

# Customer Account Application Instructions



Customers wishing to access the NSW LRS Online Portal are required to complete a **NSW LRS Online Account Application** in order to obtain a login (user name and password). A guide to each component of the form has been included below for your reference.

## Part 1 – NSW LRS Online Account Application

- 1. Application Type:** Include details of the individual or organisation (using the trading name associated with its ABN) seeking a customer account. If you indicate that you are going to bill to another organisation, please ensure that your application is accompanied by a completed 'Authorisation to Lodge or Transact on behalf' section of the form (see Part 2 below).
- 2. Customer Details:** Include contact details of the individual seeking access to the NSW LRS Online Portal.
- 3. Direct Debit, Electronic invoicing, statements and reminders:** Email is the default method of communicating financial correspondence. If applying to open a credit account with NSW LRS advise the frequency of account statements required. If nominated account details are provided, funds will be debited from the nominated account.
- 4. Business Activities:** Provide a brief description of the main customer business activities. Indicate if there is a head office and/or other group company/ies that are NSW LRS customers.
- 5. Authorisation Statement:** All applications require the completion of the signature box by the individual named in section 1, or where an organisation is making the application, an authorised representative of the organisation.

All NSW LRS Online portal applicants must confirm they have read and understood the NSW LRS Online Collection Statement set out on the first page of the attached document.

## Part 2 – Authorisation to Lodge or Transact on behalf

Include details of the organisation authorising NSW LRS to invoice all fees and charges incurred by the user(s) to the financial account referred to in the NSW LRS Online Account Application Form.

The Authorisation will need to be signed by an authorised representative of the organisation. All applicants must confirm they have read and understood the NSW LRS Online Collection statement set out on the first page of the attached document.

Once completed and signed, please send your account application form, along with the completed 'Authorisation to Lodge or Transact on behalf' section (if applicable), to [ePlan@nswlrs.com.au](mailto:ePlan@nswlrs.com.au). You will be notified via email once account creation is complete.

The information you provide in the form will be used and disclosed as set out in the Collection Statement.