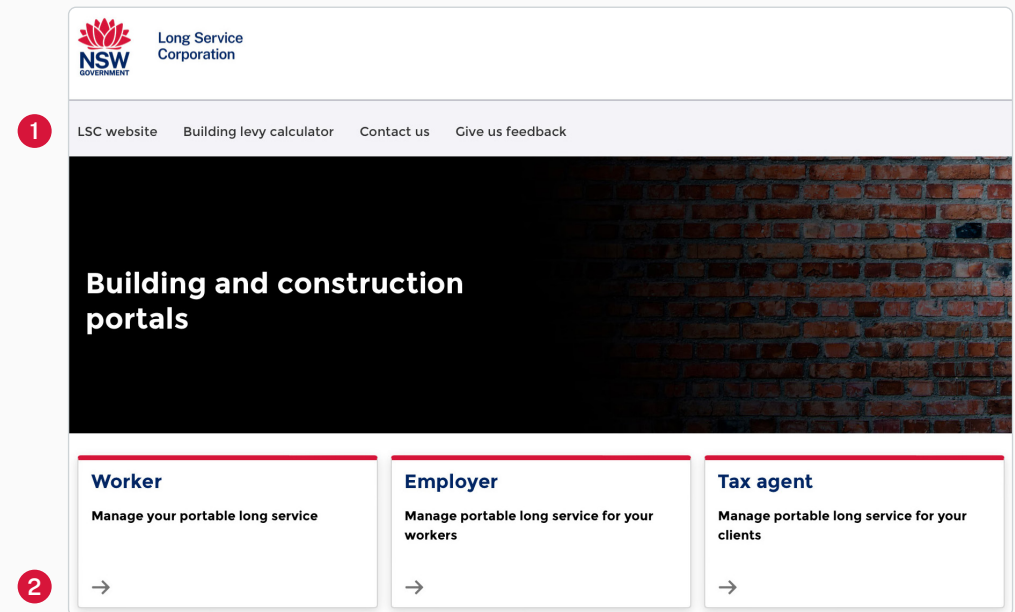


## Building and Construction Industry UPDATE DETAILS – WORKER GUIDE

### How to update your contact or profile details

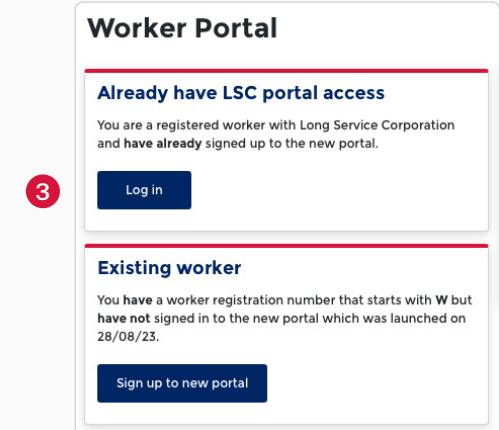
#### Log in to the worker portal

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**

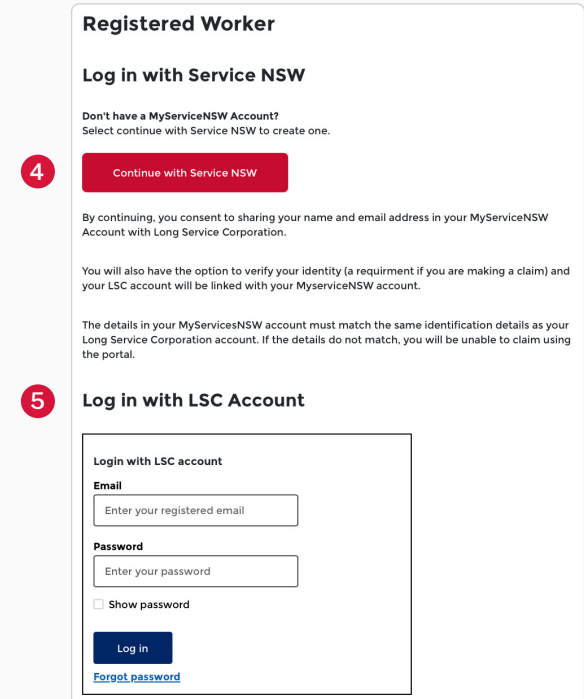
**Existing worker**

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

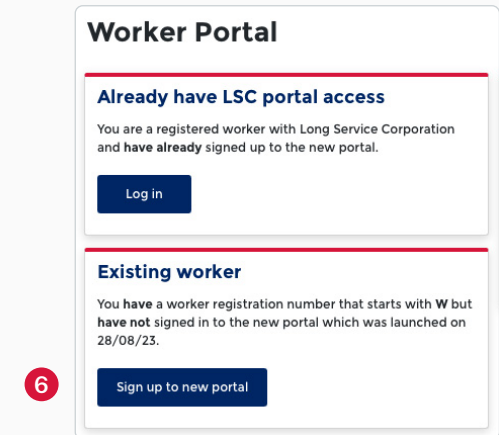
☐ Show password

**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**

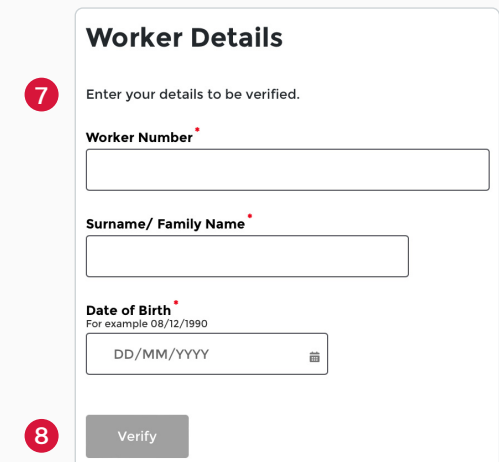
You **have** a worker registration number that starts with **W** but **have not** signed in to the new portal which was launched on 28/08/23.

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**

Enter your details to be verified.

**Worker Number**\*

**Surname/ Family Name**\*

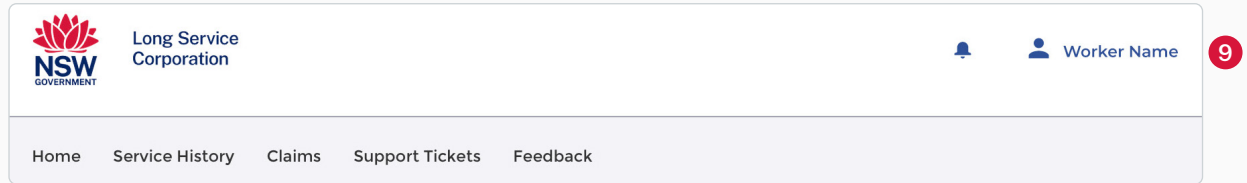
**Date of Birth**\*  
For example 08/12/1990

DD/MM/YYYY

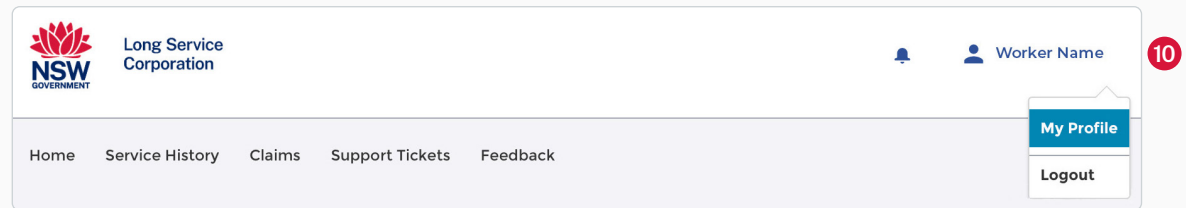
Verify

## Update details

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



10. Select **My Profile** from the drop-down.



11. Under the **My Profile** section, select the **Edit** button.



## Update details

12. Complete the changes to your details
13. Verify you've read and understood the declaration by checking the boxes
14. Select the **Save** button.

**My Profile**

**Details**

First Name:

Middle Name:

Last Name:

Email:

Phone:

Mobile:

Street/PO Box [Back to search](#)

Suburb

Address:

Postcode

State

**Declaration**

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


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



☒ 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.

## Need support

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

 Long Service Corporation

  Worker Name

[Home](#) [Service History](#) [Claims](#) [Support Tickets](#) [Feedback](#)