



Portable Long Service Leave

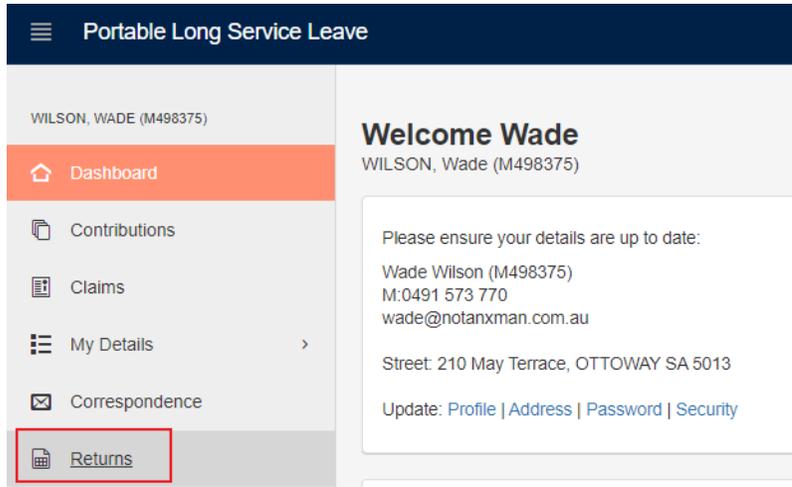
How to complete a self-employed contractor return

Self-Employed Contractor Returns need to be lodged through your Worker Portal if you would like to make a contribution for the return period.

The following guide provides step-by-step instructions for lodging a Self-Employed Contractor Return.

Step 1 – Open the return

After you've logged into the Worker Portal, click on Returns in the menu.



Portable Long Service Leave

WILSON, WADE (M498375)

Welcome Wade
WILSON, Wade (M498375)

Please ensure your details are up to date:

Wade Wilson (M498375)
M:0491 573 770
wade@notanxman.com.au

Street: 210 May Terrace, OTTOWAY SA 5013

Update: [Profile](#) | [Address](#) | [Password](#) | [Security](#)

- Dashboard
- Contributions
- Claims
- My Details
- Correspondence
- Returns**

Click on the Return ID to open the return.



Returns

WILSON, Wade (M498375)

Return	Period	Contribution	Status
Return #784768	Self Employed (Nov 2020 - Dec 2020)	\$255.00	OPEN

Step 2 – Commit The Return

If you wish to make a contribution for this return period, click on the Commit Return button, then click OK to lodge the return.

Returns: Self Employed (Nov 2020 - Dec 2020) (R784768)
WILSON, Wade (M498375)

Commit Return

Self Employed Return Information

Return Status	OPEN	Workers	1
Return Period (ID)	Self Employed (Nov 2020 - Dec 2020) (R784768)	Levy	\$255.00
Due Date	30/06/2021		
Working Days	44		

Return Submission Alert ✕

Click OK to submit your return, or Cancel if you are not ready to submit. You will receive an invoice upon submit.

OK Cancel



Step 3 – Download The Invoice

After the Self-Employed Contractor Return has been lodged, you'll be able to see the balance payable and download an invoice for your contribution by clicking the Print PDF link.

Returns: Self Employed (Nov 2020 - Dec 2020) (R784768)
WILSON, Wade (M498375)

Self Employed Return Information

Return Status	COMMITTED	Workers	1
Return Period (ID)	Self Employed (Nov 2020 - Dec 2020) (R784768)	Levy	\$255.00
Due Date	30/06/2021	Balance Payable	\$255.00
Working Days	44		

Financial Details

Date	Reference	Description	Debit	Credit
22 Jan 21	Invoice Print PDF	Return #784768	\$255.00	

Payment Information

EFT
 BPAY
 Credit Card



Pay with EFT

Account Name: CILSLB
BSB: 065126
Account Number: 10064035
Reference: 498375

