



## SA Portable Long Service Leave Community Services

4 Nov 2025

### Self-employed contractor registration guide



This step-by-step guide explains how to register yourself as Self-Employed Contractor with SAPLSL-CS. You can also watch the **Instructional Video** on our website to understand how to complete the Self-Employed Contractor registration.

#### About the Scheme

In South Australia, if you work as a self-employed contractor and provide community services or support the delivery of community services, you can register with the South Australian Portable Long Service Leave – Community Services (SAPLSL-CS) scheme.

- Contributions are voluntary.
- You earn service when you make contributions.
- No service is accrued in quarters where contributions are not paid.
- Unlike employees who take long service leave, self-employed contractors claim a lump sum payment when they reach entitlement.

From 1 October 2025, self-employed contractors can register online through the SAPLSL-CS website.





# SA Portable Long Service Leave Community Services

## STEP 1 – Register as a Worker

Before you can register as a self-employed contractor, you must first register as a **Worker**.

- Create a Worker Profile via the SAPLSL-CS website.
- Log in to the Worker Portal using the email address and password provided at registration.
- Complete multi-factor authentication to access your dashboard.

## STEP 2 – Register as a Self-Employed Contractor

Login to Worker Portal

1. Go to the SAPLSL-CS website.
2. Enter your registered email and password.
3. Complete the captcha and multi-factor authentication.
4. Access your dashboard.

Welcome to the



## SA Portable Long Service Leave Community Services

### Worker Portal

Login to the Worker Portal

Email Address

 adam@smith.com

Password

 ..... 

Terms and Conditions

These are the Terms and Conditions governing the use of this Service and the agreement that operates between You and the Company. These Terms and Conditions set out the rights and obligations of all users regarding the use of the Service.

Your access to and use of the Service is conditioned on Your acceptance of and compliance with these Terms and Conditions. These Terms and Conditions apply to all visitors, users and others who access or use the Service.

By accessing or using the Service You agree to be bound by these Terms and Conditions. If

☐ I'm not a robot



 Register

 Reset Password

 Login



# SA Portable Long Service Leave Community Services

## STEP 3 - Complete the Registration Form

From your dashboard:

1. Click on the Forms menu at the top.
2. Select Self-Employed Contractor Registration.
3. Read and agree to the Terms and Conditions.
4. Provide the following details:
  - a. ABN – must be your own, not your employer's ABN.
  - b. Work Description – explain the duties and how they align with community service.
  - c. Work Type – select from the drop-down menu.
  - d. Backdated Contributions – choose 3 or 6 months if you want to preserve prior service.



Forms ▾

Correspondence

Logout

## Self-Employed Contractor Registration - Contractor Details

Pages ▾

★ Save Draft

Submit

✕ Cancel

All fields marked with an asterisk are mandatory \*

### Worker Details ?

First Name

Adam

Last Name

Smith

Worker Reference

W-0006765

Date of Birth

01/01/1990

### Contractor Details ?

Enter your ABN, describe the work you perform and select your work type. Indicate if you wish to backdate invoices.

Please note if you wish to backdate your self-employed contractor registration, you will need to provide additional supporting documentation to confirm you worked in each of the periods for backdated service.

ABN \*

00 000 000 000

Description of work performed \*

Supporting projects that build capacity, inclusion, and participation within local communities. My work often involves collaborating with stakeholders, delivering programs, and providing targeted support particularly for young people, to strengthen connections and create positive outcomes.

Work Type \*

Youth Worker ▾

Would you like to backdate your invoices? \*

☒ Yes ☐ No

How long would you like to backdate your invoices \*

3 Months ▾

◀ Previous

★ Save Draft

Submit

✕ Cancel

Next ▶



# SA Portable Long Service Leave Community Services

## STEP 4 - Upload supporting documents

- Click **Next** to go to the document upload page.
- Upload evidence to support your application.
- Clearly label each document so it can be identified by SAPLSL-CS officers.

### Self-Employed Contractor Registration - Supporting Documents

Pages ▾

★ Save Draft   📄 Submit   ✖ Cancel

All fields marked with an asterisk are mandatory \*

#### Supporting Documents ?

Upload documents that confirm you are working as a Self-Employed contractor, and are eligible to register with SA Portable Long Service Leave. This may include your ABN registration, tax invoices, contracts for services, or other records showing the type of work you perform. Make sure your documents are clear and in an accepted format (e.g. PDF, JPG, PNG).

Document Category \*

SEC Application Document ▾

Document Type \*

Contract ▾

Document Details

Contract from ABCD Co to provide youth work in community

File Name

File 1.docx

📄 View   ✏ Clear   ✖ Remove

Drag and drop one or more files here  
(or onto an existing Document Category/Type to upload one or more documents against that Document Category/Type)  
or click the upload button to browse for a file.

📁 Upload

◀ Previous

★ Save Draft   📄 Submit   ✖ Cancel

Next ▶



# SA Portable Long Service Leave Community Services

## STEP 5 - Sign and Submit

- Complete the electronic declaration.
  - Tick the declaration box.
  - Select the signed-on date.
- Submit your form.
  - A confirmation message will appear on screen.
  - You will be assigned a temporary reference number.
  - A PDF copy of your application will be generated.
  - A confirmation email will be sent to you.
  - Your application will be shown as a Temporary Form on your dashboard until reviewed.

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### Dashboard

[Export](#) [Print](#)

Industry Service  
**0 Months**  
(0 Years)

Total Leave Accrued  
**0.0000 Weeks**  
(0.00 Days)

Total Leave Taken  
**0.0000 Weeks**  
(0.00 Days)

Current Leave Balance  
**0.0000 Weeks**  
(0.00 Days)

#### Temporary Forms (1)

| Form Ref.     | Form Type                             | Date Created | Last Updated | Expiring On | Status  |
|---------------|---------------------------------------|--------------|--------------|-------------|---------|
| 250908-001218 | Self-Employed Contractor Registration | 08 Sep 2025  | 08 Sep 2025  |             | Pending |





# SA Portable Long Service Leave Community Services

## After You Submit

- Applications are reviewed by the SAPLSL-CS team.
- You may be contacted for additional details.
- Allow up to **2 weeks** for assessment.
- During the initial months of the scheme, processing may take longer.

## If Your Application is Approved:

- The temporary form will be removed from your dashboard.
- Your Worker Type will update to Self-Employed Contractor.
  - To confirm, click on your name in the top-right corner to view your profile.



## User Profile

W-0006765 - Adam Smith

Registration Start Date  
8/09/2025

Worker Type  
Self Employed Contractor

Registration Status  
Active

## If Your Application is Rejected:

- Applications may be rejected if:
  - The work description does not indicate community service.
  - Supporting documents are missing.
  - Other irregularities are found.





# SA Portable Long Service Leave Community Services

## Paying Contributions

### Backdated Invoices

- If you requested backdating, SAPLSL-CS will generate a return for 3 or 6 months.
- The return will show on your dashboard as Pending Return – Open.
- Submit the return to generate an invoice.
- Pay the invoice to have service credited to your account.

### Periodic Returns

- Returns are generated quarterly in January, April, July and October.
- Contributions are voluntary – if you don't pay, no service will be accrued.
- Pending returns will display under Pending Return on your dashboard.

### Pending Returns (1)

| <u>Return Reference</u> | <u>Return Type</u>              | <u>Return Period</u>     | <u>Contribution</u> | <u>Due Date</u> | <u>Status</u>                                                                              |
|-------------------------|---------------------------------|--------------------------|---------------------|-----------------|--------------------------------------------------------------------------------------------|
| 250000147               | Self Employed Contractor Return | 1 Apr 2025 - 30 Jun 2025 | \$250.00            | 15 Jul 2025     | Open  |

## Employing Workers

If you begin employing workers under your ABN:

- You must register as an **Employer** with SAPLSL-CS.
- See the **Employer Registration Guide**.

## Help and Support

- Use the **help icon (?)** on each page of the registration form.
- Visit the SAPLSL-CS website for resources and instructional videos.
- Contact the SAPLSL-CS team:
  - Phone: 08 8474 2400
  - Email: [admin@sapls-community.org.au](mailto:admin@sapls-community.org.au)