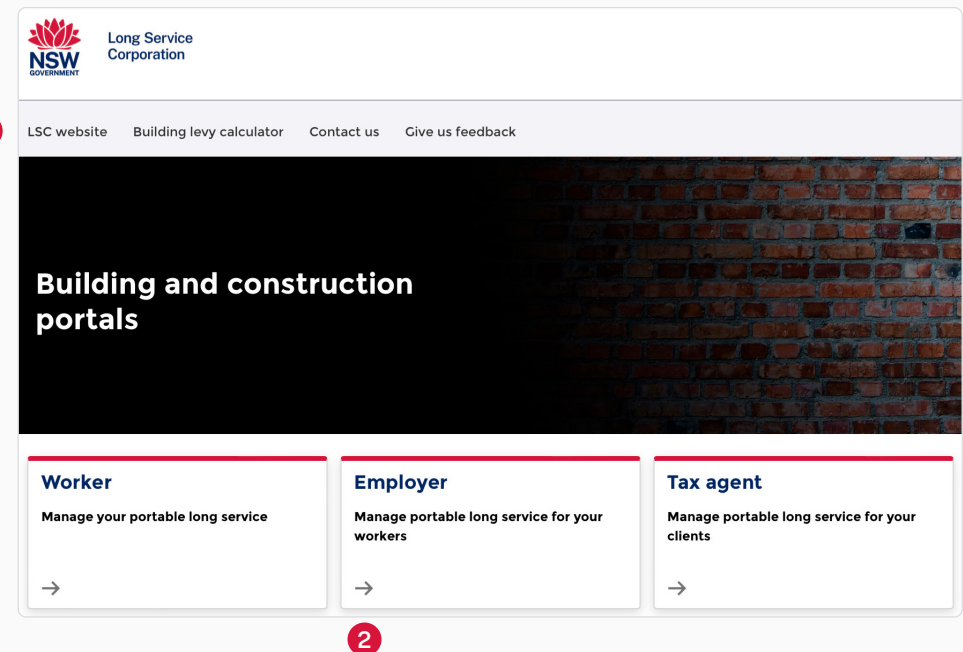


Building and Construction Industry ADD USERS – EMPLOYER GUIDE

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

Log in to the employer portal

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



3. Enter the 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

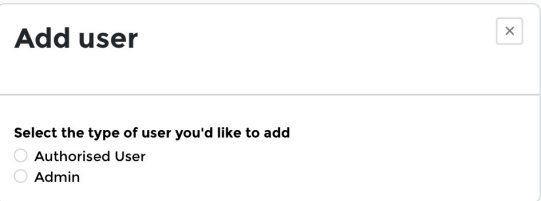
First Name	Last Name	Phone	Email	Admin	User
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

 **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 your account.

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



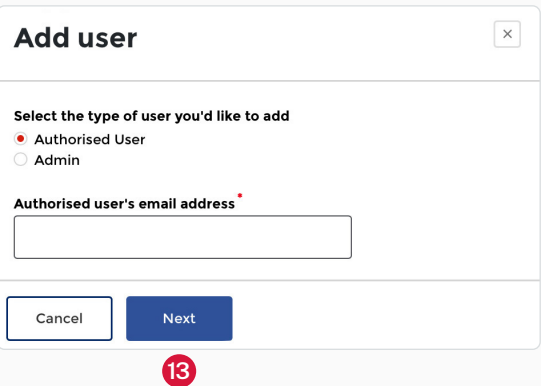
The screenshot shows a dialog box titled "Add user" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Select the type of user you'd like to add". This section contains two radio button options: "Authorised User" and "Admin". A red circle with the number "10" is positioned to the left of the "Select the type of user" text.

Option 1 – Authorised user

11. Select the **Authorised User** option

12. Enter the user's email address

13. Select the **Next** button.



The screenshot shows the "Add user" dialog box with the "Authorised User" option selected. Below the radio buttons, there is a text input field labeled "Authorised user's email address" with a red asterisk indicating a required field. A red circle with the number "11" is to the left of the "Select the type of user" text, and a red circle with the number "12" is to the left of the email input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Next". A red circle with the number "13" is positioned below the "Next" button.

14. Fill in the contact details of the new **authorised user**
15. Verify your consent in providing this information by checking the box
16. Select the **Submit** button.

14

Add authorised user

First/Given Name *

Surname/Family Name *

Email *

Contact Number *

Postal Address

[Enter address manually](#)

15

☒ 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. Verify your consent in providing this information by checking the box
19. Select the **Submit** button.

17

Add authorised user

Existing User

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

18

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

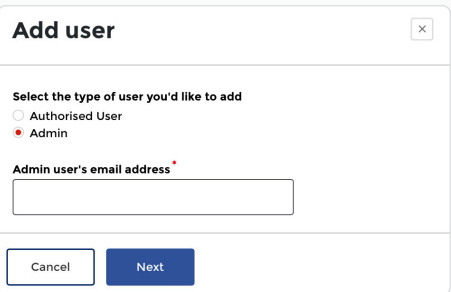
Our [privacy collection notice](#) explains how your information will be handled. Where I provide personal information to The Long Service Corporation about any other individual, I am authorised to provide that information, and the individual has been or will be made aware of Long Service Corporation's identity and how to contact it.

Previous Submit

19

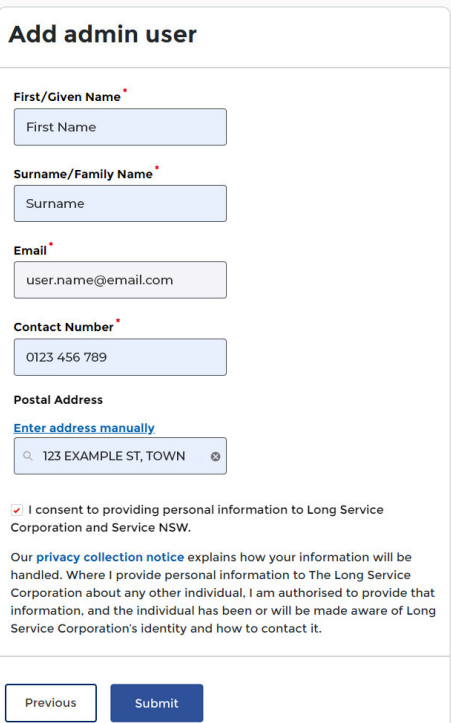
Option 2 – Admin user

20. Select the **Admin** option
21. Enter the 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. Inside, there's a section "Select the type of user you'd like to add" with two radio buttons: "Authorised User" and "Admin". The "Admin" option is selected. Below this is a text input field labeled "Admin user's email address" with a red asterisk. At the bottom are "Cancel" and "Next" buttons. Red circles with numbers 20, 21, and 22 are overlaid on the form to indicate the steps.

23. Fill in the contact details of the new **admin user**
24. Verify your consent in providing this information by checking the box
25. Select the **Submit** button.

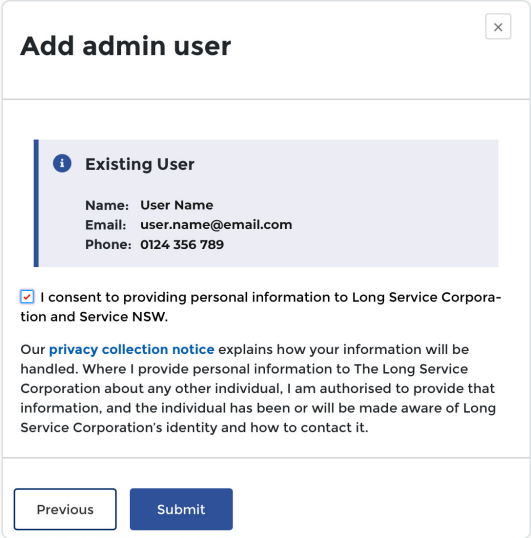


The screenshot shows a form titled "Add admin user". It contains several input fields: "First/Given Name", "Surname/Family Name", "Email", and "Contact Number", each with a red asterisk. Below these is a "Postal Address" section with a link "Enter address manually" and a search input field containing "123 EXAMPLE ST, TOWN". At the bottom, there's a checkbox for consent, which is checked, and a paragraph of text about the privacy collection notice. At the very bottom are "Previous" and "Submit" buttons. Red circles with numbers 23, 24, and 25 are overlaid on the form to indicate the steps.

Existing admin user

This screen will appear if the user already exists.

- 26. Check all contact details are correct
- 27. Verify your 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). Below this, the user details are listed: Name: User Name, Email: user.name@email.com, and Phone: 0124 356 789. Below the details, there is a checkbox that is checked, with the text "I consent to providing personal information to Long Service Corporation and Service NSW." Below the checkbox, there 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".

26

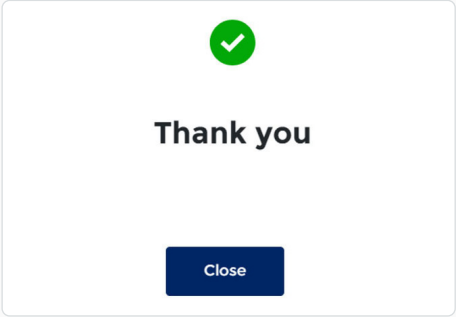
27

28

Confirmation

A success message will display on the screen.

- 29. 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. At the bottom of the screen, there is a "Close" button.

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.

Long Service Corporation

  Employer Name

HomeWorkersBusiness DetailsService ReturnsClaimsSupport TicketsFeedback

31