المساعدة بخصوص حساب Centrelink عبر الإنترنت – Report employment income

يؤثر الدخل من الوظيفة على دفعتك التي تتلقاها. للتأكد من أننا ندفع لك المبلغ الصحيح، نحتاج منك الإبلاغ عن إجمالي دخل العمل لك ولشريكك.

اتبع هذا الدليل للإبلاغ عن دخلك من عملك ومتطلبات Job Plan باستخدام حسابك مع Centrelink عبر الإنترنت.

في هذا الدليل

- الخطوة 1: بدء الاستخدام

- الخطوة 2: تأكيد تفاصيل التوظيف المقدمة من قبل صاحب العمل

- الخطوة 3: report employment income (الإبلاغ عن دخلك) من العمل الذي لم يقدمه صاحب العمل

- الخطوة 4: تحديث متطلبات Job Plan

- الخطوة 5: مراجعة التحديث وتقديمه

- الخطوة 6: تسجيل الانهاء

نظرة عامة على Report employment income

Gross income هو المبلغ الذي يدفعه لك صاحب العمل قبل الضرائب والخصومات الأخرى. يجب عليك الإبلاغ عن gross income الذي دفعه لك صاحب العمل، وgross income الذي دفعه صاحب عمل شريكك، في reporting period التي تخصك. يمكنك إيجاد مبلغ gross pay الخاص بك في قسيمة الراتب الخاصة بك.

إذا لم تقم بالإبلاغ عن الدخل بانتظام، عليك إخبارنا عن أي دخل تحصل عليه خلال 14 يوماً من حصولك عليه من صاحب العمل.

إذا كنت تقوم بالإبلاغ عن الدخل بانتظام، يجب عليك الإبلاغ يوم تاريخ الإبلاغ أو بعده.

للتأكد من حصولك على مستحقاتك في الوقت المحدد، يجب عليك تقديم تقريرك بحلول الساعة 5 pm مساءً بالتوقيت المحلي يوم تاريخ الابلاغ. للمزيد من المعلومات باللغة الإنجليزية واللغات الأخرى، تفضل بزيارة:
servicesaustralia.gov.au/incomereporting

قد تكون هناك مهام أو أنشطة أخرى تحتاج إلى القيام بها للاستمرار في الحصول على دفعتك. يعتمد هذا على نوع الدفعة الذي تحصل عليها. للمزيد من المعلومات حول متطلبات mutual obligation requirements باللغة الإنجليزية واللغات الأخرى، تفضل بزيارة
servicesaustralia.gov.au/mutualobligation

وقد قمنا أيضاً بترجمة موارد لمساعدتك على معرفة المزيد عن mutual obligation requirements. تفضل بزيارة **servicesaustralia.gov.au/yourlanguage** حيث يمكنك قراءة أو الاستماع إلى المعلومات بلغتك.

تعتمد طريقة ابلاغك على مدى ملاءمته لك. قد لا تنطبق بعض الإرشادات المذكورة في هذا الدليل عليك.

يستخدم بعض أصحاب العمل نظام (Single Touch Payroll (STP. وهذا يعني أنهم يرسلون معلوماتك إلينا وإلى (Australian Taxation Office (ATO تلقائياً. نحن نستخدمه من أجل employment income report بإمكانك مراجعة المعلومات قبل الاستمرار ثم استكمال إبلاغك.

قد تحتاج إلى تغيير أو إضافة تفاصيل حتى يصبح ابلاغك كاملاً وصحيحاً. تعتمد المعلومات المتوفرة لدينا على كيفية قيام صاحب العمل بإعداد الابلاغ عن الرواتب التي يدفعها.

بعد التأكد من المعلومات وتقديمها، سيتم ملؤها مسبقاً في employment income report إذا كان لديك شريك، فلن نقوم بملء معلوماته مسبقاً حتى تتمكن من التأكد منها.

لقطات الشاشة الموجودة في هذا الدليل مأخوذة من جهاز كمبيوتر. سيبدو تخطيط الصفحة مختلفاً إذا كنت تستخدم جهازاً محمولاً.

الخطوة 1: بدء الاستخدام

قم بتسجيل الدخول إلى myGov واختر **Centrelink**.

هناك طريقتان للبدء، باستخدام أي منهما:

- مهامك Tasks
- القائمة MENU.

استخدام Tasks

من مهمة **Report income** اختر **Start task**.

استخدام MENU

اختر **MENU**، ثم يتبعها **Income and assets**، ثم **Employment income** و **Report employment income**.

الخطوة 2: تأكيد تفاصيل التوظيف المقدمة من قبل صاحب العمل

ستخبرك رسالة **Before you report** بوجود معلومات توظيف مملوءة مسبقاً للتأكد منها، إذا كانت تفاصيل التوظيف متاحة من صاحب العمل.

إذا لم نعرض المعلومات المملوءة مسبقاً، فانتقل الى **الخطوة 3**.

عندما يقدم لنا صاحب العمل تفاصيلك لأول مرة، سنقوم باظهار اسم صاحب العمل وبياناته Australian Business Number (ABN) أو Withholding Payer Number (WPN) يجب عليك التأكد إذا كنت تعمل لديهم. لن نقوم بتعبئة دخل عملك مسبقاً حتى ابلاغك القادم.
قد يكون لأصحاب العمل اسم تجاري مختلف عن اسم العمل التجاري المسجل. إذا لم تتعرف على اسم صاحب العمل، فسوف نعرض أسماء تجارية أو أعمال مختلفة لصاحب العمل.

إذا كان لديك أكثر من صاحب عمل يستخدم نظام Single Touch Payroll، فسوف تحتاج إلى تأكيد المعلومات المملوءة مسبقاً لكل صاحب عمل، واحد تلو الآخر.

لن يتم تحديث تفاصيل صاحب العمل لشريكك تلقائياً. إذا كنت بحاجة إلى مساعدة، اقرأ المعلومات التي تحمل رمز **علامة الاستفهام** على كل صفحة.

في next reporting date (تاريخ الإبلاغ القادم)، سنخبرك بأننا قمنا بملء بعض تفاصيل الدفع مسبقاً، وما قد يتعين عليك القيام به. اختر **Check employment details** (تأكد من تفاصيل الوظيفة).

Before you report

We've pre-filled some pay details reported by your employer. We need you to check these details.

You may have to do one or more of the following:

- confirm your employer
- check the gross income amounts
- answer questions about your pay
- add pay details.

You can submit your report after you have checked your employment details.

| Check employment details | Home |

سنبيّن اسم صاحب العمل و Australian Business Number (ABN) ونسأل عما إذا كنت تعمل لديهم.

اختر إما:

- **Yes** إذا كنت تعمل لدى صاحب العمل الموضح
- **No** إذا كنت لا تعمل لدى صاحب العمل الموضح

ثم اختر **Next**.

Home > Confirm employer

< Back

Employer 1 of 1

Do you work for **Online shop**?

ABN: 00 000 000 001

◉ Yes   ○ No

Next

إذا كنت قد أخبرتنا بالفعل عن صاحب العمل، قم باختياره من القائمة. ومن ثم يمكننا مطابقة صاحب العمل مع سجلك.

إذا لم يكونوا مدرجين في القائمة، فاختر **None of the above** واكتب الاسم الذي تريد منا تسجيله كصاحب العمل. ثم اختر **Next**.

Home > Confirm employer

< Back

Employer 1 of 1

If Online shop (ABN: 00000000001) is the same as any of your existing employers, please tell us which one.

We will merge these employers together so you don't have duplicates.

○ MOBILE HUT

○ None of the above

What name would you like this employer to be recorded as?

Online shop

Next

سنبيّن تفاصيل الدفع هذه أدناه:

- تاريخ الدفع
- فترة دفع الاجر
- أنواع الأجور، على سبيل المثال، الراتب والأجور، والإجازات المدفوعة الأجر
- الراتب الاجمالي، هذا هو المبلغ قبل الضريبة وأي خصومات أخرى
- الدخل القابل للتقييم
- الدخل غير القابل للتقييم، إذا انطبق ذلك.

تأكد من قسيمة الراتب إذا لم تكن متأكداً من التفاصيل المعبأة مسبقاً على هذه الصفحة.

إذا كان هناك أي تفاصيل خاطئة أو غير مملوءة مسبقاً، فسيتعين عليك تغيير ذلك.

اختر إما:

- **Edit dates** لإجراء تغييرات على فترة الدفع، لن تتمكن من تغيير تاريخ الدفع
- **Edit or add pay** لإجراء تغييرات على تفاصيل الدخل المملوءة مسبقًا، أو لإضافة الدفع لصاحب العمل هذا.

إذا قمت بإجراء أي تغييرات، فقد نطلب منك تقديم دليل على ذلك.

إذا تم دفع أجر لك أكثر من مرة من قبل صاحب العمل هذا خلال reporting period (فترة الإبلاغ)، فسوف نعرض تفاصيل الدفع واحدة تلو الأخرى لتراجعها.

اختر **Next** للاستمرار.

Home > Pay details

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ⓘ Do not refresh or close your browser once you select 'Submit and continue'. It may take a few moments for your pay details to be successfully added.

Pay 1 of 1
Check these details are correct.

Online shop
ABN 00 000 000 001

Pay date: 21 February 2022
Pay period: 8 to 21 February 2022

Edit dates

Pay details

Salary and Wages $650.00

Edit or add pay

Totals

Gross pay $650.00

Assessable income ❓ $650.00

Next

Yes **No** أو **Yes** لإخبارنا إذا كنت بحاجة إلى إضافة تفاصيل الأجر لصاحب العمل هذا.

إذا قمت باختيار **Yes**، يمكنك فقط إضافة تفاصيل الدفع على صاحب العمل الذي يستخدم نظام Single Touch Payroll الذي تقوم حالياً بتعديله. يمكنك إضافة أي نوع دفع لم يتم ملؤه مسبقاً إذا تم الدفع لك خلال reporting period (فترة الإبلاغ). يتضمن ذلك جميع الدخل، مثل المكافآت ودخل العمولة ومدفوعات إنهاء الخدمة التي حصلت عليها من صاحب العمل الخاص بك في Single Touch Payroll.

ثم اختر **Next**.

سنبيّن لك ملخصاً لبيانات صاحب العمل وتفاصيل الدفع المملوءة مسبقاً. قم بمراجعة كل قسم للتأكد من صحة كافة التفاصيل.

إذا قمت بإضافة تفاصيل الدفع، فسيكون لديك خيار **Delete pay**. يمكنك إضافتهم مرة أخرى إذا قمت بكتابتهم بشكل خاطئ.

إذا كنت بحاجة إلى إجراء تغييرات، فاختر إما:

- **Edit employer** لعمل تغييرات على صاحب العمل

- القيام **Edit details** لإجراء تغييرات على راتبك.

إذا قمت بإجراء أي تغييرات، فقد نطلب منك تقديم دليل على ذلك.

اقرأ الإقرار إذا كنت تفهم وتوافق على الإقرار، إختر **I have read and agree with the terms and conditions**. ثم اختر **Submit and continue**.

عند اختيار Submit and continue، فإنك تؤكد فقط تفاصيل التوظيف Single Touch Payroll لا يمكنك تغيير هذه التفاصيل بعد تقديمها. بعد التقديم، يجب عليك إكمال بقية إبلاغك.

Review and submit

Check the details you entered are correct.

Employer details

Employer 1 of 1

Online shop

ABN 00 000 000 001

Do you work for Online shop?	Yes
What is the employer's name?	Online shop

Edit employer

Pay details

Pay 1 of 1

Online shop

ABN 00 000 000 001

Pay date: 21 February 2022
Pay period: 8 to 21 February 2022

Pay details

Salary and Wages	$650.00

Edit details

Totals

Gross pay	$650.00
Assessable income ❓	$650.00

Delete pay

Declaration

I declare that :
- the information I have given is correct.

I understand that:
- giving false or misleading information is a serious offence.
- Centrelink can make any enquiry necessary to ensure I receive the correct payment.
- I need to advise Centrelink of any changes to my circumstances as soon as the change occurs.

I understand that once I have submitted this information:
- Centrelink may ask me for more details including about pre-filled information.
- I must contact Centrelink to make changes to the pre-filled information or any added pay details.

☑ I have read and agree with the terms and conditions.

Submit and continue

سنخبرك:

- عن إضافة gross pay (المبلغ الإجمالي) الخاص بك بنجاح إلى سجلك
- التفاصيل عن صاحب العمل
- المبلغ وتاريخ gross pay (المبلغ الإجمالي) الذي تم دفعه لك.

لن نبين أي دخل غير قابل للتقييم وأخبرتنا عنه سابقاً. الدخل غير القابل للتقييم، مثل بدل الغسيل، لا يستخدم في تحديد معدل الدفع والاستحقاق الخاص بك.

اذهب إلى **الخطوة 3** لمواصلة ابلاغك.

Home > Report employment income

Successfully added
- 1 pay added to your record

Report Employment Income

Reporting Period
17 February - 02 March 2022

Previous reports | Upcoming reporting periods

Gross employment income

My pay

ONLINE SHOP
ABN: 00 000 000 001

$650.00 paid 02 March 2022   Edit

My partner's pay

No pay   + Add pay

Add more pay

Hours this period

My hours

No hours   + Add hours

My partner's hours

No hours   + Add hours

Continue

الخطوة 3: report employment income الذي لم يقدمه صاحب العمل

لا يمكنك إدخال بعض أنواع الدخل الوظيفي لأصحاب العمل في نظام non-Single Touch Payroll يتضمن ذلك المكافآت أو دخل العمولة أو الأموال المدفوعة لك بعد تاريخ توقفك عن العمل لدى صاحب العمل الخاص بك. لإخبارنا عن الدخل الآخر من التوظيف المدفوع، استخدم Manage income and assets service على **servicesaustralia.gov.au/centrelinkupdateotherincome**

قد نبيّن بعض **Reporting tips** لمساعدتك في الإبلاغ بالطريقة الصحيحة إذا تلقيت هذه الرسالة، يرجى قراءتها، ثم إ**ختر Got it** للاستمرار.

Reporting tips

Here are some tips to help you report the right way:

- Report the gross amount you were paid before tax and other deductions, not the net amount. You'll find this on your payslip.
- Report your partner's gross employment income, even if they're not on an income support payment.
- If you're self-employed, don't report here.
- Don't send us your payslips unless we ask you to.
- Report before 5pm local time on your reporting date to get paid on time.

For more information visit Services Australia - Report Income.

Got it

ستبيّن صفحة Report Employment Income ما يلي:

- قمت بتأكيد أي تفاصيل دخل من نظام Single Touch Payroll
- **reporting period** الخاصة بك
- قسم **Gross employment income** لك ولشريكك
- القسم الخاص **Hours this period** لك ولشريكك.

يمكنك أيضاً اختيار أحد الخيارات أدناه:

- **Previous reports** لرؤية وتغيير الدخل الذي أبلغت عنه لمدة تصل إلى 6 من فترات إعداد التقارير السابقة. لا يشمل هذا أصحاب العمل الذين يستخدمون نظام Single Touch Payroll.
- **Upcoming reporting periods** لمشاهدة ما يصل إلى 6 من فترات الإبلاغ المستقبلية الخاصة بك.

إذا كنت بحاجة إلى تقديم تقرير بشكل منتظم، قم بتقديم ابلاغك في التاريخ المحدد. إذا لم تقم بالإبلاغ بشكل منتظم، فيمكنك استخدام هذه الخدمة في أي وقت لإعلامنا بدخلك من عملك. يجب عليك القيام بذلك خلال 14 يوماً من حصولك على راتبك من صاحب العمل.

إذا لم تحصل أنت وشريكك على أي دخل عمل خلال reporting period (فترة الإبلاغ)، فاختر **Continue**، وقد تظهر رسالة Submit partial report. هذه دعوة لك للتأكد من أن كل ما تحتاج إلى إخبارنا به مشمول. إذا لم تكن بحاجة إلى تضمين أي شيء آخر، فاختر **Yes, submit report**.

إذا كانت لديك Job Plan، فاذهب إلى **الخطوة 4** للإبلاغ عن متطلباتك.

إذا لم يكن لديك Job Plan، فاذهب إلى **الخطوة 5** لمراجعة معلوماتك وتقديمها، ثم أكمل ابلاغك.

إذا كان لديك دخل آخر من العمل للإبلاغ عنه، فاختر **Add more pay** في **Gross employment income**.

يجب عليك تضمين كل ما يلي:

- أي gross income (مبلغ إجمالي) تم دفعه لك في reporting period (فترة الإبلاغ)
- أي gross income (مبلغ إجمالي) تم دفعه لشريكك في reporting period (فترة الإبلاغ)
- أي gross income (مبلغ إجمالي) مستحق لصاحب العمل وقد دفعه لك الآن أو لشريكك من العمل الذي قمت به في فترة دفع أخرى
- ساعات العمل التي عملت بها أنت وشريكك، إذا لزم الأمر.

قد لا تحتاج إلى الإبلاغ عن الساعات التي عملتها. يعتمد هذا على نوع الدفع الذي تحصل عليه أنت وشريكك. إذا لم تكن بحاجة إلى الإبلاغ عن الساعات التي عملتها، فلن يظهر خيار Add hours.

إذا كنت تنتظر راتبك المستحق، فلا تقم بالإبلاغ عنه كدخل حتى تحصل عليه.

يمكنك اختيار أحد الخيارات التالية:

- صاحب العمل الخاص بك من القائمة، ثم اختر **Next** لكي **لإضافة راتبك**

- **Add new employer** إذا لم يظهر صاحب العمل الخاص بك على القائمة

- **Manage employers** لإقصاء صاحب عمل.

Home > Report employment income

‹ Back

Add Pay

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

○ ONLINE SHOP

\+ Add new employer

Manage employers

Next

أضف صاحب عمل جديد

بإمكانك إضافة صاحب عمل جديد لك أو لشريكك.

اكتب (Australian Business Number) **ABN** الخاص بصاحب العمل. يمكنك إيجاد هذا في قسيمة الراتب ثم اختر **Next**.

اكتب اس **employer**، ثم اختر **Next**.

Home > Report employment income

< Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

[   ]

☐ I don't know the employer's ABN

Next

إذا لم تتمكن من ايجاد ABN لصاحب العمل الخاص بك، فاختر **I don't know the employer's ABN** ثم **Next**.

Home > Report employment income

< Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

[   ]

☑ I don't know the employer's ABN

Next

اكتب اس **employer**، ثم اختر **Next**.

Home > Report employment income

Previous

What is the employer's name?

Next

في هذا المثال، اسم صاحب العمل هو Digital store (المتجر الرقمي).

اختر **Continue** لحفظ التغييرات التي قمت بها وواصل.

Home > Report employment income

Previous

Press "Continue" to save your changes and return to employer selection.

Continue >

سيظهر صاحب العمل الجديد الخاص بك في صفحة Add Pay. اختر **Next** للاستمرار.

Home > Report employment income

‹ Back

Add Pay

✓ Digital store added

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

○ Online shop

◉ Digital store

+ Add new employer

Manage employers

Next

أضف المبلغ

إذا كنت بحاجة إلى مساعدة، اقرأ المعلومات التي تحمل **رمز علامة الاستفهام** على كل صفحة.

خلال reporting period (فترة الإبلاغ)، إذا حصلت أنت أو شريكك على أجر أكثر من مرة من نفس صاحب العمل، فسوف تحتاج إلى إضافة كل أجر على حدة. إذا كان لديك أكثر من وظيفة، فسوف تحتاج إلى إضافة الدخل الذي حصلت عليه من كل صاحب عمل على حدة.

اختر **رمزالتقويم** واختر التاريخ الذي دفع لك فيه صاحب العمل راتبك. تحقق من قسيمة راتبك وتأكد من أن هذا هو التاريخ الموجود على قسيمة راتبك. قد يختلف هذا التاريخ عن تاريخ تحويل الدفعة إلى حسابك المصرفي. بدلاً من اختيار رمز التقويم، يمكنك كتابة التاريخ كما يلي dd/mm/yyyy.

أدخل **Gross amount paid**، قبل الضرائب والخصومات. يمكنك إيجاد هذا في قسيمة الراتب استخدم Australian dollars and cents، بما في ذلك النقطة العشرية.

ثم اختر **Next**.

Home > Report employment income

‹ Back

Add pay

Paid between 17 February - 02 March 2022

Enter any gross employment income you were paid from **DIGITAL STORE** between **17 February 2022 - 02 March 2022**

Each pay needs to be added separately and shouldn't include bonuses, commissions, royalties, and income from self employment.

Date paid

dd/mm/yyyy 📅

Gross amount paid

$

Next

? Gross amount is the total income paid before tax and other deductions.
You can find gross income amount on your payslip, or you can ask your employer. Bonuses, commissions and royalties should be added in Manage Income and Assets.

اختر **Yes** أو **No** لإخبارنا إذا كان هذا الأجر يتضمن أي أجر متأخر.

ثم اختر **Next**.

Home > Report employment income

⌃ Previous

Did this pay include any back pay?

○ Yes   ○ No

Next

? Back pay is money you were paid for work you did in previous pay periods.

اختر **Yes** أو **No** إذا كانت فترة الدفع هذه أطول من أسبوعين.

ثم اختر **Next**.

اختر **Continue** لتواصل.

سنقدم لك ملخصاً للتفاصيل التي أضفتها.

الذي سيظهر دخلك الإجمالي من كل صاحب العمل في **Gross employment income** تحت **My pay**.

إذا كنت قد أبلغت عن دخل شريكك، فسيكون ذلك تحت **My partner's pay**.

في هذه الصفحة، يمكنك تغيير التفاصيل التي أضفتها في reporting period (فترة الإبلاغ) اختر أياً مما يلي:

- **Edit** إذا كنت بحاجة إلى تغيير التفاصيل التي أضفتها، لك ولشريكك

- **Delete** إذا كنت بحاجة إلى إزالة التفاصيل التي أضفتها لك ولشريكك

- **Add more pay** إذا كان لديك أكثر من وظيفة وتحتاج إلى إدخال الدخل من صاحب عمل مختلف

- **Add more pay** إذا حصلت على أجر أكثر من مرة من نفس صاحب العمل.

Home > Report employment income

Report Employment Income

Reporting Period
17 February - 02 March 2022

💲 Gross employment income

My pay	My partner's pay
Digital store	**Mobile phone hut**
New	
$42.80 paid 26 February 2022 Edit Delete	$78.00 paid 26 February 2022 Edit Delete
ONLINE SHOP	
ABN: 00 000 000 001	➕ Add more pay
$650.00 paid 02 March 2022 Edit	

➕ Add more pay

🕐 Hours this period

My hours	My partner's hours
No hours ➕ Add hours	No hours ➕ Add hours

Continue

اختر **Add hours** إذا كنت بحاجة إلى إخبارنا عن عدد الساعات التي عملتها أنت أو شريكك لكل صاحب عمل خلال فترة إعداد reporting period (فترة الإبلاغ) الخاصة بك.

قد لا تحتاج إلى الإبلاغ عن الساعات التي عملتها. يعتمد هذا على نوع الدفع الذي تحصل عليه أنت وشريكك. إذا لم تكن بحاجة إلى الإبلاغ عن الساعات التي عملتها، فلن يظهر خيار Add hours. يمكنك اختيار **Continue** لتواصل.

Home > Report employment income

Report Employment Income

Reporting Period
17 February - 02 March 2022

Previous reports | Upcoming reporting periods

$ Gross employment income

My pay

Digital store

New
$42.80 paid 26 February 2022   Edit   Delete

ONLINE SHOP
ABN: 00 000 000 001

$650.00 paid 02 March 2022   Edit

+ Add more pay

My partner's pay

Mobile phone hut

$78.00 paid 26 February 2022   Edit   Delete

+ Add more pay

Hours this period

My hours

No hours   + Add hours

My partner's hours

No hours   + Add hours

Continue

Choose your employer من القائمة، ثم اختر **Next**.

Home > Report employment income

‹ **Back**

Add Hours

Hours between 17 February 2022 to 02 March 2022

Select an employer to add hours for:

● Digital store

○ Online shop

+ Add new employer

Manage employers

Next

أدخل إجمالي **Hours** العمل التي عملتها خلال reporting period (فترة الإبلاغ)، لأقرب ساعة. على سبيل المثال، إذا عملت لمدة 3.5 ساعات، أدخل 4. قد يختلف هذا عن الساعات المسجلة في قسيمة راتبك. ثم اختر **Next**.

Home > Report employment income

‹ Back

Add hours
worked for Digital store

You must answer all questions unless they are marked optional.

How many hours did you work for Digital store between 17 February 2022 - 2 March 2022

[   ] Hours

Next

[?] We need to know the actual hours worked during this reporting period. This might be different to what's on your payslip.

اختر **Continue** لتواصل.

Home > Report employment income

⌃ Previous

Continue

Please ensure the answers you have provided are correct before continuing.
You will have a chance to come back and change these answers if needed.

Continue ›

[?] You will have a chance to review these details later and make changes if needed.

إذا كنت أنت أو شريكك تعمل لدى أكثر من صاحب عمل واحد، فحدد إضافة **Add more hours** لإدخال ساعات العمل لأصحاب عمل آخرين.

عند الانتهاء من إضافة ساعات العمل التي عملت بها أنت أو شريكك، اختر **Continue**.

إذا كانت لديك Job Plan، فاذهب إلى **الخطوة 4** للإبلاغ عن متطلباتك.

إذا لم يكن لديك Job Plan، فاذهب إلى **الخطوة 5** لمراجعة معلوماتك وتقديمها، ثم أكمل ابلاغك.

Home > Report employment income

Report Employment Income

Reporting Period
17 February - 02 March 2022

💲 Gross employment income

My pay

Digital store
$42.80 paid 26 February 2022 — Edit / Delete

ONLINE SHOP ABN: 00 000 000 001
$650.00 paid 02 March 2022 — Edit

➕ Add more pay

My partner's pay

Mobile phone hut
$78.00 paid 26 February 2022 — Edit / Delete

➕ Add more pay

🕐 Hours this period

My hours

Digital store
New 2 hours worked — Edit / Delete

➕ Add more hours

My partner's hours

Mobile phone hut
3 hours worked — Edit / Delete

➕ Add more hours

Continue

الخطوة 4: تحديث متطلبات Job Plan

إذا كنت job seeker و يديره Centrelink، سنسألك عما إذا كنت قد استوفيت متطلبات Job Plan لفترة reporting period (فترة الإبلاغ).

قد تتطلب خطة عملك إكمال أنشطة مثل:

● البحث عن عمل

● حضور المواعيد مع مقدم خدمات التوظيف المخصص لك

● إكمال دورة.

اختر **Yes** أو **No** لإخبارنا إذا كنت قد استوفيت متطلبات Job Plan.
ثم اختر **Next**.

Home > Report employment income

< Back

My Job Plan

You must answer all questions unless they are marked optional.

Have you met the requirements in your Job Plan during 17 February 2022 - 02 March 2022?

○ Yes   ○ No

Next

إذا كنت قد حققت متطلبات Job Plan، فاختر **Continue**. ثم اذهب بعد ذلك إلى **الخطوة 5** لمراجعة وتقديم التفاصيل التي قدمتها لنا.

إذا لم تستوف متطلبات Job Plan، فلن تتمكن من إكمال إبلاغك.

سنخبرك إذا فشل تحديثك للمعلومات. إذا كان الأمر كذلك، فسوف تحتاج إلى الاتصال بنا لاستكمال ابلاغك.

يمكنك أيضاً الاتصال على **131 202** للتحدث معنا بلغتك حول الإبلاغ عن دخلك ومدفوعات وخدمات **Centrelink**. يمكنك أيضاً زيارة مركز خدمة سنترلنك. أخبرنا إذا كنت بحاجة إلى مترجم، وسنرتب ذلك مجاناً.

اختر **Return home** للعودة إلى صفحتك الرئيسية، ثم اذهب إلى **الخطوة 6** للإنهاء.

الخطوة 5: مراجعة التحديث والتقديم

اختر **Begin** للتأكد من صحة تحديثاتك.

Home > Report employment income

‹ Back

Review and submit

Please ensure you have entered all your details correctly before submitting.

You will not be able to change your answers after submitting

You must answer all questions unless they are marked optional.

Begin

? Make sure you review each section of your update.

سنقدم لك ملخصاً للتفاصيل التي قدمتها لنا.

قم بمراجعة كل قسم للتأكد من صحة كافة التفاصيل.

اختر **Edit** إذا احتجت لإجراء تغييرات على أي تفاصيل قدمتها لنا. لن تتمكن من تغيير أي تفاصيل قدمها صاحب العمل وقمت بتقديمها بالفعل.

إذا كانت التفاصيل صحيحة، اختر **Next**.

اقرأ الإقرار. إذا كنت تفهم وتوافق على الإقرار، اختر **I have read and agree with the above conditions.** ثم اختر **Submit**.

Home > Report employment income

⌃ Previous

Submit your update

I declare that:
- The information I have given is correct.

I understand that:
- Giving false or misleading information is a serious offence.

- Centrelink can make any enquiry necessary to ensure I receive the correct payment.

- I need to advise Centrelink of any changes to my circumstances as soon as the change occurs.

- I may need to provide further information if requested.

- I must keep a record of my job search efforts for each reporting period, as I may be requested to provide this information.

☑ I have read and agree with the above conditions.

Submit

احصل على الإيصال الخاص بك

سنقدم لك إيصالاً عند تقديم ابلاغك. قم **بتدوين Receipt ID** لتحتفظ به في سجلاتك.

سيتضمن الإيصال الخاص بك ما يلي:

- **next payment** الخاصة بك

- **Working Credit** أو **Work Bonus** أو **Income Bank balance** الخاص بك

- **next reporting date** الخاص بك

- معلومات أخرى تحتاج إلى معرفتها.

قد يظهر إيصالك أيضاً next payment (الدفعة القادمة) لشريكك و Working Credit وWork Bonus أو
Income Bank balance ستظهر هذه التفاصيل ما إذا كانوا قد حصلوا على دفعة وما إذا كانوا يسمحون لك بالوصول إلى معلوماتهم.

اختر أياً مما يلي:

- **Information you provided** لمشاهدة ملخص تفاصيل دخلك

- **Return home** للعودة إلى صفحتك الرئيسية، ثم اذهب **إلى الخطوة 6** sign out (للانهاء)

- **Save your Receipt** للاحتفاظ بنسخة من الإيصال الخاص بك

- **Print** لطباعة الإيصال الخاص بك.

الخطوة 6: الانهاء

من صفحتك الرئيسية، يمكنك إكمال معاملات أخرى أو اختر **Return to myGov** للعودة إلى حسابك على myGov.

للحفاظ على خصوصيتك وأمانك، قم ب **للانهاء** عند الانتهاء من استخدام حساب myGov الخاص بك.

للمزيد من المعلومات حول دليل حسابك عبر الإنترنت وتطبيق Express Plus على الجوال باللغة الإنجليزية، تفضل بزيارة
servicesaustralia.gov.au/centrelinkguides

Centrelink online account help – Report employment income

Employment income affects your payment from us. To make sure we are paying you the right amount, we need you to report gross employment income for you and your partner.

Follow this guide to report your employment income and Job Plan requirements using your Centrelink online account.

In this guide

- Step 1: get started
- Step 2: confirming employment details provided by your employer
- Step 3: report employment income not provided by your employer
- Step 4: update Job Plan requirements
- Step 5: review and submit your update
- Step 6: sign out

Report employment income overview

Gross income is the amount your employer pays you before tax and other deductions. You must report the gross income your employer paid you, and gross income your partner's employer paid them, in your reporting period. You can find your gross pay amount on your payslip.

If you do not report income regularly, you need to tell us about any income you get within 14 days of being paid by your employer.

If you report income regularly, you need to report on or after your reporting date

To make sure you get paid on time, you must submit your report by 5 pm local time on your reporting date. For more information in English and other languages, go to **servicesaustralia.gov.au/incomereporting**.

There may be other tasks or activities you need to do to keep getting your payment. This depends on the payment you get. For more information about mutual obligation requirements in English and other languages, go to **servicesaustralia.gov.au/mutualobligation**.

We also have translated resources to help you learn more about mutual obligation requirements. Go to **servicesaustralia.gov.au/yourlanguage** where you can read or listen to information in your language.

How you report depends on how it is for you. Some instructions in this guide may not apply to you.

Some employers use Single Touch Payroll. (STP). This means they send your information to us and the Australian Taxation Office (ATO) automatically. We use it for your employment income report. You can review the information before you continue and then complete your report.

You may need to change or add details so your report is complete and correct. The information we have depends on how your employer does their payroll reporting.

After you check and submit the information, it will pre-fill into your employment income report. If you have a partner, we will not pre-fill their information for you to check.

The screenshots in this guide are from a computer. The page layout will look different if you are using a mobile device.

Step 1: get started

Sign in to myGov and select **Centrelink**.

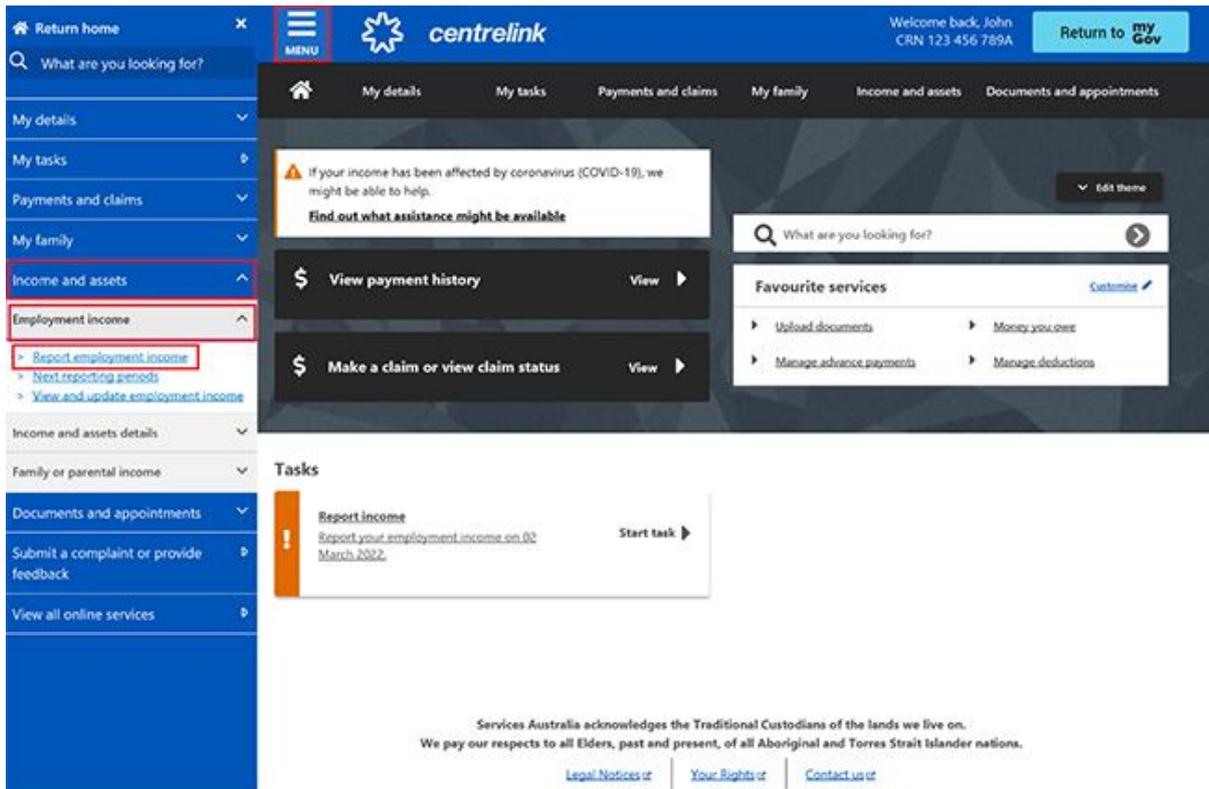There are 2 ways to start, using either:

- your Tasks
- the MENU.

Using Tasks

From the **Report income** task, select **Start task**.

Using MENU

Select **MENU**, followed by **Income and assets**, then **Employment income** and **Report employment income**.

Step 2: confirming employment details provided by your employer

A **Before you report** message will tell you there is pre-filled employment information to check, if employment details are available from your employer.

If we do not show pre-filled information, go to **Step 3.**

When your employer gives us your details for the first time, we will show the name of your employer and their Australian Business Number (ABN) or Withholding Payer Number (WPN). You must confirm if you work for them. We will not pre-fill your employment income until your next report.

Employers may have a different trading name to their registered business name. If you do not recognise the employer name, we will show different business or trading names of the employer.

If you have more than one Single Touch Payroll employer, you will need to confirm the pre-filled information for each employer, one at a time.

The employer details for your partner will not automatically update. If you need help, read the information with the **question mark** icon on each page.

On your next reporting date, we will tell you we pre-filled some pay details and what you may need to do. Select **Check employment details**.

Before you report

We've pre-filled some pay details reported by your employer. We need you to check these details.

You may have to do one or more of the following:

- confirm your employer
- check the gross income amounts
- answer questions about your pay
- add pay details.

You can submit your report after you have checked your employment details.

Check employment details   **Home**

We will show the name of your employer and their Australian Business Number (ABN) and ask if you work for them.

Select either:

- **Yes** if you work for the employer shown
- **No** if you do not work for the employer shown

Then select **Next**.

Home > Confirm employer

< Back

Employer 1 of 1

Do you work for Online shop?
ABN: 00 000 000 001

◉ Yes   ○ No

Next

If you have already told us about your employer, select them from the list. We can then match the employer on your record.

If they are not in the list, select **None of the above** and type in the name you want us to record your employer as. Then select **Next**.

We will show these pay details below:

- Pay date
- Pay period
- Pay types, for example, salary and wages, and paid leave
- Gross pay, this is the amount before tax and any other deductions
- Assessable income
- Non-assessable income, if applicable.

Check your payslip if you are not sure about the pre-filled details on the page.

If any details are wrong or not pre-filled, you will have to make changes.

Select either:

- **Edit dates** to make changes to the pay period, you will not be able to change the pay date
- **Edit or add pay** to make changes to the pre-filled income details, or to add pay for this employer.

If you make changes, we may ask you to give us proof.

If you were paid more than once by this employer in the reporting period, we will show the pay details one at a time for you to review.

Select **Next** to continue.

Select **Yes** or **No** to tell us if you need to add pay details for this employer.

If you select **Yes**, you can only add pay details for the Single Touch Payroll employer you are currently editing. You can add any pay type that has not been pre-filled if you were paid within the

reporting period. This includes all income, such as bonuses, commission income and termination payments you got from your Single Touch Payroll employer.

Then select **Next**.

We will show you a summary of your pre-filled employer and pay details. Review each section to check all the details are correct.

If you added in pay details, you will have the option to **Delete pay**. You can add them again if you typed them wrong.

If you need to make changes, select either:

- **Edit employer** to make changes to your employer

- **Edit details** to make changes to your pay.

If you make changes, we may ask you to give us proof.

Read the declaration. If you understand and agree with the declaration, select **I have read and agree with the terms and conditions**. Then select **Submit and continue**.

When you select Submit and continue, you are only confirming the Single Touch Payroll employment details. You cannot change these details after you submit them. After you submit, you must complete the rest of your report.

Review and submit

Check the details you entered are correct.

Employer details

Employer 1 of 1

Online shop

ABN   00 000 000 001

Do you work for Online shop?	Yes
What is the employer's name?	Online shop

Edit employer

Pay details

Pay 1 of 1

Online shop

ABN 00 000 000 001

Pay date: 21 February 2022
Pay period: 8 to 21 February 2022

Pay details

Salary and Wages	$650.00

Edit details

Totals

Gross pay	$650.00
Assessable income ❓	$650.00

Delete pay

Declaration

I declare that :
- the information I have given is correct.

I understand that:
- giving false or misleading information is a serious offence.
- Centrelink can make any enquiry necessary to ensure I receive the correct payment.
- I need to advise Centrelink of any changes to my circumstances as soon as the change occurs.

I understand that once I have submitted this information:
- Centrelink may ask me for more details including about pre-filled information.
- I must contact Centrelink to make changes to the pre-filled information or any added pay details.

☑ I have read and agree with the terms and conditions.

Submit and continue

We will let you know:

- your gross pay was successfully added to your record

- the details about your employer

- the amount and date of your gross pay.

We will not show any income that is not assessable that you told us about earlier. Income that is not assessable, like laundry allowance is not used to work out your rate of payment and entitlement.

Go to **Step 3** to continue your report.

Step 3: report employment income not provided by your employer

You cannot enter some employment income types for non-Single Touch Payroll employers. This includes bonuses, commission income or money paid to you after the date you stop working for your employer. To tell us about other paid employment income, use the Manage income and assets service at **servicesaustralia.gov.au/centrelinkupdateotherincome**.

We may show some **Reporting tips** to help you report the right way. If you get this message, please read it, then select **Got it** to continue.

Reporting tips

Here are some tips to help you report the right way:

- Report the gross amount you were paid before tax and other deductions, not the net amount. You'll find this on your payslip.
- Report your partner's gross employment income, even if they're not on an income support payment.
- If you're self-employed, don't report here.
- Don't send us your payslips unless we ask you to.
- Report before 5pm local time on your reporting date to get paid on time.

For more information visit Services Australia - Report Income.

Got it

The Report Employment Income page will show:

- any Single Touch Payroll income details you confirmed
- your **reporting period**
- a **Gross employment income** section for you and your partner
- **Hours this period** section for you and your partner.

You can also select one of the options below:

- **Previous reports** to view and change income you reported for up to 6 of your past reporting periods. This does not include Single Touch Payroll employers.
- **Upcoming reporting periods** to view up to 6 of your future reporting periods.

If you need to report regularly, submit your report on the date it is due. If you are not reporting regularly, you can use this service any time to let us know your employment income. You need to do this within 14 days of being paid by your employer.

If you and your partner did not get paid any other employment income in your reporting period, select **Continue**, a Submit partial report message may appear. This is a prompt for you to check that everything you need to tell us is included. If you do not need to include anything else, select **Yes, submit report** to continue.

If you have a Job Plan, go to **Step 4** to report your requirements.

If you do not have a Job Plan, go to **Step 5** to review and submit your information, and then complete your report.

If you have other employment income to report, select **Add more pay** in **Gross employment income**.

You need to include all of the following:

- any gross income you were paid in the reporting period
- any gross income your partner was paid in the reporting period
- any gross income your employer owed and has now paid you or your partner from work you did in another pay period
- the hours both you and your partner worked, if required.

You may not need to report the hours worked. This depends on the payment type you and your partner get. If you do not need to report hours worked, the Add hours option will not show.

If you are waiting for back pay, do not report this as income until you get it.

You can select one of the following:

- your employer from the list, then select **Next** to **add your pay**
- **Add new employer** if your employer does not appear on the list
- **Manage employers** to remove an employer.

Home > Report employment income

‹ **Back**

Add Pay

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

○ ONLINE SHOP

\+ Add new employer

Manage employers

Next

Add new employer

You can add a new employer for you or your partner.

Type in the **ABN** (Australian Business Number) for your employer. You can find this on your payslip. Then select **Next**.

Home > Report employment income

‹ Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

[   ]

☐ I don't know the employer's ABN

Next

If you cannot find the ABN for your employer, select **I don't know the employer's ABN**, then **Next**.

Home > Report employment income

‹ Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

[   ]

☑ I don't know the employer's ABN

Next

Type in the name of your **employer**, then select **Next**.

Home > Report employment income

▲ Previous

What is the employer's name?

[   ]

Next

In this example, the name of the employer is Digital store.

Select **Continue** to save your changes and proceed.

Home > Report employment income

▲ Previous

Press "Continue" to save your changes and return to employer selection.

Continue ›

Your new employer will appear on the Add Pay page. Select **Next** to continue.

Home > Report employment income

‹ Back

Add Pay

✓ Digital store added

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

○ Online shop

◉ Digital store

➕ Add new employer

Manage employers

Next

Add pay

If you need help, read the information with the **question mark icon** on each page.

In this reporting period, if you or your partner got paid more than once by the same employer, you will need to add each pay separately. If you have more than one job, you will need to add the income you got from each employer separately.

Select the **calendar icon** and choose the date your employer paid you. Check your payslip and make sure this is the date on your payslip. This date can be different to when the payment goes in your bank account. Instead of selecting the calendar icon, you can type in the date as dd/mm/yyyy.

Enter the **Gross amount paid**, before tax and deductions. You can find this on your payslip. Use Australian dollars and cents, including the decimal point.

Then select **Next**.

ENGLISH

Home > Report employment income

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Add pay

Paid between 17 February - 02 March 2022

Enter any gross employment income you were paid from **DIGITAL STORE** between **17 February 2022 - 02 March 2022**

Each pay needs to be added separately and shouldn't include bonuses, commissions, royalties, and income from self employment.

Date paid

dd/mm/yyyy 📅

Gross amount paid

$

Next

❓ Gross amount is the total income paid before tax and other deductions.
You can find gross income amount on your payslip, or you can ask your employer. Bonuses, commissions and royalties should be added in Manage Income and Assets.

Select **Yes** or **No** to tell us if this pay includes any back pay.

Then select **Next**.

Home > Report employment income

⌃ Previous

Did this pay include any back pay?

○ Yes   ○ No

Next

❓ Back pay is money you were paid for work you did in previous pay periods.

Select **Yes** or **No** to tell us if this pay period is longer than a fortnight.

Then select **Next**.

Select **Continue** to proceed.

We will give you a summary of the details you added.

Your total income for each employer will show in **Gross employment income** under **My pay**.

If you have reported income for your partner, that will be under **My partner's pay**.

On this page, you can change the details you have added in your reporting period. Select any of the following:

- **Edit** if you need to change the details you have added, for you and your partner
- **Delete** if you need to remove the details you have added for you and your partner
- **Add more pay** if you have more than one job and need to enter income from a different employer
- **Add more pay** if you got paid more than once by the same employer.

Home > Report employment income

Report Employment Income

Reporting Period
17 February - 02 March 2022

$ Gross employment income

My pay	My partner's pay
Digital store	**Mobile phone hut**
New	
$42.80 paid 26 February 2022 [Edit] [Delete]	$78.00 paid 26 February 2022 [Edit] [Delete]
ONLINE SHOP ABN: 00 000 000 001	⊕ Add more pay
$650.00 paid 02 March 2022 [Edit]	

⊕ Add more pay

🕐 Hours this period

My hours	My partner's hours
No hours [+ Add hours]	No hours [+ Add hours]

[Continue]

Select **Add hours** if you need to tell us the hours you or your partner worked for each employer during your reporting period.

You may not need to report the hours worked. This depends on the payment type you and your partner get. If you do not need to report hours worked, the Add hours option will not show. You can select **Continue** to proceed.

Home > Report employment income

Report Employment Income

Reporting Period
17 February - 02 March 2022

Previous reports | Upcoming reporting periods

$ Gross employment income

My pay

Digital store

New
$42.80 paid 26 February 2022   [Edit] [Delete]

ONLINE SHOP
ABN: 00 000 000 001

$650.00 paid 02 March 2022   [Edit]

[⊕ Add more pay]

My partner's pay

Mobile phone hut

$78.00 paid 26 February 2022   [Edit] [Delete]

[⊕ Add more pay]

🕐 Hours this period

My hours

No hours   [+ Add hours]

My partner's hours

No hours   [+ Add hours]

[Continue]

Choose your employer from the list, then select **Next**.

Home > Report employment income

‹ Back

Add Hours

Hours between 17 February 2022 to 02 March 2022

Select an employer to add hours for:

- ◉ Digital store
- ○ Online shop

+ Add new employer

Manage employers

Next

Enter the total **Hours** you worked during your reporting period, to the nearest hour. For example, if you worked 3.5 hours, enter 4. This can be different to the hours recorded on your payslip. Then select **Next**.

Home > Report employment income

‹ Back

Add hours
worked for Digital store

You must answer all questions unless they are marked optional.

How many hours did you work for Digital store between 17 February 2022 - 2 March 2022

[　　　　　　　Hours]

Next

[?] We need to know the actual hours worked during this reporting period. This might be different to what's on your payslip.

Select **Continue** to proceed.

Home > Report employment income

∧ Previous

Continue

Please ensure the answers you have provided are correct before continuing.
You will have a chance to come back and change these answers if needed.

Continue ›

[?] You will have a chance to review these details later and make changes if needed.

If you or your partner worked for more than one employer, select **Add more hours** to enter hours for other employers.

When you have finished adding the hours you or your partner have worked, select **Continue**.

If you have a Job Plan, go to **Step 4** to report your requirements.

If you do not have a Job Plan, go to **Step 5** to review and submit your information, and then complete your report.

Step 4: update Job Plan requirements

If you are a job seeker managed by Centrelink, we will ask if you have met your Job Plan requirements for the reporting period.

Your Job Plan requirements may be completing activities like:

- looking for work
- attending appointments with your employment services provider
- completing a course.

Select **Yes** or **No** to tell us if you met your Job Plan requirements.

Then select **Next**.

Home > Report employment income

‹ Back

My Job Plan

You must answer all questions unless they are marked optional.

Have you met the requirements in your Job Plan during 17 February 2022 - 02 March 2022?

○ Yes   ○ No

Next

If you have met your Job Plan requirements, select **Continue**. Then go to **Step 5** to review and submit the details you have given us.

If you have not met your Job Plan requirements, you will not be able to complete your report.

We will tell you if your update failed. If it did, you will need to call us to complete your report.

You can also call **131 202** to speak with us in your language about reporting your income and **Centrelink** payments and services. You can also visit a service centre. Let us know if you need an interpreter and we will arrange one for free.

Select **Return home** to go back to your homepage, then go to **Step 6** to sign out.

Step 5: review and submit your update

Select **Begin** to check your updates are correct.

Home > Report employment income

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Review and submit

Please ensure you have entered all your details correctly before submitting.

You will not be able to change your answers after submitting

You must answer all questions unless they are marked optional.

Begin

? Make sure you review each section of your update.

We will give you a summary of the details you have given us.

Review each section to check all the details are correct.

Select **Edit** if you need to make changes to any details you gave us. You will not be able to change any details that were provided by your employer and you have already submitted.

If the details are correct, select **Next**.

Read the declaration. If you understand and agree with the declaration, select **I have read and agree with the above conditions**.

Then select **Submit**.

Home > Report employment income

^ Previous

Submit your update

I declare that:
- The information I have given is correct.

I understand that:
- Giving false or misleading information is a serious offence.
- Centrelink can make any enquiry necessary to ensure I receive the correct payment.
- I need to advise Centrelink of any changes to my circumstances as soon as the change occurs.
- I may need to provide further information if requested.
- I must keep a record of my job search efforts for each reporting period, as I may be requested to provide this information.

☑ I have read and agree with the above conditions.

Submit

Get your receipt

We will give you a receipt when you submit your report. Make a note of the **Receipt ID** for your records.

Your receipt will include the following:

- your **next payment**

- your **Working Credit**, **Work Bonus** or **Income Bank balance**

- your **next reporting date**

- other information you need to know.

Your receipt may also show your partner's next payment and Working Credit, Work Bonus or Income Bank balance. These details will show if they get a payment and they permit you to access their information.

Select any of the following:

- **Information you provided** to view a summary of your income details

- **Return home** to go back to your homepage, then go to **Step 6** to sign out

- **Save your Receipt** to keep a copy of your receipt

- **Print** to print your receipt.

Home > Report employment income

✓ Report submitted

Receipt

Submitted:	10:49 am AEDT 02 March 2022
Receipt ID:	0000000001
CRN:	123 456 789A
Your next payment:	$555.30 on 08 March 2022
Jane's next payment:	$756.20 on 09 March 2022
Your Working Credit: ❓	$528.00
Jane's Working Credit: ❓	$240.00

- Please keep a copy of this page for your records
- Your **next reporting date is 21 March 2022**
- For Reporting information, search 'Report' on the Services Australia website.
- If you have any other income to report from sources other than employment, please update Manage Income and Assets.
- Your partner's next payment of $756.20 will be paid on 09/03/2022.
- You need to attend any appointments you have with your Provider.
- To view details of your upcoming payment, you can use View Payment History service.

Information you provided ⌄

[Return home] [Save your Receipt] 🖨 Print

Step 6: sign out

From your homepage, you can complete other transactions or select **Return to myGov** to go back to your myGov account.

For your privacy and security, **sign out** when you have finished using your myGov account.

For more information about online account and Express Plus mobile app guides in English, go to **servicesaustralia.gov.au/centrelinkguides**.