OPERA Approver account application

For the creation of an OPERA Approver account, please download and submit the completed **'Application to Open OPERA Account form'** (the "Form") to create OPERA Approver accounts for OPERA access. OPERA Approver accounts are managed by MAS.

OPERA Approvers will be able to create, and are responsible for administering the OPERA Requester accounts. Please refer to the Full User Guide under the relevant module in the User Guide page (Click <u>Here</u>) for more information on account administration.

A. Instructions to apply for an OPERA Approver account

- Download the <u>*Form</u> provided in this website. <*Click on descriptor in <u>bold</u> for document download.>
- 2) Complete the Form as printed on your entity's letter head, and submit a PDF copy of the duly completed and signed form at this <u>link</u>.
- 3) Submission of the completed Form indicates acceptance of the enclosed terms and conditions of application for and usage of OPERA Account.
- 4) You will be notified on the successful OPERA Approver account creation via email. Incomplete Forms will not be processed.

B. Other OPERA Account Approver administration information

To deactivate an OPERA Approver account, please submit a PDF copy of the duly signed cover letter requesting for the deactivation of the OPERA Approver account (with the OPERA Approver's full name and identity number) at this <u>link</u>.

Similarly, for a change in OPERA Approver, please request for account deactivation of the existing OPERA Approver and accompanied by the completed Form to activate an OPERA Approver account for the new user.