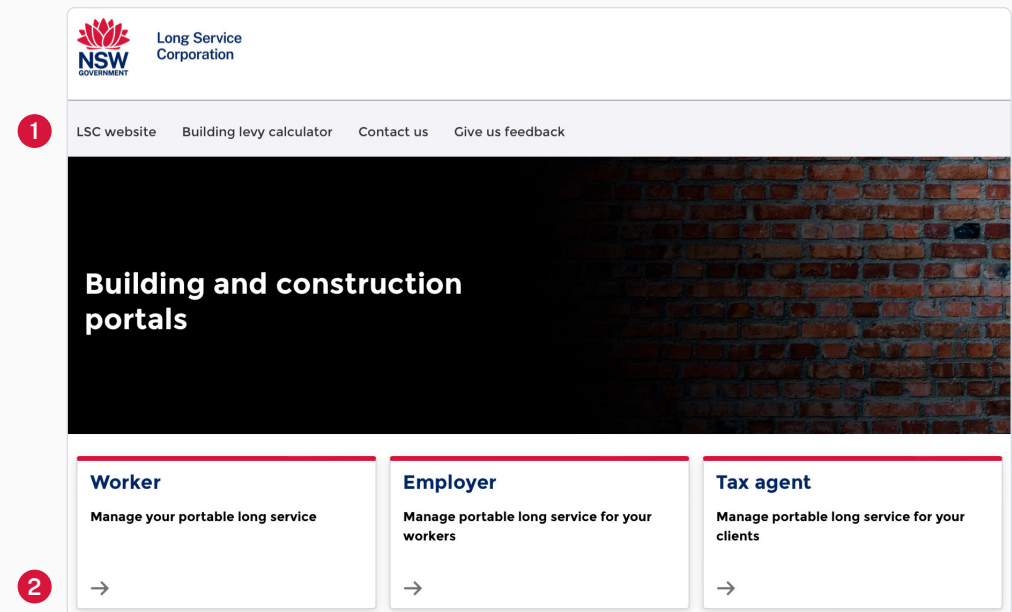


Building and Construction Industry ADD USERS – WORKER GUIDE

How to add a user (including a tax agent) to your worker account

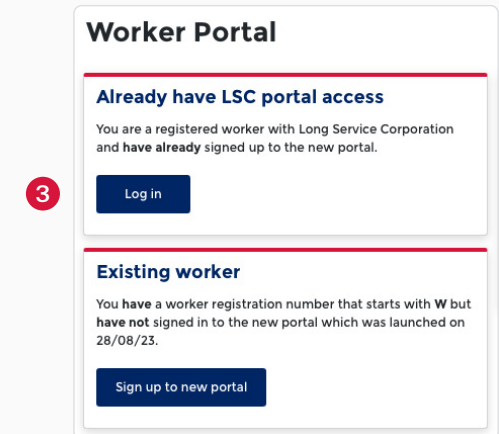
Log in to the worker portal

1. Go to the [Building and Construction portal](#)
2. On the Worker tile, select the grey arrow.



Option 1 – Have previously logged in to the portal

3. On the Already have LSC portal access tile, select the Log in button.



Worker Portal

Already have LSC portal access

You are a registered worker with Long Service Corporation and have already signed up to the new portal.

Log in

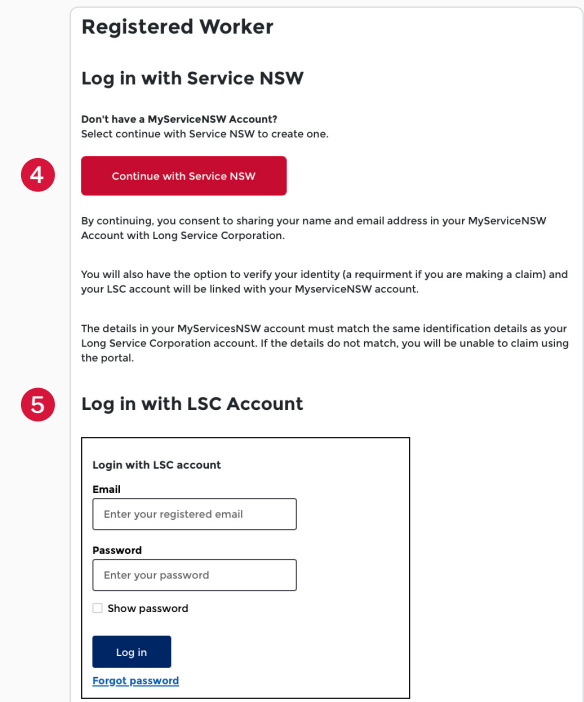
Existing worker

You have a worker registration number that starts with W but have not signed in to the new portal which was launched on 28/08/23.

Sign up to new portal

Log in

4. Select the Continue with Service NSW button,
or
5. Enter your LSC account email and password, then select the Log in button.



Registered Worker

Log in with Service NSW

Don't have a MyServiceNSW Account?
Select continue with Service NSW to create one.

Continue with Service NSW

By continuing, you consent to sharing your name and email address in your MyServiceNSW Account with Long Service Corporation.

You will also have the option to verify your identity (a requirement if you are making a claim) and your LSC account will be linked with your MyServiceNSW account.

The details in your MyServiceNSW account must match the same identification details as your Long Service Corporation account. If the details do not match, you will be unable to claim using the portal.

Log in with LSC Account

Login with LSC account

Email

Enter your registered email

Password

Enter your password

☐ Show password

Log in

[Forgot password](#)

Option 2 – Have not previously logged in to the portal

6. On the Existing worker tile, select the Sign up to new portal button.

Worker Portal

Already have LSC portal access

You are a registered worker with Long Service Corporation and **have already** signed up to the new portal.

[Log in](#)

Existing worker

You **have** a worker registration number that starts with **W** but **have not** signed in to the new portal which was launched on 28/08/23.

[Sign up to new portal](#)

Verify your details

7. Enter your worker number, surname and date of birth
8. Select the Verify button.

Note: You'll receive an email to complete your new portal access. Once your details are verified you'll need to log in to the portal.

Worker Details

7 Enter your details to be verified.

Worker Number*

Surname/ Family Name*

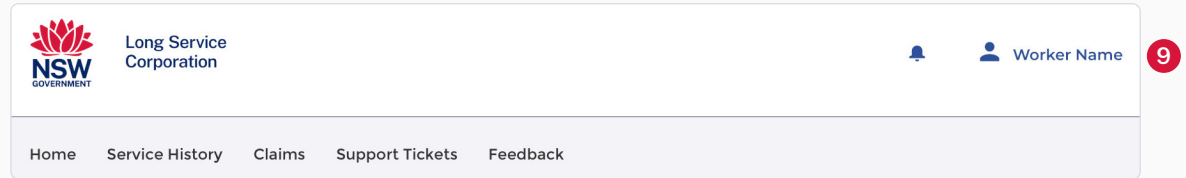
Date of Birth*

For example 08/12/1990

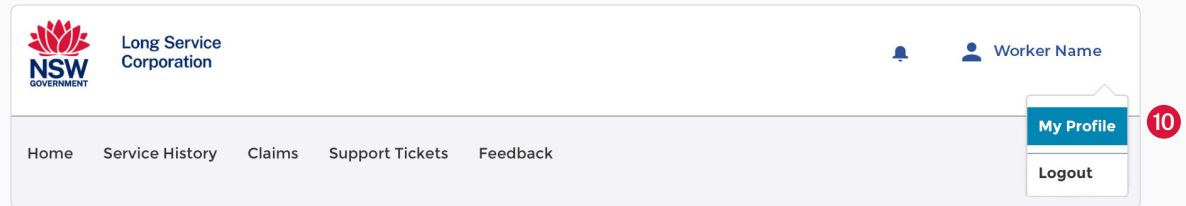
8 [Verify](#)

Add a user

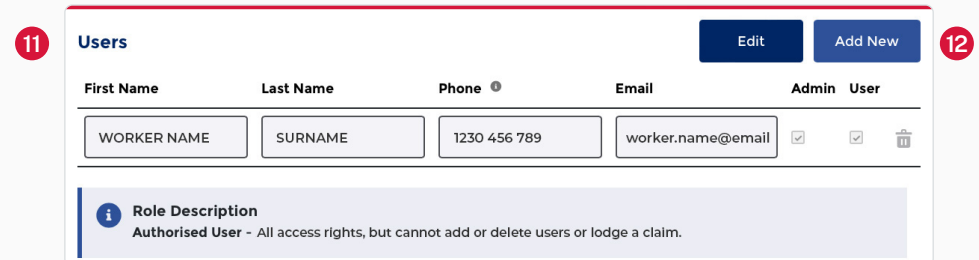
9. Select your name on the top-right of the screen.



10. Select My Profile from the drop-down.



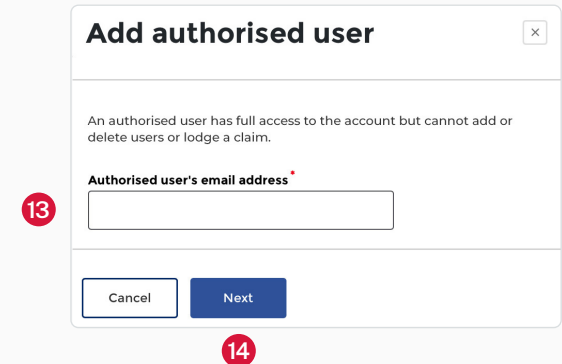
11. Scroll to the Users section
12. Select the Add New button.



Authorised user

13. Enter the new user's email address

14. Select the Next button.

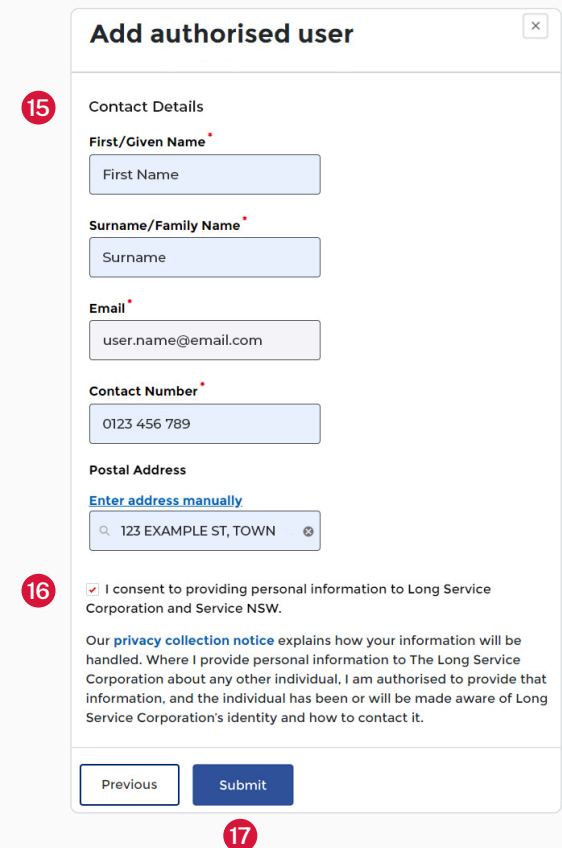


The screenshot shows a modal window titled "Add authorised user" with a close button (X) in the top right corner. Below the title, there is a descriptive text: "An authorised user has full access to the account but cannot add or delete users or lodge a claim." Below this, there is a label "Authorised user's email address" with a red asterisk, followed by a text input field. A red circle with the number "13" is positioned to the left of the input field. At the bottom of the modal, there are two buttons: "Cancel" and "Next". A red circle with the number "14" is positioned below the "Next" button.

15. Fill in the contact details of the new authorised user

16. Verify your consent in providing this information by checking the box

17. Select the Submit button.

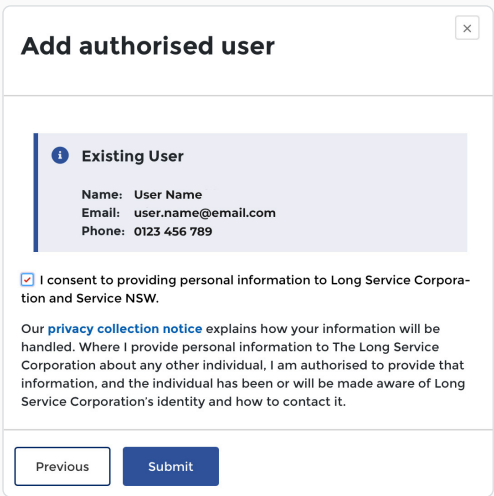


The screenshot shows the same "Add authorised user" modal window, but now it is filled with contact details. A red circle with the number "15" is positioned to the left of the "Contact Details" section. The "Contact Details" section includes four input fields: "First/Given Name" (with a red asterisk), "Surname/Family Name" (with a red asterisk), "Email" (with a red asterisk), and "Contact Number" (with a red asterisk). Below these fields is a "Postal Address" section with a link "Enter address manually" and a text input field containing "123 EXAMPLE ST, TOWN". A red circle with the number "16" is positioned to the left of the consent checkbox. The consent checkbox is checked and contains the text "I consent to providing personal information to Long Service Corporation and Service NSW." Below the consent checkbox is a paragraph of text: "Our [privacy collection notice](#) explains how your information will be handled. Where I provide personal information to The Long Service Corporation about any other individual, I am authorised to provide that information, and the individual has been or will be made aware of Long Service Corporation's identity and how to contact it." At the bottom of the modal, there are two buttons: "Previous" and "Submit". A red circle with the number "17" is positioned below the "Submit" button.

Existing authorised user

This screen will appear if the user already exists.

- 18. Check all contact details are correct
- 19. Verify your consent in providing this information by checking the box
- 20. Select the **Submit** button.



The screenshot shows a modal window titled "Add authorised user" with a close button (X) in the top right corner. Inside the modal, there is a section labeled "Existing User" with a blue header and an information icon. Below this, the user's details are listed: Name: User Name, Email: user.name@email.com, and Phone: 0123 456 789. Below the details, there is a checkbox labeled "I consent to providing personal information to Long Service Corporation and Service NSW." which is checked. Below the checkbox, there is a paragraph of text explaining the privacy collection notice. At the bottom of the modal, there are two buttons: "Previous" and "Submit".

18

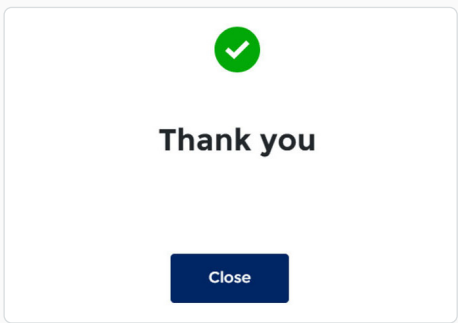
19

20

Confirmation

A success message will display on the screen.

- 21. Select the **Close** button.



The screenshot shows a confirmation screen with a green checkmark icon at the top. Below the icon, the text "Thank you" is displayed in a large, bold font. At the bottom of the screen, there is a dark blue button labeled "Close".

21

22. Check the new user is listed in the **Users** section.

22

Users

EditAdd New

First Name	Last Name	Phone	Email	Admin	User
WORKER NAME	SURNAME	1230 456 789	worker.name@email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USER NAME	NAME	0123 456 789	user.name@email.co	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Role Description

Authorised User - All access rights, but cannot add or delete users or lodge a claim.

Need support

23. Raise a **Support Ticket** on the portal or call Service NSW on 13 14 41.

23

NSW

GOVERNMENT

Long Service Corporation

Worker Name

Home

Service History

Claims

Support Tickets

Feedback