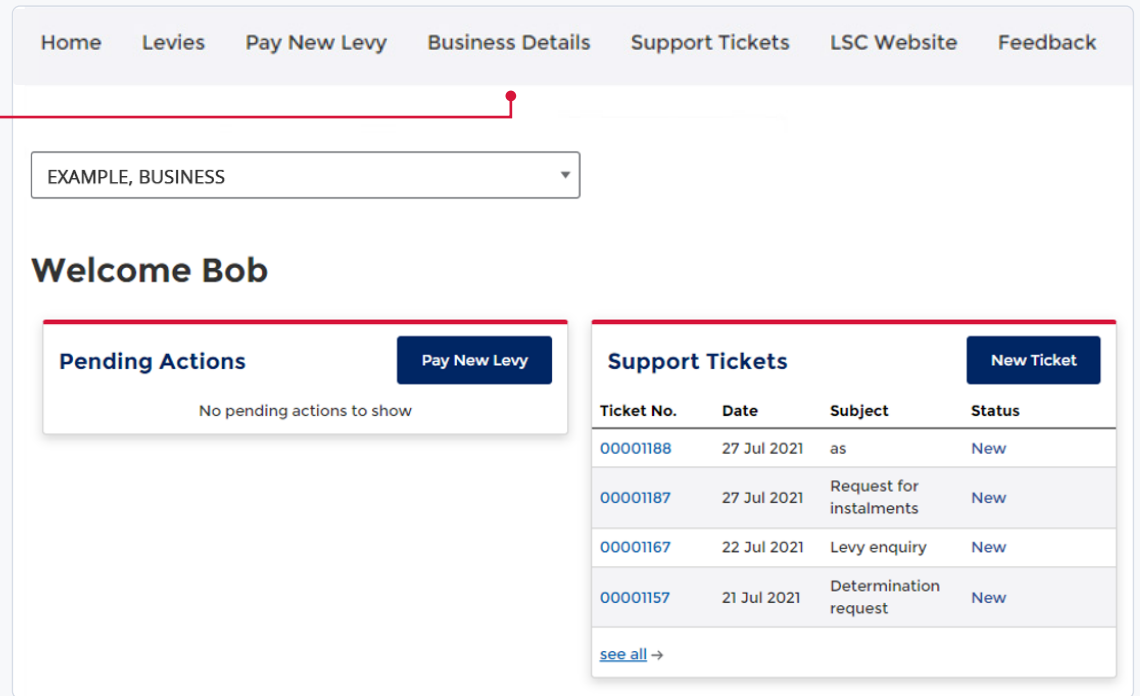




How to ADD an additional ABN/Business or Contact/User to your account

Login to your account, then select
Business Details located at the top of the screen.



Home Levies Pay New Levy Business Details Support Tickets LSC Website Feedback

EXAMPLE, BUSINESS

Welcome Bob

Pending Actions

No pending actions to show

[Pay New Levy](#)

Support Tickets

[New Ticket](#)

Ticket No.	Date	Subject	Status
00001188	27 Jul 2021	as	New
00001187	27 Jul 2021	Request for instalments	New
00001167	22 Jul 2021	Levy enquiry	New
00001157	21 Jul 2021	Determination request	New

[see all →](#)



Add an additional ABN/Business to your account

Select **Add a Business**

Business Details

Add a Business

Edit

ABN:12345678910

Entity name:EXAMPLE, BUSINESS

Street Address:

123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Postal Address:

123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Email:

examplebusiness@email.com

Phone:

0412345678

Contacts / Users

EditAdd New

First Name	Last Name	Phone	Email	Director	Admin	User
Example 1	Customer	0412345678	examplecustomer@em	☐	☒	☒

Enter your **ABN** for the company or organisation you are adding to your account.

ABN Lookup will verify the ABN and business name.

Check it is correct.

Select **Next**

Business details

ABN

Back

Next



Add in your business details

Business phone number

Business email address

Primary business street address

The system will look up your address for you.

Select the correct address from the drop-down box, or select **Manually enter address** if it does not appear in the drop-down list.

Business postal address or PO Box

Select **Add Business**

Business details

ABN

01234567891

Entity name

SAMPLE, BUSINESS

Main business phone

Business email

Primary business street address

🔍 Enter Address

Manually enter address

☐ Postal address is same as business street address

Business postal address

🔍 Enter Address

Manually enter address

Add Business



Check the information

The additional ABN/Business has been added to your account.

If the information shown here is not correct, select **Edit** to make the changes.

You can now **Add New** users to the account.

SAMPLE, BUSINESS

Business Details

Add a Business

Edit

ABN:

01234567891

Entity name:

SAMPLE, BUSINESS

Street Address:

12 Sample Road, Business Hills NSW 2000

Postal Address:

PO Box 1212, Business Hills NSW 2000

Email:

samplecustomer@email.com

Phone:

0401 234 567

Contacts / Users

Edit

Add New

First Name	Last Name	Phone	Email	Director	Admin	User
				☐	☒	☒



Add more Contacts/Users

Select the business you want to add more Contacts/Users to by locating it in the drop-down list.

EXAMPLE, BUSINESS

The Trustee for BUSINESS EXAMPLE

✓ EXAMPLE, BUSINESS

Add a Business

Edit

ABN:

12345678910

Entity name:

EXAMPLE, BUSINESS

Street Address:

123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Postal Address:

123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Email:

examplebusiness@email.com

Phone: ⓘ

0412345678

Contacts / Users

Edit

Add New

First Name	Last Name	Phone ⓘ	Email	Director	Admin	User
Example	Customer	0412345678	examplecustomer@ema	☐	☒	☒

Select **Add New**



Add New User details

Select **New User**

Enter the email address of the user you are adding.

Select **Next**

Add Contact / User

Select the type of user you'd like to add

☐ Contact of Director

☒ New User

Verify Email

Email

Cancel Next

Add contact details

Enter the contact details of the new user you are adding to the account.

Select **Admin**

Select **Submit**

User Details

First name

Last name

Phone

Email

examplecustomer@email.com

Select if this user is a director or an admin

☐ Director

☒ Admin

Previous Submit



User is already registered

If the person is an existing user, you will receive this message.

Select **Admin**

Select **Submit**

User Details

Existing User

Name: Example Customer

Phone: 0412345678

Email: examplecustomer@email.com

Select if this user is a director or an admin

☐ Director

☒ Admin

Previous Submit



Delete a User

Select the business you want to delete a user from by locating it in the drop-down list.

The Trustee for BUSINESS EXAMPLE

Business Details

Add a Business

Edit

ABN: 12345678910

Entity name: EXAMPLE, BUSINESS

Street Address: 123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Postal Address: 123 EXAMPLE ST, BUSINESSVILLE, NSW, 2000

Email: examplebusiness@email.com

Phone: 0412345678

Contacts / Users

Edit

Add New

First Name	Last Name	Phone	Email	Director	Admin	User
Example 1	Customer	0412345678	examplecustomer@em	☐	☒	☒
Example 2	Customer	0412345678	examplecustomer@em	☐	☒	☐

Select the user you want to delete.

Select the bin



Confirm to delete User

To confirm you want to delete this user, select **Yes**

Are you sure?

You are deleting a contact or user. Do you confirm?

No

Yes