

9 Sep 2025

# Employer registration guide



# Registering an employer with SAPLSL-CS

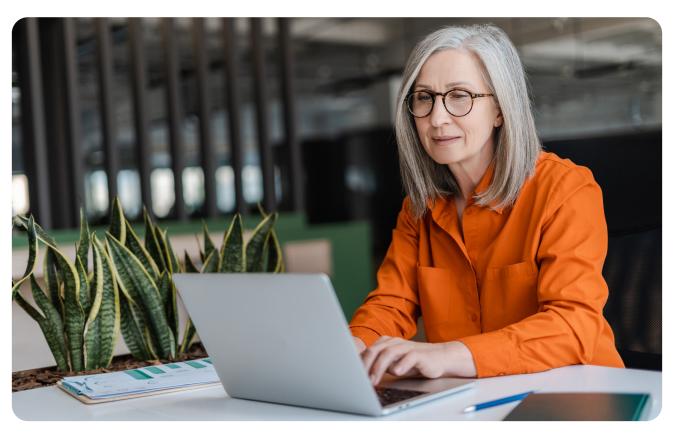
In South Australia, full-time, part-time, and casual employees are entitled to portable long service leave if they are providing community services or supporting the provision of community services.

If you employ one or more eligible workers, you are **required by law** to register as an employer with SAPLSL-CS.

From 1 October 2025, you will be able to begin your Employer Registration by going to our website - <u>saplsl-community.org.au</u>. You have 28 days to complete your Employer Registration from the date you either start employing eligible workers, or, if you already employ eligible workers prior to 1 October 2025, from the start of the scheme.

The first step in the registration process is to **verify your email address**. This should be the email address of your organisation's **Primary Contact**. Once your email address is verified, you will receive a confirmation email with a link to complete your Employer Registration.

This step-by-step guide explains how to register your organisation as an employer with SAPLSL-CS. In addition, you can also watch the following **Instructional Video** on how to complete your Employer Registration.



## REGISTER AS AN EMPLOYER | Verify your email address

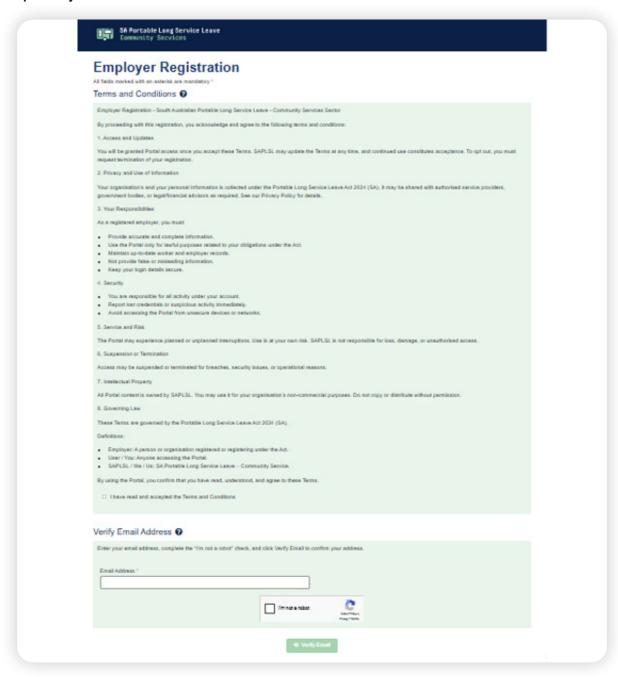
To begin your Employer Registration, you must first verify your email address via the SAPLSL-CS website.

Click the Register as an Employer link at saplsl-community.org.au (available from 1 October 2025).

- 1. Tick the box to agree to the Terms and Conditions.
- Enter your email address.
- 3. Confirm you are not a robot (CAPTCHA verification).
- 4. Click Verify Email.

You will then receive an email from SAPLSL-CS with a secure link to complete your registration.

**Important:** This link will expire after **30 minutes.** If the email does not appear in your inbox, please check your **spam or junk mail folder.** 





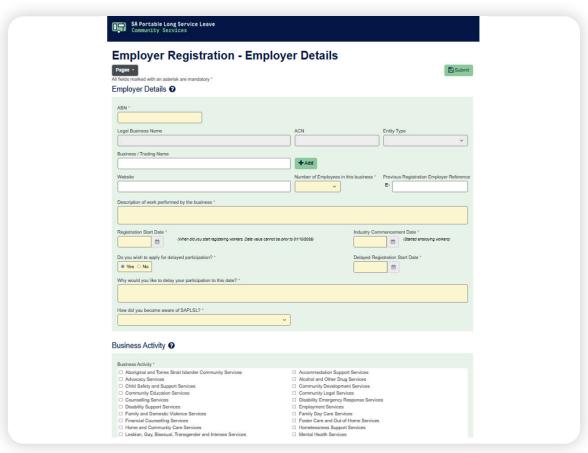
### REGISTER AS AN EMPLOYER | Complete your employer registration

Open the email from SAPLSL-CS and click on the link within 30 minutes to continue your Employer Registration. You will then need to complete the online registration form with your organisation's details. Mandatory fields are marked with an asterisk (\*). For extra guidance, click on the question mark icons throughout the form.

#### Page 1 – Employer Details & Business Activity

### Provide the following information

- 1. ABN this links to the ABN Lookup website and will pre-fill the Legal Business Name and Entity Type.
- 2. Business / Trading Name if applicable.
- 3. Number of employees in the business.
- 4. A short description of the work your business performs.
- 5. **Registration Start Date** the date you begin registering your eligible workers with SAPLSL-CS (cannot be earlier than **01/10/2025**).
- 6. **Industry Commencement Date** the date you first employed workers in the Community Services Industry.
- Indicate whether you wish to apply for delayed participation.
  If you wish to apply for delayed participation, you will need to also provide the reason why.
- 8. Select how you became aware of SAPLSL-CS.
- 9. Choose your Business Activity type(s) one or more categories describing your services.
- 10. Click Next.





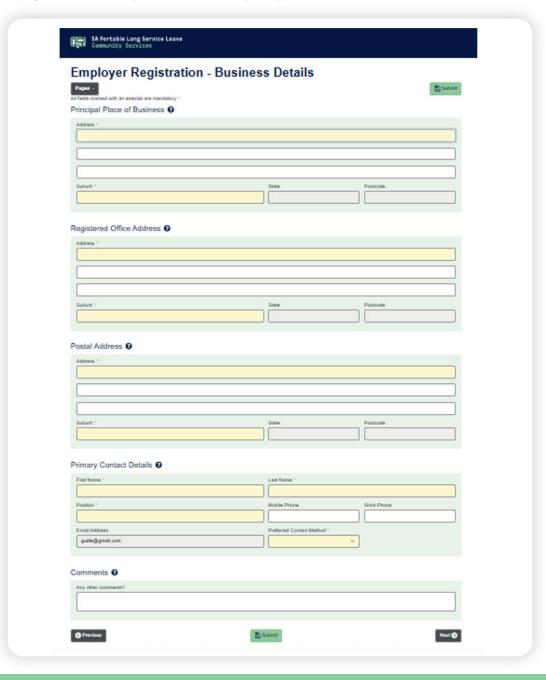
## REGISTER AS AN EMPLOYER | Complete your employer registration

Page 2 - Addresses, Primary Contact & Comments

Provide the following information:

- 1. Principal Place of Business Address.
- 2. Registered Office Address.
- 3. Postal Address.
- 4. Primary Contact Details the main contact person for all SAPLSL-CS matters.
- 5. Any comments you wish to provide.
- 6. Click Next.

Note that Google will auto-fill your addresses as you type.





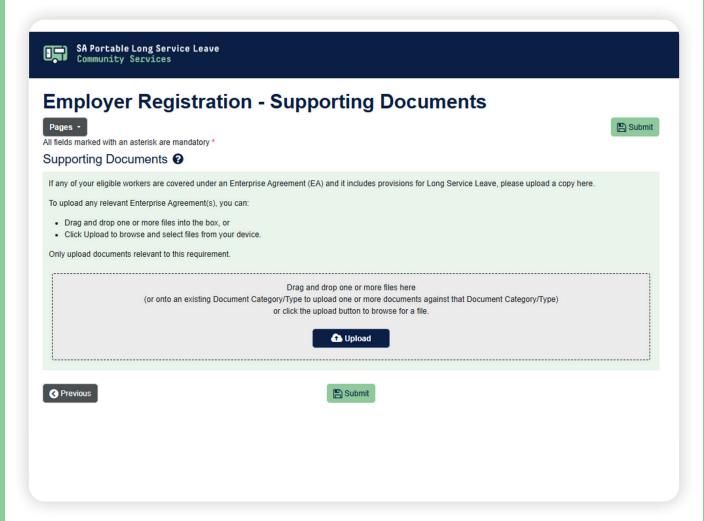
## REGISTER AS AN EMPLOYER | Complete your employer registration

Page 3 - Supporting Documents

Upload any supporting documents (if required) by dragging and dropping the files into the upload field, or by clicking **Upload** to browse for files. Examples include:

- 1. Enterprise Agreement (if it includes LSL provisions for your eligible workers).
- 2. Delayed participation request supporting documentation.

Click Submit to lodge your application.



### When you Submit the form:

- A confirmation on screen is displayed.
- A temporary reference number is assigned.
- A PDF copy of the application is generated.
- You will receive a confirmation email that your employer registration form has been submitted.



#### After you submit your employer registration

Once you submit your completed Employer Registration form, it will be reviewed by the SAPLSL-CS team. We may contact you if further details are required and will provide any onboarding support you may need.

Please allow at least 2 weeks for SAPLSL-CS to review your registration. While we aim to complete assessments within this timeframe, we appreciate your patience during the initial months of the scheme.

Once your registration is approved, you will receive an email confirming your registration and inviting you to access the **Employer Portal**. This will prompt you to set a secure password. The password needs to be at least 8 characters, contain at least one number, one symbol and a mixture of upper and lower case characters.

Through the Portal, you will be able to:

- Manage your organisation details.
- Register eligible workers.
- Complete quarterly returns.
- View invoices and payments.

# Keep your registration details up to date

Please notify SAPLSL-CS within 7 days of any changes to your:

- 1. Employer name or business name.
- 2. ABN.
- 3. Business, registered or postal address.
- 4. Contact details.
- 5. Changes to eligibility (e.g., no longer employing eligible workers).

### Ceasing as an employer

If you cease employing eligible workers, you must:

- Complete a final quarterly return advising SAPLSL-CS of the termination details.
- Pay any outstanding levy.

#### Help and support

If you need assistance at any stage of the Employer Registration process, the following support options are available:

- Use the help icons (?) for guidance as you complete your Employer Registration.
- Visit sapIsI-community.org.au for resources and information.
- Contact the SAPLSL-CS team for further assistance on 08 8474 2400 or by email at admin@saplsl-community.org.au.