



SA Portable Long Service Leave Community Services

4 Nov 2025

Working director registration guide



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

About the Scheme

In South Australia, **Working Directors** who are engaged in delivering or supporting the delivery of community services may register under the **South Australian Portable Long Service Leave – Community Services (SAPLSL-CS)** scheme.

- This is a **voluntary, contribution-based scheme**.
- Contributions are paid by the director.
- Service accrues only in quarters where contributions are made.
- Directors can claim a **lump sum payment** when they reach entitlement.
- Unlike workers, directors receive their entitlement as a payment in place of long service leave.

From **1 October 2025**, Working Directors can register online via the SAPLSL-CS website.

Prerequisites

Before registering as a Working Director:

1. Your **business must be registered as an Employer** with SAPLSL-CS.
2. You must be **registered as a Worker** through the Worker Portal.

After both the Employer Registration and Worker Registration processes have been completed, you may complete the Working Director Registration form.





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STEP 1 - Login to your Worker Portal

1. Go to the **SAPLSL-CS website**.
2. Enter your email address and password.
3. Complete the captcha and multi-factor authentication.
4. Access your **Worker Portal 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



reCAPTCHA
Privacy · Terms

➔ Register

🔑 Reset Password

➔ Login



**SA Portable Long Service Leave
Community Services**

Verify with Authenticator

Enter the temporary code generated in your Authenticator App.

Verification Code *



✓ Verify and Login



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STEP 2 - Register as a Working Director

From your **dashboard**:

1. Click on the **Forms** menu at the top.
2. Select **Working Director Registration**.

 Forms ▾ Correspondence

 Logout

Working Director Registration - Information

✕ Cancel

All fields marked with an asterisk are mandatory *

Information ?

If you are the director of a company or other entity working in South Australia's Community Services sector, you can register as a **Working Director** to make voluntary contributions to build on your own portable long service leave entitlements.

Before you start

- Have your ABN, a brief description of the work you perform, and proof of your appointment as a director ready.
- If you wish to backdate your service (up to 6 months), you must provide evidence you met the eligibility requirements during that time.

Supporting documents (examples)

- ASIC company extract showing you as a director and your appointment date.
- Contracts or agreements for work in the Community Services sector.
- Itemized invoices or periodic statements showing work performed.

What happens next

After submitting your application in the Worker Portal, we'll review your details and assess your eligibility. We may contact you for the additional information.

Acknowledgement ?

By selecting 'I agree to the Terms and Conditions', you confirm that the information you provide will be true, correct, and complete.

☐ I agree to the Terms and Conditions

✕ Cancel



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3. Read and agree to the Terms and Conditions.

4. Provide the following details:

- Company ABN.
- Employer name.
- Date appointed as director.
- Description of services your company delivers, your role in delivering them, and how these align with community service work under the PLSL Act 2024.
- Work type that best matches your duties.
- Indicate if you wish to backdate contributions (3 or 6 months).

Working Director Registration - Director Details

Pages ▾

★ Save Draft

📄 Submit

✖ Cancel

All fields marked with an asterisk are mandatory *

Worker Details ?

This section displays your personal and reference information. Fields may include first name, last name, worker reference number, and date of birth. These details are pre-filled and cannot be edited here.

First Name

Adam

Last Name

Smith

Worker Reference

W-0006766

Date of Birth

02/12/1980

Working Director Details ?

Employer Reference

Company ABN *

00 000 000 000

Company Name *

ACME Company

Date of Appointment as Director *

1/09/2025



Description of work performed *

Support services for those with special needs to help maintain living standards in their homes

Work Type *

Program Manager

Would you like to backdate your invoices? *

☒ Yes ☐ No

How long would you like to backdate your invoices *

3 Months

Note: You will need to provide documentation to show you have worked in each period you would like to make contributions for.

◀ Previous

★ Save Draft

📄 Submit

✖ Cancel

Next ▶



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STEP 3 - Upload Supporting Documents

- Include an ASIC Extract to demonstrate your **appointment as a Director**.
- Show that your work falls within the community services sector under the **SCHADS Award**.

Working Director 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 Working Director, and are eligible to register as one with SA Portable Long Service Leave. This may include your ASIC company extract, itemised invoices, contracts, Enterprise Agreement, or other records showing your role and the type of work you perform. Make sure your documents are clear and in an accepted format (e.g., PDF, JPG, PNG).

Document Category * Required

Evidence ▾

Document Type * Required

Working Director In South Australia ▾

Document Details

ASIC Extract

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 ▶



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STEP 4 - 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.
- Allow up to **2 weeks** for assessment.
- During the initial months of the scheme, processing may take longer.

 Forms ▾ Correspondence

 Logout

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
251010-000383	Working Director Registration	10 Oct 2025	10 Oct 2025		Pending

New Correspondence (0)



Type	Subject	File Name	Sender	Date / Time Sent
There is no new Correspondence.				



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Employer Registering a Working Director

Employers can also register a Working Director via the **Employer Portal**:

Log in via the SAPLSL-CS website.

1. Complete captcha and multi-factor authentication.
2. From the **Dashboard**, select **Forms → Working Director Registration**.
3. Provide details:
 - a. Director's name, email, phone, date of birth.
 - b. Date of appointment as director.
 - c. Company service description, director's role and alignment with community services.
 - d. Indicate backdating if applicable (3 or 6 months).
5. Upload supporting documents.
6. Sign and submit the form.

Approval

- Once approved, the Worker Type will update to **Working Director**.
- Employers can confirm this via **Worker Search**, where a tick will appear next to the director's name.

Registration Approved

When approved:

- The pending temporary form will be removed.
- Your Worker Type will update to **Working Director**.
- Confirm the update by checking your **User Profile** in the Worker Portal.

Application Rejected

Applications may be rejected if:

- Work description does not indicate community services.
- Supporting documents are missing.
- Other irregularities are found.





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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 the Working Director's 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 in the **Pending Returns** section in the Employer Portal.

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

