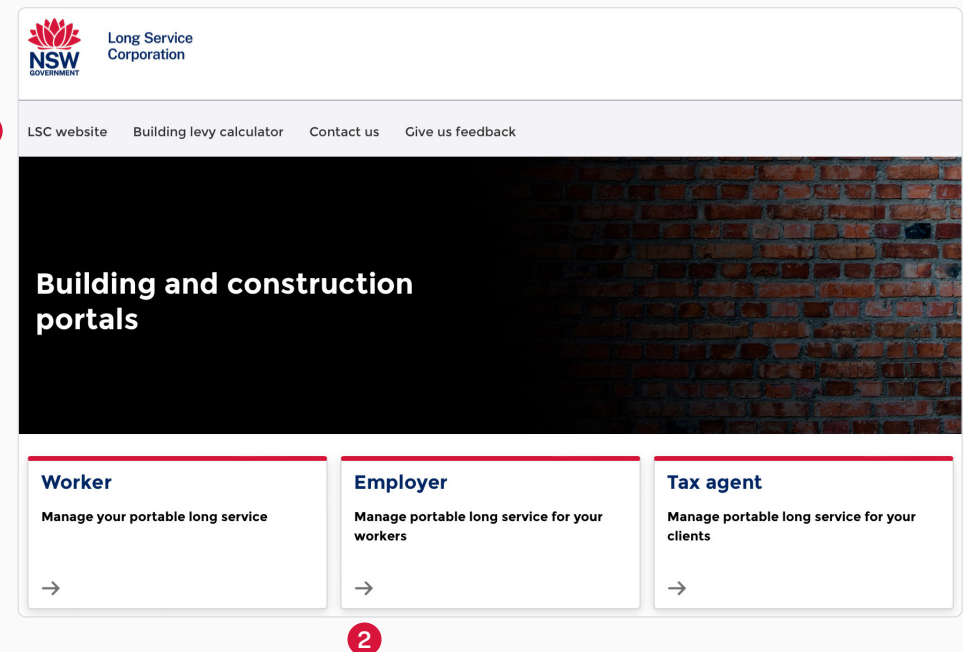


Building and Construction Industry TRACK OR UPDATE YOUR CLAIM – EMPLOYER GUIDE

How to track your claim or update information

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](#)

Search for claim

6. Select the **Claims** tab.



Long Service Corporation

 Employer Name

HomeWorkersBusiness DetailsService Returns**Claims**Support TicketsFeedback

7. Scroll to the **Claim History** section
8. Select the claim number you would like to track or update.

Claim History

Claim Number
CLM-353051
CLM-374459

Claim overview

9. This will show the details of your claim, including the current **Status**.

CLM-353051

Worker Name Worker Name	Status ⓘ In Progress
Type Leaving Claim	
Gross Amount \$0.00	Tax Amount \$0.00
Paid Amount \$0.00	

File sharing

10. To add files to your claim, select either the **Upload Files** button or **drag and drop** the file.

Files (0)

[Upload Files](#)

Or drop files

11. If you already have files uploaded to your claim, select the **drop-down arrow**, then the **Add Files** link.

CLM-353051

Worker Name Worker Name	Status ⓘ In Progress
Type Leaving Claim	
Gross Amount \$0.00	Tax Amount \$0.00
Paid Amount \$0.00	

Files (1)

[Capture](#)
3 Apr 2024 • 21KB • png

[Add Files](#)

[View All](#)

Update information

12. To provide information, select the **Share an update** button.

Note: This is not available for paid, cancelled or rejected claims.

12

Post

Share an update...

Share

13. In the text field, add your updated information


14. Select the **Share** button.






Note: This update will be available below the **Post** section.

13


Post

Example text

B I U  I_x

To CLM-353051






Share

14

Need support

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

 Long Service Corporation

  Employer Name

Home Workers Business Details Service Returns Claims Support Tickets Feedback

15

longservice.nsw.gov.au | 13 14 41 | info@longservice.nsw.gov.au | ABN 93 646 090 808 | V200524

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