

Building and Construction Industry

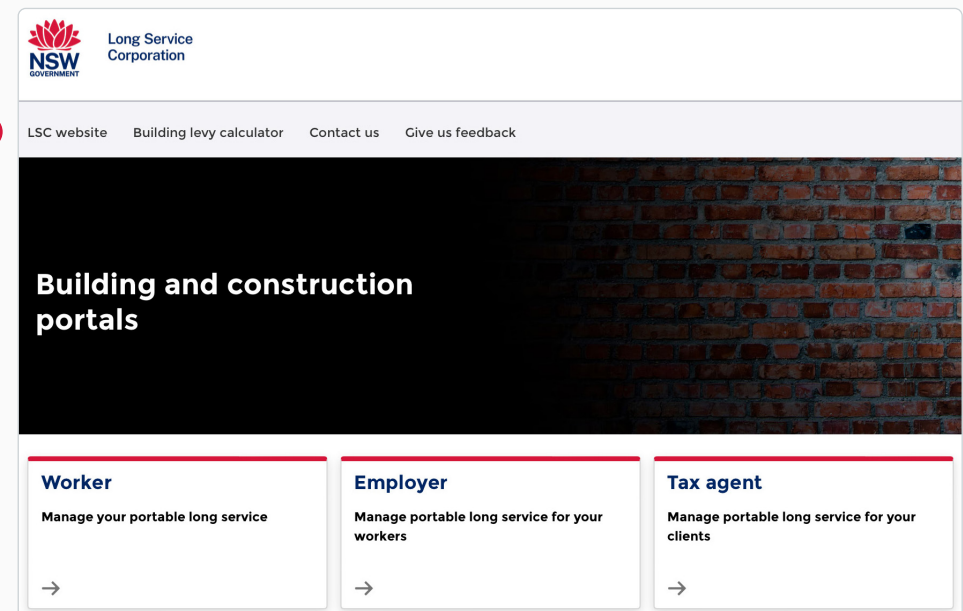
ADD TAX AGENT TO EMPLOYER ACCOUNT – TAX AGENT GUIDE

How an employer can add a tax agent to their account

Note: This guide is to assist tax agents in supporting their clients within the employer portal. The options in this guide will not be visible in the tax agent portal.

Employer log in to the portal

1. Ask the employer to go to the [Building and Construction portal](#)
2. On the Employer tile, select the grey arrow.



3. Enter their registered **email** address
4. Enter the **password** of the account
5. Select the **Log in** button.

Log in / Register

Log in with LSC account


Email



Password

☐ Show password[Forgot password](#)

Add a user

6. Select the **Business Details** tab.

 Long Service Corporation


  Employer Name

Home Workers **Business Details** Service Returns Claims Support Tickets Feedback

7. Scroll down to the **Users** section
8. Review the **Role Description** for each user type
9. Select the **Add New** button.

Users

First Name	Last Name	Phone	Email	Admin	User
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

 **Role Description**
Authorised User - All access rights, but cannot add or delete users.
Admin User - All access rights, including adding or deleting users.

Type of user

10. Select the type of user to add to the account.

Note: Select **Admin** for a tax agent to have all access rights.

Add user ×

10 Select the type of user you'd like to add

☐ Authorised User

☐ Admin

Option 1 – Authorised user

11. Select the **Authorised User** option

12. Enter the new user's email address

13. Select the **Next** button.

Add user ×

11 Select the type of user you'd like to add

☒ Authorised User

☐ Admin

12 Authorised user's email address *

13

14. Fill in the contact details of the new **authorised user**
15. The employer must verify their consent in providing this information by checking the box
16. Select the **Submit** button.

14

Add authorised user

First/Given Name *

First Name

Surname/Family Name *

Surname

Email *

user.name@email.com

Contact Number *

0123 456 789

Postal Address

[Enter address manually](#)

123 EXAMPLE ST, TOWN

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☒ I consent to providing personal information to Long Service Corporation and Service NSW.

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.

Previous Submit

16

Existing authorised user

This screen will appear if the user already exists.

17. Check all contact details are correct
18. The employer must verify their consent in providing this information by checking the box
19. Select the **Submit** button.

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Add authorised user

Existing User

Name: User Name
Email: user.name@email.com
Phone: 0123 456 789

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☒ I consent to providing personal information to Long Service Corporation and Service NSW.

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Previous Submit

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Option 2 – Admin user

20. Select the **Admin** option
21. Enter the new user's **email address**
22. Select the **Next** button.

The screenshot shows a modal window titled "Add user" with a close button in the top right corner. Inside the modal, there is a section "Select the type of user you'd like to add" with two radio button options: "Authorised User" and "Admin". The "Admin" option is selected. Below this is a text input field labeled "Admin user's email address *". At the bottom of the modal are two buttons: "Cancel" and "Next". Red circular annotations with numbers are placed over the form: "20" is over the "Admin" radio button, "21" is over the email address input field, and "22" is over the "Next" button.

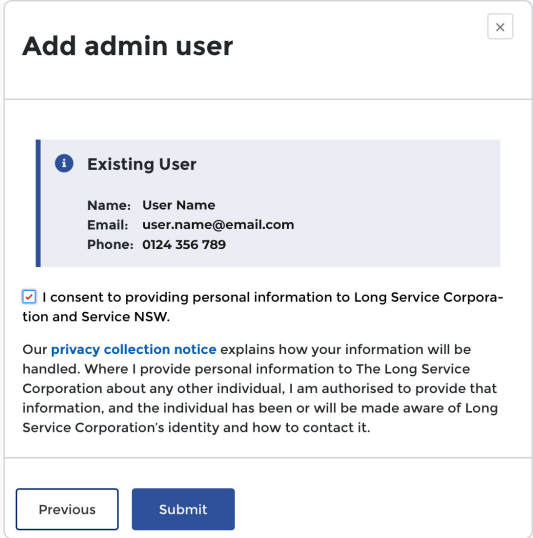
23. Fill in the contact details of the new **admin user**
24. The employer must verify their consent in providing this information by checking the box
25. Select the **Submit** button.

The screenshot shows a modal window titled "Add admin user". It contains several form fields: "First/Given Name *" with a text input, "Surname/Family Name *" with a text input, "Email *" with a text input containing "user.name@email.com", and "Contact Number *" with a text input containing "0123 456 789". Below these is a "Postal Address" section with a link "Enter address manually" and a text input containing "123 EXAMPLE ST, TOWN". At the bottom of the form is a checkbox labeled "I consent to providing personal information to Long Service Corporation and Service NSW." which is checked. Below the checkbox is a paragraph of text about privacy collection. At the very bottom of the modal are two buttons: "Previous" and "Submit". Red circular annotations with numbers are placed over the form: "23" is over the "Add admin user" title, "24" is over the consent checkbox, and "25" is over the "Submit" button.

Existing admin user

This screen will appear if the user already exists.

- 26. Check all contact details are correct
- 27. The employer must verify their consent in providing this information by checking the box
- 28. Select the **Submit** button.



The screenshot shows a modal window titled "Add admin user" with a close button (X) in the top right corner. Inside the modal, there is a section titled "Existing User" with an information icon (i) on the left. This section displays the following details: Name: User Name, Email: user.name@email.com, and Phone: 0124 356 789. Below this section, there is a checkbox that is checked, followed by the text "I consent to providing personal information to Long Service Corporation and Service NSW." Underneath the consent text, there is a paragraph of smaller text starting with "Our [privacy collection notice](#) explains how your information will be handled..." At the bottom of the modal, there are two buttons: "Previous" and "Submit".

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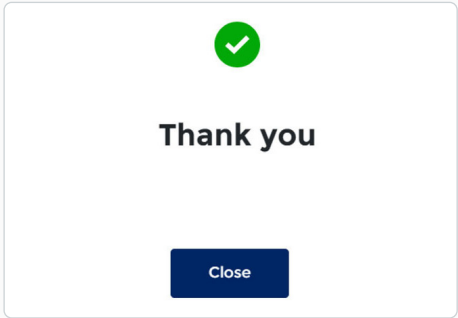
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Confirmation

A success message will display on the screen.

- 29. Select the **Close** button.



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

29

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

30

Users

EditAdd New

First Name	Last Name	Phone	Email	Admin	User
FIRST NAME	SURNAME	0123 456 789	user.name@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Role Description

Authorised User - All access rights, but cannot add or delete users.
Admin User - All access rights, including adding or deleting users.

Need support

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

NSW

GOVERNMENT

Long Service Corporation

Employer Name

Home

Workers

Business Details

Service Returns

Claims

Support Tickets

Feedback

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