



User Guide: Getting started in the portal

This guide explains the step-by-step process to successfully log in to the new Payment Times Reporting Portal (portal) for the first time and complete your set-up details.

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.

If your Digital ID is already linked to your entity in RAM, skip to **Step 3 – Log in to the portal**.

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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Portal access and log in

Step 1: Establish your Digital ID

Your [Digital ID](#) allows you to prove your identity when you log in to Australian Government services. Because this portal is a government service, you must use a Digital ID to access it.

The Australian Government provides the **myID app** to create your Digital ID. You'll need to use this app to set up your Digital ID for the portal.



The Regulator updates the information in this User Guide from time to time to reflect the support material available online for:

- myID at <https://www.myid.gov.au>
- Relationship Authorisation Manager at <https://info.authorisationmanager.gov.au>

You should check the source to make sure you have the latest information.

How to set up myID

Your myID is unique to you and can't be shared. As it's your personal Digital ID, you should set this up using a personal email address – don't use a shared or work email address.

Before you start

To set up your myID, you need:

- **a smart device** – the myID app is compatible with most smart devices, such as smart phones, and is only available from the Apple App Store or Google Play
- **a personal email address** – as it's your personal Digital ID, your ID documents will be linked to the email you choose. It should not be a shared or work email address
- **to be 15 years or older** – age restrictions may also apply to use some government online services.

Three steps to set up myID

1. Download the myID app on your smart device



Only download the myID app from the official app stores listed above.

If you:

- are setting up your myID for the first time, continue to step 2
- have set up your myID before, select 'I am an existing user' and follow the prompts.
See [Setting up your myID again](#).

2. Enter your details

Open the myID app on your smart device and follow the prompts to:

- enter your email address – choose a personal email you have ongoing access to
- create a password
- enter your full name and date of birth.

3. Choose your identity strength

You can set up a Basic, Standard or Strong myID. After entering your details you will have a Basic identity strength.



Your identity strength must be **Standard** or **Strong** to access the portal.

Increasing your identity strength will better protect your Digital ID and allow you to access more services.

Once set up, you can [use myID](#) as your Digital ID to prove who you are when accessing government online services.

Step 2: Link your Digital ID to your entity in RAM

[Relationship Authorisation Manager](#) (RAM) helps businesses control who can access government services on their behalf. Through RAM, a business representative can authorise others to act for the business when using these services.



If you need to carry out regulatory tasks in the portal, your entity must use RAM to authorise you, using your *myID* Digital ID.

Acting on behalf of an entity

If you need to act on behalf of your entity to meet its reporting obligations under the Payment Times Reporting Scheme, the entity must authorise you to do so.

Receive an authorisation request

A [principal authority or authorisation administrator](#) needs to create the right level of authorisation for you in RAM.

Once they do, you will receive an authorisation request including details of the authorisation and an authorisation code via email. You will need to accept the authorisation in RAM using your authorisation code within 7 days.

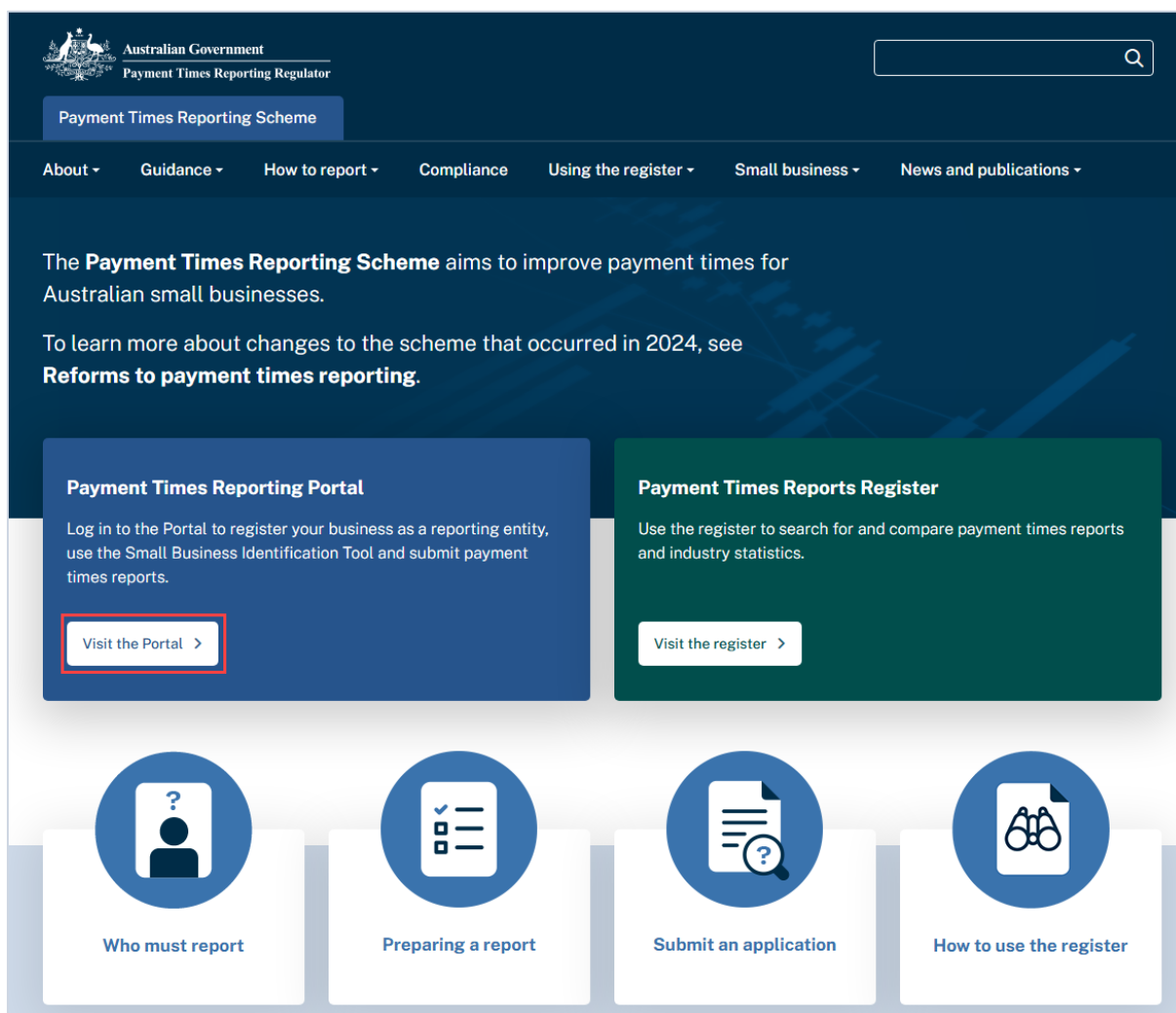
Read about the process to [accept an authorisation](#), including help with accepting the authorisation.

Once you've accepted, you can log in to the portal and act on behalf of your entity.

Step 3: Log in to the portal

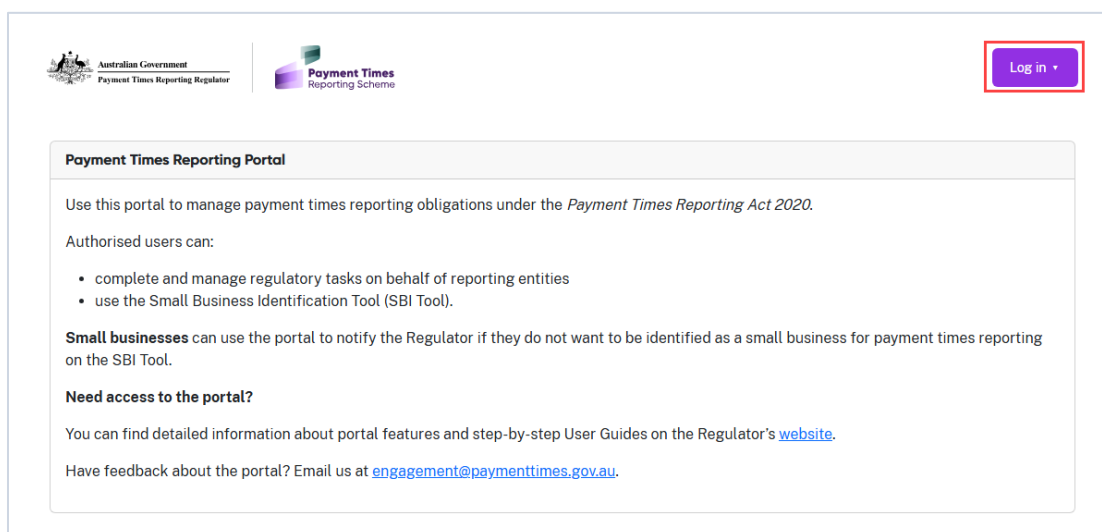
The Payment Times Reporting Regulator continues to host the portal on its website. If you bookmarked the previous portal, your saved link will take you to the new portal.

If you used the previous portal to complete regulatory tasks for your entity, you can use your existing login details to access the new portal. You do not need to take any further action.

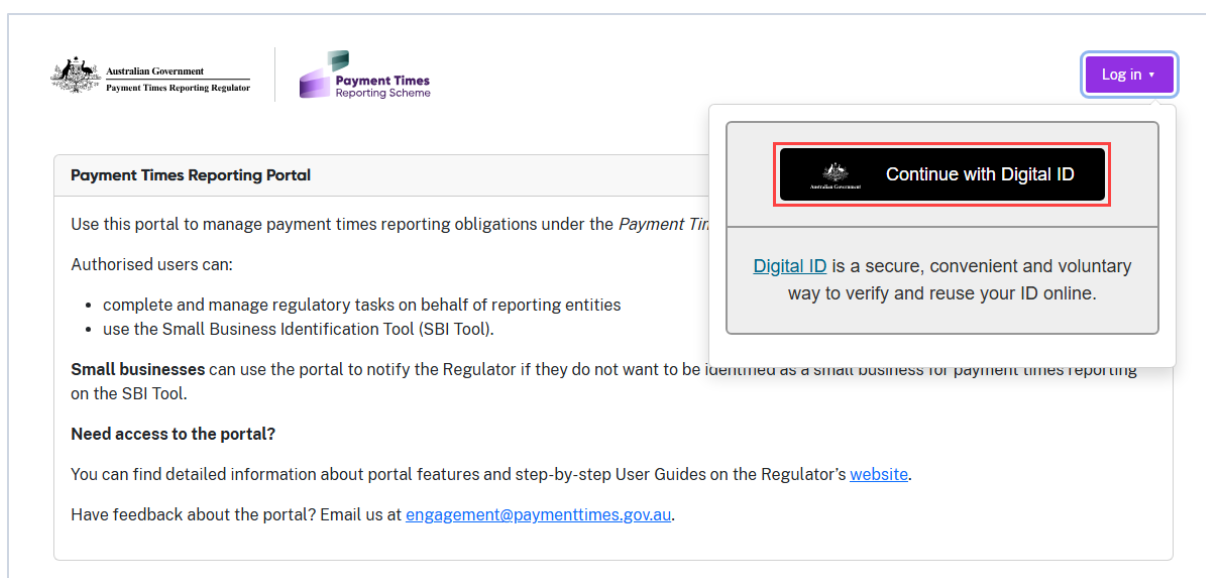


1. Go to the website and select **Visit the Portal**.

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2. Select **Log in**.



3. Select **Continue with Digital ID**.

Terms of Use

The Regulator has revised the Terms of Use for the portal to reflect the introduction of draft reports.



Read the **Terms of Use** carefully. You are agreeing to be legally bound by these terms and if you are representing an entity, you are agreeing for it to be bound also.

Terms of use

e. You acknowledge that we may notify you of, and you must comply with, specific requirements in relation to account registration from time to time.

5. Your responsibilities

a. In accessing the Sites, you agree that:

- i. you allow us to collect data about your use of the Sites for the purposes of administering the Act including taking actions in furtherance of the objectives of the Act;
- ii. if you register to use the Portal, draft reports on the Portal, or submit payment times reports in accordance with the Act, we will collect personal information in accordance with our privacy policy and collection notices (see clause 8a below for further detail);
- iii. you will monitor, control and take responsibility for all activities occurring under your accounts, user names, logins, passwords, and security questions and answers, including any activities that may result from your negligence, carelessness, misconduct, or failure to use or maintain appropriate security measures;
- iv. you will promptly report any suspicious or unauthorised conduct concerning your accounts, user names, logins, passwords, or security questions and answers to us if you become aware of any such conduct;
- v. any documentation that you submit to us must (and will) contain the type(s) of information required to be contained in that particular type of documentation; and
- vi. any information you enter into a draft report, we will autosave on the Portal for up to three months of inactivity after which time we will delete it, unless the draft is modified, in which case the time period is reset.

b. While using any of the Sites, you agree to:

- i. only use the relevant Site(s) for their intended purposes, for lawful purposes, and in a manner that does not infringe the rights of or restrict or inhibit the use and enjoyment of the relevant Site(s) by us or any third party;
- ii. only use the Sites in a manner that complies with all applicable legislation including the [Privacy Act 1988](#) (Cth) and the [Criminal Code Act 1995](#) (Cth); and
- iii. only use the Sites strictly in accordance with these Terms, and all notices, protocols, guidelines and other instructions provided or advised to you by us from time to time.

c. While using the Sites, you agree not to:

- i. impersonate any person or falsely represent your association with any person or organisation (including us);
- ii. provide false or misleading information in connection with the Portal or information provided to the Regulator;
- iii. access or attempt to access or use information that you are not authorised to access or use;
- iv. transmit any message, data, image or program that would violate the property rights of others, including unauthorised copyrighted text, images or programs, trade secrets or other confidential proprietary information;
- v. interfere with the rights of others to use the Sites;
- vi. attempt to modify, adapt, translate, sell, reverse engineer, decompile or disassemble any portion of the Sites, including through the use of automated tools;
- vii. use any scripts or processes on the Website, Portal or SBI Tool, nor any data scraping or data mining tools on the Website, Portal or SBI Tool;
- viii. modify or copy:
 - the layout of the Website, Portal or SBI Tool; or
 - any computer software and code contained in or forming part of Website, Portal or SBI Tool; or
- ix. transmit any Harmful Code.

d. While accessing the Portal, in addition to the above matters, you agree:

- i. to maintain the confidentiality of all account information including user names, logins, passwords, and security questions and answers that you use to access any page or feature of the Portal;
- ii. to access and read all notices and information provided by us in relation to the Portal;
- iii. that all information submitted on the Portal is (and will be) true and accurate, and that you will keep such information up to date; and

☒ I have read, understand and agree to be legally bound by these Terms. If I am representing an organisation, I agree that it will be legally bound by these Terms and I warrant that I am authorised to make that statement and to bind the organisation.

Confirm

4. Note the **additional clause** about the portal retaining unsubmitted report information as a draft for a period of time.

16. **Changes to these Terms**

- a. We may change these Terms at any time.
- b. You will need to accept any new Terms if you want to continue using the Sites.

17. **Governing law and jurisdiction**

- a. These Terms are governed by the laws of the Australian Capital Territory, and you agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory.

☒ I have read, understand and agree to be legally bound by these Terms. If I am representing an organisation, I agree that it will be legally bound by these Terms and I warrant that I am authorised to make that statement and to bind the organisation.

Confirm

Call: [13 28 46](tel:132846) (select option 1- government grants, programs and services) business.gov.au

5. When you have read and accepted the Terms of Use, check the **box** to record your agreement.
6. Select **Confirm** to continue.
7. The Portal will direct you to the **myID login** page.

Australia's
Digital ID System

Select your identity provider

i You may need to [increase the strength of your digital ID](#) for Department of the Treasury.

Department of the Treasury needs you to prove who you are using a Digital ID.

Read about [what is an identity provider](#) and [your privacy and security](#).

myID
Managed by Australian Government

You'll need these to get started

- iOS or Android device
- Two identity documents
- ☐ Remember my choice
(Not recommended for shared devices)

Select myID >

Cancel

8. Follow the instructions on this page and use the login details you set up in **Step 1: Establish your Digital ID** section of this User Guide.



The myID login process uses two-factor authentication for security and you will need to confirm a code through a separate device, like a mobile phone. It's helpful to have your device handy for this process.

Self-assessment questionnaire

Complete this questionnaire to create your entity's profile and set up access to the features your entity needs in the portal. Your responses determine which tiles appear in your portal view.

Note: If you registered your entity in the previous portal, you do not need to complete this questionnaire again. The new portal carries over your entity's existing access.

If you need to retake the questionnaire for your entity but cannot access it under the 'Maintain Entity' tile, contact the Regulator by email to support@paymenttimes.gov.au.

Step 1: Type of registration

1. Read the information on this screen carefully, then select the action your **entity wants to take** from the drop-down list.

Self-assessment questionnaire

Complete this questionnaire to update your entity's profile and establish your access to the Payment Times Reporting Portal (the Portal). You must not rely on this questionnaire to determine your reporting obligations as it only considers some of the circumstances prescribed for identifying reporting entities.

You should complete this questionnaire again if your business circumstances change.

Some profile changes may have regulatory implications and the Regulator's office may contact you about them. A change to your profile that affects your reporting obligations under the Scheme does not mean the Regulator agrees to those changes. Other regulatory obligations may also apply.

For additional information regarding the concepts in this questionnaire, please refer to our [Guidance](#).

My entity wants to *

Please select

Submit a payment times report

Determine whether it needs to submit a payment times report

Apply to be a 'volunteering entity', 'subsidiary reporting entity' or a 'reporting nominee'

Opt out of or Opt back into being a small business for payment times reporting

2. In this example, the entity wants to **Submit a payment times report**.
3. Select **Continue** to move to the next step and begin the **Questions**.



Depending on your responses to the questionnaire, the portal will guide you through a series of questions, or take you directly to the Declaration.

Step 2: Questions

This screen shot shows a combination of responses for our fictitious entity. The responses you provide for your entity must reflect its actual circumstances.

Questions

Type of registration

Questions

Declaration

Review and submit

Was your entity a constitutionally covered entity at the start of the current financial year? *

Note: Most companies incorporated in Australia are constitutionally covered entities.

Examples of a constitutionally covered entity:

- a constitutional corporation;
- a foreign entity;
- an entity, other than a body politic, that carries on an enterprise in a Territory;
- a body corporate that is incorporated in a territory;
- a body corporate that is taken to be registered in a Territory under section 119A of the Corporations Act 2001;
- a corporate Commonwealth entity, or a Commonwealth company, within the meaning of the Public Governance, Performance and Accountability Act 2013.

☒ Yes

☐ No

Was your entity registered under the *Australian Charities and Not-for-profits Commission Act 2012* at the start of the current financial year? *

☐ Yes

☒ No

At the start of the current financial year, was your entity (can select more than one) *

☒ carrying on a business in Australia

☒ a company that is incorporated in Australia

☒ a company that is not incorporated in Australia, but has either its central management and control in Australia, or its voting power controlled by shareholders who are residents of Australia

☒ a corporate Commonwealth entity, or a Commonwealth company, within the meaning of the Public Governance, Performance and Accountability Act 2013

☐ none of the above

Was your entity directly or ultimately controlled by another entity that is a reporting entity, at the start of the current financial year? *

Important Note: The definition of a 'reporting entity' for the purposes of the Payment Times Reporting Scheme changed on 7 September 2024.

☐ Yes

☒ No

At the start of the current financial year, was your entity's consolidated revenue for the previous financial year more than A\$100 million? *

☒ Yes

☐ No

Continue

4. Select **Continue** when you have responded to all questions the portal displays on this screen.


Step 3: 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


Type of registration


Questions


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 (**PTR 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 PTR 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	11/02/2026

Continue

5. If you think you may have answered a question incorrectly, you can click the **circle icon** in the progress guide to return to the **Questions**.
6. Check the **declaration box** when you are satisfied the information in this questionnaire is correct and complete.
7. Select **Continue** to proceed to Step 4: Review and submit.

Step 4: Review and submit

This step lets you review the information in the questionnaire before you submit it.


The screenshot shows a 'Review and submit' interface. At the top, there is a progress bar with four steps: 'Type of registration' (marked with an 'i' icon), 'Questions' (marked with a document icon), 'Declaration' (marked with a checkmark icon), and 'Review and submit' (marked with a document and checkmark icon). Below the progress bar, there are three expandable sections: 'Type of registration' (expanded, showing 'My entity wants to Submit a payment times report'), 'Questions', and 'Declaration'. At the bottom right, there are two buttons: 'Print' and 'Submit'.


8. 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 **Type of registration** section is expanded to show the summary details displayed by the portal.
9. Collapse the view of the section by clicking the **up arrow**.
10. Click a **circle icon** in the progress guide to return to that section of the questionnaire if you need to update information.
11. Select **Print** to print a paper copy of the questionnaire using a connected printer, or to save a copy as a PDF. This form prints with all sections expanded to show all details.
12. Select **Submit** to lodge your questionnaire and view the outcome.


The screenshot shows the 'Outcome' and 'Next steps' section of the questionnaire. At the top, there are logos for the Australian Government Payment Times Reporting Regulator and the Payment Times Reporting Scheme. Below the logos, there is a breadcrumb trail: 'Home > Self-assessment questionnaire'. The 'Outcome' section states: 'Based on your responses, [redacted] meets the definition of a reporting entity.' The 'Next steps' section states: 'Based on your responses, you now need to update the entity details for [redacted] in the Portal. Select 'Next' to begin the Entity Details form. Access to the Portal home page will be limited until you submit the updated entity details.' At the bottom right, there is a 'Next' button.


1. Select **Next** to update the **Entity details** for your entity.


Entity details

Entity details

Mailing address

Nominated contact

Declaration

Review and submit

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.

Check and update the information below. It comes from the Australian Business Register or our records.

Entity name
Department of the Treasury

ABN
92 802 414 793

Do you need to update the entity name? *

☐ Yes

☐ No

Continue

Refer to **User Guide: Entity Details** for help to complete this process in the portal.