

**REMOVE USER – 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. **Removal of users** should be requested as soon as a person’s access is no longer required.

To remove a user please fill out the below form and return via email to [support@qra.qld.gov.au](mailto:support@qra.qld.gov.au).

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

|   |  |
|---|--|
| Full name (of individual who has access)                              |  |
| Email (must be user-specific; no shared or generic email)             |  |
| Mobile phone number (to confirm user in database)                     |  |
| Organisation (Council/agency for which user has been provided access) |  |
| Consultant company name (if user not direct employee of Organisation) |  |

2. Authorisation to Remove Access (by CEO, DG [or equivalent] or Authorised Delegate)

|                                     |  |
|-------------------------------------|--|
| Authorising Officer name            |  |
| Authorising Officer position        |  |
| Organisation                        |  |
| Authorising Officer acknowledgement | By signing this Remove User Access Form, I: <ul style="list-style-type: none"> <li>certify that I am an Authorised Delegate for MARS on behalf of the above named Organisation.</li> </ul> |
| Signature                           |  |
| Date                                |  |

Further information

Once a user profile has been removed by QRA, they will no longer be able to access MARS and will require a new form sent through if access is to be reactivated.

If you have any queries in relation to the MARS Remove 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      |           |      |      |