

4 Nov 2025

# Self-employed contractor registration guide



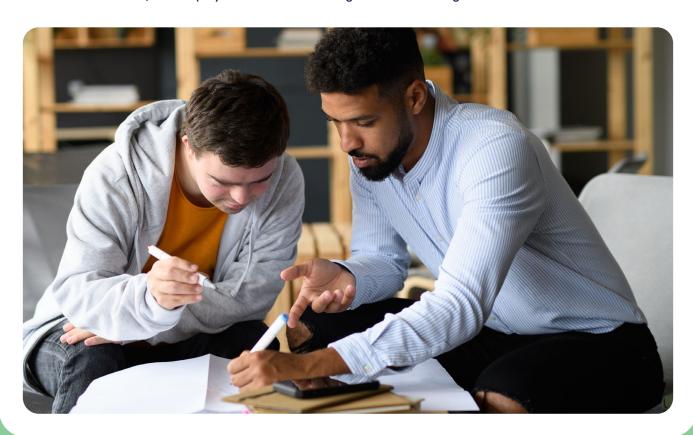
This step-by-step guide explains how to register yourself as Self-Employed Contractor with SAPLSL-CS. You can also watch the **Instructional Video** on our website to understand how to complete the Self-Employed Contractor registration.

## **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.





# STEP 1 - Register as a Worker

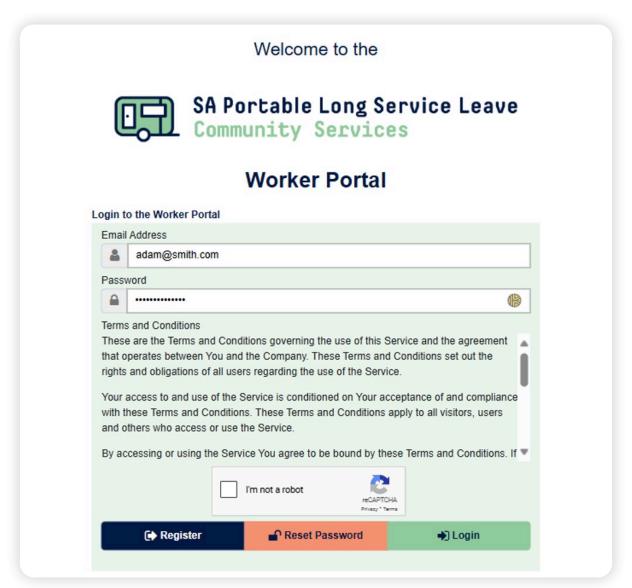
Before you can register as a self-employed contractor, you must first register as a Worker.

- 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.

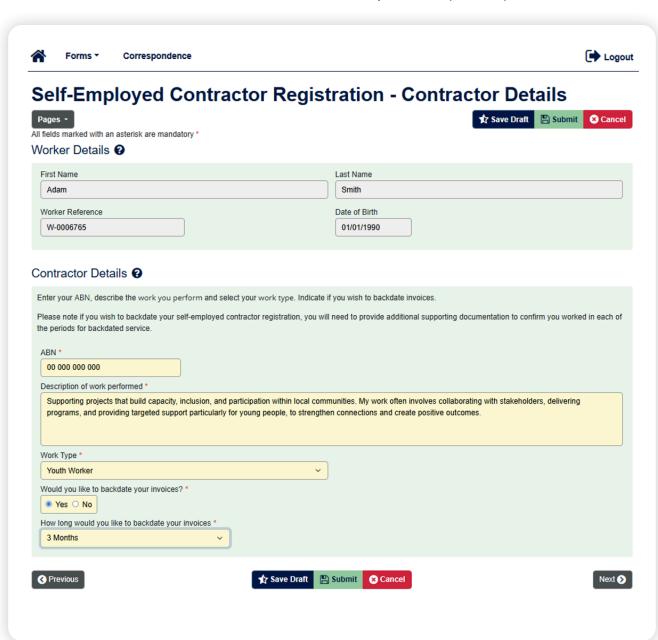




# STEP 3 - Complete the Registration Form

# From your dashboard:

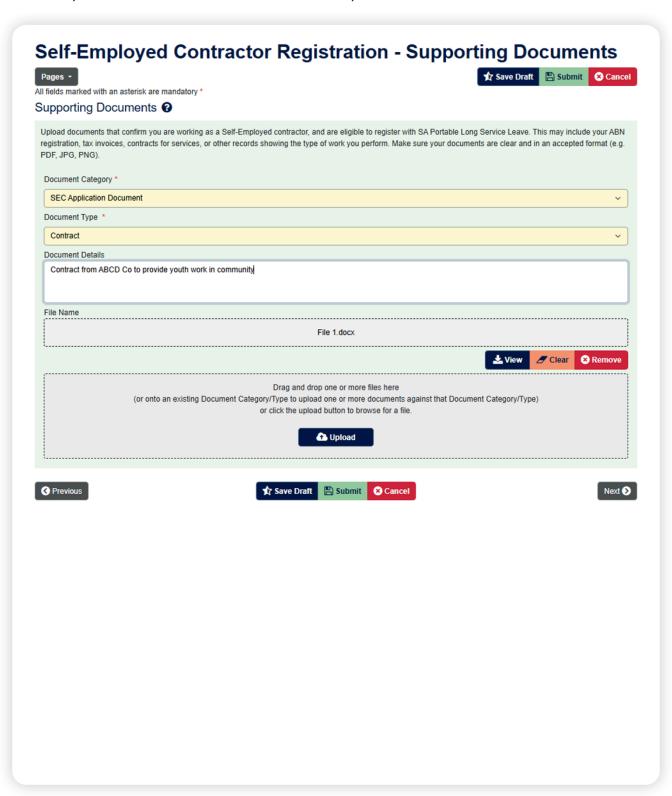
- 1. Click on the Forms menu at the top.
- 2. Select Self-Employed Contractor Registration.
- 3. Read and agree to the Terms and Conditions.
- 4. Provide the following details:
  - a. ABN must be your own, not your employer's ABN.
  - b. Work Description explain the duties and how they align with community 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.





# STEP 4 - Upload supporting documents

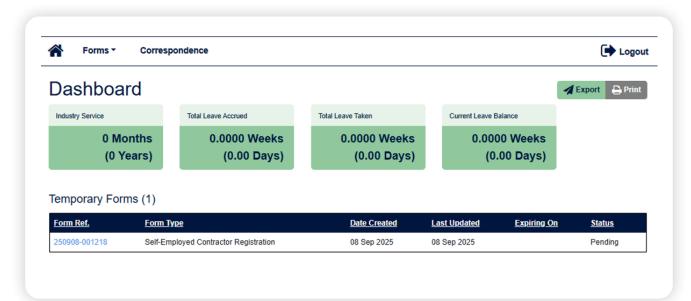
- Click Next to go to the document upload page.
- Upload evidence to support your application.
- Clearly label each document so it can be identified by SAPLSL-CS officers.

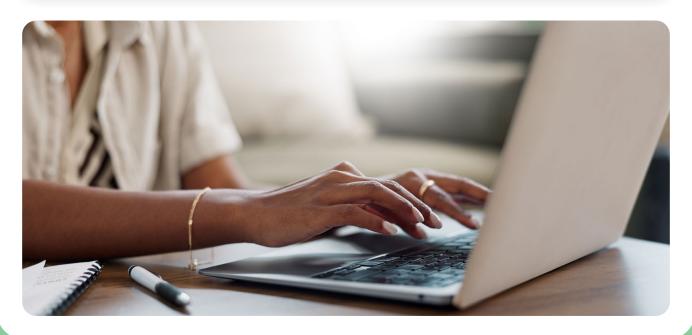




# STEP 5 - Sign and Submit

- 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.







# **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.





# **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) Return Reference Return Type Return Period Contribution Due Date Status 250000147 Self Employed Contractor Return 1 Apr 2025 - 30 Jun 2025 \$250.00 15 Jul 2025 Open 1

# **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@saplsl-community.org.au