



Portable Long Service Leave

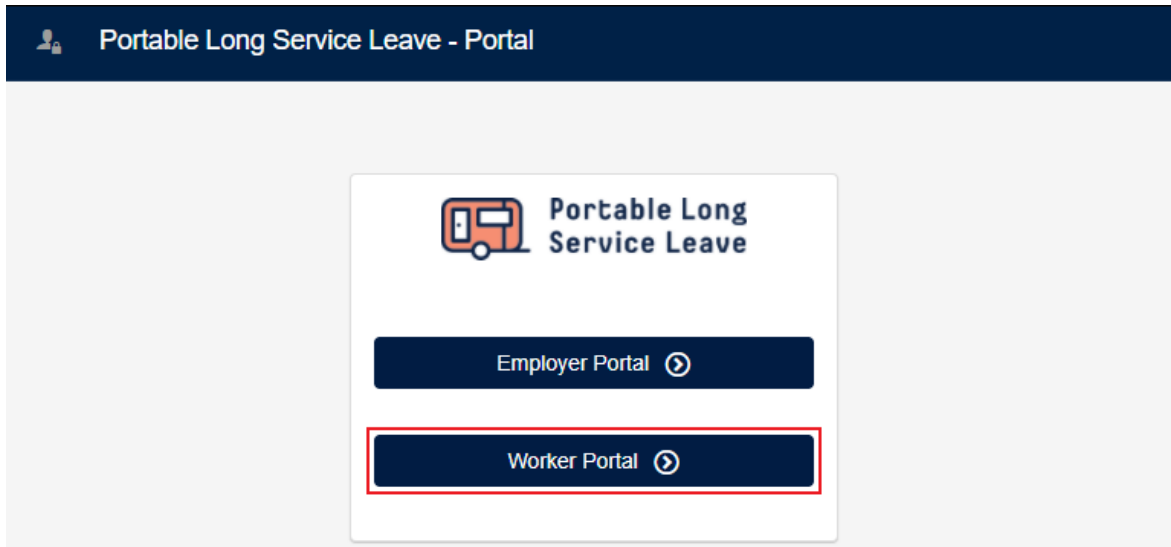
How to register for online services A guide for workers

Managing your Portable Long Service Leave account is easy using the Worker Portal, but first you'll need to register for online access. You only need to do this the first time you login.

The following guide provides step-by-step instructions for registering for online services the first time.

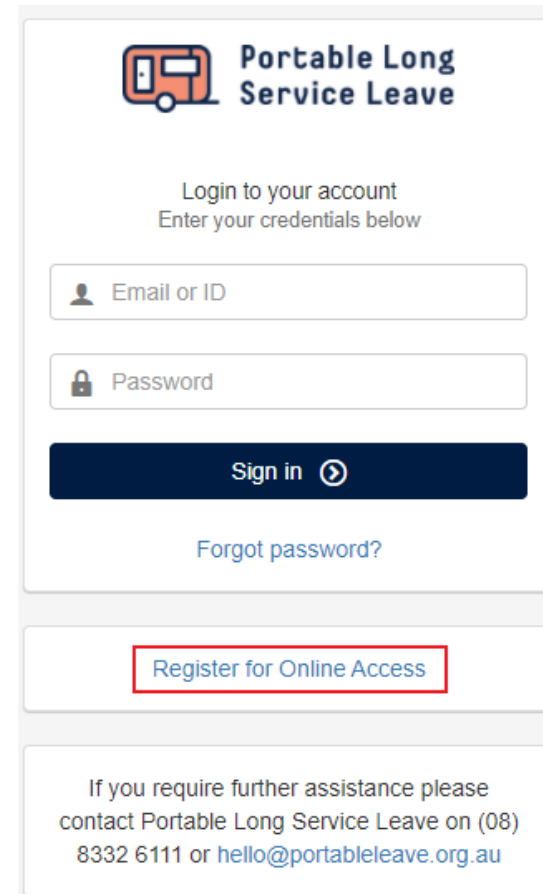
Step 1 – Navigate To The Worker Portal

To log into your worker account, you'll need to click on the Worker Portal button.




Step 2 – Click On Register For Online Access

Click on the Register For Online Access Button.



Step 3 – Enter Your Details

Enter your Worker ID, Surname and Date of Birth in the fields as shown, then click the Next button to continue the process. You'll find your Worker ID on emails and SMS messages you've received from Portable Long Service Leave.

**Portable Long Service Leave**

Register For Online Access
Need help registering, call us on (08) 8332 6111.

Worker ID

Surname

Date Of Birth

[Forgot password?](#) | [Member Login](#)

Step 4 – Terms And Conditions

Read the Terms and Conditions, check the box indicating you agree and click the Save & Continue button at the bottom to continue the process.

Portable Long Service Leave Home
CAGE, Lucas (M495820)

Terms and Conditions

Portable Long Service Leave collects and retains information from employers and workers, as required by the Construction Industry Long Service Leave Act 1987 (the Act), for eligibility and registration purposes.

Worker personal information includes name, date of birth, addresses, telephone numbers, email addresses, industry occupation, payroll data, financial transactions and records of contact with Portable Long Service Leave.

Employer information includes ABN, business and trading names, type of work performed, contact persons, phone numbers, email addresses, employer return data, financial transactions and record of contact with Portable Long Service Leave.

Portable Long Service Leave will only use and disclose personal information to register employers and workers and manage long service leave entitlements under the Act or where it is otherwise required by law to do so.

Portable Long Service Leave seeks to ensure personal information in its possession is securely stored and is not misused. In circumstances where personal information is collected and stored by external organisations Portable Long Service Leave uses to deliver aspects of its functions, Portable Long Service Leave's contractual obligations require compliance with the same security and privacy standards.

You may obtain access to your personal information held by Portable Long Service Leave by contacting hello@portableleave.org.au. For further information about how Portable Long Service Leave handles your personal information, please visit our Privacy Policy at <https://www.portableleave.org.au/privacy-policy>.

I agree to the Terms and Conditions.

Step 5 – Check Your Contact Information

Check your contact information and update anything that is incomplete or incorrect. It's important to keep your information up to date so we can contact you about changes to your account. Use the Correspondence Method drop-down box to choose your preferred contact method.

Mobile

Email

Correspondence Method

Your password must be at least 6 characters and contain at least one letter and one number.

Step 6 – Set Your Password

Set up a password to access your account in the future. The password needs to be at least 6 characters and contain at least one letter and one number. Click Continue to continue the process.

Your password must be at least 6 characters and contain at least one letter and one number.

New Password

Repeat Password

Step 7 – Set Your Employer Preferences

You will need to decide how much access your employer has to the contact information on your account. You can choose to hide your contact information completely, allow your employer to view your contact details but not change them, or allow your employer to view and edit your contact information. Previous employers will not be able to access your contact information.

My Profile - Access Permission

Permission ?

Employer may not view my contact details

Employer may not view my contact details

Employer can view my contact details

Employer can view and edit my contact details

Note: Your current and previous employers will always be able to view your name, membership number and date of birth.

Finally, set up 2 security questions, just in case you forget your password and need to reset it online. Use the drop-down box to select from the preset questions or select Other to set your own. Type the answers to the questions in the answer boxes, then click Save & Close to finish your registration.

Security Questions

Please note these questions and answers may be used by Portable Long Service Leave to verify your identity.

Question 1

Select a question: What is the country of your ultimate dream vacation?

Your Answer: Greece

Question 2

Select a question: What is the street number of the house you grew up in?

Your Answer: 14

Save & Close Cancel