**Levy Recipient Body (LRB) Portal User Guide**

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# Glossary

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| **Term** | **Definition** |
| Levy Recipient Body (LRB) or Research & Development Corporation (RDC) | A body or organisation that receives levy funds |
| Levy Agent | A levy agent is the person who is liable to lodge levy returns and payments to the department. |
| Disbursement | A payment of levy, penalty, pass through and commonwealth matching funds to an LRB |
| Cost Commodity | A commodity on which levy is collected |
| Levy Payer | A primary producer or other (may be an individual or an organisation) who pays levies, either directly or through an agent |
| Return or return type | A return is used by a levy collecting agent to assess their liability for a period, a return type describes a return for a particular industry |

# Introduction

The Levy Recipient Body (LRB) Portal allows the user to access disbursement information, levy payer data, levy agent data, review levy rates, manage users and view anticipated levy disbursements.

The Login page for the portal is found at [leviesonline.agriculture.gov.au/LRBPortal](https://leviesonline.agriculture.gov.au/LRBPortal/LRB_Security/LRB_Login.aspx) and looks like this:



# How to register for access to the LRB Portal

Contact the department to create the initial portal user.
Levies Free call 1800 020 619 or levies.management@aff.gov.au

# How to log in to the LRB Portal

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| Step 1 – Navigate to the [Levy Recipient Body Portal login page](https://leviesonline.agriculture.gov.au/LRBPortal/LRB_Security/LRB_Login.aspx). |
| Step 2 – Enter your registered email address and password.Click ‘Login’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Enter the 6-digit code sent to your registered email and mobile phone.Click ‘Submit’.*NB: If you close the security code entry page the security code becomes invalid.* *Security codes may be delayed during peak periods or when sent to remote locations.*  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to update contact details

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| Step 1 – Navigate to the [Levy Recipient Body Portal login page](https://leviesonline.agriculture.gov.au/LRBPortal/LRB_Security/LRB_Login.aspx). |
| Step 2 – Once logged into the Levy Recipient Body Portal, click ‘My Account’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – In the ‘My Account’ Tab click ‘Edit Account Details’ to update contact details. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Once changes have been made, click ’Save Changes’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to add users to your account

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| Step 1 – Once logged into the Levy Recipient Body Portal, click ‘My Account’ Tab. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Click the ‘Authorised Users’ Tab to view list of users on the account.*NB: Only users with access to create or maintain user accounts will see this Tab.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Click ‘New User’ to add a new user on the account. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Enter details for new user.*NB:* *Each user must be unique and will need an email address which matches the domain of your organisation, for example an email address ending in @agriculture.gov.au*A unique 6-digit security code will be sent to the email address and mobile phone (if provided) each time a user logs on. |  |
| Step 5 – Select account preferences to specify the access rights of the new user. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 6 – Click ‘Create User’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

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# How to change the status of a user for your account

There must always be a primary user for your account to create or maintain user accounts. If the person listed as a primary user is leaving your organisation, ask them to login and reassign the primary status to another user using the instructions below.
If the primary user has already left you can contact us to update your account for you.

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| Step 1 – Login as the current primary user, Click the ‘My Account’ Tab | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Click the ‘Authorised Users’ Tab | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Click the name of the user you want to designate as the primary user or change status.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Click ‘Edit’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 5 – Click ‘Status’ dropdown and select Primary or Inactive. *NB. There can only be one Primary user at any point in time. If you select Primary, once you click [Save Changes] the primary status will automatically be removed from the user it is currently assigned to. To reactivate a user account from ‘Inactive’ status select ‘Active’.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 6 – Click ‘Save Changes’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 7 – Click ‘Close’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to change your password

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| Step 1 – Once logged into the Levy Recipient Body Portal, Click the ‘My Account’ Tab. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Click the ‘Authorised Users’ Tab.Click your name.*NB: Skip this step if you are not the primary user. Only users with access to create or maintain user accounts will see this Tab.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Click ‘Change My Password’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Enter your current password, a new password then re-enter your new password. Click ‘Reset Password’.*NB: Your password must be between 8 and 16 characters and may not be the same as any of your last 8 passwords.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 5 – Click ‘Continue’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
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# How to reset your password

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| Step 1 – Navigate to the [Levy Recipient Body Portal login page](https://leviesonline.agriculture.gov.au/LRBPortal/LRB_Security/LRB_Login.aspx). |
| Step 2 – Click ‘I forgot my password’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Enter your registered email address. Click ‘Submit’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Enter the 6 digit code sent to your registered email and mobile phone.Click ‘Submit’.*If you close the security code entry page the security code becomes invalid.* *Security codes may be delayed during peak periods or when sent to remote locations.*  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 5 – Enter your new password, re-enter your new password.*NB: Your password must be between 8 and 16 characters and may not be the same as any of your last 8 passwords.* Click ‘Reset Password’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 6 – Click ‘Continue To Login’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
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# How to view anticipated levy disbursements

Log into the Levy Recipient Body Portal and click on the ‘Disbursements’ Tab.

The disbursement Tab is split into two sections: **Disbursement Data** and **Disbursement History**. Anticipated levy disbursements will be under the Disbursement Data heading. Note, the ‘Collected To’ date will pause at the end of each month until the upcoming disbursement is processed. If there is no data then there is no levy expected to be payable to today’s date.



# How to view or export disbursement reports

### To download data for a single disbursement

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| Step 1 – Once logged into the Levy Recipient Body Portal, click on the ‘Disbursements’ Tab. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png  |
| Step 2 – Locate the row of the disbursement you are interested in. |  |
| Step 3 – Click the document icon to download the Recipient Created Tax Invoice. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png  |
| Step 4 – Click the Excel icon to download the Disbursement Statement as an excel spreadsheet. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png  |
| Step 5 – Click the PDF Icon to Download the Disbursement Statement as a PDF.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

### To download detailed disbursement data by levy code (LMU)

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| Step 1 – Once logged into the Levy Recipient Body Portal, click on the ‘Disbursements’ Tab. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Select To and From disbursement dates at the bottom of the screen. *NB: To get data from a single disbursement, use the ‘Disbursement Date’ in both fields.**NB: If you wish to download all history for the past 10 years, leave the dates blank.* |  |
| Step 3 – Click ‘Download Data’.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Click ‘Open’ when a popup appears on your screen. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to look up levy rates

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| Step 1 – Once logged into the Levy Recipient Body Portal, Click ‘Levy Rate History’.*NB: To look at past rates, untick the box ‘Show Current Rates Only’.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Select ‘Return Type’ if you want to see all the rates associated with a particular return **or** select ‘Cost Commodity’ to see the rate for a particular commodity. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.pngC:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 3 – Click ‘Search’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Click ‘Download Rate History’ to download or print the information. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to view and export Levy Agent Data

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| Step 1 – Once logged into the Levy Recipient Body Portal, click ‘Levy Agent Data’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Enter search criteria if required.*NB: You* ***MUST*** *enter a ‘Return Period’, ‘Return Received’, or ‘Last Updated’ date range which* ***DOES NOT*** *exceed 3 years.**If you know the ‘OL Return ID’ you must add a ‘Levy Agent Data’ date range to search against.* |    |
| Step 3 – Click ‘Search’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Click ‘Download Levy Agent Data’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 5 – Select ‘Download Fields’ to display in your ‘Levy Agent Data’ download.*NB: Important to note that the information about return, levy unit and disbursed will only be available for selection if the RDC has established a levy payer register.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png  |
| Step 6 – Select download format, click ‘OK’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.pngA picture containing chart  Description automatically generated |
| Step 7 – Click ‘Open’ when a popup appears on your screen. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to view and export Levy Payer Data

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| Step 1 – Once logged into the Levy Recipient Body Portal, click ‘Levy Payer Data’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 2 – Enter search criteria if required.*NB: You* ***MUST*** *enter a ‘Return Period’, ‘Return Received’, or ‘Last Updated’ date range which* ***DOES NOT*** *exceed 3 years.**If you know the ‘OL Return ID’ you must add a ‘Levy Payer Data’ date range to search against.* |  |
| Step 3 – Click ‘Search’. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 4 – Click ‘Download Levy Payer Data’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 5 – Select ‘Download Fields’ to display in your ‘Levy Payer Data’ download.*NB: Important to note that the information about return, levy unit and disbursed will only be available for selection if the RDC has established a levy payer register.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png  |
| Step 6 – Select download format, click ‘OK’ | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.pngC:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| Step 7 – Click ‘Open’ when a popup appears on your screen | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |

# How to change the visible data set

If you have access to view multiple recipients through your account, you will have to view them separately.

Once you are looking at either the ‘Disbursements’ Tab or the ‘Levy Payer Data’ Tab, you can select the Recipient from the dropdown menu in the top right of the screen

