



Australian Government
Department of Immigration and Multicultural Affairs

eGSM LODGEMENT
Complete email to Authorised third party (Step 6)
Agent's help card

When lodging an eGSM application as a migration agent/third party on behalf of a client, an essential part of this process is for Step 6, 'Complete email to Authorised third party' to be completed – **on the day of lodging the application.**

Without this the auto-generated emails will not be sent, which acknowledges receipt of the application, requests documents and advises of Bridging visa A and other information.

1. Complete the application.

At the end of completing an online application, after entering the credit card details, you will reach a page where you will be provided the TRN (Transaction Reference Number) and six options before exiting. Some of these options are not provided at any other stage and therefore must be actioned here.

2. At the post-submission screen, select step 6.

Note: This **must** be done on the day of lodging the application, for the process to successfully send the auto-generated emails

Application for grant of a General Skilled Migration visa
Your application has been submitted.

Your **Transaction Reference Number (TRN)** is: **E9Q1HJG73Y**

Important information

- Please note, this does not mean your visa application has been approved. You will be advised by this Department when your application has been approved.
- Please record your Transaction Reference Number, as you will need it if you want to check the status of your application through the online enquiry facility which is available by selecting the [online enquiry facility](#) on the Visiting Australia - Online Services page accessible from this Department's homepage.

Before you exit
Before you exit you will need to complete the following steps:

1. [General Skilled Migration Document Checklist](#) (required)
2. [Attach documents](#) (recommended)
3. [Print a cover sheet for documents you fax or mail to the department](#)
4. [Retrieve and print your application form](#) (recommended)
5. [Retrieve your payment receipt details](#) (recommended)
6. [Complete email to Authorised third party](#) (recommended)

Thank you for applying online.

3. Enter the client's email address in the field "Sender's Email Address"

Sender details

Given names **John**
Family name **Applicant**

The person that you have authorised may wish to contact you in relation to this email. Please enter your email address.

Sender's E-mail address ?

4. Enter your (agent's) email address in the field "E-mail address"

E-mail address

This e-mail will be sent to the e-mail address for your authorised person that you supplied in your application. If this e-mail address is incorrect, or it has changed, please amend it here.

E-mail address

5. Click on 'Send Email'

6. Receive email from department

You will receive the email below within 30 minutes at email address provided.

Dear Jane Agent,

I have lodged an application with the Department of Immigration and Multicultural Affairs (DIMA), and have advised the Department that you are my authorised recipient for all written communications in relation to this application. This means that DIMA will send to you any written communications relating to my application that would otherwise have been sent to me. If you are also a migration agent, the Department may contact you for further information or to discuss this application.

These written communications can only be sent by postal mail unless the Department receives your consent for them to communicate with you by electronic means, such as e-mail and fax. If you would prefer to receive communications in relation to my application by other than electronic means, no response to this email is required. All written communications will be sent to your postal address.

If you are willing to consent to DIMA communicating with you via your email address, please click on the link below.

<https://ecomstg/visas/thirdPartyAgreeToCommunicate.do?trn=k6UiE1o%2FusuFLdp12I1bHA%3D%3D>

Sender name: John Applicant

Sender e-mail address: john.applicant@sample.com

7. Click on the link in the email

You need to click on the link in the email you received and this will take you the page below



Communicating with you ?

We can communicate about the application more quickly using e-mail and/or fax. Do you agree to this Department communicating with you via e-mail and/or fax?

E-mail address

Click on the “*I agree...*” button.

8. The process is now complete