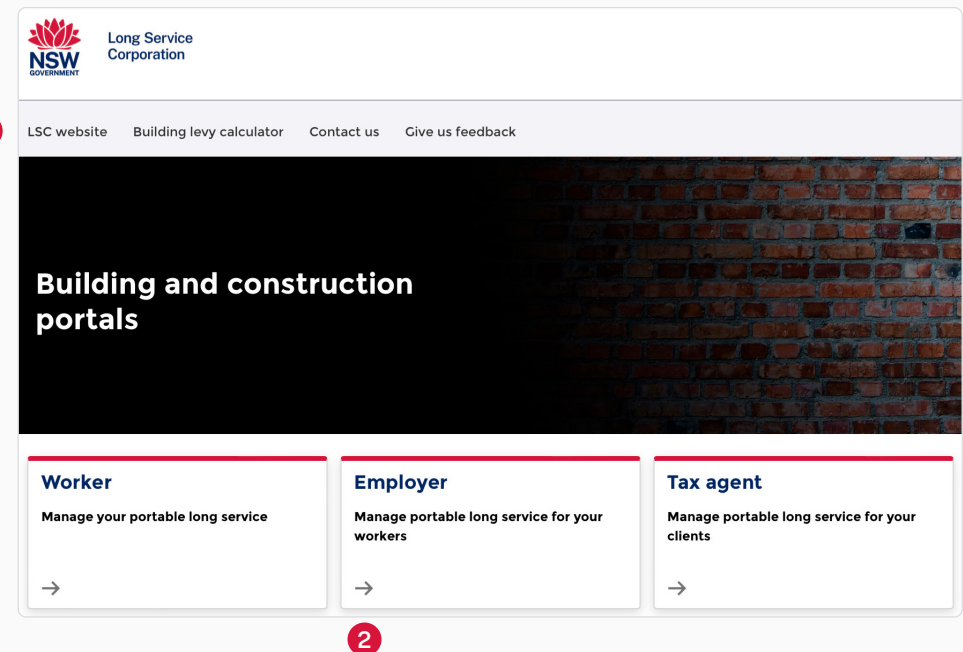


Building and Construction Industry UPDATE WORKER AGREEMENT DETAILS – EMPLOYER GUIDE

How to update the certified agreement (enterprise bargaining agreement or EBA) details for a worker

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](#)

Update details

6. Select the Claims tab.



Long Service
Corporation

 Employer Name

HomeWorkersBusiness DetailsService ReturnsClaimsSupport TicketsFeedback

7. Scroll to the EBA Actions section
8. Select the relevant Worker Registration Id
9. The status will be Update Details.

EBA Actions					
Case Number	Worker Registration Id	First Name	Last Name	Reason	Status
00056794	W01205213	Firstname	Lastname	Supervisor under certified agreement	Update Details

Agreement details

10. Under the Enterprise Agreement Details section select Yes or No

11. Select the Next button.

Enterprise Agreement Details

WORKER DETAILS

Worker Name
Worker Name

Worker Number
W01205213

Worker Date of Birth
01/01/1960

ENTERPRISE AGREEMENT DETAILS

Please confirm whether Worker Name is employed under an EBA *

☐ Yes they are under an EBA (Confirm)

☐ No they are not under an EBA (Reject)

Next

Confirmation

A confirmation message will display on the screen.

12. Select the Finish button.

Confirmation

Thank you for completing the agreement details for Worker Name.

Finish

Status updated

13. The status will update to **Completed**.

EBA Actions

Case Number	Worker Registration Id	First Name	Last Name	Reason	Status
00056794	W01205213	Firstname	Lastname	Supervisor under certified agreement	Completed

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Need support

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



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Employer Name

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