



MetroMe ESS Display Permitted Workers Permit

Outline

Employees are able to view and download PDF copies of their Permitted Workers Permit from MetroMe.

Roles

All employees.

1 From the MetroMe homepage click **My Profile**.

The screenshot shows the 'My Profile' page for Dean Mendes. The navigation bar at the top includes: PUBLIC PROFILE, PERSONAL INFORMATION, TAX FILE NUMBER, ADDRESS INFORMATION, CONTACT INFORMATION, WORK ELIGIBILITY, DEPENDENTS, BANK DETAILS, and a dropdown arrow. The 'Documents' section in the right-hand menu is highlighted with a red box. A text box in the center provides the following instructions:

1. Go to your profile
2. Use the arrow on the top bar (highlighted with the red box around it)
3. Scroll to Documents

The screenshot shows the 'Documents' page for Dean Mendes. The navigation bar at the top includes: TS, BANK DETAILS, EMERGENCY CONTACT, EMPLOYMENT INFORMATION, MEDICAL DETAILS, PAYSPLIT, LEAVE MANAGEMENT, LEAVE BALANCES, DOCUMENTS (highlighted), and CAREER. The 'Documents' section shows a document titled 'Permitted Worker Permit' with an attachment named '001234 Dean Mendes Permitted Worker Permit...'.

Please print the permit out & sign the document, ensure you have the permit with you at all times & have your Metro ID with you