

INFORMATION

- Your Employer Return is a list of workers who were employed by you as at 30 June 2020 and must be **submitted by 31 July 2020**.
- Ensure that service records are up to date for all your eligible workers.
- Read through this Step by Step Guide to assist you in completing your Employer Return online.

STEP 1

GO TO THE EMPLOYER PORTAL

- Go to our **Online Services** at www.longservice.nsw.gov.au/online-portal
- Under **Building & Construction Industry** select **Employer Login**, taking you to the Employer Portal.



STEP 2

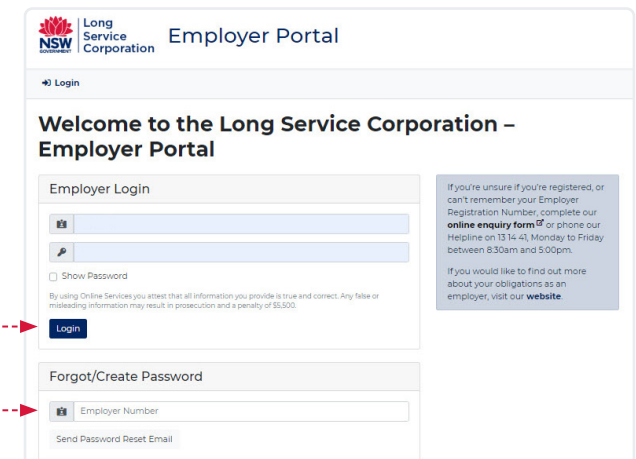
LOGIN

- Login using your employer number and password to access your employer record. Your employer number can be found on the top right of correspondence you receive from the Long Service Corporation.

- Select **Login** to proceed.

Forgot/Create Password

- If you have forgotten your password or do not have a password, enter your employer number under **Forgot/Create Password** and select **Send Password Reset Email**.
- An email will be sent to you with a link to reset your password.
- Remember to check your SPAM folder if the email is not in your inbox. Once submitted you will be directed back to the Employer Portal.
- If no email is recorded, you will be directed to contact our Helpline to record one. An email is required to access online services.



CHECK DETAILS

Employer Information

- This is where you can check and update your contact details, ABN or business name, advise us if your business is no longer trading or employing workers in the industry.
- Ensure your business information is correct and updated before proceeding.

NSW Long Service Corporation Employer Portal

Employer > Workers > Account > Contact Us

Employer Information

Go to Employer Return >

Here you are able to update your contact details, ABN or business name, let us know if the type of work you are engaged in has changed and/or advise if your business is no longer trading or employing workers in the industry.

Business Type Details

Employer Number

Registered Business Name

Trading As

ABN [Change ABN](#)

Business Contact Person *

Position *

Main Business Phone

Main Business Mobile

Business Email Address *

Main Trade Performed (e.g. Electrical, Metal, Plumbing) *

Industry Type Domestic Commercial Industrial

Primary Business Street Address

Primary Business Street Address * Manually Edit Address

current workers here.

You can lodge an Employer Registration Application here for the new ABN if not already registered.

The ABN has changed

The ABN is incorrect

Change of Registered Business Name or Trading Name

If your ABN has not changed and only the Registered Business or Trading Name has, complete this advice.

The business name/trading name has changed

The business name/trading name is incorrect

Contact Details

Name * Person to act on behalf of the business

Position *

Phone *

Email address *

EMPLOYER RETURN

- To complete your Employer Return, select the **Go to Employer Return** button located on the top right of the page.

SAVE YOUR CHANGES

- To save your updated information, scroll down the **Employer Information** page and select the **Submit** button.

TIPS

- If a worker you employed during the 2019-2020 year is not showing on your return, you must complete a **Start Notice**. Go to **Workers** in the top menu and select **Start New Worker**.
- If you have employed a worker before, select **Restart Previous Worker**.
- For workers who finished after 30 June, remember to end their employment after submitting your return. Go to **Workers** in the top menu, select **Current Workers**, and under **Actions** select **End Employment**.
- You do not have to submit all workers at the same time. You can submit part of your return and come back later to finish it.
- If you have multiple pages of workers, you can only submit one page at a time.
- Whether the workers status is full time, part time or casual, please record if they were working days equivalent to full time (5 days per week) or part time (less than 5 days per week)
- For part time workers, enter the number of days worked during the 2019-2020 year in the **Days Worked** field using whole numbers (no decimals).
- If you need any assistance, please contact our **Helpline on 13 14 41**.

