'About Us', 'Contacts', and '1800 464 800'. To the right of the navigation menu is the 'JJ BLOGGS' logo and 'BLOGJJ0001 (BBEY/CDRZ)' with a 'Logout' button. Below the navigation menu is the Australian Government logo and the 'Job Access' logo with the tagline 'Driving disability employment'. Below the logo is a note: '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, and Step 5 Certification (highlighted in dark grey). Below the progress bar is a section titled 'Certification' with a text area for 'CertificationText'. The text area contains the following text: '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.' Below the text area is a checkbox with the text 'Please check this box to confirm that you have read, understood and agree to the above statements:', which is circled in red. At the bottom of the certification section are 'Cancel', 'Previous', and 'Submit' buttons, with the 'Submit' button circled in red.

21. If you do not receive a 'Success message' with an application ID number, please contact JobAccess on 1800 464 800 as your application did not save correctly.



The screenshot shows the JobAccess 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. On the right side of the navigation bar, the user is logged in as JJ BLOGGS (BLOGJ0001 (BBEV/CDRZ)) with a Logout button. Below the navigation bar, the Australian Government logo is on the left, and the Job Access logo with the tagline 'Driving disability employment' is on the right. The main content area has a header with 'EAF' and 'EAF Application' on the left, and 'EAF Application ID: 85279' on the right. A large light blue box contains a 'Success message' with a checkmark icon. The message text reads: 'Success message' followed by a bulleted list: '• EAF Application has been created, the application id is: 85279' 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.' Below this message is a note: 'Note: Required fields are marked with an asterisk \*'. Underneath the note is a section 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 section is a button labeled 'Return to application search'.

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

The EAF is a reimbursement fund and JobAccess can only reimburse approved applicants after you have supplied proof of purchase. Evidence for claiming reimbursement is listed in the EAF Guidelines.