



User Guide: Entity details

This guide explains how to manage and update entity details in the portal. You must keep the information you provide to the Regulator about your entity up to date.

To access the portal you need a [Digital ID](#) 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

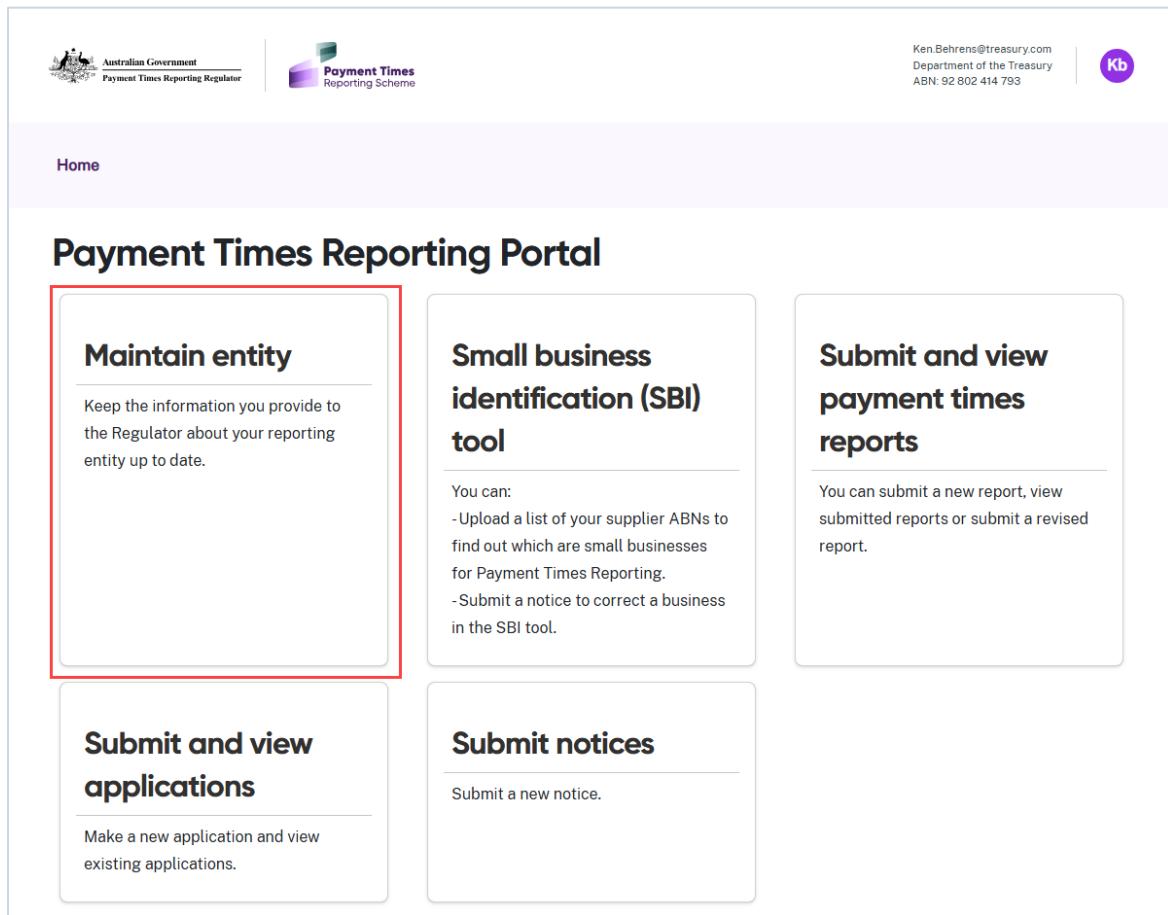
Revision history

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

Contents

Navigate to the Entity details form	2
Step 1: Entity details	3
Step 2: Mailing address	4
Step 3: Nominated contact	5
Step 4: Declaration	8
Step 5: Review and submit	9

Navigate to the Entity details form



Maintain entity
Keep the information you provide to the Regulator about your reporting entity up to date.

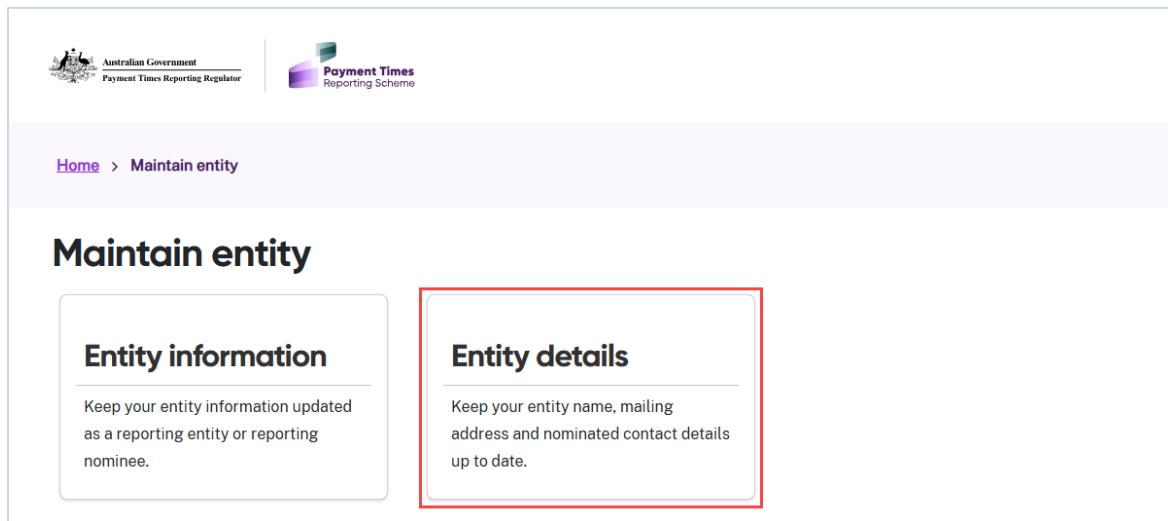
Small business identification (SBI) tool
You can:
- Upload a list of your supplier ABNs to find out which are small businesses for Payment Times Reporting.
- Submit a notice to correct a business in the SBI tool.

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 **Maintain entity** tile from the Home screen.



Entity information
Keep your entity information updated as a reporting entity or reporting nominee.

Entity details
Keep your entity name, mailing address and nominated contact details up to date.

2. Select the **Entity details** tile.

Step 1: Entity details



The entity details form will prefill data from the ABR and from previously reported entity details.

The screenshot shows the 'Entity details' page. 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@treasury.com, Department of the Treasury, ABN: 92 802 414 793, and a purple 'KB' logo. Below the header, the breadcrumb navigation shows 'Home > Maintain entity > Entity details'. The main title 'Entity details' is centered above a horizontal navigation bar with five items: 'Entity details' (selected, indicated by a purple circle with an info icon), 'Mailing address', 'Nominated contact', 'Declaration', and 'Review and submit'. A callout box on the left side of the page contains the text: 'Keeping your entity's profile up to date helps you interact with the Scheme efficiently. Some profile changes may have regulatory implications and the Regulator's office may contact you about them.' Below this, a box contains the retrieved information: 'Entity name: Department of the Treasury', 'ABN: 92 802 414 793'. A red box highlights the question 'Do you need to update the entity name? *' with two radio button options: 'Yes' and 'No'. At the bottom right of the page is a purple 'Continue' button.

3. This page shows the details the portal retrieved from the Australian Business Register (ABR) or our records.
4. Check the **Entity name** and **ABN** details carefully. Select **Yes** to update the **Entity name**, or **No** if the name is correct.
5. Select **Continue** when you are ready to begin the form.

Step 2: Mailing address

The address reflects the **Service of notice address** in the Entity details process.

Mailing address

Entity details Mailing address Nominated contact Declaration Review and submit

Add a postal or business address that may be used to receive service of notice communication from the Regulator.

Service of notice address

The Treasury
LANGTON CR
PARKES ACT 2600
Australia

Edit

Continue

6. Check the address information is correct.
7. If it is, select **Continue** and the portal will move you to Step 3: Nominated contact.
8. If you need to make a correction, select **Edit**. A screen with the address fields will slide into view from the right hand side of the screen.

Australian Government
Payment Times Reporting Regulator

Home > Maintain entity > Entity details

Mailing address

Entity details

Add a postal or business address

Service of notice address

Line 1*
The Treasury

Line 2
LANGTON CR

Suburb / city*
PARKES

State / territory*
ACT

Postcode*
2600

Country*
Australia

9. The mandatory fields are marked with a red asterisk and cannot be left blank.
10. Select **save** when the information is correct and then select **Continue**.

Step 3: Nominated contact

Every entity must nominate one primary contact. This person serves as the main point of contact for all communications from the Regulator.



Your entity must keep nominated contact details up to date.

If the primary contact is unavailable, you need to identify someone else and update the nominated contact details in this form.

Nominated contact



Entity details



Mailing address



Nominated contact



Declaration



Review and submit

You must nominate at least one contact.

The Regulator will send acknowledgement and confirmation receipts via email to your nominated contact. Ensure your nominated contact details are up to date.

Nominated contact

Ken Behresn
Accountant
Ken.Behrens@treasury.com
XXX

Restore to previous

Edit



Add new nominated contact

Electronic communications

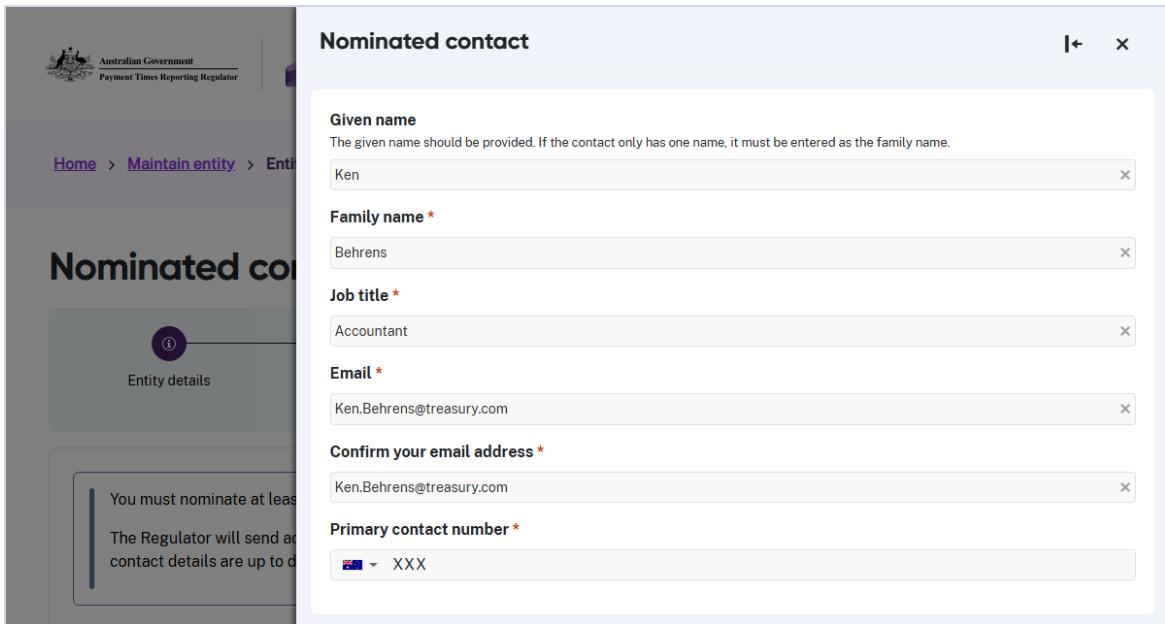
Do you agree to this entity receiving all written notices and statutory documents that the Regulator is required to give this entity under legislation by electronic communication? *

Yes - I consent to electronic communication
 No - I do not consent

You may withdraw consent for this entity at any time by completing this form again or notifying the Regulator in writing.

Continue

- To update the **Nominated contact**, select **Edit**, or to replace the nominated contact, select **+Add new...**



Nominated contact

Given name
The given name should be provided. If the contact only has one name, it must be entered as the family name.
Ken

Family name *
Behrens

Job title *
Accountant

Email *
Ken.Behrens@treasury.com

Confirm your email address *
Ken.Behrens@treasury.com

Primary contact number *
XXX

You must nominate at least one contact. The Regulator will send all communications to the contact details you provide.

12. A screen with the contact information fields will slide into view from the right hand side of the screen.
13. After you complete these fields, **save** the updated information. If you updated a record in error, select **Restore to previous** during the same session to undo the changes.

! All users must answer a new question about receiving electronic communications the first time they log in to the new portal. This question is now clearer and more specific.

You must decide whether you agree to the Regulator sending documents it must provide under legislation (such as notices) electronically by email.

If you do not consent, the Regulator must send these documents by post.

Nominated contact

Entity details Mailing address Nominated contact Declaration Review and submit

You must nominate at least one contact. The Regulator will send acknowledgement and confirmation receipts via email to your nominated contact. Ensure your nominated contact details are up to date.

Nominated contact	Add new nominated contact
Ken Behresn Accountant Ken.Behresn@treasury.com XXX	<input type="button" value="Add new nominated contact"/>

Restore to previous

Electronic communications

Do you agree to this entity receiving all written notices and statutory documents that the Regulator is required to give this entity under legislation by electronic communication? *

Yes - I consent to electronic communication
 No - I do not consent

You may withdraw consent for this entity at any time by completing this form again or notifying the Regulator in writing.

14. Read the question asking if you consent to the Regulator sending the documents it must give your entity by email.
15. Select **Yes** if you consent to the Regulator sending documents to your entity by email. You will see an information message pop up to advise that you may withdraw your agreement to use email at any time, and how to communicate this change.
16. Select **No** if you do not agree to your entity receiving these documents by email. You will see an information message pop up to advise that you will receive these documents by post.
17. Select **Continue** to move to Step 4: Declaration.

Step 4: 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



Entity details



Mailing address



Nominated contact



Declaration



Review and submit

I declare that:

- I am authorised to provide the information contained in this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form 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.
- I understand that appropriate records of any information used in the preparation of a payment times report must be kept for a period of at least 7 years after the end of the relevant reporting period. I am aware that a failure to do so may amount to a contravention of a civil penalty provision of the PTR Act, which may result in the giving of infringement notices or the taking of other enforcement action.

Check this box to accept the declaration.

Given name	Family name	Date of submission
Ken	Behrens	09/02/2026

Continue

- If you think there may be an error earlier in the form, you can click a **circle icon** in the progress guide to return to that section of the form.
- Check the **declaration** box when you are satisfied the information in this form is correct and complete.
- Select **Continue** to proceed to Step 5: Review and submit.

Step 5: Review and submit

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

Review and submit

Entity details

Existing details

Entity name
Department of the Treasury
ABN
92 802 414 793

No updates were made.

Mailing address

Nominated contact

Declaration

Print Submit

21. Review the information in a section by clicking on the down arrow at the right hand side of the section name. Collapse the view of the section by clicking the up arrow.
22. Click a **circle icon** in the progress guide to return to that section of the form if you need to update information.
23. 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.
24. Select **Submit** to close this form and provide your **Entity details** to the Regulator.