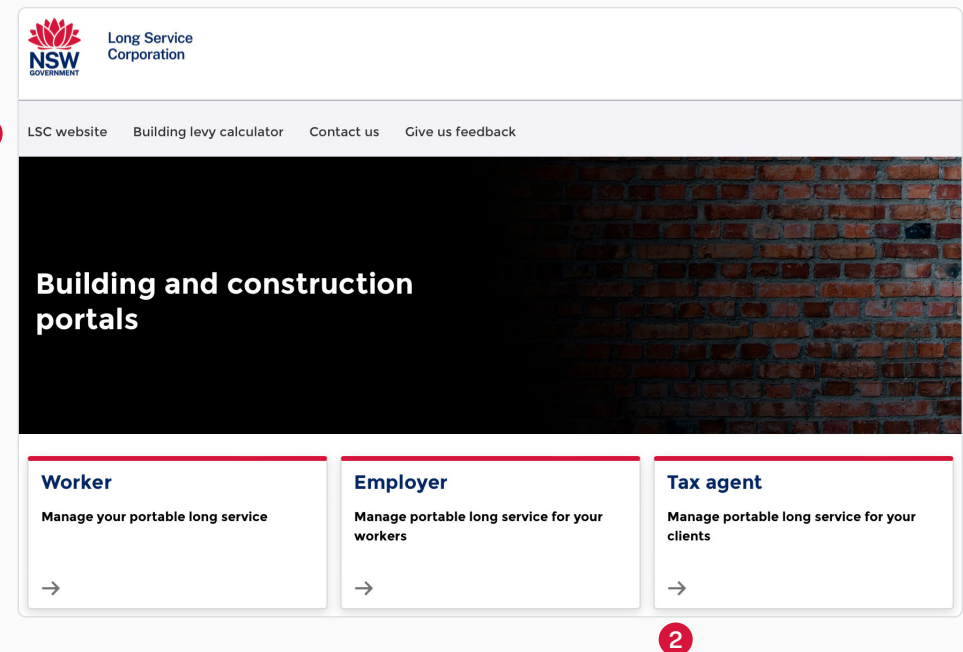


Building and Construction Industry CONFIRM WORKER SERVICE – TAX AGENT GUIDE

How to confirm service for a worker on behalf of an employer

Log in to the tax agent portal

1. Go to the [Building and Construction portal](#)
2. On the Tax agent 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](#)

Log in as the employer

6. Select the Linked Employers tab.



Long Service
Corporation



Tax Agent Name

[Home](#)[Business Details](#)[Linked Employers](#)[Linked Workers](#)[Support Tickets](#)[Feedback](#)

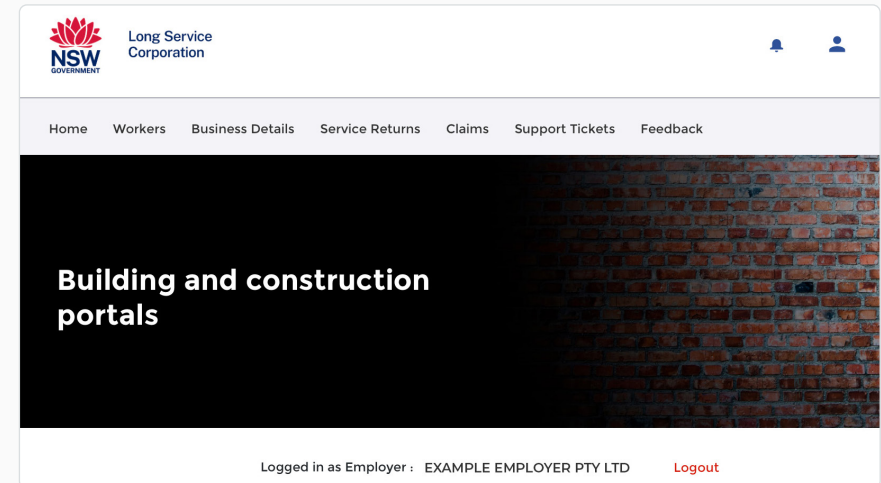
7. Select the Login button next to the relevant employer.

Linked Employers

Name	ABN	Linked Date	Main Contact
Example Employer Pty Ltd	01234567891	23/01/2024	Employer Name

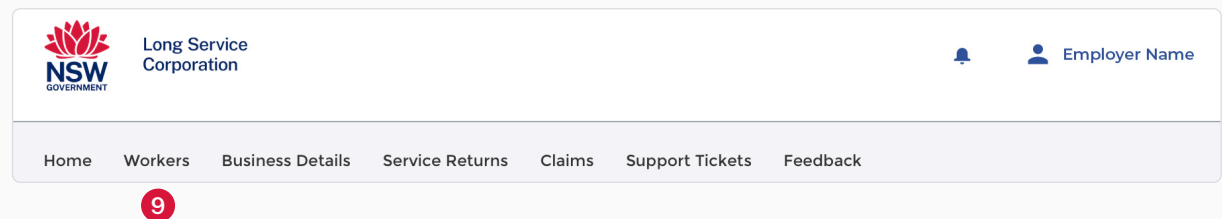
The page will refresh and you'll be logged in as the employer.

8. Select the **Logout** link when finished.



Search for worker

9. Select the **Workers** tab.



10. Select the **Current Workers** tab

11. Under **Currently Employed Workers**, type in the search bar either their worker number, name or date of birth

12. Select the relevant **Worker Number**.

10

Current Workers Restart Previous Workers Add New Workers Bulk Transfer of Workers

Currently Employed Workers [Download Workers List](#)

11

Search by WorkerNo. or FirstName or LastName or DOB

Click the worker number to update the worker details and to restart a previously employed worker click 'Restart Previous Workers'.

12

Worker Nu...	First Name	Last Name	Full-time ...	Start Date	DOB	Status
W14496151	WorkerName1	LastName1	Full Time	1/1/2021	11/4/1984	Approved

Confirm service

13. Scroll to the **Worker Employment Details** section

14. Select the **Confirm Service** button.

13

14

Worker Employment Details [Confirm Service](#) [End Employment](#) [Update Worker Details](#)

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Work Type: CARPENTER

Full-Time or Part-Time: Full Time

Service confirmed till date: 22/2/2024

Employment details

15. Select either **Full-Time** or **Part-Time**.

Option 1 – Full-Time

16. If full-time, check the **Confirm Service for claim** box

17. Select the **Submit** button.

Worker Employment Details Cancel Submit 17

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Period Start date for service confirmation: 23/2/2024

Work Type: CARPENTER

Full-Time or Part-Time: Full Time

Confirm Service for claim: ☒

Service confirmed till date: 8/3/2024

15

16

Option 2 – Part-Time

18. If part-time, enter the **Days worked**

19. Check the **Confirm Service for claim** box

20. Select the **Submit** button.

Worker Employment Details Cancel Submit 20

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Period Start date for service confirmation: 23/2/2024

Work Type: CARPENTER

Full-Time or Part-Time: Part Time

Days worked:

Confirm Service for claim: ☒

Service confirmed till date: 8/3/2024

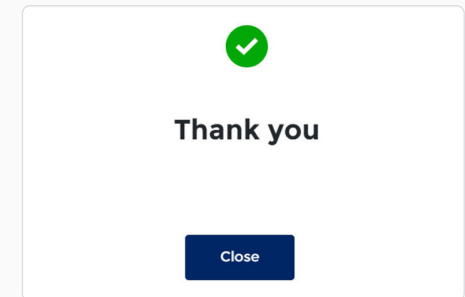
18

19

Confirmation

A success message will display on the screen.

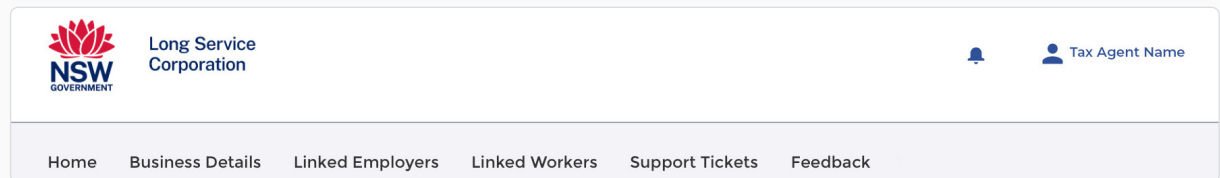
21. Select the **Close** button.



21

Need support

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



22