

## Long Service Levy - a better way to pay

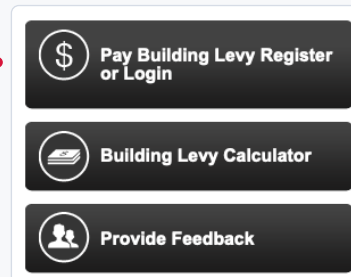
We are making it easier for you to manage your Levy payments and transactions online.

If you are a company or organisation you will need to have a Long Service Levy account. For individuals you can pay your levy using your **MyServiceNSW** login credentials or you can create a Long Service Levy account and register as an Individual.



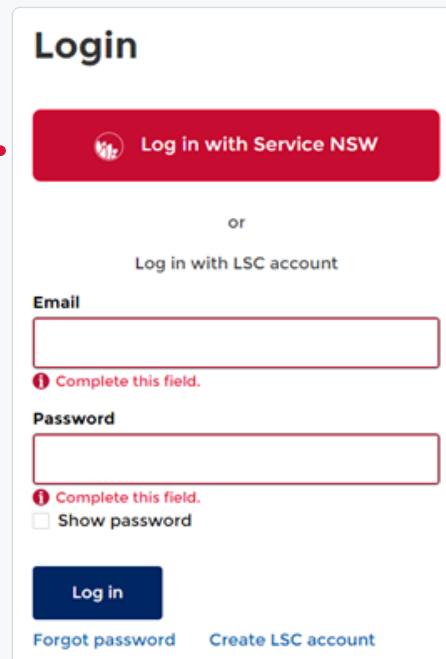
### How to create a new account

Select **Pay Building Levy Register or Login** from the Long Service Corporation website home page.



This will take you to the **Levy login** where you can login or create a new LSC account.

If you are an **individual** you can pay your levy by logging in using your **MyServiceNSW** account,



**Companies** and **organisations** need to create a Long Service Corporation account by selecting **Create LSC account**.



## Individual registration

Select to register as an **Individual**.

Select **Next**

### Levy registration

#### Registration type

Select your registration type below:

- Individual
- Company/Organisation

Next



## Add your personal details

Select **Next**

### Levy registration

#### Your details

First/Given name

Surname/Family name

Mobile

Email

Postal address

Enter Address

Manually enter address

Back

Next



## Set up a password

Select **Next**

### Levy registration

#### Your login details

Your **username** will be your email:

examplecustomer@email.com

Please create a secure password

Password

Show password

Re-enter password

Show password

Your password must contain:

- at least 1 lowercase character
- at least 1 uppercase character
- at least 1 number
- at least 1 symbol (e.g. @\$#!%&\*\_\*?+)
- at least 8 characters

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Next



## Check the information in the summary is correct

If the information shown on the **Summary** is not correct, select **Edit** to make your changes before finalising your registration.

Tick to confirm you have read the **Declaration**.

To finalise your registration, select **Register**.

### Levy registration

#### Summary

##### Your details

[Edit](#)

Name:

Phone:

Email:

Postal address:

#### Declaration

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

I hereby declare the information I have provided is true and correct to the best of my knowledge.

By clicking 'Register' I understand and agree that:

The personal information I provide will be collected and managed in accordance with the Long Service Corporation (LSC) Terms and Conditions and Privacy Notice.

[Back](#)[Register](#)

## Follow the instructions on how to complete your registration

You will receive a confirmation email.

Make sure you click on the link to complete your registration.

### Levy registration

#### Thank you

You're nearly done!

We have sent a confirmation email to:  
examplecustomer@email.com

To complete your registration, go to your email and click on the confirm email link.

The link will expire in 1 hour.

If the email hasn't arrived within 5 minutes, check your Spam or Junk folder.

#### Still having problems?

Contact us on 13 14 41 (Monday to Friday 8.30am to 5.00pm).

Outside of business hours [contact us online](#).



## Company and Organisation registration

Select to register as a **Company/Organisation**.

Select **Next**

### Levy registration

#### Registration type

Select your registration type below:

- Individual
- Company/Organisation

Next

Enter the **ABN** for the company or organisation you are creating the account for.

**ABN Lookup** will verify the ABN and business name.

Check it is correct.

Select **Next**

### Business details

ABN

Back

Next



## ABN is already registered

If you receive this message please email the person and ask to be added as a user to this ABN account.

### Business details

ABN

12 345 678 910

**!** The ABN provided already has an account with us. Please email the account administrator at [examplebusiness@email.com](mailto:examplebusiness@email.com) to request access.

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## Add in the business details

**Business phone number**

**Business email address**

**Primary business street address**

The system will look up your address for you.

Select the correct address from the drop-down box, or select **Manually enter address** if it does not appear in the drop-down list.

**Business postal address or PO Box**

### Business details

ABN

Entity name

Main business phone

Business email

Primary business street address

Manually enter address

Postal address is same as business street address

Business postal address

Manually enter address

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Next

Select **Next**



## Add your contact details

This contact person will be listed as an administrator for the account. After you set up the account you can then add/delete people as administrators or users.

Put in your business email address and contact number.

### Contact details

First/Given name

Surname/Family name

Mobile

Email

Back

Next

Select **Next**



## Set up your password

Your username is your email address. Check it is correct, if not, click back and put in the correct email address.

Enter your chosen password.

You will receive an email to confirm your registration and login credentials.

### Your login details

Your username will be your email:

example.customer@email.com

Please create a secure password

Password

Show password

Re-enter password

Show password

Your password must contain:

- at least 1 lowercase character
- at least 1 uppercase character
- at least 1 number
- at least 1 symbol (e.g. @!%&\*~?+)
- at least 8 characters

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Next

Select **Next**



## Check the information in the summary is correct

If the information shown on the **Summary** is not correct, select **Edit** to make your changes before finalising your registration.

**Tick** to confirm you have read the **Declaration**.

### Summary

#### Business details

[Edit](#)

ABN:

Entity:

Phone:

Email:

Billing address:

Postal address:

#### Your details

[Edit](#)

Name:

Phone:

Email:

### Declaration

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

I hereby declare that I am authorised to act on behalf of the applicant and the information I have provided is true and correct to the best of my knowledge.

By clicking 'Register' I understand and agree that:

The personal information I provide will be collected and managed in accordance with the [Long Service Corporation \(LSC\) Terms and Conditions and Privacy Notice](#).

My email may be provided to other users who request access to this business account.

[Back](#)[Register](#)

To finalise your registration, select **Register**.



## Follow the instructions on how to complete your registration

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#### Thank you

You're nearly done!

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