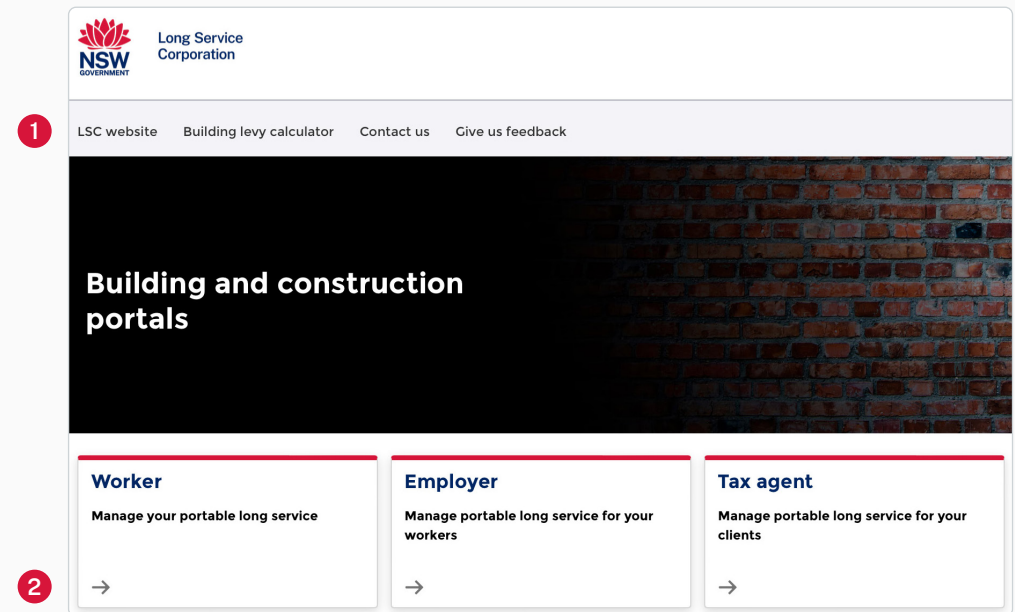


Building and Construction Industry Prevent registration cancellation – Worker guide

How to create a request to prevent the cancellation of your registration

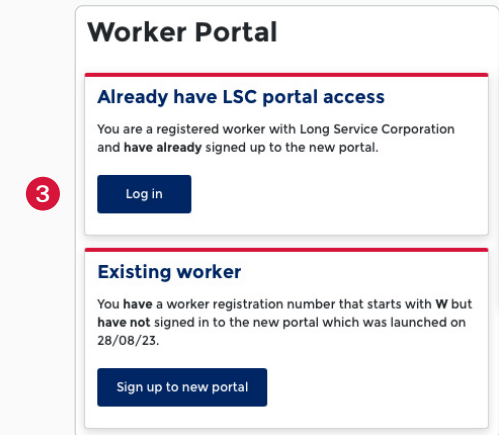
Log in to the worker portal

1. Go to the [Building and construction portal](#)
2. Select the **Worker** tile.



Option 1 – Have previously logged in to the portal

3. On the Already have LSC portal access tile, select the Log in button.



Worker Portal

Already have LSC portal access

You are a registered worker with Long Service Corporation and have already signed up to the new portal.

Log in

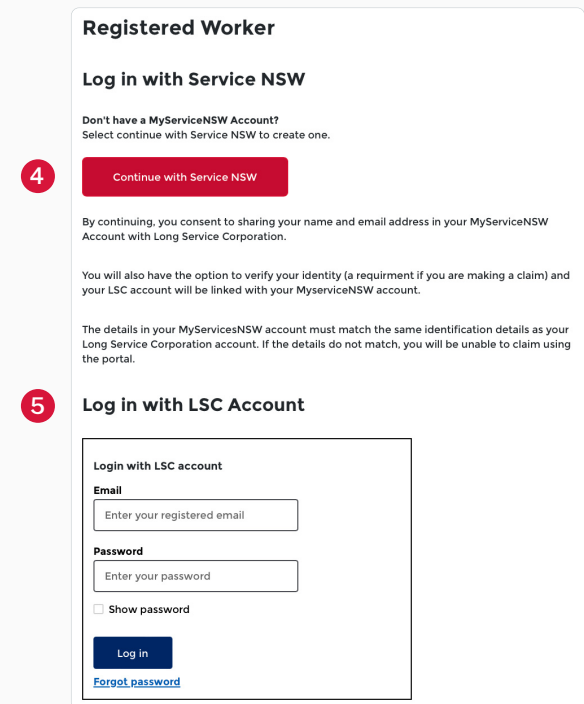
Existing worker

You have a worker registration number that starts with W but have not signed in to the new portal which was launched on 28/08/23.

Sign up to new portal

Log in

4. Select the Continue with Service NSW button, then log in using your MyServiceNSW account details,
or
5. Enter your LSC account email and password, then select the Log in button.



Registered Worker

Log in with Service NSW

Don't have a MyServiceNSW Account?
Select continue with Service NSW to create one.

Continue with Service NSW

By continuing, you consent to sharing your name and email address in your MyServiceNSW Account with Long Service Corporation.

You will also have the option to verify your identity (a requirement if you are making a claim) and your LSC account will be linked with your MyServiceNSW account.

The details in your MyServiceNSW account must match the same identification details as your Long Service Corporation account. If the details do not match, you will be unable to claim using the portal.

Log in with LSC Account

Login with LSC account

Email
Enter your registered email

Password
Enter your password

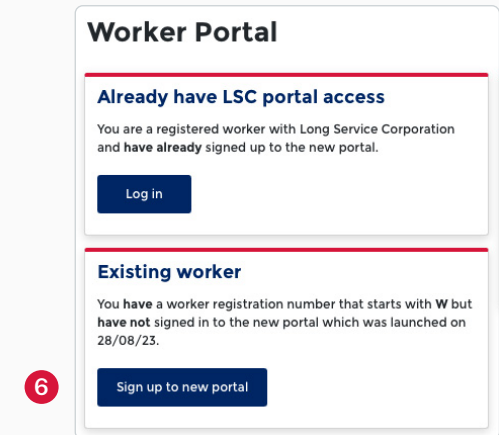
☐ Show password

Log in

[Forgot password](#)

Option 2 – Have not previously logged in to the portal

6. On the Existing worker tile, select the Sign up to new portal button.



Worker Portal

Already have LSC portal access

You are a registered worker with Long Service Corporation and **have already** signed up to the new portal.

Log in

Existing worker

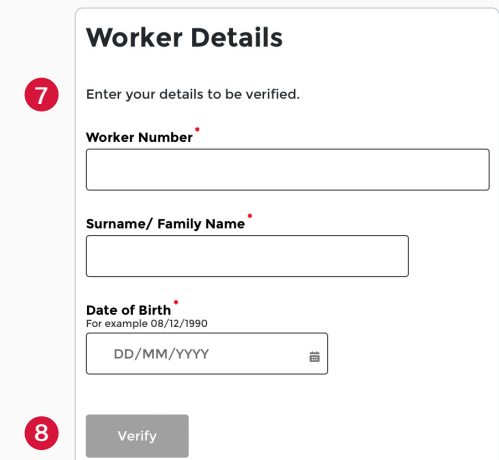
You **have** a worker registration number that starts with **W** but **have not** signed in to the new portal which was launched on 28/08/23.

Sign up to new portal

Verify your details

7. Enter your worker number, surname and date of birth
8. Select the Verify button.

Note: You'll receive an email to complete your new portal access. Once your details are verified you'll need to log in to the portal.



Worker Details

Enter your details to be verified.

Worker Number

Surname/ Family Name

Date of Birth
For example 08/12/1990

DD/MM/YYYY

Verify

Prevent cancellation request

9. Under the **Service Balance** section, select the **View all Services** button.

Service Balance (subject to eligibility)

Total Recorded Service ⓘ	6 Yrs 124 Days
Total Claimed Service ⓘ	0 Yrs 0 Days
Unclaimed Service ⓘ	6 Yrs 124 Days

[View all Services](#)[Claim now](#)

9

10. Under the **Is your record up to date** section, select the **Prevent registration from cancellation** link.

Is your record up to date?

What to do next. Please click on links below.

[Missing service](#) ⓘ
[Unable to work](#) ⓘ
[Prevent registration from cancellation](#) ⓘ

10

Note: The following steps are for interstate building and construction work and is an **example only**.

Verify reason

11. Select the reason why you want to prevent your registration from cancellation
12. Select the **Next** button to continue.

Note: Screens displayed will depend on the option selected in this step.

11 I want to prevent my registration from being cancelled.

I have less than five years recorded service and have been unable to work in the NSW Building and construction industry. *

- ☒ I was credited with service from an interstate building and construction industry long service scheme
- ☐ I was pregnant and unable to work
- ☐ I was in receipt of a Commonwealth Carer's payment
- ☐ I was working for a government authority or local council under an arrangement that did not provide for the making payments of long service benefits to me
- ☐ I was unable to work due to serious illness/death of immediate family member
- ☐ I was unable to work due to personal illness/injury

12 **Next**

Step 1 – Submission of documents

13. Read the information on the documentation required
14. Select the **Upload Files** button or **drag and drop** the files
15. Verify you've read and understood the declaration by checking the box
16. Select the **Next** button to submit.

Step 1 of 2

13 **i** To qualify for preservation you must have performed eligible building and construction work which is recorded with an interstate building and construction industry long service scheme.

- You need to provide copies of your Annual Statement/s from the relevant state or territory scheme/s showing the service recorded. Where you have recorded service with more than one interstate scheme you should upload the most recent statement.
- Service recorded in each scheme cannot be transferred, however it may be combined when you make a claim.
- A preservation request does NOT add service days to your record but may extend the time that you are allowed to be out of the NSW building and construction industry and may prevent cancellation of your registration.

Supporting Documents *

14 **Upload Files** Or drop files

Declaration By Applicant

I declare that the information I have given in this declaration is true and correct. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

15 ☐ I Agree *

16 **Next**

Step 2 – Confirmation

17. After the request is successfully submitted, you'll receive confirmation and a **Case No.** as a reference
18. Select the **Finish** button.

Step 2 of 2

Confirmation

Your application is submitted successfully.

Case No : 00056999

What happens next?

What happens after the Long Service Corporation receives your application?

When your application and all of the supporting documents are received your application will be considered and you will be advised of the outcome. If your application is approved, you will be advised of the period your registration has been preserved.

Finish

Need support

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

 Long Service Corporation

  Worker Name

Home Service History Claims Support Tickets Feedback