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 explains:

- 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 | JobAccess
- JobAccess Frequently Asked Questions | JobAccess

If you need help, please contact JobAccess:

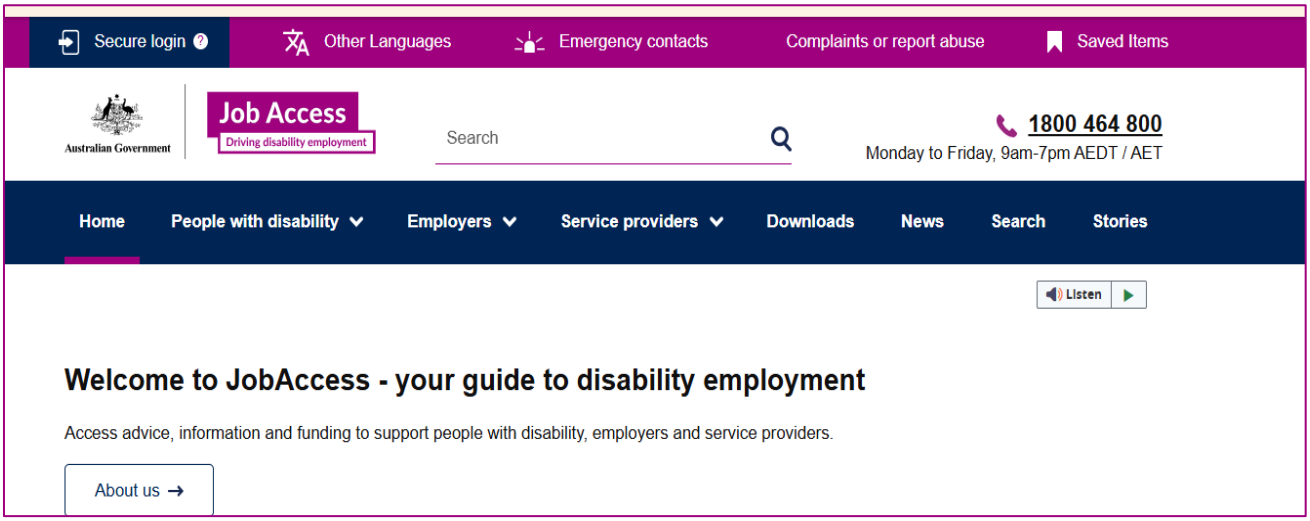
- 1800 464 800 or
- mailto:jobaccess@genu.org.au.

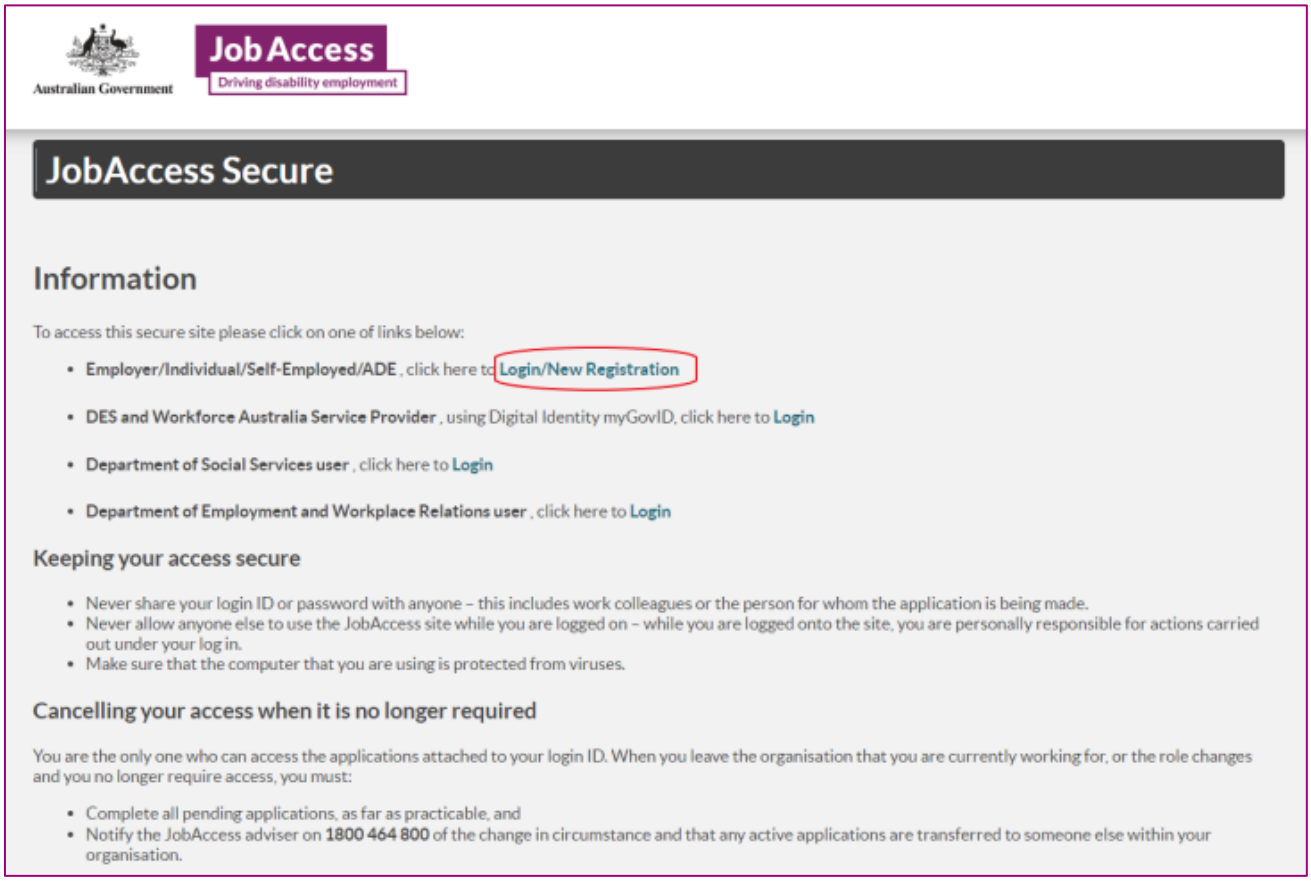
If you are deaf or hard of hearing or have a speech impairment, you can contact the JobAccess via National Relay Service (NRS).

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.





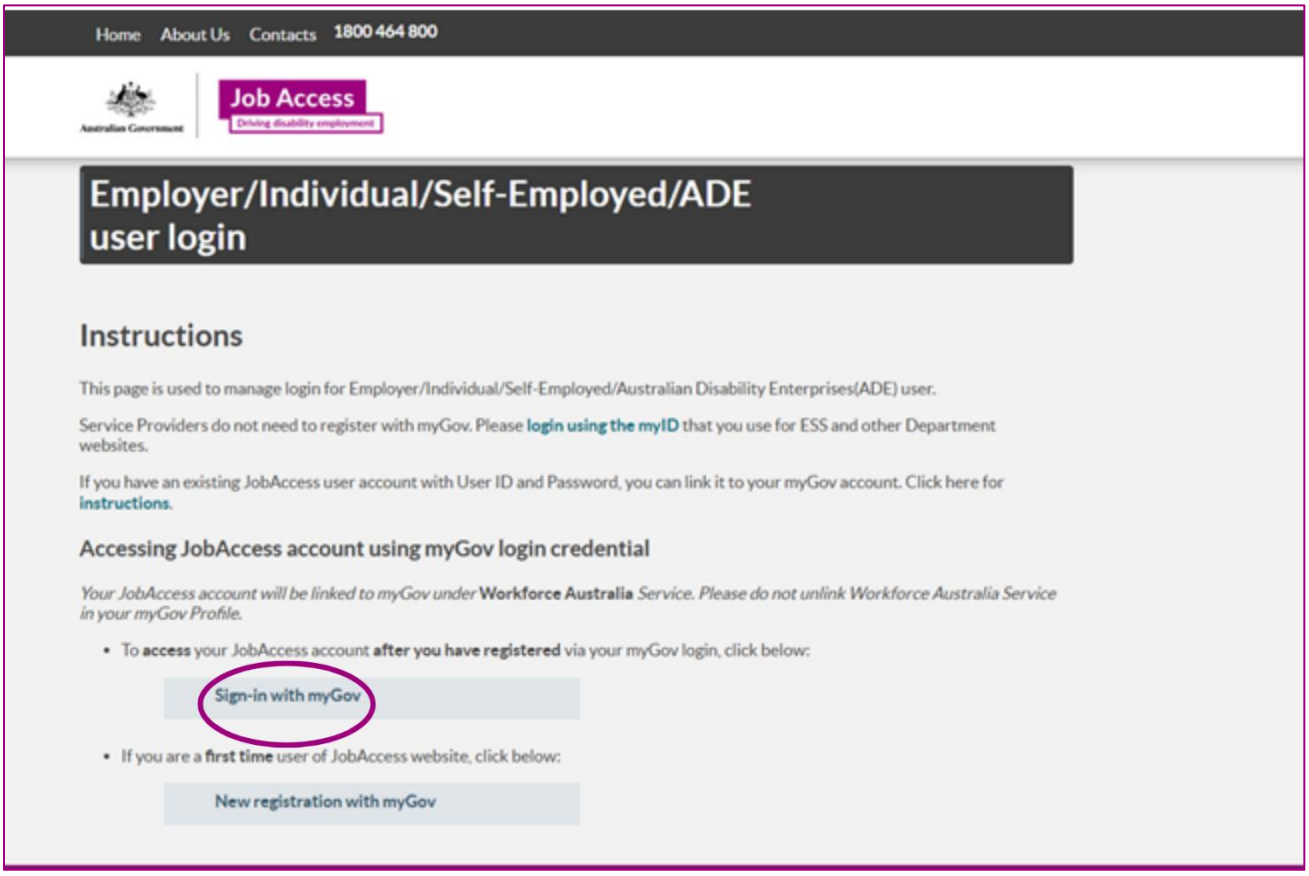
If you have applied before

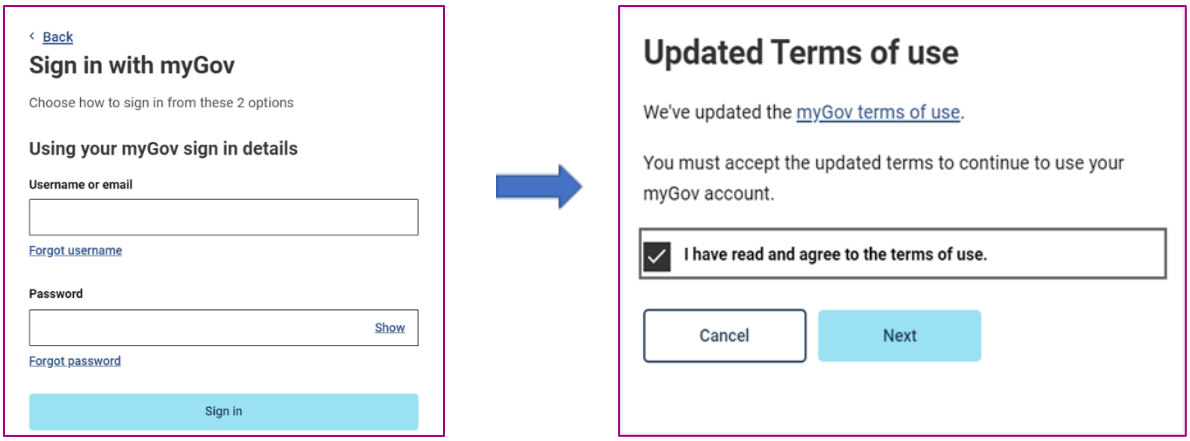
If you have previously submitted an EAF application using your myGov account, select ‘Sign-in with myGov and log in with your myGov sign in details to access JobAccess secure website.

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.

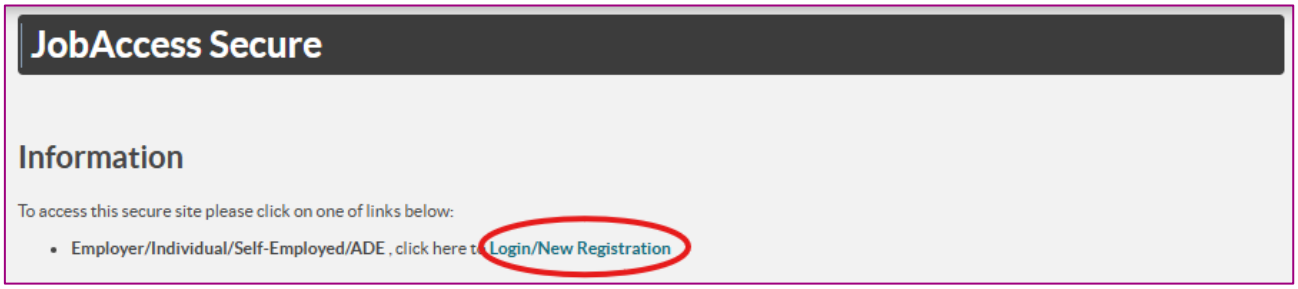


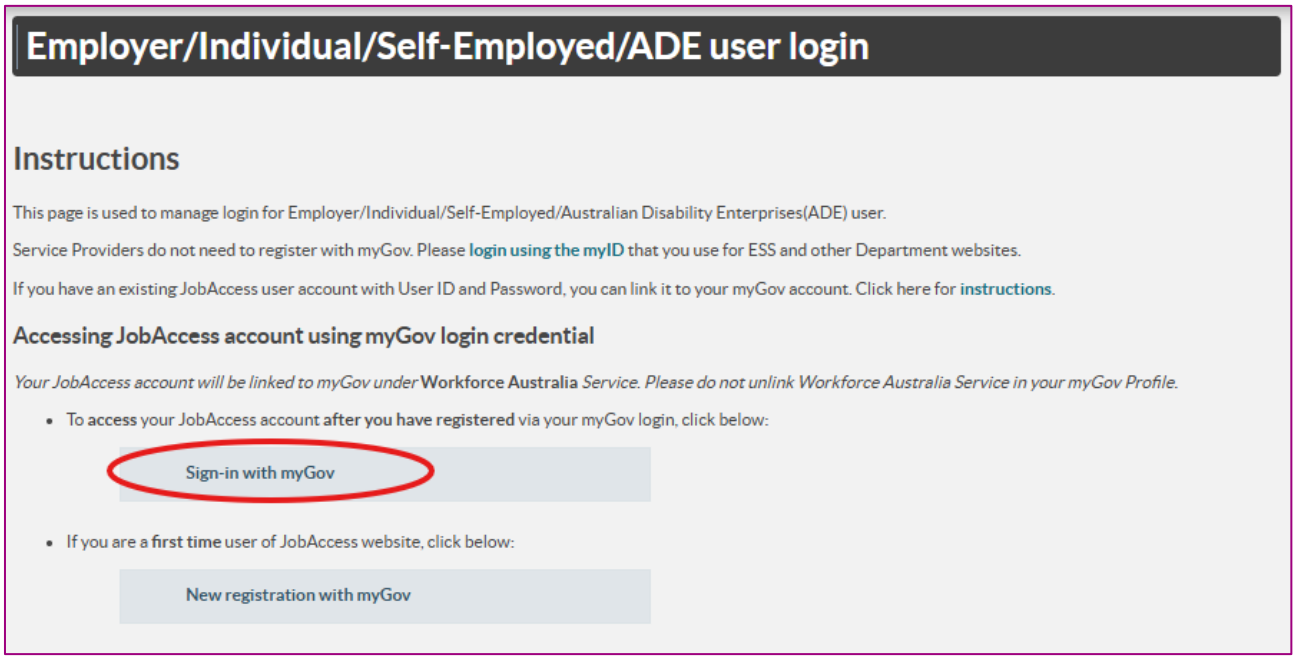


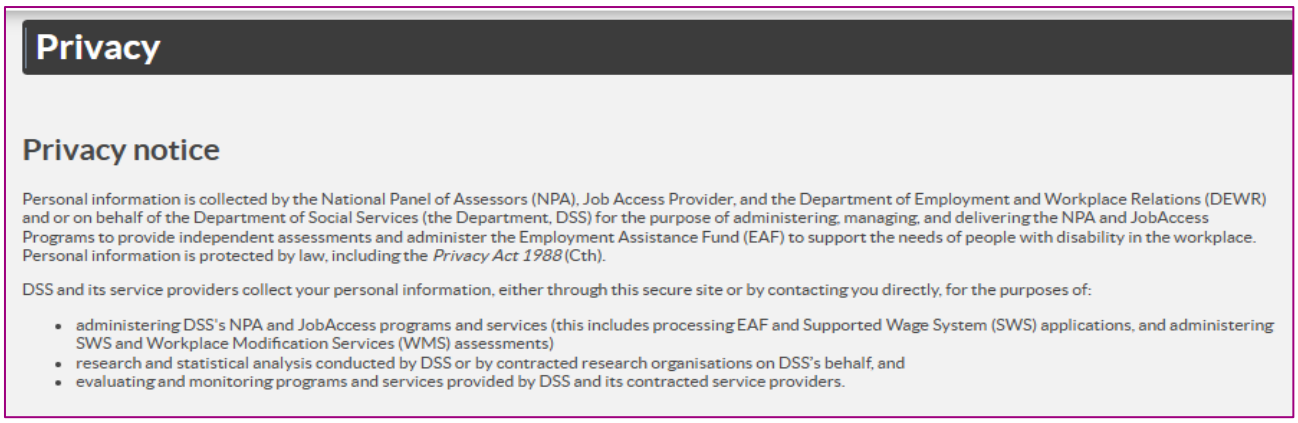
Uploading documents on the JobAccess Website

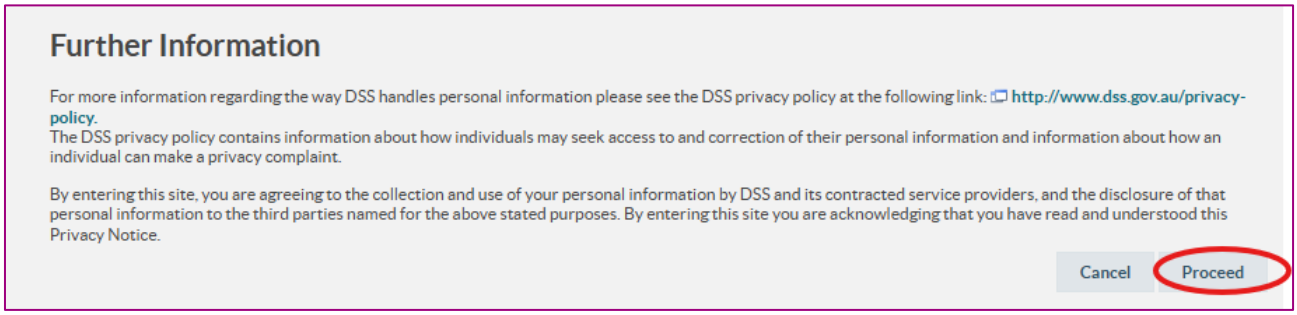
1. Select the first option (Login/New Registration).
2. Choose 'Sign in with myGov' and log in using your myGov details.

3. Accept Privacy Notice.



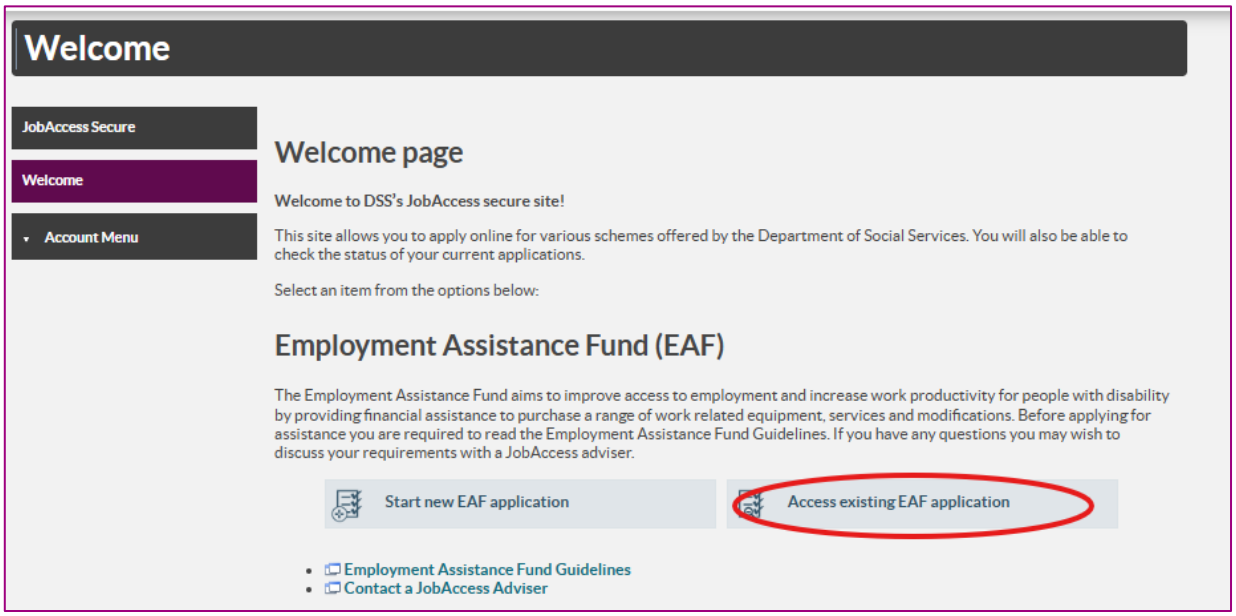


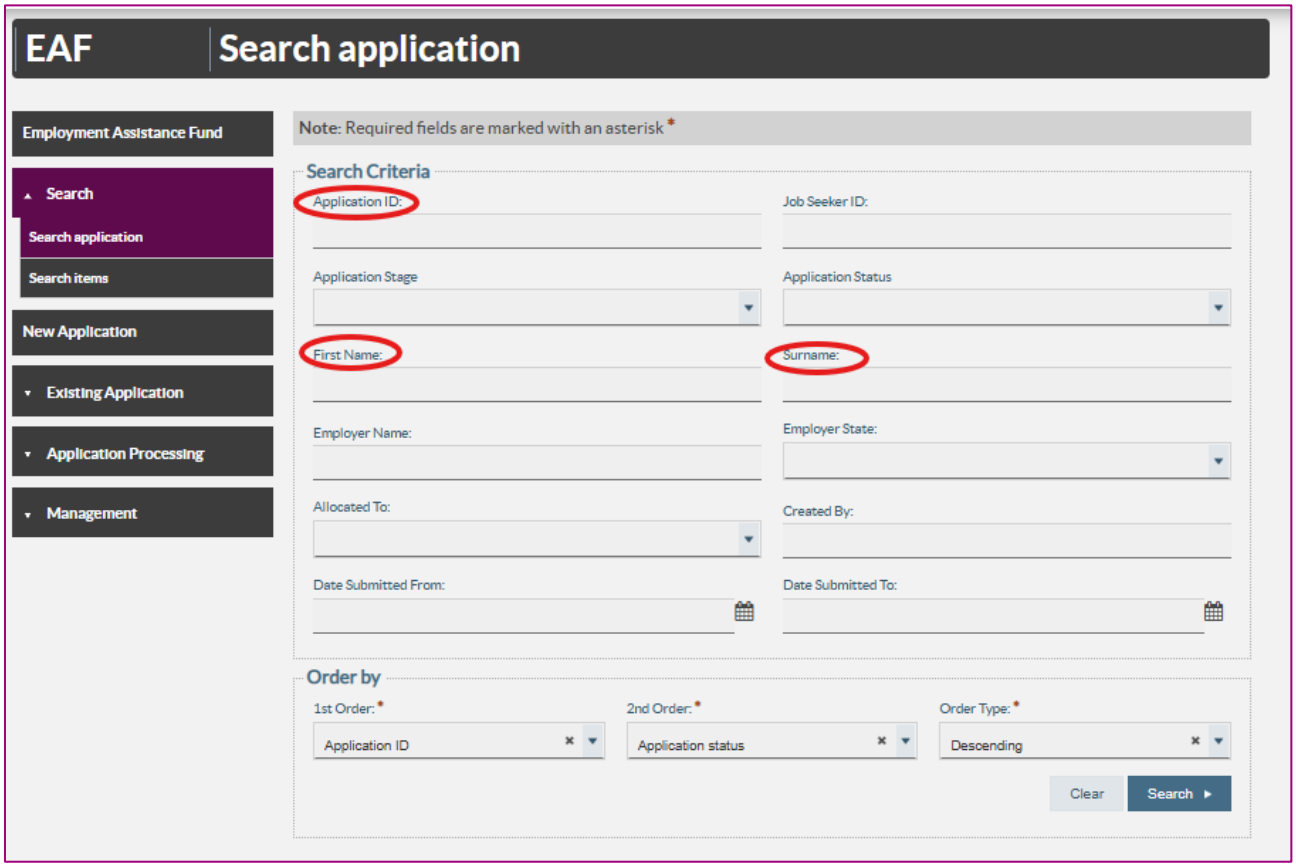




Access your existing application

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.

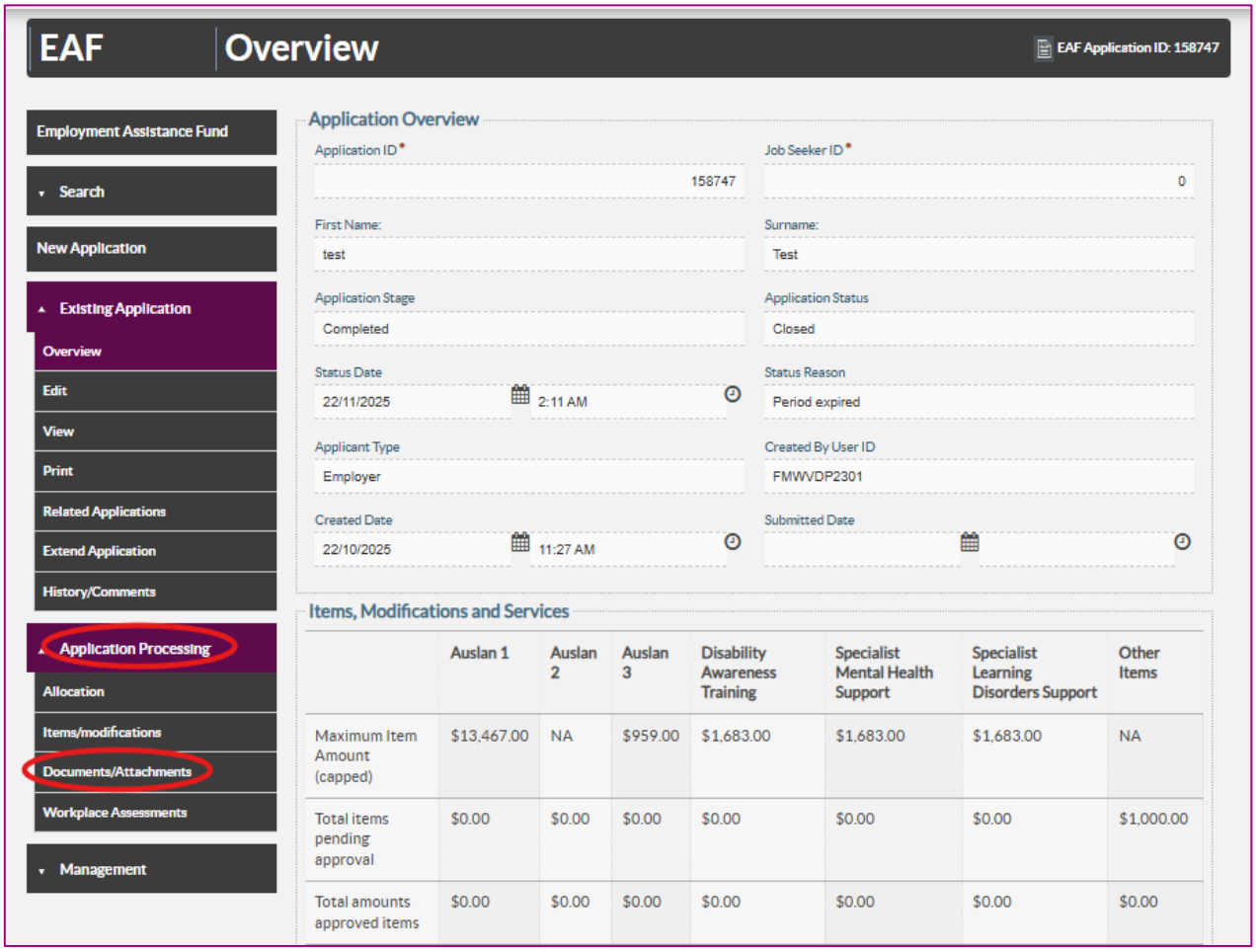


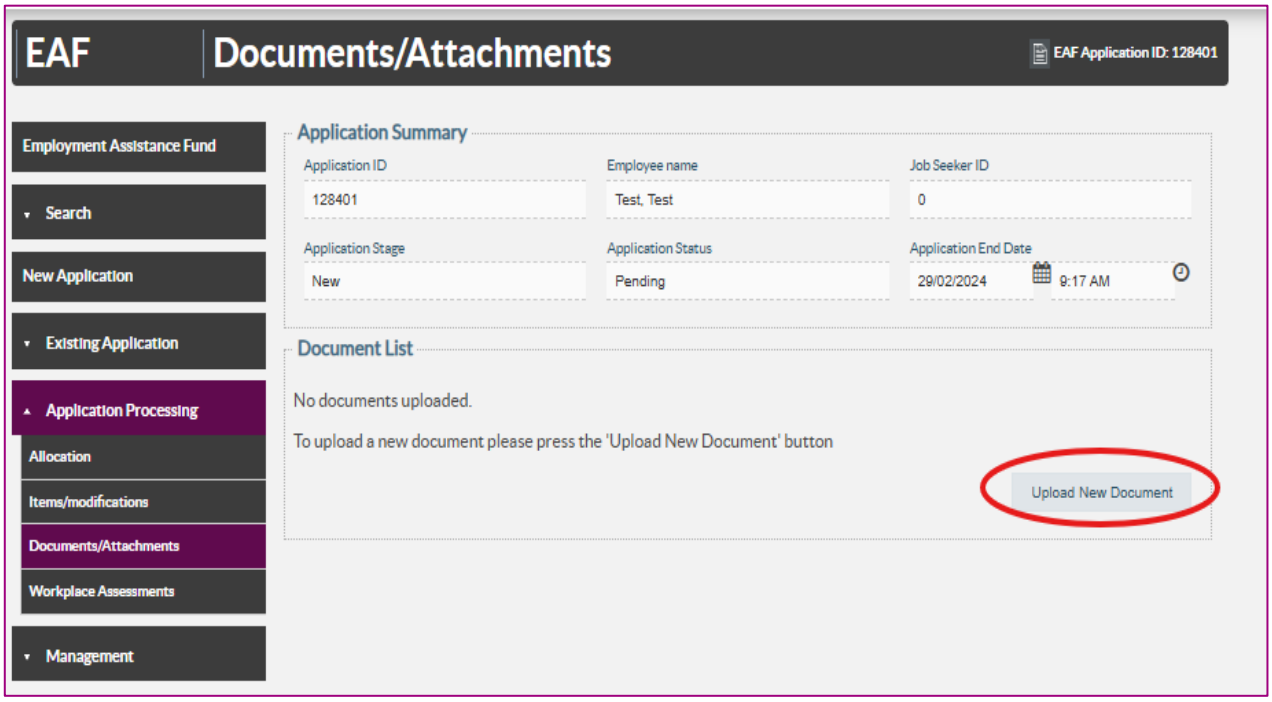


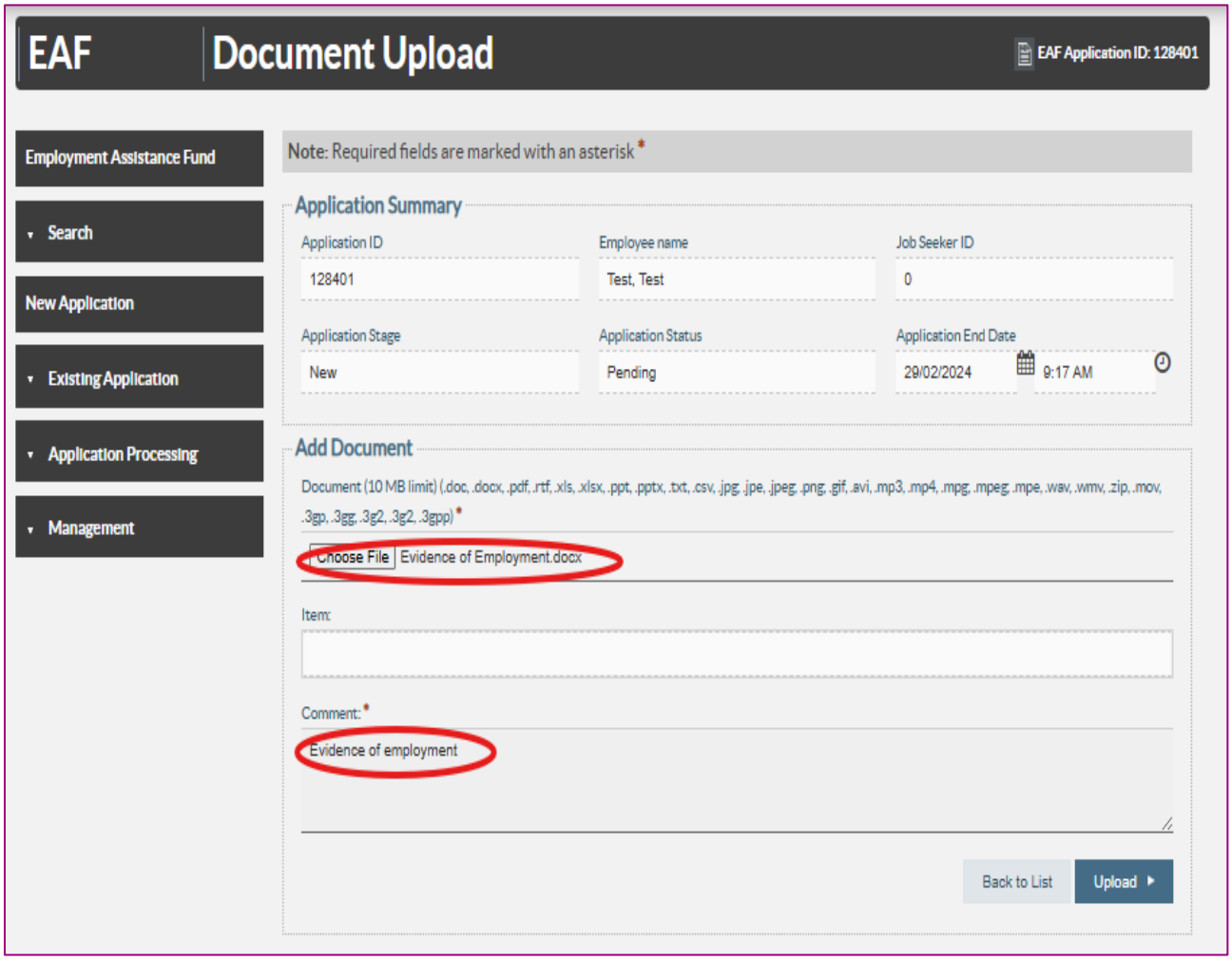


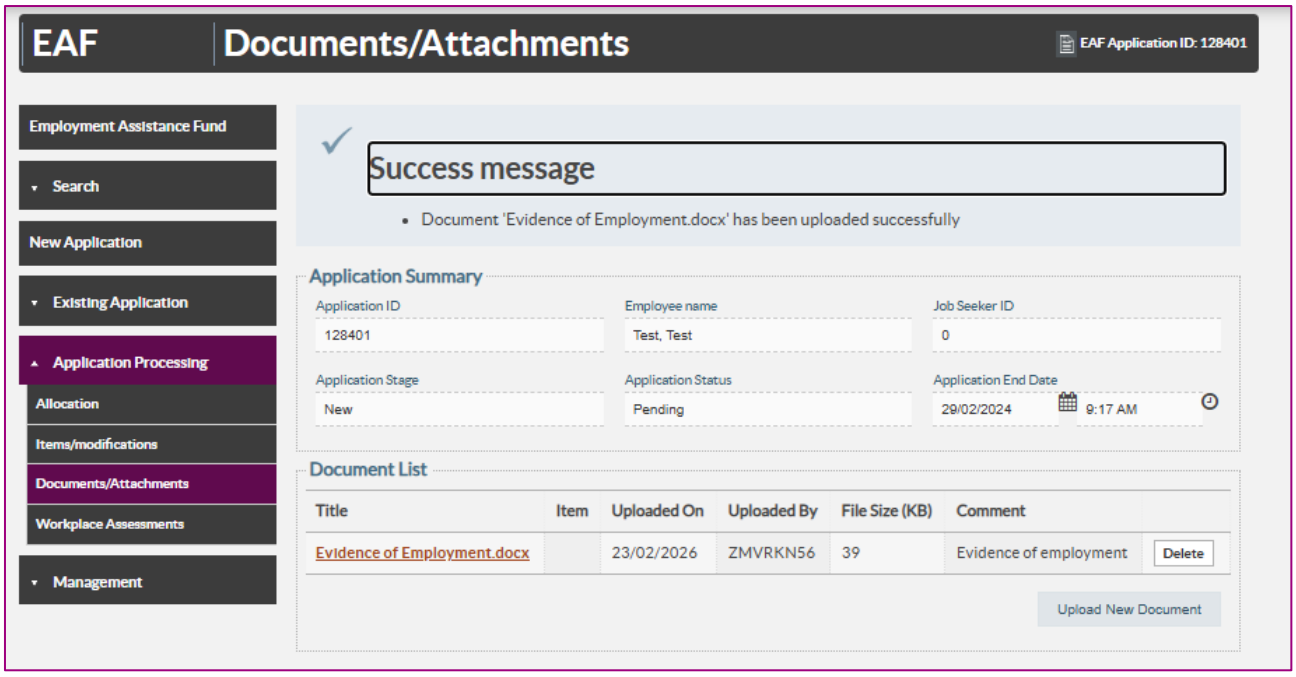
Upload your documents

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.


EAF
Overview
EAF Application ID: 158747
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
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
128401
Employee name
Test, Test
Job Seeker ID
0
Application Stage
New
Application Status
Pending
Application End Date
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
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
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.

If you have not applied before

New user instructions

If you have **not** previously applied for EAF online using your **myID/Digital ID that is linked to** your myGov account or need to register again as new user:

1. First-time JobAccess users **must** use their myGov linked **myID/Digital ID** to complete '**New registration with myGov**' in JobAccess.

2. First-time JobAccess users without a myGov linked **myID/Digital ID** will need to set up and link:
    a. Setup information provided in: **How to set up myID**
    b. myID linking to myGov information provided in: **Connect your Digital ID**

3. Select '**New registration with myGov**.'

4. Select user type from one of the following groups:
    a. Australian Disability Enterprises
    b. Individual or Employee
    c. Self-Employed
    d. Employer

5. Select '**Register with myGov.'**

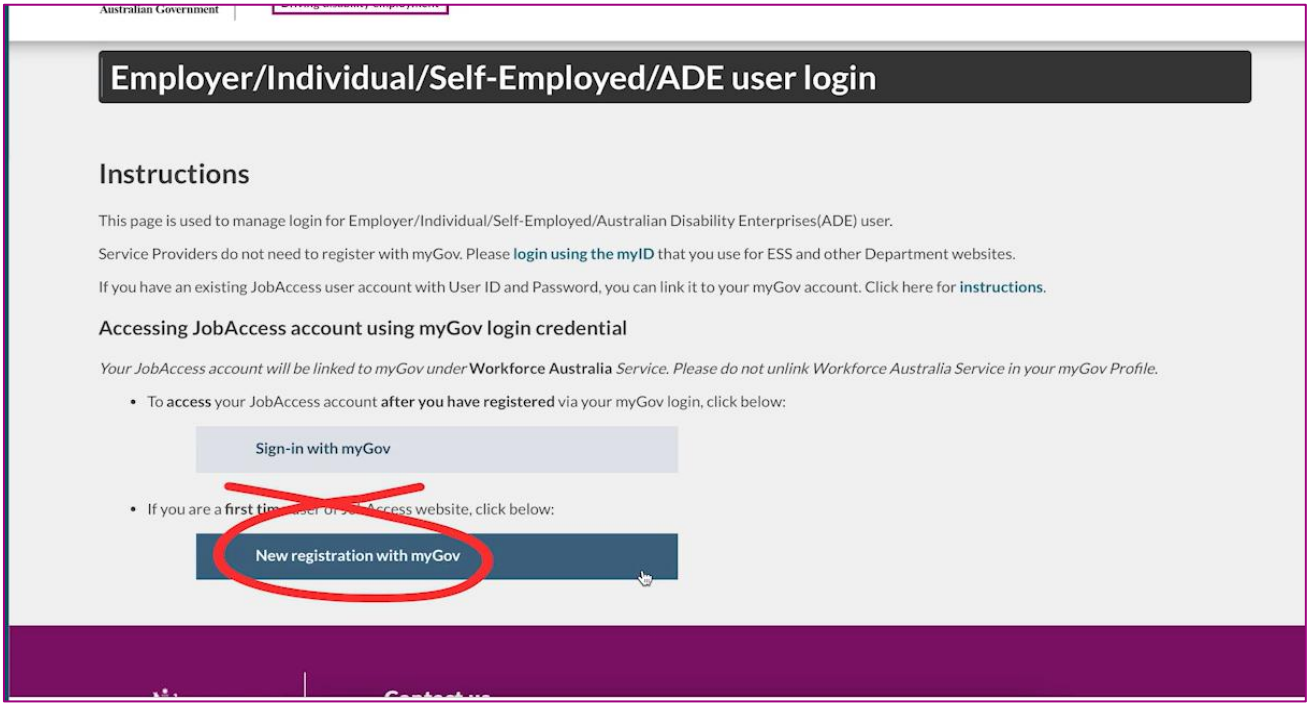
6. You will be re-directed to the myGov login page.
    a. enter your **myID/Digital ID that is linked** to your myGov account after clicking on the <Sign in with Digital ID> button <**Sign in to myGov>** screen to successfully Register
    b. accept the myGov terms of use

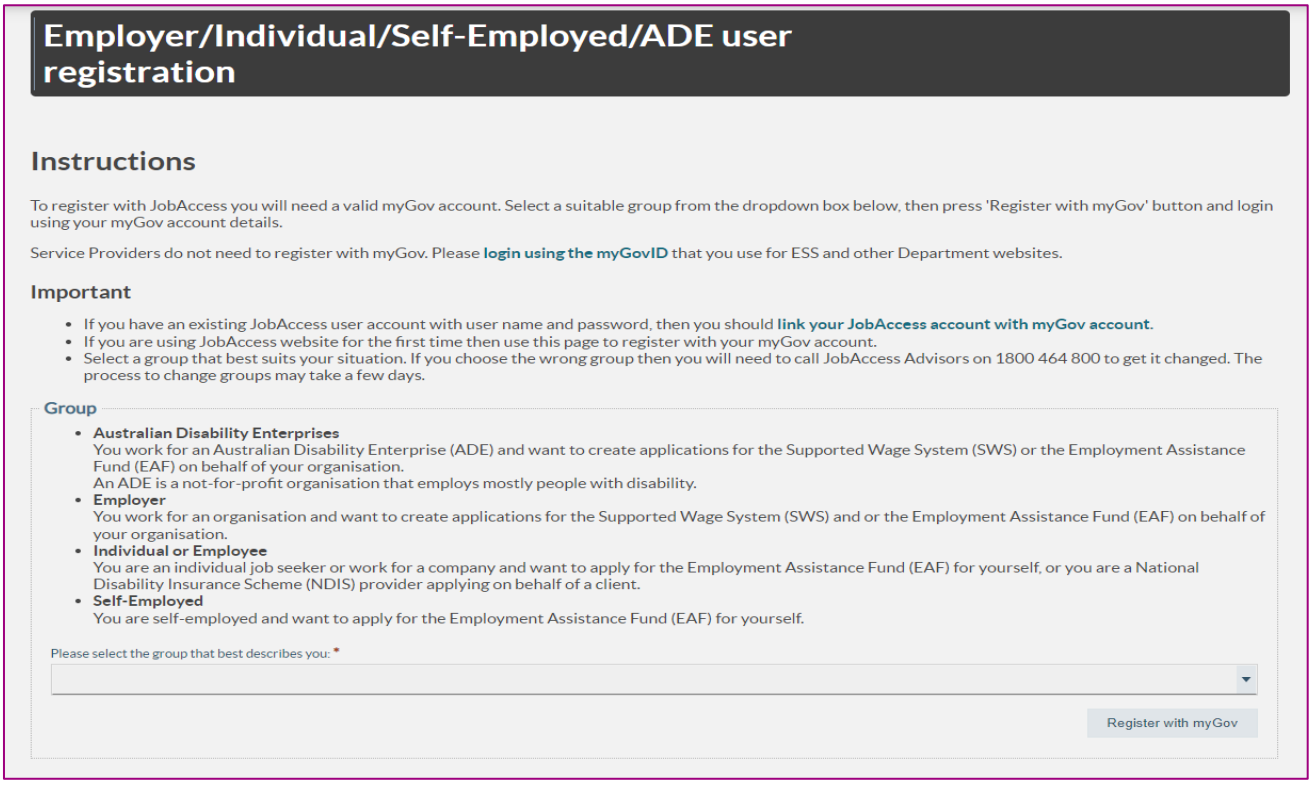
7. You will then be re-directed to the Department of Employment and Workplace Relations' eSAM page.

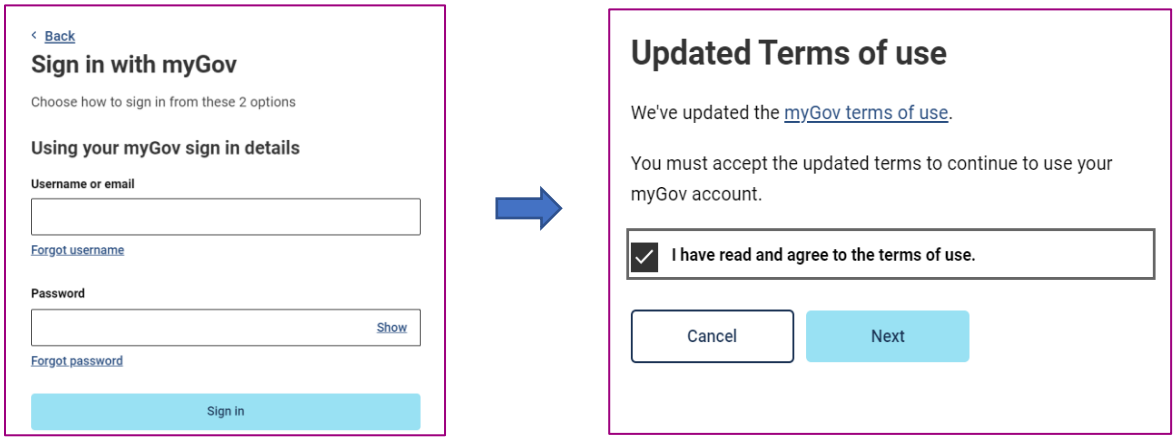
8. Accept the '**User Security Declaration Acceptance'** to complete registration.

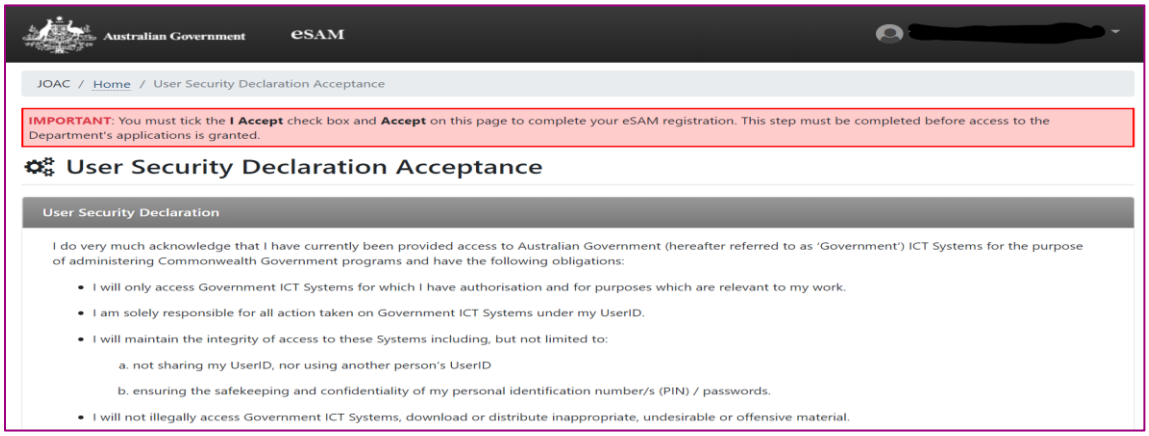
9. Once complete, select the **JobAccess Secure** link from this page which will return you to the login screen.

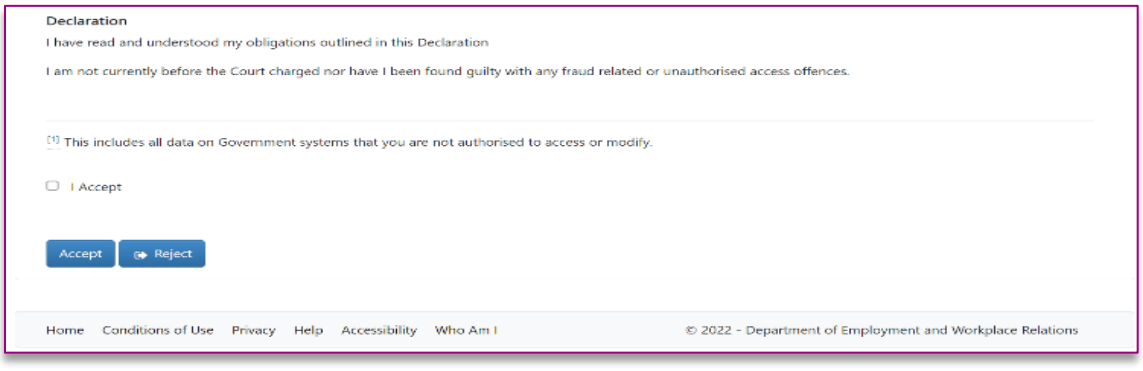
10. You can now login using the '**Sign-in with myGov'** button.











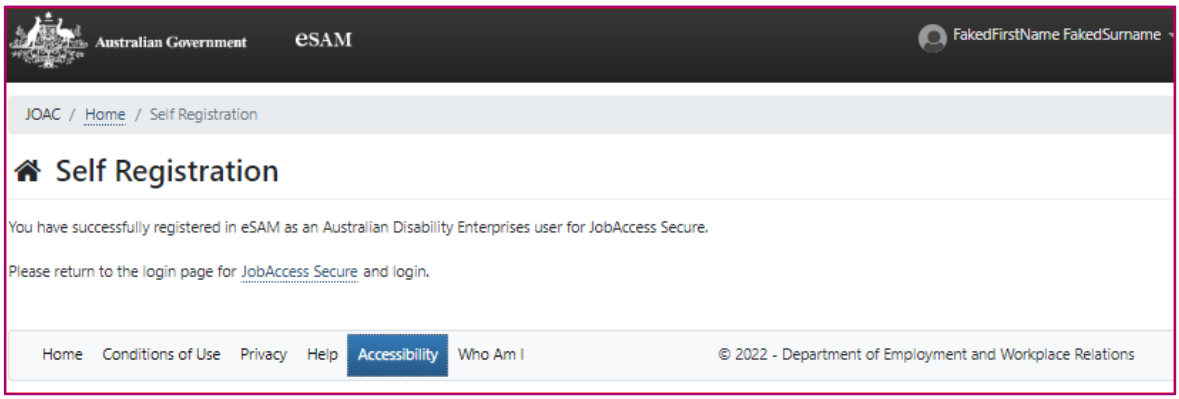
Lodging an application

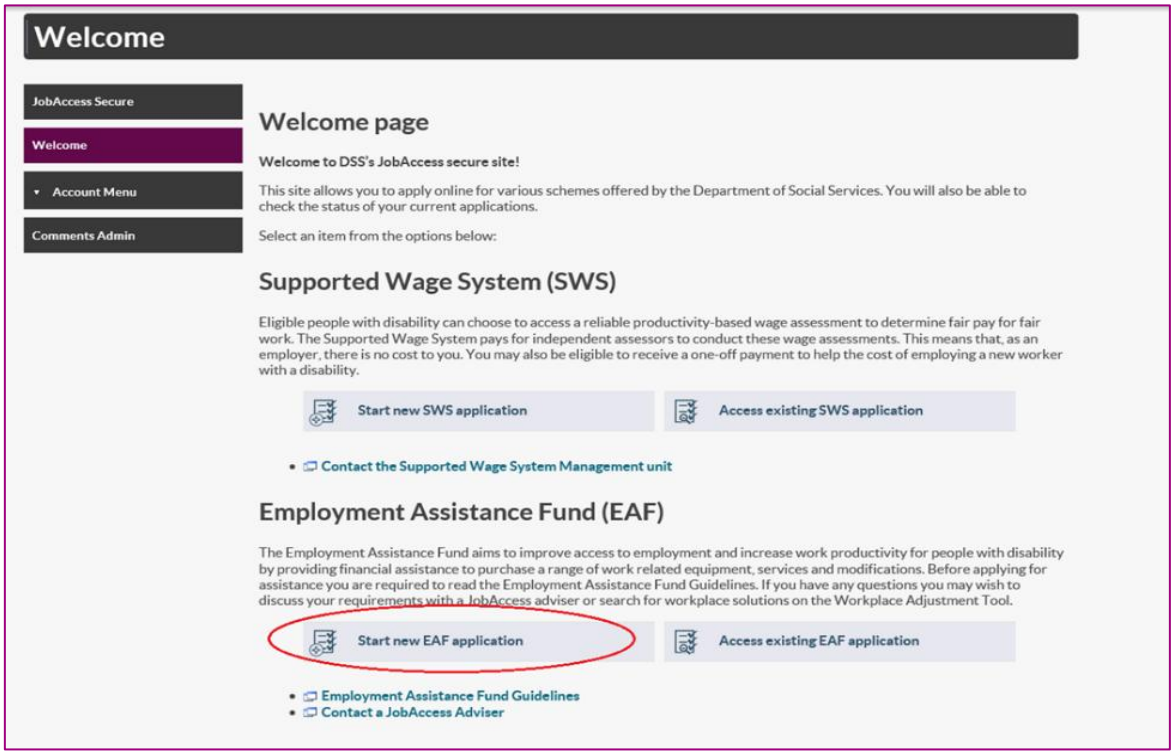
1. Read the '**Privacy Notice'** and select **'Proceed'** button to start the application.
2. The Welcome Page will display.
3. Individuals (self-employed/employees), Employers, ADEs, or Service Providers can lodge an EAF application.
4. Select '**Start New EAF application'**.

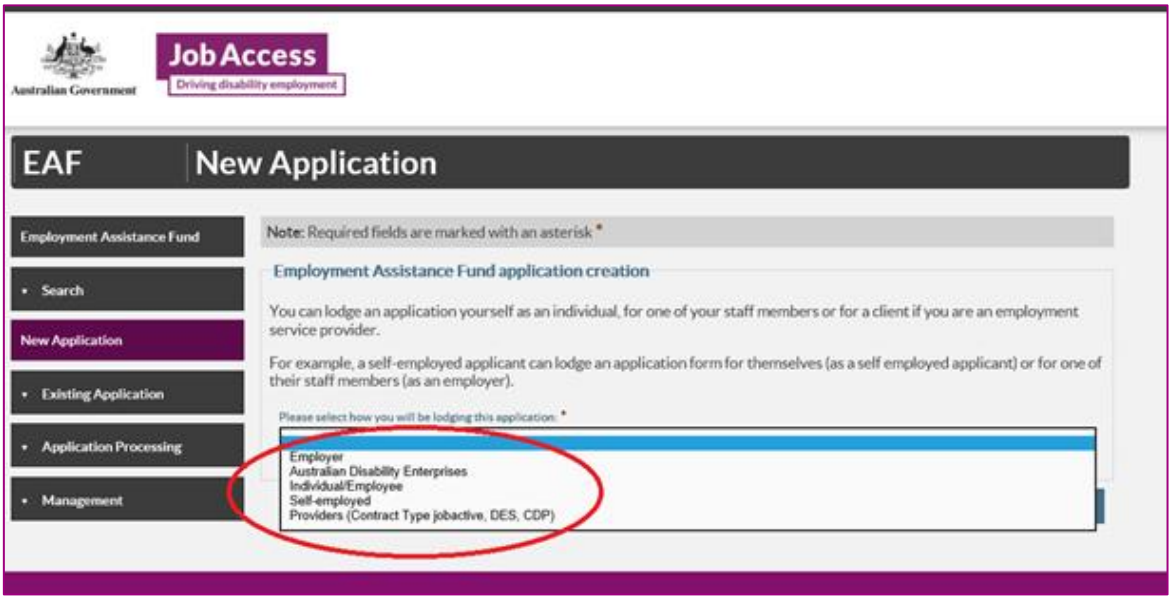
5. Choose who is making the application from the drop-down list and select next at the bottom on the page.

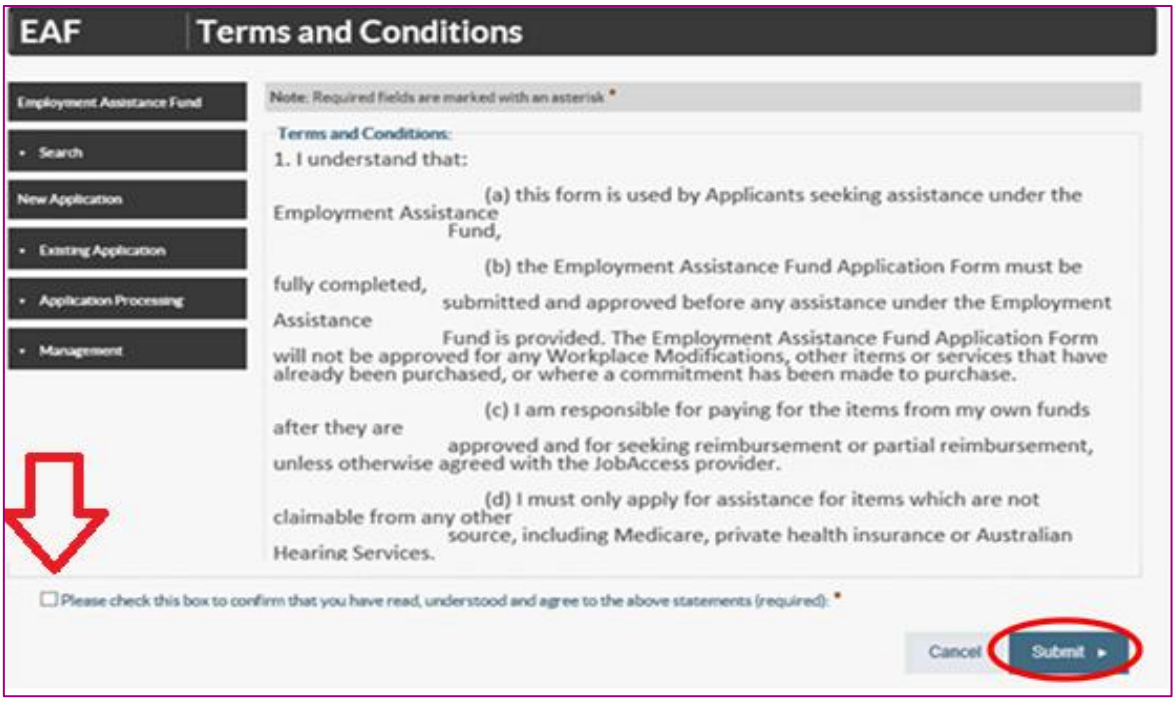
6. The sites terms and conditions will display.

7. Review the **Terms and Conditions**, tick the box and **submit.**





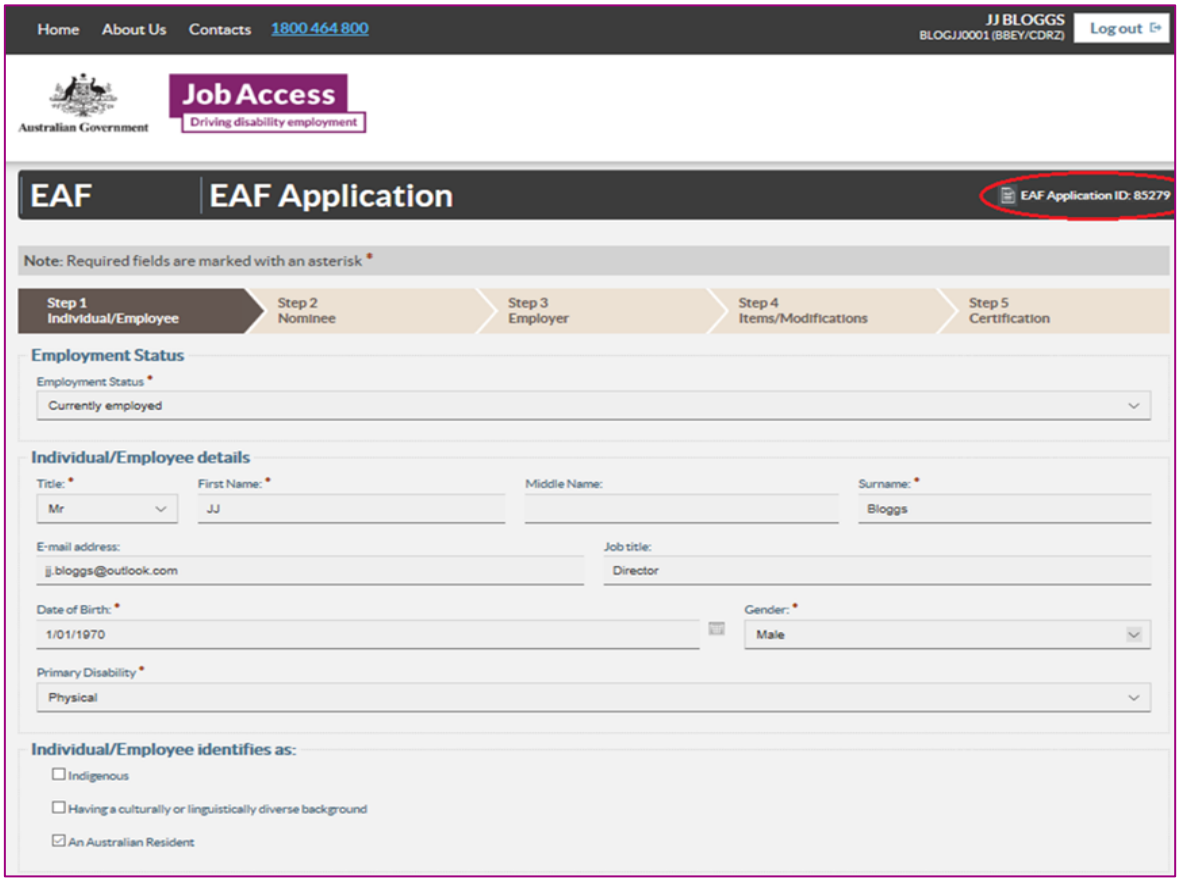




Completing the application form

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.



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.

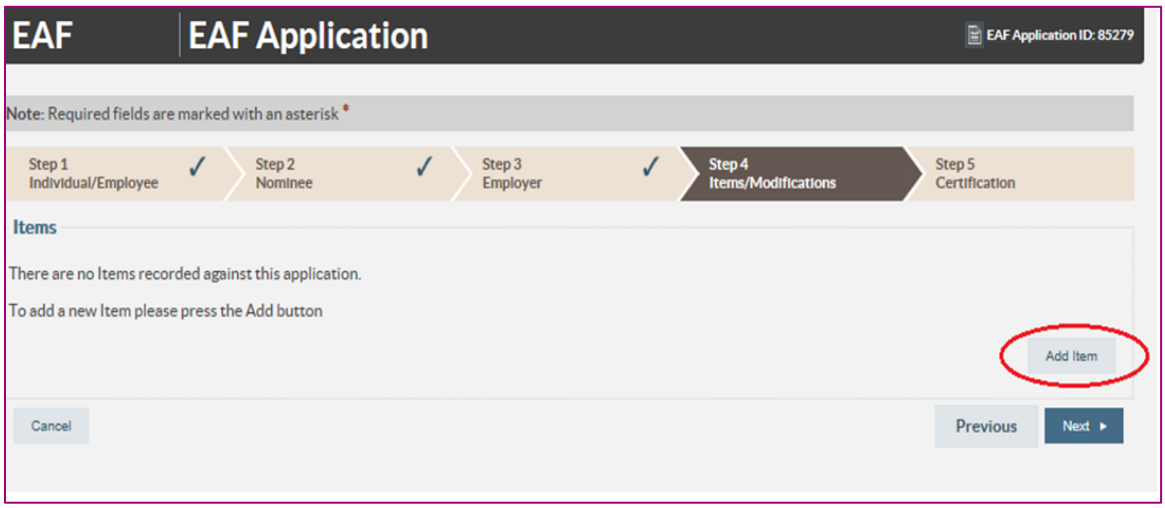
Under ‘description’ type in the description of the item. If unsure enter “to be determined” and go to the next tab.

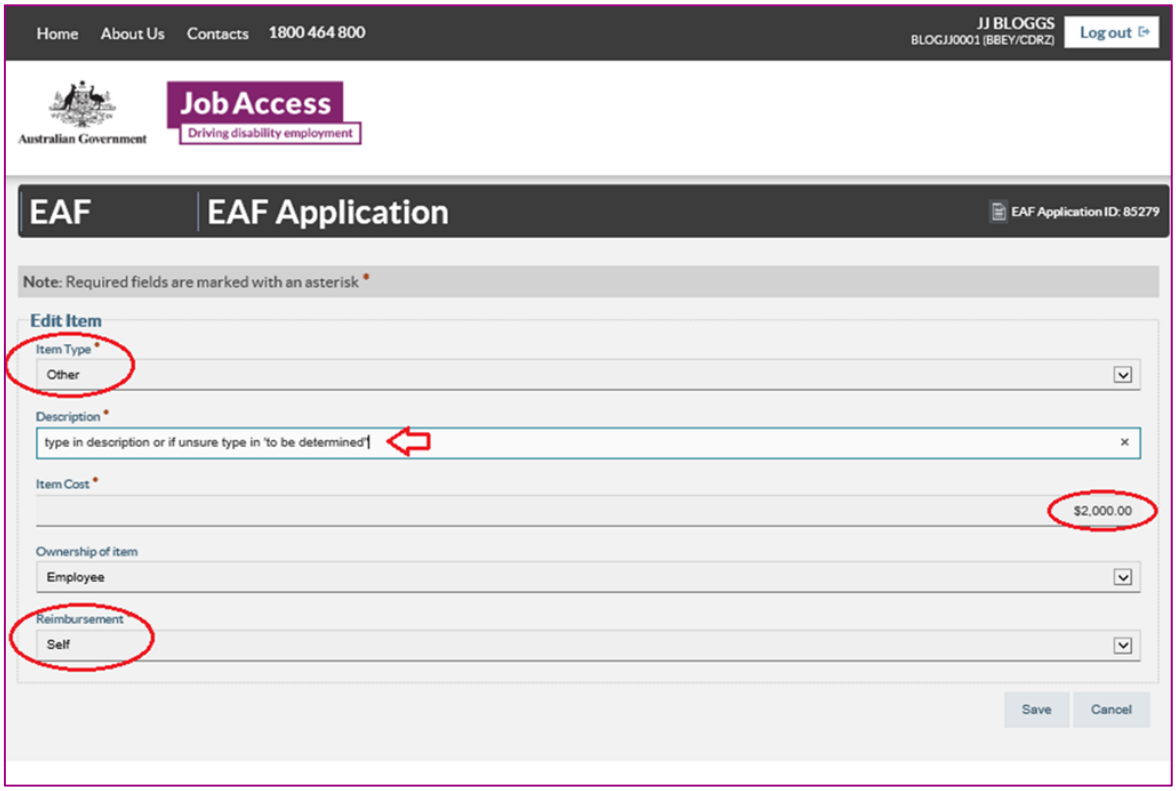
Under ‘Item Cost’ enter the cost of the item, or if you are unsure enter $0.00.

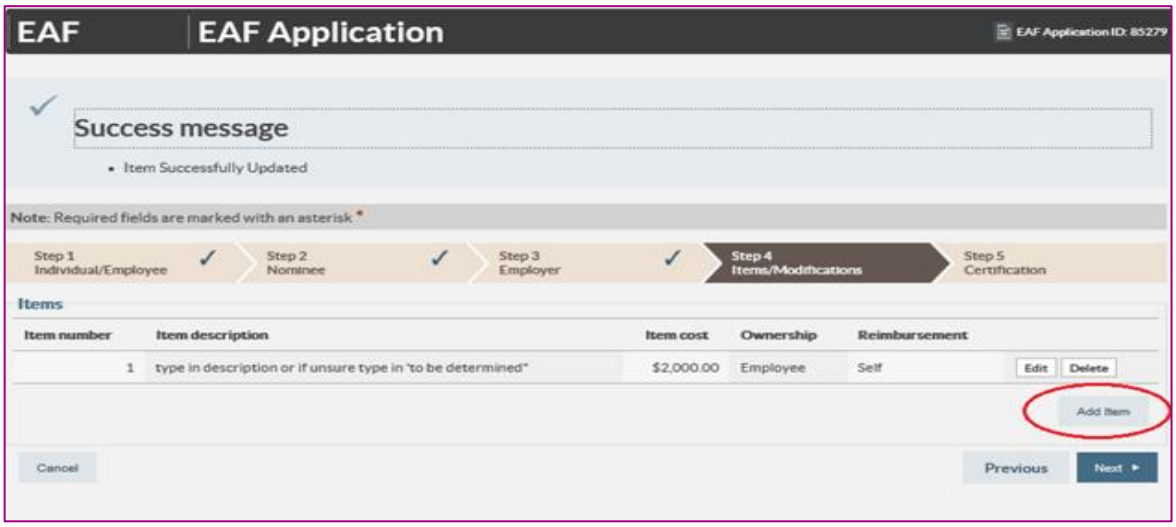
Under ‘Ownership’ select the owner of the item. The owner is generally always the individual/employee with disability unless the funding is for a building modification or by agreement with all parties).

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’.



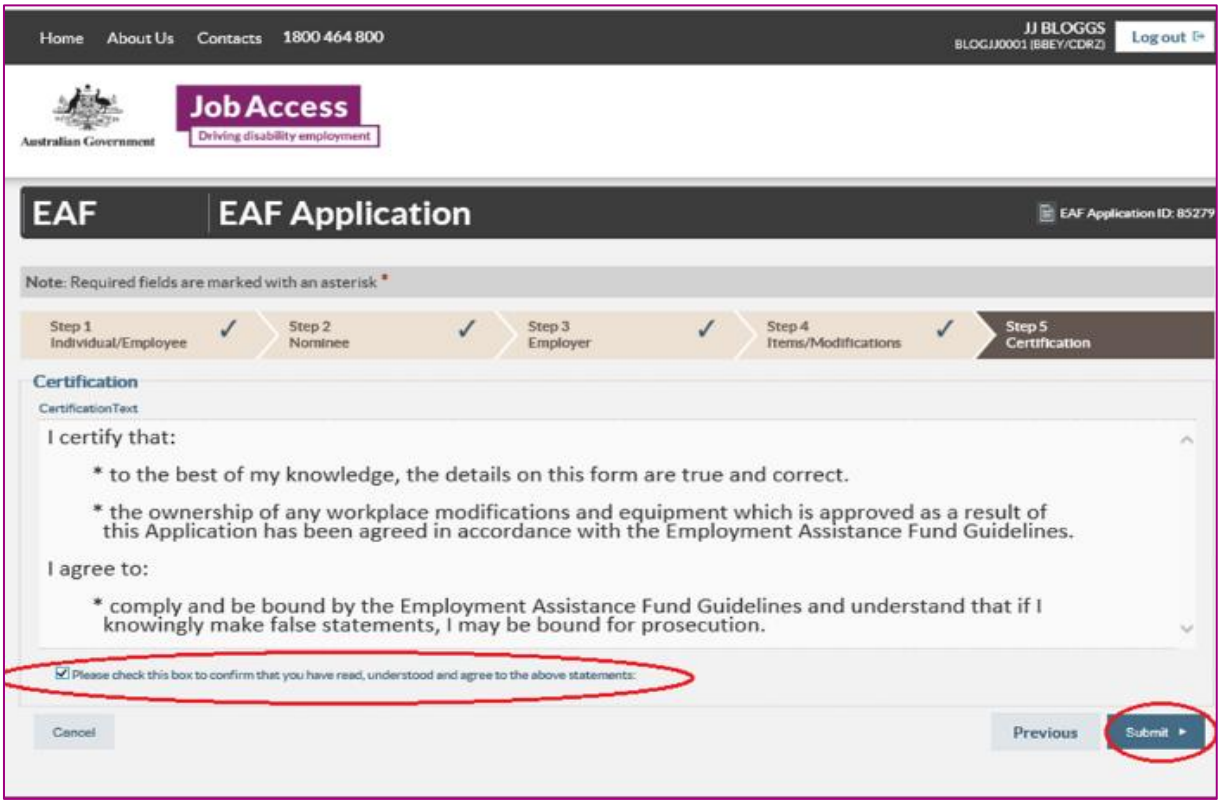


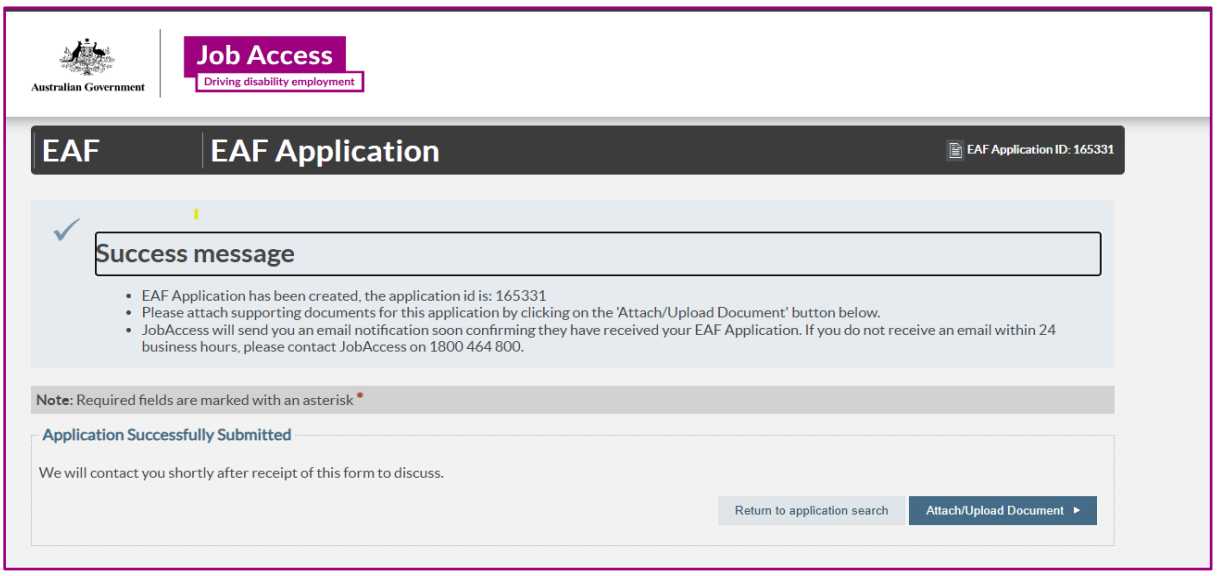


Step 5 - 'Certification'.

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.





Step 6 - Uploading your documents (optional)

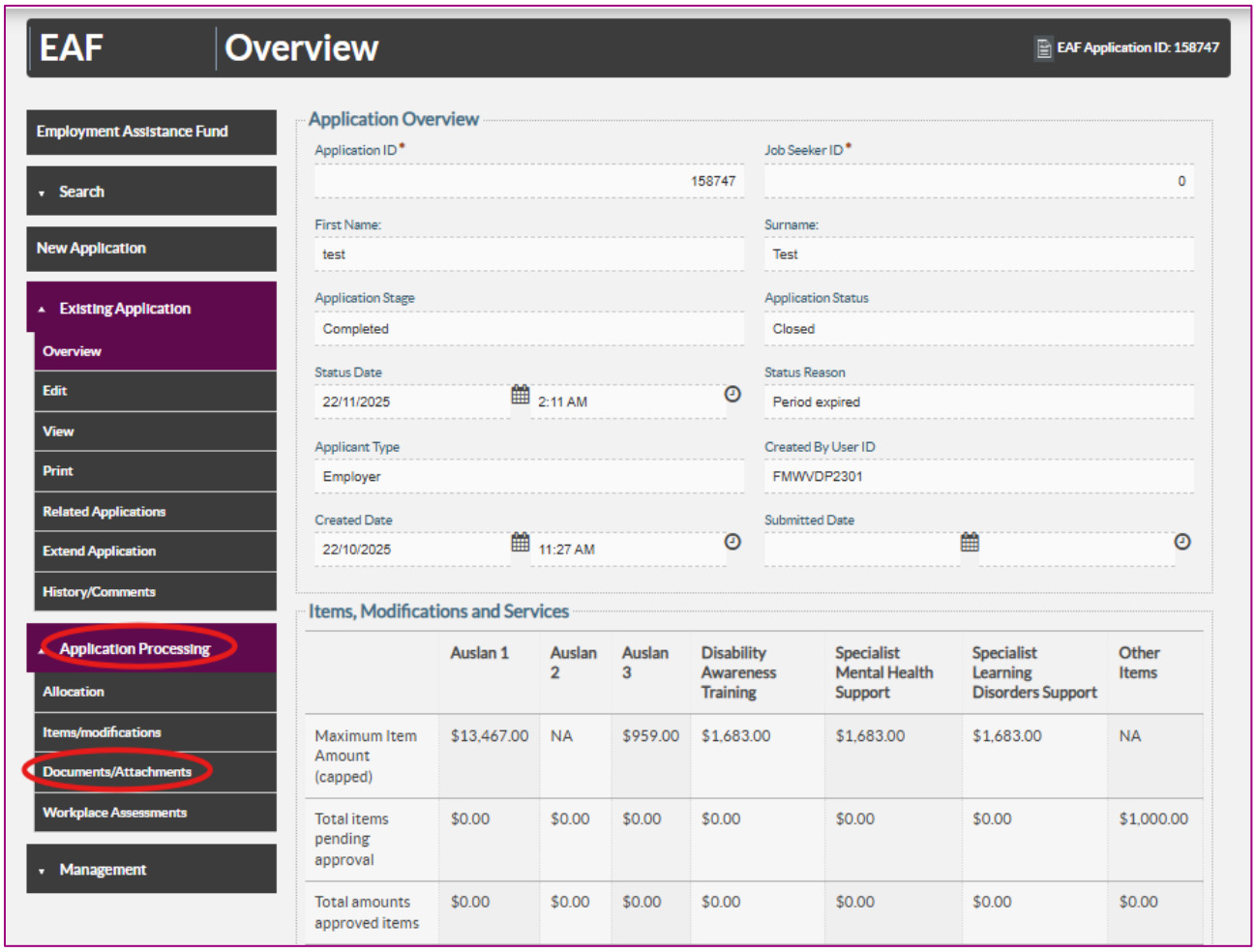
1. On the right-hand side, select ‘Attach/Upload Document’
2. In the left-hand menu, select ‘Application Processing’
3. In the left-hand menu, select ‘Documents/Attachments’

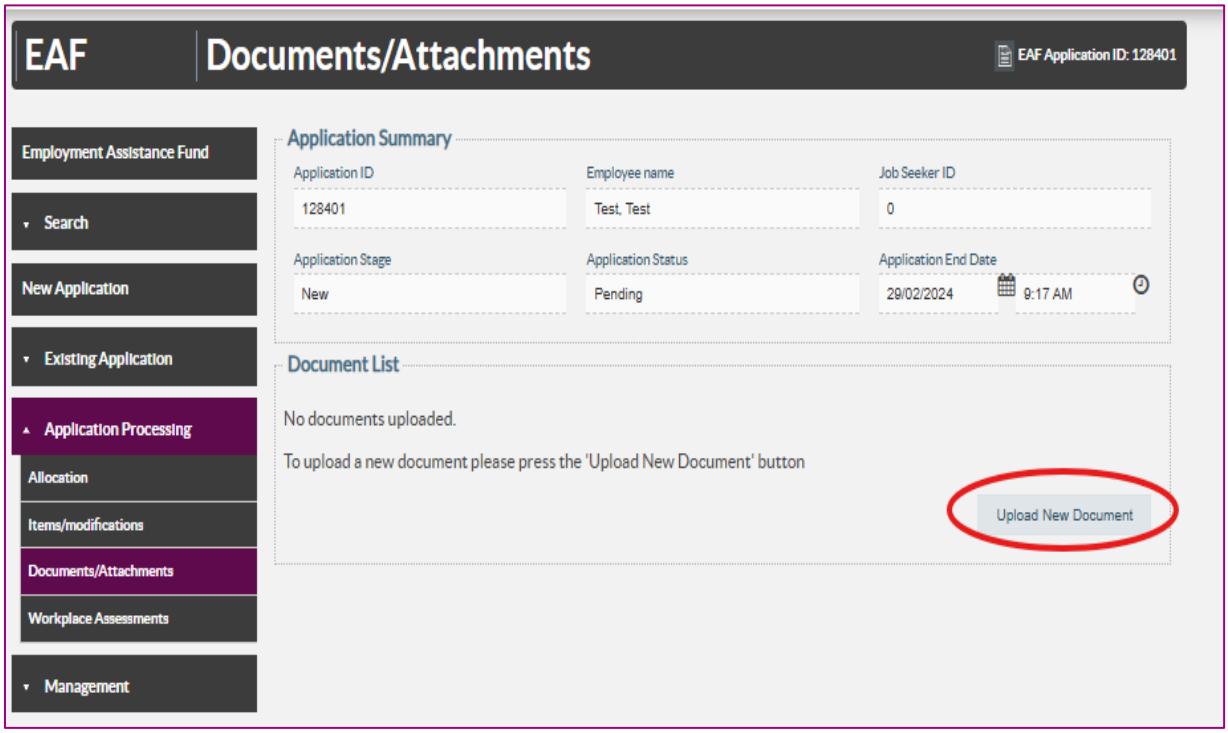
4. Select ‘Upload new document’

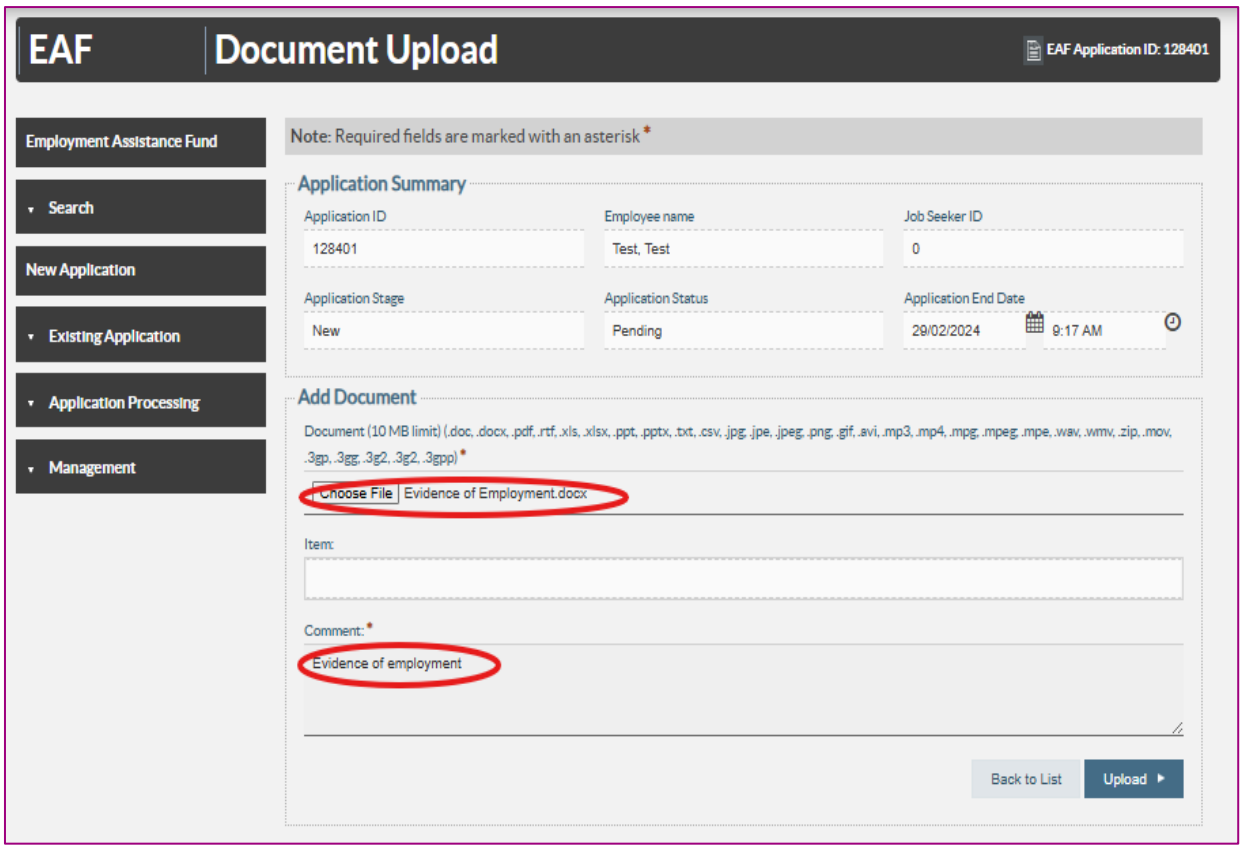
5. Upload your file (drag and drop file or choose your file).

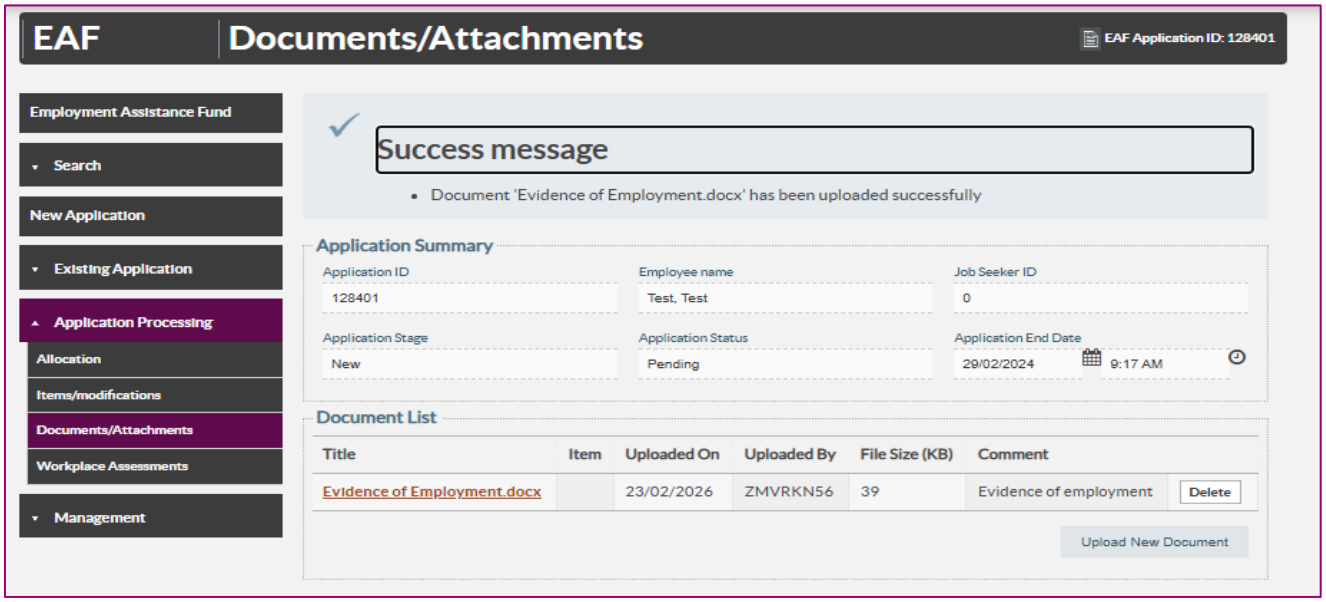
6. Add a short comment describing the document.

7. A success message will appear once the upload is complete.




EAF
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
128401
Employee name
Test, Test
Job Seeker ID
0
Application Stage
New
Application Status
Pending
Application End Date
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



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.