

## User access form – Management and Reporting System (MARS) portal

MARS is the Management and Reporting System online portal administered by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications.

Access to MARS is provided to authorised users on an individual user basis only. A form must be completed for each individual user and signed by both the user and the Authorising Officer, being the Organisation's Chief Executive Officer, Director-General (or equivalent) or authorised delegate. Completed forms can be submitted via email to [support@qra.qld.gov.au](mailto:support@qra.qld.gov.au).

An individual user seeking access to MARS for **more than one organisation** must complete a separate user access form for **each** organisation.

### 1. User information and declaration (for completion by the user)

Full name <i>(of individual requesting MARS access)</i>			
Email <i>(must be user-specific; no shared or generic email)</i>			
Mobile phone number <i>(for two factor authentication)</i>			
Organisation <i>(Council/agency user seeks MARS access on behalf of)</i>			
Consultant company name <i>(if user not direct employee of Organisation)</i>			
New/existing user	I am a new MARS user		
	I am an existing MARS user seeking a different access profile		
User profile <i>* Level 5 access and/or nomination of Authorised Delegate can only be authorised by CEO, DG or equivalent (at Section 2).</i>	<b>MARS system access</b>	<b>Description</b>	<b>Required</b>
	1. View only	View all areas	
	2. Activation Officer	View, edit and lodge activation requests	
	3. Submission Builder	View all, plus edit project expressions of interest and submissions (including close out phase), and be nominated as submission contact	
	4. Progress Report Builder	View all, plus edit progress reports	
	5. Organisation Executive*	View, edit and lodge all functions	
	<b>Delegated authority – required if the CEO, DG or equivalent wishes to delegate the following tasks to the person identified above.</b>		
	6. Authorised Delegate*	Authorise Levels 1, 2, 3 and 4 MARS access for other users on behalf of the Organisation	
Agreement and acknowledgement of access and use conditions	<p>By signing this user access form, I acknowledge and agree to comply with the following access and use conditions in respect of MARS, I:</p> <ul style="list-style-type: none"> <li>• will only: <ul style="list-style-type: none"> <li>– access MARS;</li> <li>– use data and information accessed from MARS; and</li> <li>– upload data and information to MARS, for purposes directly related to the activation of disaster funding, lodgement of funding submissions, and administration of funding administered by QRA for the Organisation identified above;</li> </ul> </li> <li>• will not disclose: <ul style="list-style-type: none"> <li>– data or information accessed from MARS other than as authorised by the Organisation;</li> <li>– my user profile or password details to any other person;</li> </ul> </li> <li>• acknowledge that QRA may suspend or discontinue my access at any time, in its absolute discretion;</li> </ul>		

	<ul style="list-style-type: none"> <li>will notify the Organisation's Authorising Officer as soon as practicable of becoming aware of any:                     <ul style="list-style-type: none"> <li>breach of these conditions;</li> <li>misuse of the data or information in MARS;</li> <li>data or information in MARS which is incorrect or incomplete; or</li> <li>unauthorised access to MARS.</li> </ul> </li> </ul>
Signature	
Date	

**2. Authorisation (by CEO, DG [or equivalent] or Authorised Delegate)\***

*\* Level 5 access and/or nomination of Authorised Delegate must be authorised by CEO, DG or equivalent. Authorised Delegate may authorise Level 1, 2, 3 or 4 access below.*

Authorising Officer name	
Authorising Officer position	
Organisation	
Authorising Officer acknowledgement	<p>By signing this user access form, I:</p> <ul style="list-style-type: none"> <li>certify that I am authorised to give this authorisation on behalf of the Organisation;</li> <li>authorise access to MARS for the above user in accordance with the access profile identified above;</li> <li>acknowledge that QRA may at any time, in its absolute discretion:                     <ul style="list-style-type: none"> <li>conduct an audit of the usage of MARS and activities of the Organisation's users; and</li> <li>deactivate the user's account;</li> </ul> </li> <li>agree that I will immediately advise QRA (<a href="mailto:support@qra.qld.gov.au">support@qra.qld.gov.au</a>) if:                     <ul style="list-style-type: none"> <li>the user ceases to be authorised by the Organisation to access and use MARS; or</li> <li>I become aware of any unauthorised access to, or inappropriate use of, data or information in MARS;</li> </ul> </li> <li>acknowledge that QRA staff:                     <ul style="list-style-type: none"> <li>can view my Organisation's information and will use this information only in the context of carrying out their professional duties; and</li> <li>may access the MARS Portal on behalf of my Organisation and will only act as directed by my Organisation.</li> </ul> </li> </ul>
Signature	
Date	

**Further information**

Once a new user profile has been approved by QRA, the user will receive an email confirmation containing instructions to set up a password, and a URL link to MARS.

The MARS Portal requires two-factor authentication using a unique email address, password and a code issued at time of log-in to the mobile number nominated at registration.

Please note, MARS works best in Google Chrome. It is also supported by Internet Explorer.

If you have any queries in relation to the MARS user access form, please contact [support@qra.qld.gov.au](mailto:support@qra.qld.gov.au).

**QRA office use only**

	Signature	Name	Date
Form checked (required fields complete, Authorising Officer authorised to sign)			
Authorising ICT System Manager			
Processed and notification of user access has been sent to CEO/DG/delegate			