



User Guide: Apply for more time to report

This guide outlines the step-by-step processes in the portal to submit an application to the Regulator for an extension of time to report.

For information about the applications available to you, visit the [Guidance](#) resources on the website.

To access the portal you need a [DigitalID](#) and authorisation from your entity in [Relationship Authorisation Manager](#) to act on its behalf for payment times reporting.

For more information, see [Help and support to use the portal](#) on the Regulator's website.

Version 1.0

Revision history

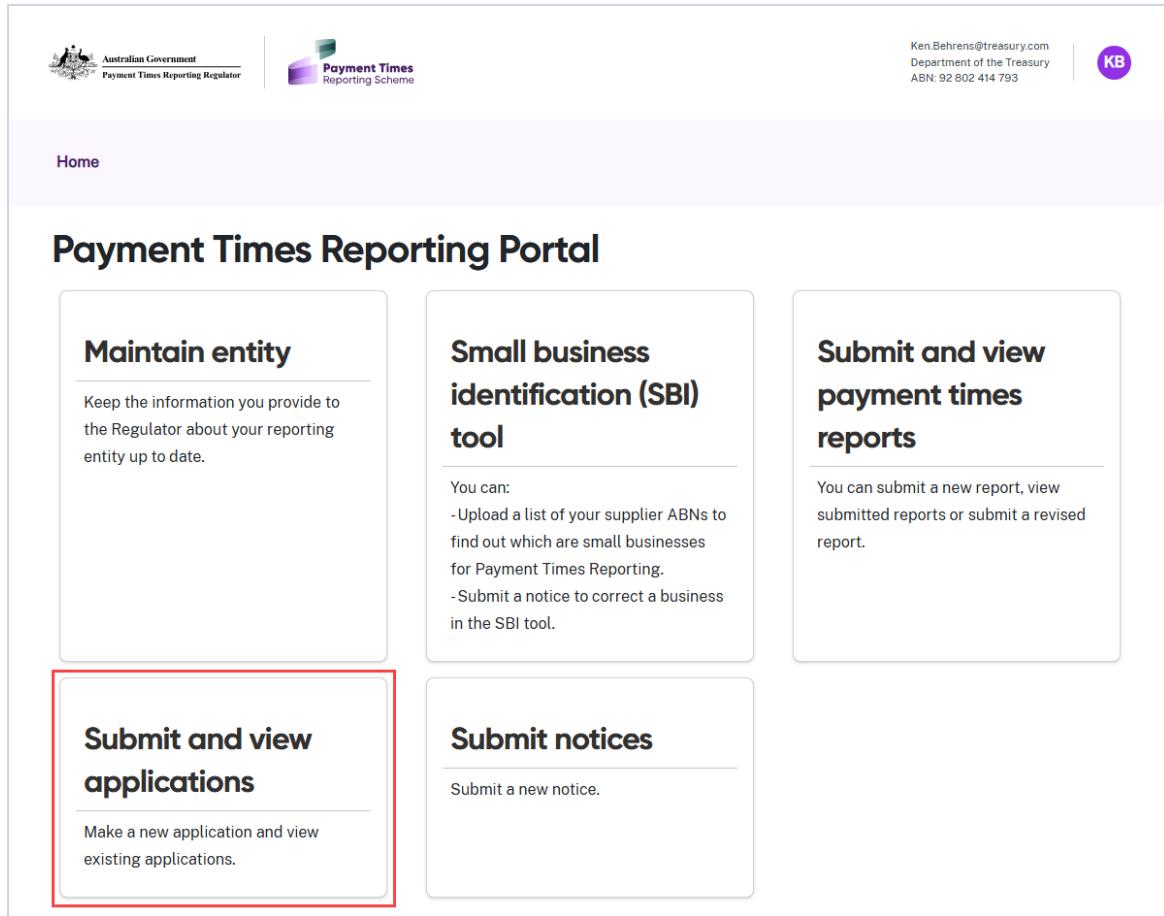
Version	Date	Description
1.0	16 Feb 2026	Initial version with release of new portal.

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Application for an extension of time - single

Navigate to Submit and view applications

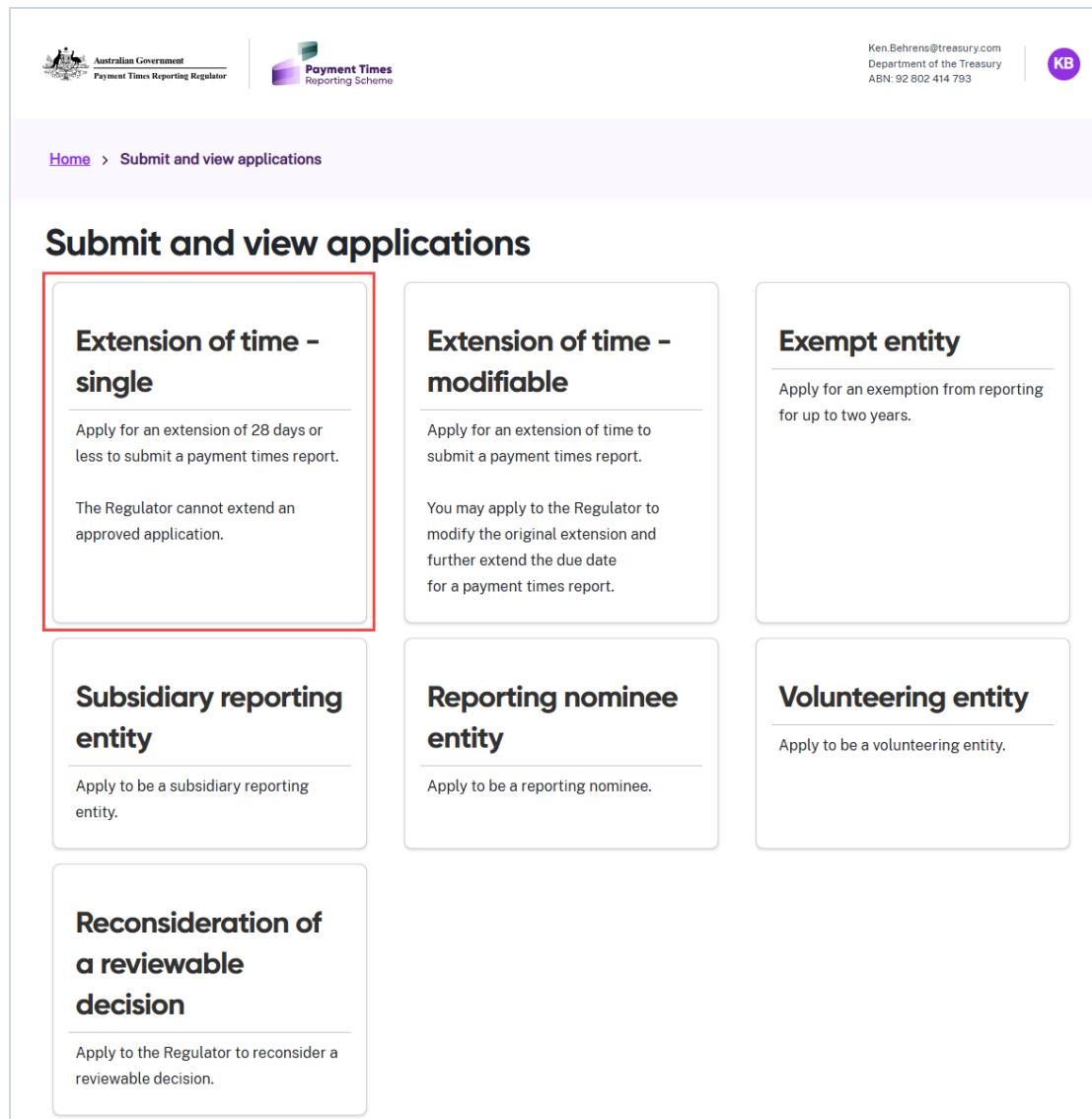


Home

Payment Times Reporting Portal

- Maintain entity**
Keep the information you provide to the Regulator about your reporting entity up to date.
- Small business identification (SBI) tool**
You can:
 - Upload a list of your supplier ABNs to find out which are small businesses for Payment Times Reporting.
 - Submit a notice to correct a business in the SBI tool.
- Submit and view payment times reports**
You can submit a new report, view submitted reports or submit a revised report.
- Submit and view applications**
Make a new application and view existing applications.
- Submit notices**
Submit a new notice.

1. Select the **Submit and view applications** tile from the Home screen.



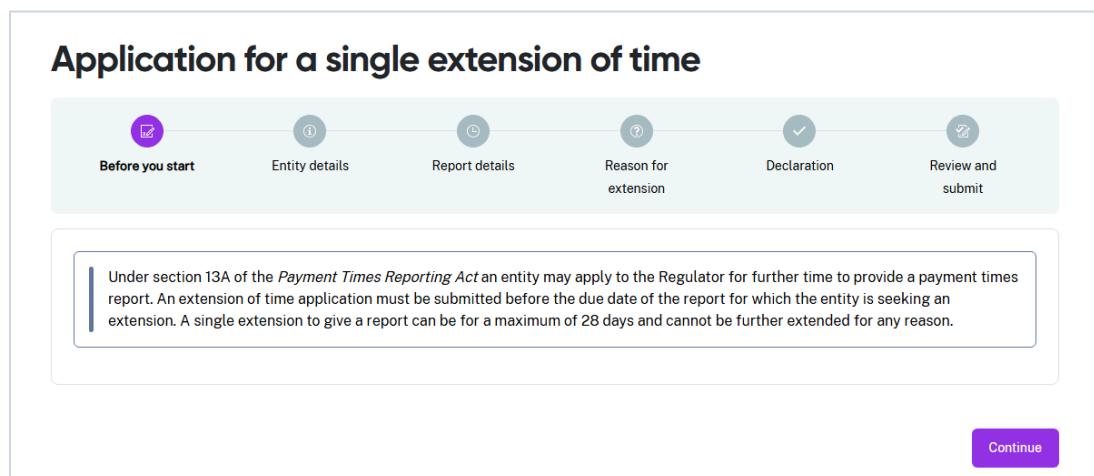
The screenshot shows a web page with a header containing the Australian Government logo, the Payment Times Reporting Regulator logo, and the Payment Times Reporting Scheme logo. The header also includes an email address (Ken.Behrens@treasury.com), the Department of the Treasury, and the ABN: 92 802 414 793. A purple 'KB' icon is in the top right corner. Below the header, a navigation bar shows 'Home > Submit and view applications'. The main content area is titled 'Submit and view applications' and contains six tiles:

- Extension of time - single**
Apply for an extension of 28 days or less to submit a payment times report. The Regulator cannot extend an approved application.
- Extension of time - modifiable**
Apply for an extension of time to submit a payment times report. You may apply to the Regulator to modify the original extension and further extend the due date for a payment times report.
- Exempt entity**
Apply for an exemption from reporting for up to two years.
- Subsidiary reporting entity**
Apply to be a subsidiary reporting entity.
- Reporting nominee entity**
Apply to be a reporting nominee.
- Volunteering entity**
Apply to be a volunteering entity.

2. Select the **Extension of time - single** tile.

Step 1: Before you start

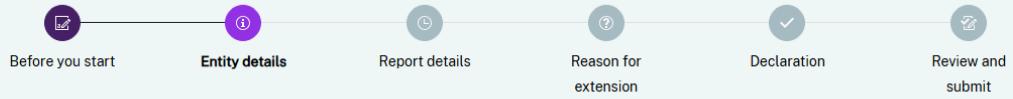
Consider your circumstances carefully to confirm that this application type is right for your entity. Consult the [Guidance materials](#) or seek legal advice if you need help deciding.



The screenshot shows the 'Application for a single extension of time' page. At the top, a navigation bar shows six steps: 'Before you start' (highlighted with a purple icon), 'Entity details', 'Report details', 'Reason for extension', 'Declaration', and 'Review and submit'. Below the navigation bar is a note in a box: 'Under section 13A of the *Payment Times Reporting Act* an entity may apply to the Regulator for further time to provide a payment times report. An extension of time application must be submitted before the due date of the report for which the entity is seeking an extension. A single extension to give a report can be for a maximum of 28 days and cannot be further extended for any reason.' At the bottom right is a purple 'Continue' button.

Step 2: Entity details

Entity details



Entity details

Entity name
Department of the Treasury
ABN
92 802 414 793

Approver

Details of the responsible member of the entity who is authorised to approve this application.

The given name of the approving responsible member is required. If the member only has a single name, their name must be entered in the family name field.

Approving responsible member given name

 ×

Approving responsible member family name *

 ×

Approving responsible member role title *

 ×

Date application approved by responsible member *

 ×

Continue

3. Enter the **Given name** of the responsible member for your entity. The responsible member is a person with the authority to approve the information in this application.
4. Enter the **Family name** of the responsible member for your entity.
5. Enter the **Role title** of the responsible member for your entity.
6. Enter the **date** the responsible member approved this application, then select **Continue**.

Step 3: Report details

In this step, enter the reporting period for which you are requesting an extension of time to report.

Report details

Before you start Entity details Report details Reason for extension Declaration Review and submit

Reporting period an extension is being sought for

Reporting period end date * 31/01/2026

Current due date 30/04/2026

Proposed report submission date * 28/05/2026

The proposed report submission date cannot be more than 28 days after the current due date.

Continue

7. Enter the **End date of the reporting period** for which you are requesting an extension.
8. Enter the **Date** you propose to submit the report for this reporting period. For this type of application, you cannot propose a date more than 28 calendar days after the due date for this reporting period.
9. Select **Continue** to move to the next step.

Step 4: Reason for extension

You must explain the circumstances that caused your entity to apply for extra time to report.

Reason for extension



Extension is required due to *

Please select

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, PNG, JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

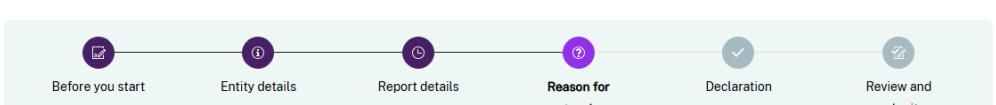
Select files... Drop files here to upload

The maximum number of files you can upload is 5.

Continue

10. The drop-down list displays some common circumstances an entity may experience to cause them to apply for more time to report.

Reason for extension



Extension is required due to *

Please select

Please select

Circumstance(s) beyond the control of the entity that impact the ability to prepare a report

Conflicting corporate reporting obligations (such as business activity statement lodgements, financial reporting requirements, GST returns)

Need to update ABR details

Need to update/correct entity information details

Need to update SBI Tool

Other

Upload supporting documents

Select files... Drop files here to upload

The maximum number of files you can upload is 5.

Continue

11. Select the **reason** your entity needs an extension of time to report.
12. Select **Other** if the listed circumstances do not describe the reason your entity is applying for an extension.

Reason for extension

Before you start Entity details Report details Reason for extension Declaration Review and submit

Extension is required due to *

Other

Other (provide details) *

Example

7 / 10000

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, .PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

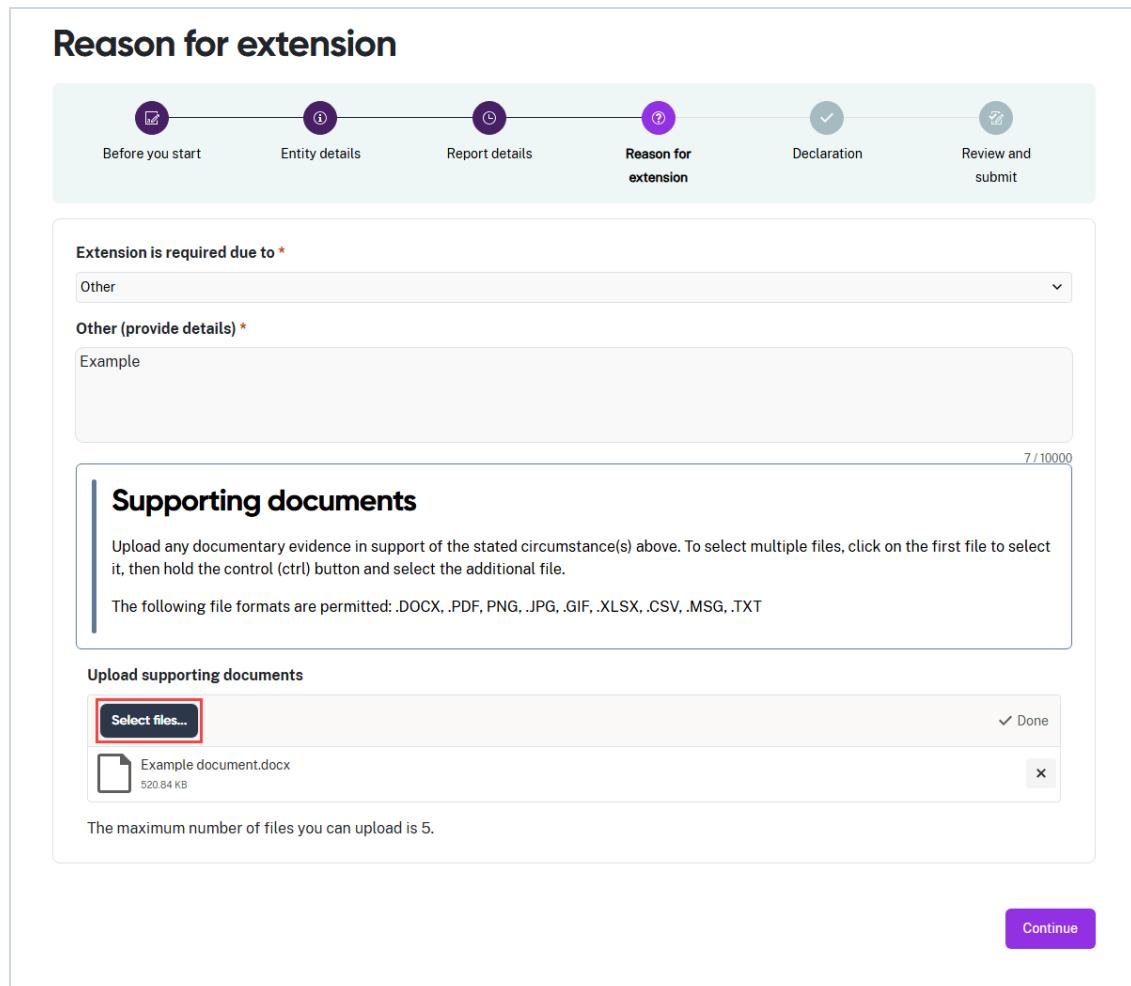
Select files...

Done

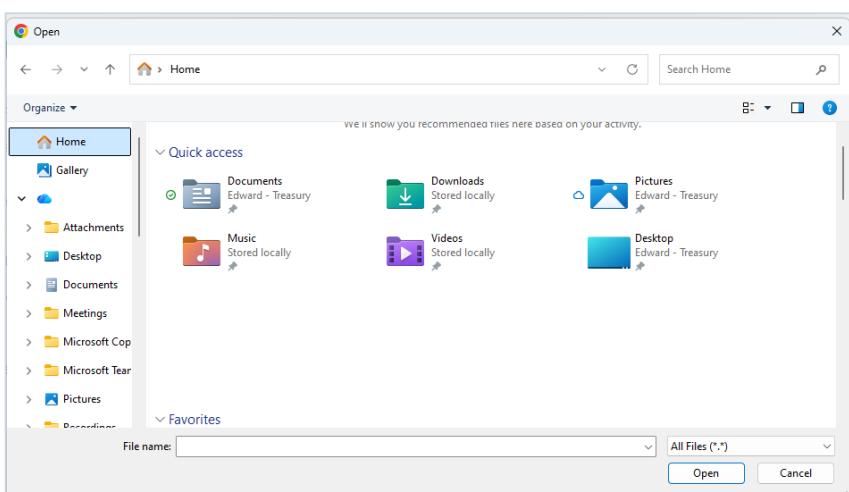
Example document.docx 520.84 KB

The maximum number of files you can upload is 5.

Continue



14. If you selected **Other**, you must **provide details** explaining why your entity needs an extension of time to report.
15. You have the option to upload documentary evidence in support of your entity's application. Read the information in the **Supporting documents** section of this step carefully before uploading any documents.
16. Click **Select files...** to launch your file directory.



17. Navigate through your folder structure to find your file or files.
18. You can upload up to 5 files. Select the required file/s and select **Open** to upload the document/s.

Reason for extension

Before you start Entity details Report details Reason for extension Declaration Review and submit

Extension is required due to *

Other

Other (provide details) *

Example

7 / 10000

Supporting documents

Upload any documentary evidence in support of the stated circumstance(s) above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: .DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents

Select files...

✓ Done

Example document.docx 520.64 KB X

The maximum number of files you can upload is 5.

Continue

19. Your files will display in the window.
20. If you upload the wrong document, select the **X** to remove it.
21. After you attach the correct files to the application, select **Continue**.

Step 5: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

Declaration



Before you start



Entity details



Report details



Reason for extension



Declaration



Review and submit

I declare that:

- I am authorised to provide the information contained in, and attached to, this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form and any attached documents are correct and complete.
- I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (the Regulator), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
- I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.
- There is a record of the written approval of this form by a responsible member of the Entity.

Check this box to accept the declaration.

Given name Family name Date of application
Ken Behrens 04/02/2026

Continue

22. If you think there may be an error earlier in the application form, you can click a **circle icon** in the progress guide to return to that section of the form.
23. Check the **declaration** box when you are satisfied the information in this application form is correct and complete.
24. Select **Continue** to proceed to Step 6: Review and submit.

Step 6. Review and submit

This step lets you review all information in the application form before you submit it.

Review and submit



Application details

Entity details

Entity name
Department of the Treasury
ABN
92 802 414 793

Approver details

Approving responsible member given name
Priya
Approving responsible member family name
Singh
Approving responsible member role title
CEO
Responsible member approval date
01/01/2026

Report details

Reason for extension

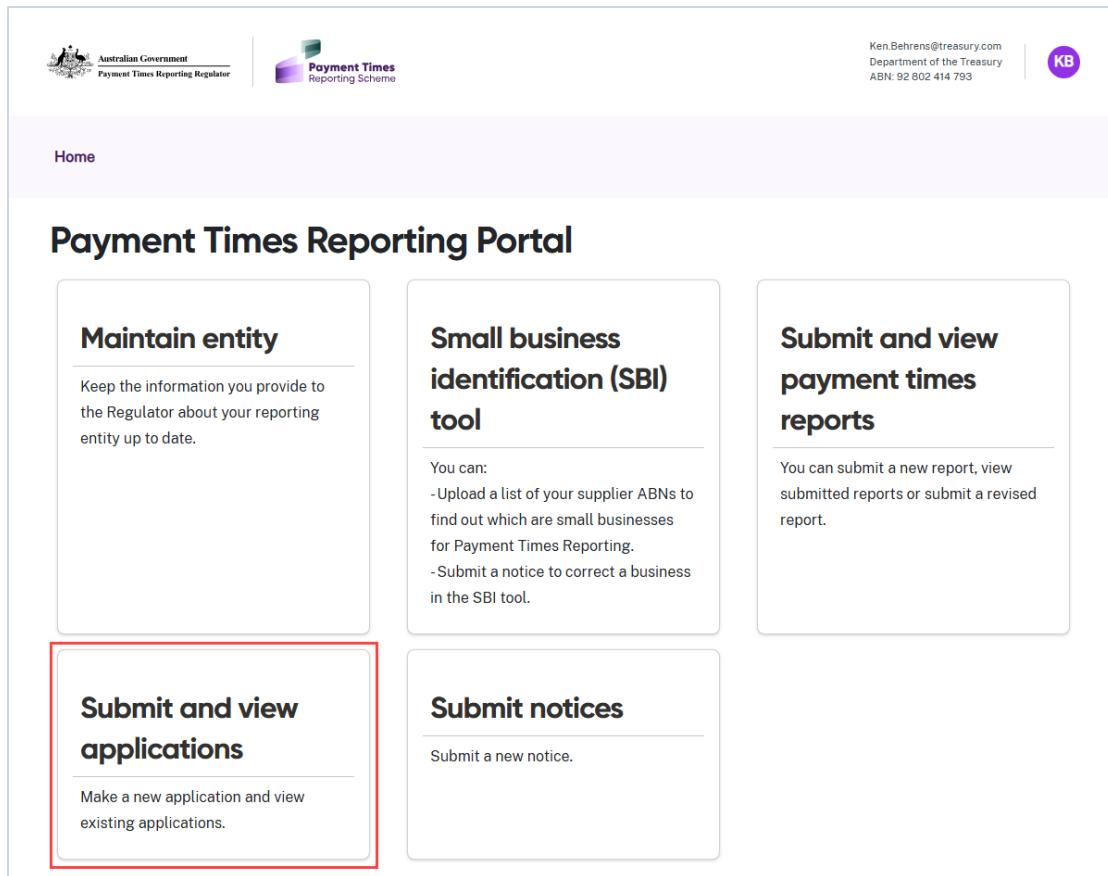
Declaration

Print Submit

25. Review the information in a section by clicking on the **down arrow** at the right hand side of the section name. In this example, the **Approver details** section is expanded to show the summary details displayed by the portal.
26. Collapse the view of the section by clicking the **up arrow**.
27. Click a **circle icon** in the progress guide to return to that section of the application form if you need to update information.
28. Select **Print** to print a paper copy of the form using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
29. Select **Submit** to close this form and submit your entity's application to the Regulator.

Application for an extension of time - modifiable

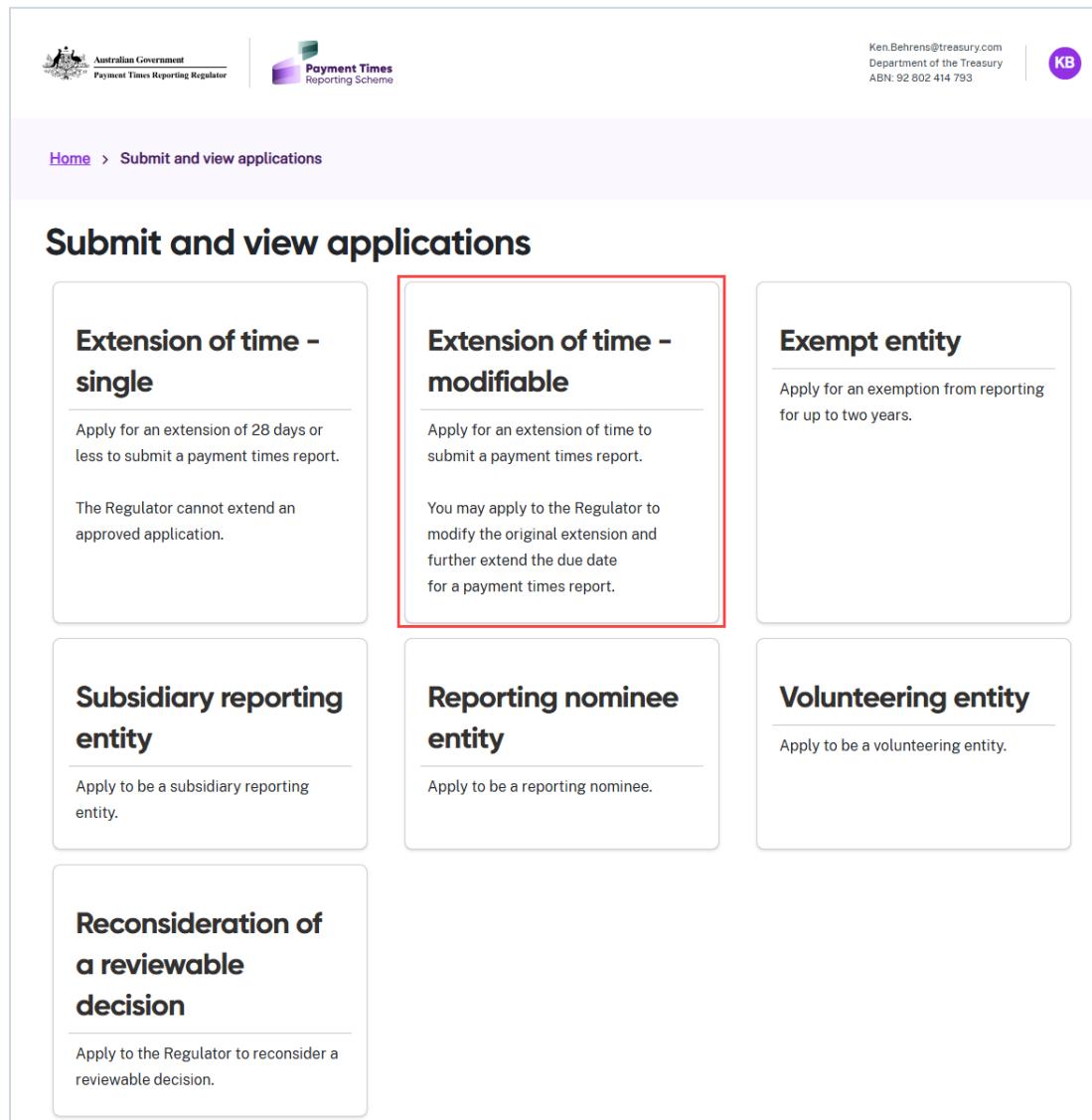
Navigate to Submit and view applications



The screenshot shows the Payment Times Reporting Portal home screen. At the top, there are logos for the Australian Government Payment Times Reporting Regulator and the Payment Times Reporting Scheme. On the right, there is contact information for Ken Behrens: Ken.Behrens@treasury.com, Department of the Treasury, ABN: 92 802 414 793, and a purple 'KB' monogram. Below the header, a pink bar contains the word 'Home'. The main content area is titled 'Payment Times Reporting Portal' and features five tiles:

- Maintain entity**: Keep the information you provide to the Regulator about your reporting entity up to date.
- Small business identification (SBI) tool**: You can:
 - Upload a list of your supplier ABNs to find out which are small businesses for Payment Times Reporting.
 - Submit a notice to correct a business in the SBI tool.
- Submit and view payment times reports**: You can submit a new report, view submitted reports or submit a revised report.
- Submit and view applications**: Make a new application and view existing applications. (This tile is highlighted with a red border.)
- Submit notices**: Submit a new notice.

1. Select the **Submit and view applications** tile from the Home screen.



Home > Submit and view applications

Submit and view applications

Extension of time - single
Apply for an extension of 28 days or less to submit a payment times report.
The Regulator cannot extend an approved application.

Extension of time - modifiable
Apply for an extension of time to submit a payment times report.
You may apply to the Regulator to modify the original extension and further extend the due date for a payment times report.

Exempt entity
Apply for an exemption from reporting for up to two years.

Subsidiary reporting entity
Apply to be a subsidiary reporting entity.

Reporting nominee entity
Apply to be a reporting nominee.

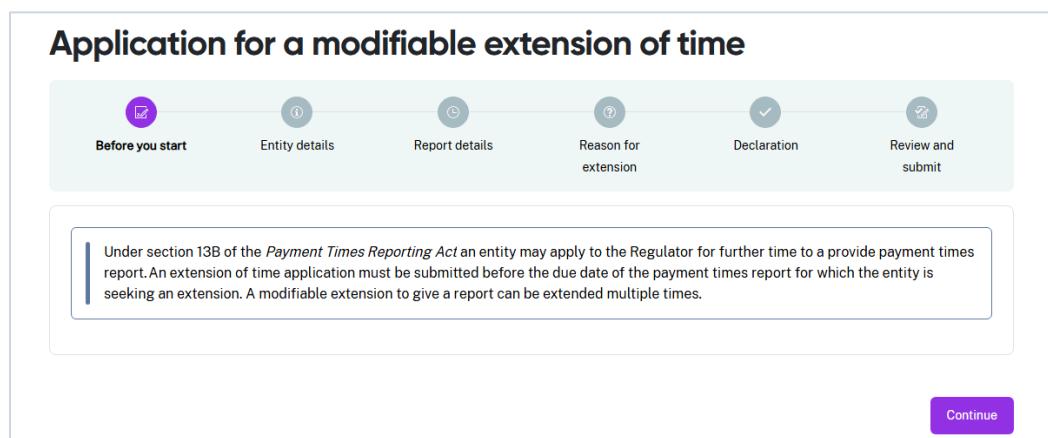
Volunteering entity
Apply to be a volunteering entity.

Reconsideration of a reviewable decision
Apply to the Regulator to reconsider a reviewable decision.

2. Select the **Extension of time - modifiable** tile.

Step 1: Before you start

Consider your circumstances carefully to confirm that this application type is right for your entity. Consult the [Guidance materials](#) or seek legal advice if you need help deciding.

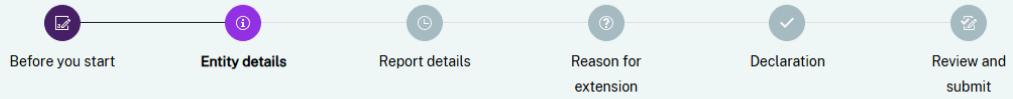


Under section 13B of the *Payment Times Reporting Act* an entity may apply to the Regulator for further time to provide payment times report. An extension of time application must be submitted before the due date of the payment times report for which the entity is seeking an extension. A modifiable extension to give a report can be extended multiple times.

Continue

Step 2: Entity details

Entity details



Entity details

Entity name
Department of the Treasury
ABN
92 802 414 793

Approver

Details of the responsible member of the entity who is authorised to approve this application.
The given name of the approving responsible member is required. If the member only has a single name, their name must be entered in the family name field.

Approving responsible member given name

 ×

Approving responsible member family name *

 ×

Approving responsible member role title *

 ×

Date application approved by responsible member *

 X

Continue

3. Enter the **Given name** of the responsible member for your entity. The responsible member is a person with the authority to approve the information in this application.
4. Enter the **Family name** of the responsible member for your entity.
5. Enter the **Role title** of the responsible member for your entity.
6. Enter the date the responsible member approved this application, then select **Continue**.

Step 3: Report details

In this step, enter the reporting period for which you are requesting an extension of time to report.

Report details

Before you start Entity details Report details Reason for extension Declaration Review and submit

Current approved extensions are listed below

Application Id	Application Type	Reporting Period End Date	Current Due Date

Reporting period an extension is being sought for

Reporting period end date *

31/12/2025

Current due date

31/03/2026

Proposed report submission date *

30/06/2026

Continue

7. The portal displays any current approved extensions in the table.
8. Enter the **End date of the reporting period** for which you are requesting an extension.
9. Enter the **Date** you propose to submit the report for this reporting period.
10. Select **Continue** to move to the next step.

Step 4. Reason for extension

You must explain the circumstances that caused your entity to apply for extra time to report.

Reason for extension

Before you start Entity details Report details Reason for extension Declaration Review and submit

A modifiable extension can only be granted due to exceptional circumstance(s) beyond the control of the entity that impact the entity's ability to prepare a report.

Provide details of the exceptional circumstance(s) which warrant additional time to submit a payment times report.*

Example

Impact on preparing a report:
Describe how the circumstance(s) impact your ability to submit a report.*

Example

Plan to address circumstance(s) requiring extension:
Detail how the extension of time will enable you to complete your reporting obligations (e.g. plan and schedule of actions to address the above circumstance(s)) *

Example

Supporting documents

You must upload documentary evidence in support of the stated circumstance(s), impacts, and plan above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button and select the additional file.

The following file formats are permitted: DOCX, .PDF, PNG, .JPG, .GIF, .XLSX, .CSV, .MSG, .TXT

Upload supporting documents *

Select files... Done

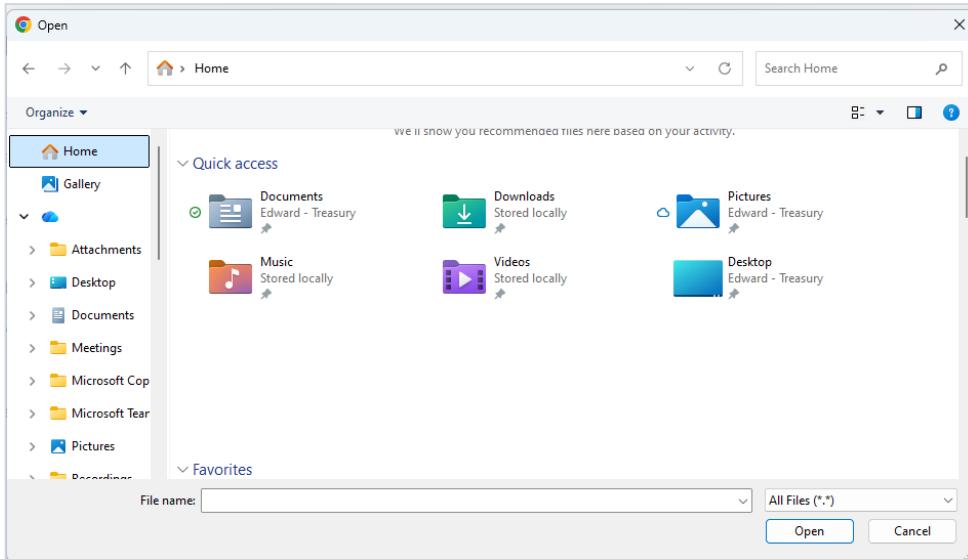
Example document.docx 520.84 KB

The maximum number of files you can upload is 5.

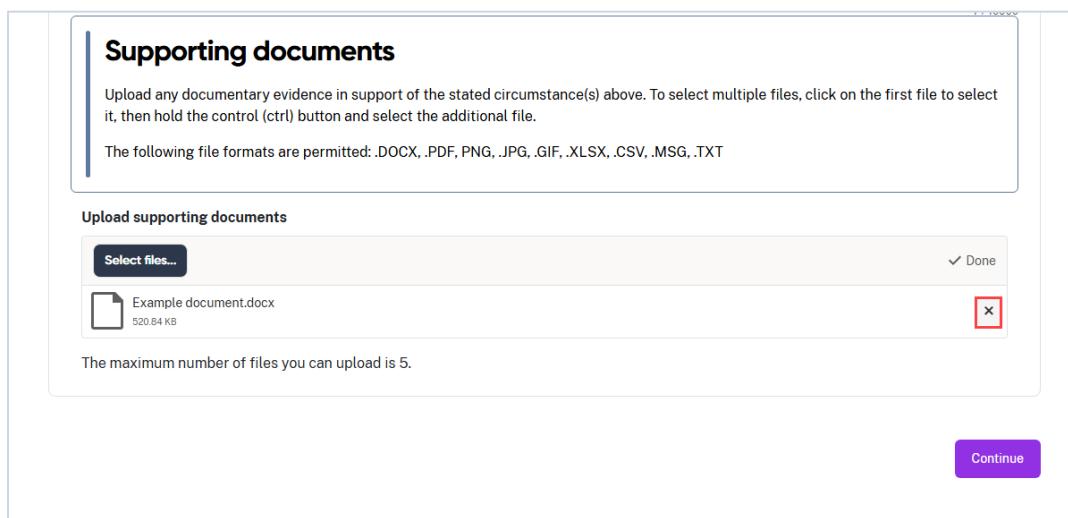
Continue

11. Read the information about modifiable extensions on this page of the application form carefully.
12. All fields in this step are mandatory fields and are marked with a red asterisk. They cannot be left blank.
13. Enter the details of the **exceptional circumstance(s)** that justify additional time for your entity to report.
14. Enter a description of **how these circumstance(s) impact your entity's ability** to report.
15. Enter details of **how an extension of time to report** will enable your entity to meet their reporting obligations.

16. You must upload documentary evidence in support of your entity's application for a modifiable extension of time to report.
17. Read the information in the **Supporting documents** section of this step carefully before uploading any documents.
18. Click **Select files...** to launch your file directory.



19. Navigate through your folder structure to find your file or files.
20. You can upload up to 5 files. Select the required file/s and select **Open** to upload the document/s.



21. Your files will display in the window.
22. If you upload the wrong document, select the **X** to remove it.
23. After you attach the correct files to the application, select **Continue**.

Step 5: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

Declaration



Before you start



Entity details



Report details



Reason for extension



Declaration



Review and submit

I declare that:

- I am authorised to provide the information contained in, and attached to, this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form and any attached documents are correct and complete.
- I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (**the Regulator**), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
- I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.
- There is a record of the written approval of this form by a responsible member of the Entity.

Check this box to accept the declaration.

Given name Family name Date of application
Ken Behrens 04/02/2026

Continue

24. If you think there may be an error earlier in the application form, you can click a **circle icon** in the progress guide to return to that section of the form.
25. Check the **declaration box** when you are satisfied the information in this application form is correct and complete.
26. Select **Continue** to proceed to Step 6: Review and submit.

Step 6: Review and submit

This step lets you review all information in the application form before you submit it.

Review and submit



Application details

Entity details

Entity name
Department of the Treasury

ABN
92 802 414 793

Approver details

Approving responsible member given name
Priya

Approving responsible member family name
Singh

Approving responsible member role title
CEO

Responsible member approval date
01/01/2026

Report details

Reporting period an extension is being sought for
31/12/2025

Current due date
31/03/2026

Proposed report submission date
30/06/2026

Reason for extension

Declaration

Print **Submit**

27. Review the information in a section by clicking on the **down arrow** at the right hand side of the section name. In this example, the **Approver details** and **Report details** sections are expanded to show the summary details displayed by the portal.
28. Collapse the view of the section by clicking the **up arrow**.
29. Click a **circle icon** in the progress guide to return to that section of the application form if you need to update information.
30. Select **Print** to print a paper copy of the form using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
31. Select **Submit** to close this form and submit your entity's application to the Regulator.