

Levy Recipient Body (LRB) Portal User Guide

Contents

Glossary	2
Introduction	2
How to register for access to the LRB Portal	3
How to log in to the LRB Portal	3
How to update contact details	4
How to add users to your account	5
How to change the status of a user for your account	6
How to change your password	7
How to reset your password	8
How to view anticipated levy disbursements	9
How to view or export disbursement reports	9
To download data for a single disbursement	9
To download detailed disbursement data by levy code (LMU)	10
How to look up levy rates	10
How to view and export Levy Agent Data	11
How to view and export Levy Payer Data	12
How to change the visible data set	13

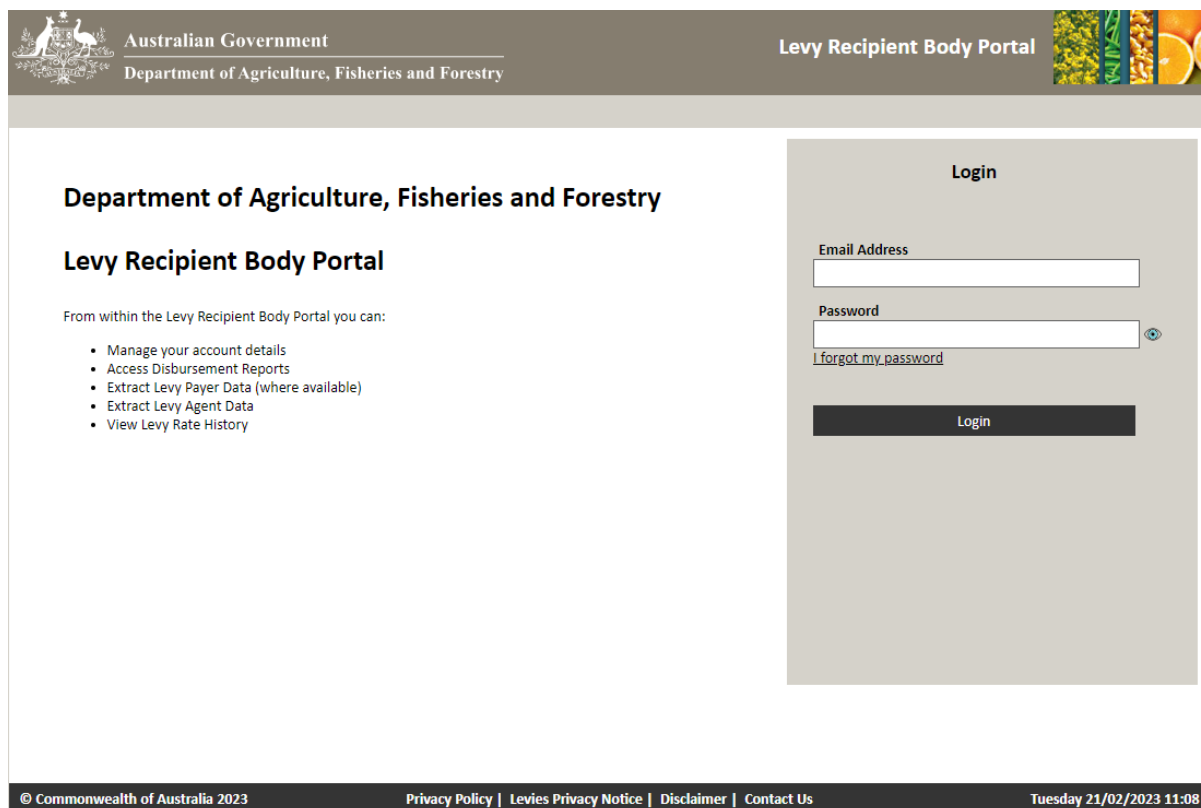
Glossary

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 and looks like this:



The screenshot shows the login interface for the Levy Recipient Body Portal. At the top, there is a header with the Australian Government logo and the text 'Australian Government Department of Agriculture, Fisheries and Forestry' on the left, and 'Levy Recipient Body Portal' on the right next to a decorative image of agricultural products. The main content area is divided into two columns. The left column contains the text 'Department of Agriculture, Fisheries and Forestry' and 'Levy Recipient Body Portal'. Below this, it states 'From within the Levy Recipient Body Portal you can:' followed by a bulleted list: 'Manage your account details', 'Access Disbursement Reports', 'Extract Levy Payer Data (where available)', 'Extract Levy Agent Data', and 'View Levy Rate History'. The right column is a 'Login' form with fields for 'Email Address' and 'Password', a 'forgot my password' link, and a 'Login' button. At the bottom of the page, there is a footer with copyright information '© Commonwealth of Australia 2023', links for 'Privacy Policy', 'Levies Privacy Notice', 'Disclaimer', and 'Contact Us', and the date 'Tuesday 21/02/2023 11:08'.

How to register for access to the LRB Portal

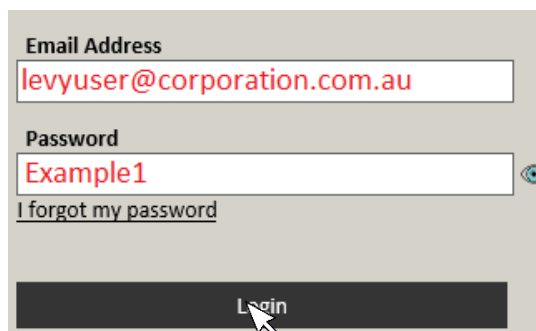
Contact the department to create the initial portal user.

Levies Free call 1800 020 619 or levies.management@aff.gov.au

How to log in to the LRB Portal

Step 1 – Navigate to the [Levy Recipient Body Portal login page](#).

Step 2 – Enter your registered email address and password. Click 'Login'.

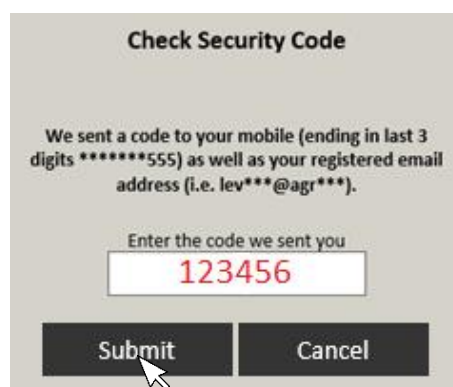


Email Address
 levyuser@corporation.com.au
 Password
 Example1
 I forgot my password
 Login

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.



Check Security Code
 We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***).
 Enter the code we sent you
 123456
 Submit Cancel

How to update contact details

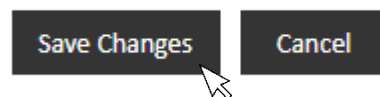
Step 1 – Navigate to the [Levy Recipient Body Portal login page](#).

Step 2 – Once logged into the Levy Recipient Body Portal, click 'My Account'.




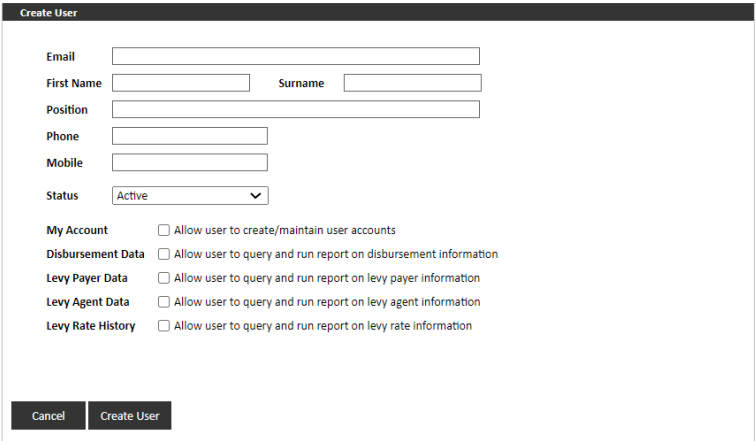
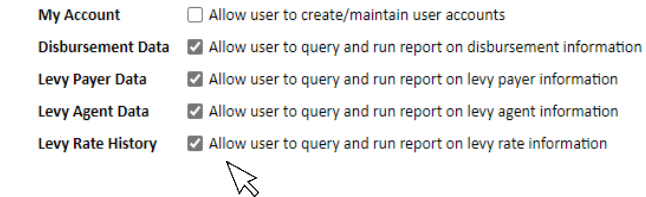
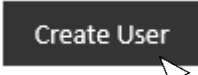


Step 3 – In the 'My Account' Tab click 'Edit Account Details' to update contact details.

Step 4 – Once changes have been made, click 'Save Changes'.






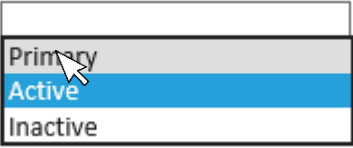
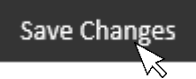

How to add users to your account

<p>Step 1 – Once logged into the Levy Recipient Body Portal, click 'My Account' Tab.</p>	
<p>Step 2 – Click the 'Authorised Users' Tab to view list of users on the account.</p> <p><i>NB: Only users with access to create or maintain user accounts will see this Tab.</i></p>	
<p>Step 3 – Click 'New User' to add a new user on the account.</p>	
<p>Step 4 – Enter details for new user.</p> <p><i>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</i></p> <p>A unique 6-digit security code will be sent to the email address and mobile phone (if provided) each time a user logs on.</p>	
<p>Step 5 – Select account preferences to specify the access rights of the new user.</p>	
<p>Step 6 – Click 'Create User'</p>	

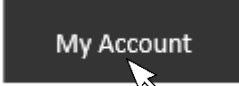


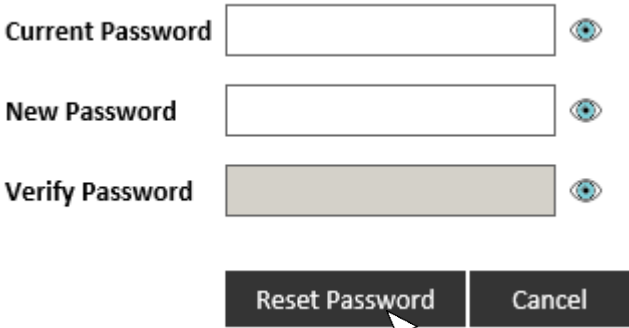

How to change the status of a user for your account

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.

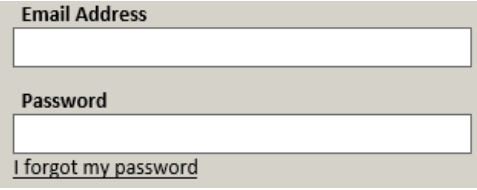
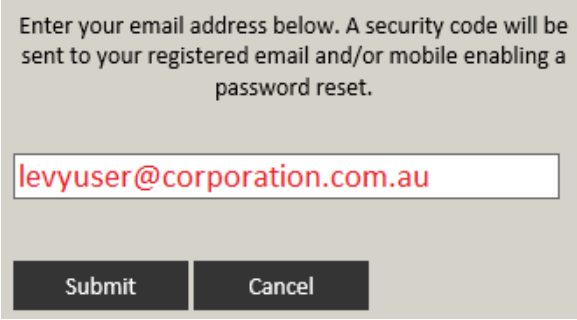
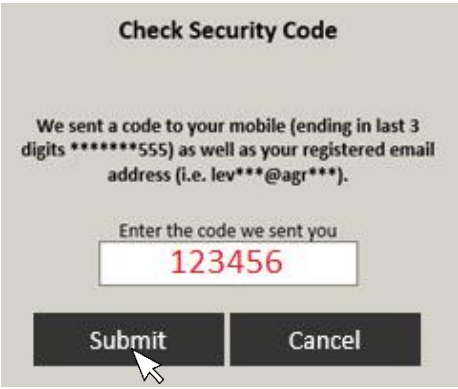
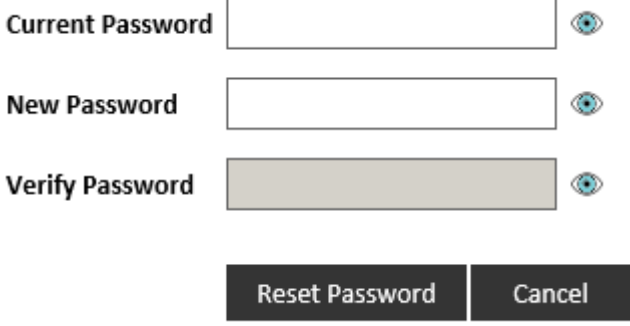

If the primary user has already left you can [contact us](#) to update your account for you.

<p>Step 1 – Login as the current primary user, Click the ‘My Account’ Tab</p>													
<p>Step 2 – Click the ‘Authorised Users’ Tab</p>													
<p>Step 3 – Click the name of the user you want to designate as the primary user or change status.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Position</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>User 1</td> <td>user1@test.com</td> <td>Admin</td> <td>Primary</td> </tr> <tr> <td>User 2</td> <td>user2@test.com</td> <td>CFO</td> <td>Active</td> </tr> </tbody> </table>	Name	Email	Position	Status	User 1	user1@test.com	Admin	Primary	User 2	user2@test.com	CFO	Active
Name	Email	Position	Status										
User 1	user1@test.com	Admin	Primary										
User 2	user2@test.com	CFO	Active										
<p>Step 4 – Click ‘Edit’</p>													
<p>Step 5 – Click ‘Status’ dropdown and select Primary or Inactive.</p> <p><i>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’.</i></p>	<p>Mobile</p> <p>Status</p> 												
<p>Step 6 – Click ‘Save Changes’</p>													
<p>Step 7 – Click ‘Close’</p>													

How to change your password

<p>Step 1 – Once logged into the Levy Recipient Body Portal, Click the ‘My Account’ Tab.</p>	
<p>Step 2 – Click the ‘Authorised Users’ Tab. Click your name.</p> <p><i>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.</i></p>	
<p>Step 3 – Click ‘Change My Password’</p>	
<p>Step 4 – Enter your current password, a new password then re-enter your new password. Click ‘Reset Password’.</p> <p><i>NB: Your password must be between 8 and 16 characters and may not be the same as any of your last 8 passwords.</i></p>	
<p>Step 5 – Click ‘Continue’</p>	<p>Success!</p> <p>Your password has been reset.</p> 

How to reset your password

<p>Step 1 – Navigate to the Levy Recipient Body Portal login page.</p>	
<p>Step 2 – Click ‘I forgot my password’.</p>	
<p>Step 3 – Enter your registered email address. Click ‘Submit’</p>	
<p>Step 4 – Enter the 6 digit code sent to your registered email and mobile phone. Click ‘Submit’.</p> <p><i>If you close the security code entry page the security code becomes invalid.</i></p> <p><i>Security codes may be delayed during peak periods or when sent to remote locations.</i></p>	
<p>Step 5 – Enter your new password, re-enter your new password.</p> <p><i>NB: Your password must be between 8 and 16 characters and may not be the same as any of your last 8 passwords.</i></p> <p>Click ‘Reset Password’.</p>	
<p>Step 6 – Click ‘Continue To Login’.</p>	

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.





Disbursement Data Recipient

Estimated Disbursement Warning: The estimated disbursement is an estimate only.

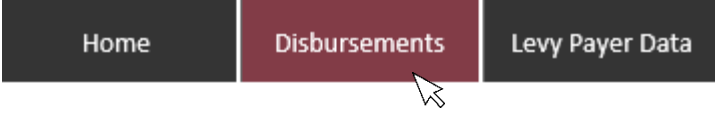


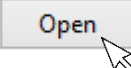
Collected To	Levy	Penalty	Comm Match	Pass-Through	Total	GST
01/07/2018	\$435,600.70	\$0.00 <input type="checkbox"/>	\$0.00	\$0.00	\$435,600.70	\$0.00

How to view or export disbursement reports


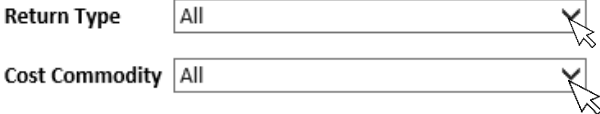


To download data for a single disbursement

Step 1 – Once logged into the Levy Recipient Body Portal, click on the 'Disbursements' Tab.																	
Step 2 – Locate the row of the disbursement you are interested in.	<p>Disbursement History</p> <p>1 2 3 4 5 >> Last (Returns 1 to 20 of 198)</p> <table border="1"> <thead> <tr> <th>Collected To</th> <th>Disb Date</th> <th>Levy</th> <th>Penalty</th> </tr> </thead> <tbody> <tr> <td>25/06/2018</td> <td>28/06/2018</td> <td>\$335,180.98</td> <td>\$0.00 <input type="checkbox"/></td> </tr> <tr> <td>17/06/2018</td> <td>26/06/2018</td> <td>\$270,155.69</td> <td>\$3,082.04 <input type="checkbox"/></td> </tr> <tr> <td>31/05/2018</td> <td>06/06/2018</td> <td>\$766,312.21</td> <td>\$11,340.98 <input type="checkbox"/></td> </tr> </tbody> </table>	Collected To	Disb Date	Levy	Penalty	25/06/2018	28/06/2018	\$335,180.98	\$0.00 <input type="checkbox"/>	17/06/2018	26/06/2018	\$270,155.69	\$3,082.04 <input type="checkbox"/>	31/05/2018	06/06/2018	\$766,312.21	\$11,340.98 <input type="checkbox"/>
Collected To	Disb Date	Levy	Penalty														
25/06/2018	28/06/2018	\$335,180.98	\$0.00 <input type="checkbox"/>														
17/06/2018	26/06/2018	\$270,155.69	\$3,082.04 <input type="checkbox"/>														
31/05/2018	06/06/2018	\$766,312.21	\$11,340.98 <input type="checkbox"/>														
Step 3 – Click the document icon to download the Recipient Created Tax Invoice.																	
Step 4 – Click the Excel icon to download the Disbursement Statement as an excel spreadsheet.																	
Step 5 – Click the PDF icon to Download the Disbursement Statement as a PDF.																	

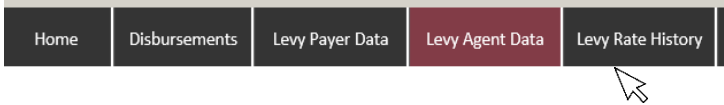
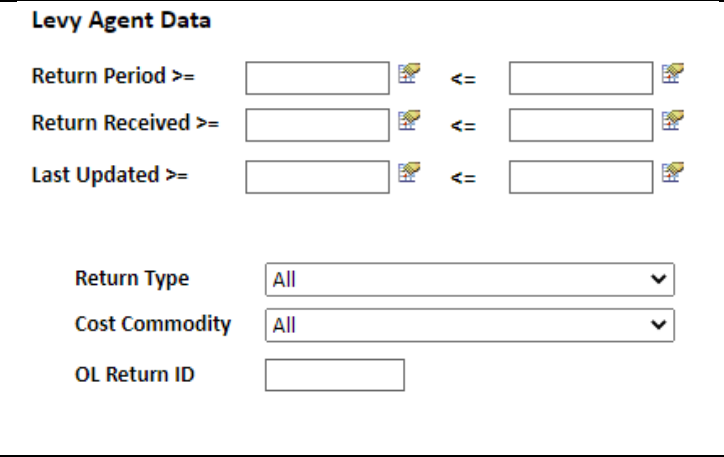


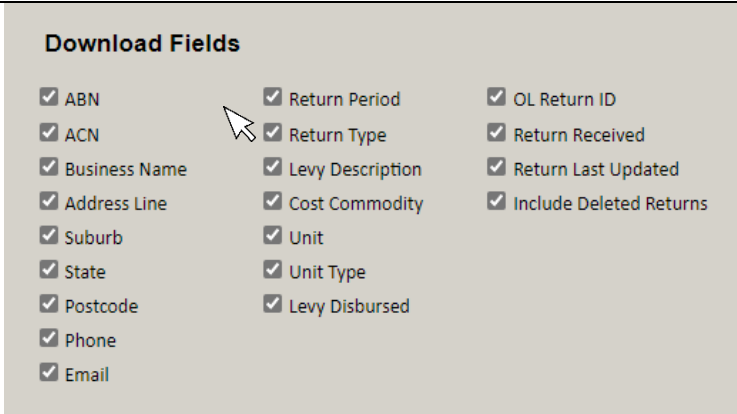
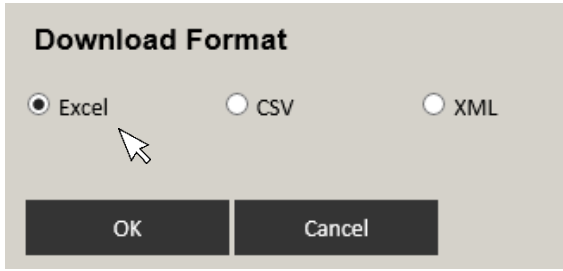
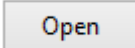
To download detailed disbursement data by levy code (LMU)

<p>Step 1 – Once logged into the Levy Recipient Body Portal, click on the ‘Disbursements’ Tab.</p>	
<p>Step 2 – Select To and From disbursement dates at the bottom of the screen. <i>NB: To get data from a single disbursement, use the ‘Disbursement Date’ in both fields.</i> <i>NB: If you wish to download all history for the past 10 years, leave the dates blank.</i></p>	
<p>Step 3 – Click ‘Download Data’.</p>	
<p>Step 4 – Click ‘Open’ when a popup appears on your screen.</p>	


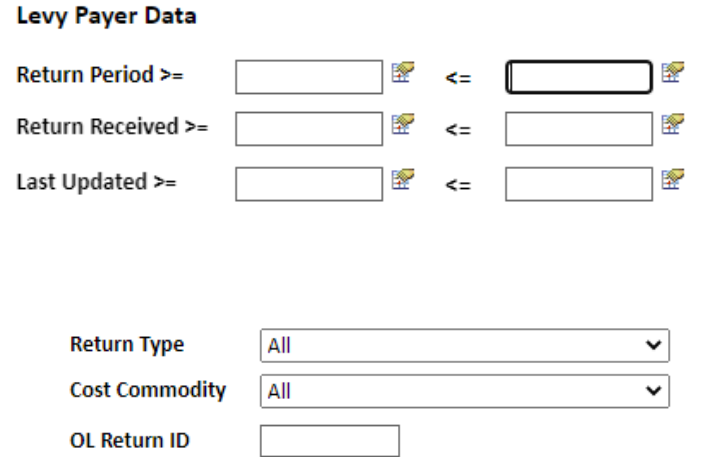


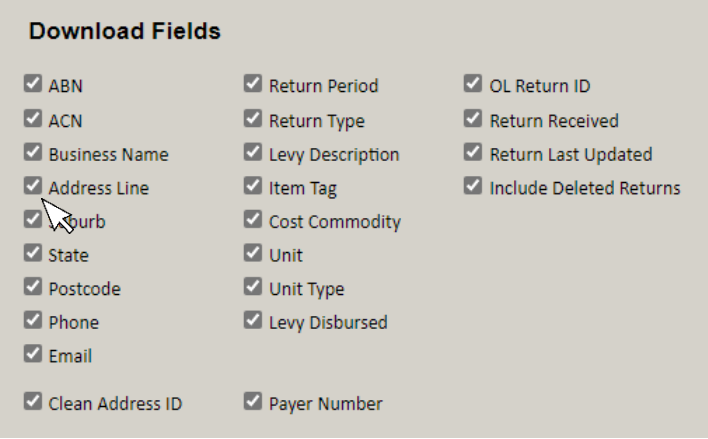
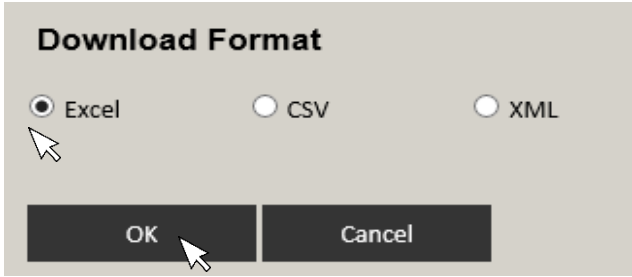
How to look up levy rates

<p>Step 1 – Once logged into the Levy Recipient Body Portal, Click ‘Levy Rate History’. <i>NB: To look at past rates, untick the box ‘Show Current Rates Only’.</i></p>	
<p>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.</p>	
<p>Step 3 – Click ‘Search’.</p>	
<p>Step 4 – Click ‘Download Rate History’ to download or print the information.</p>	

How to view and export Levy Agent Data

<p>Step 1 – Once logged into the Levy Recipient Body Portal, click ‘Levy Agent Data’</p>	
<p>Step 2 – Enter search criteria if required.</p> <p><i>NB: You MUST enter a ‘Return Period’, ‘Return Received’, or ‘Last Updated’ date range which DOES NOT exceed 3 years.</i></p> <p><i>If you know the ‘OL Return ID’ you must add a ‘Levy Agent Data’ date range to search against.</i></p>	
<p>Step 3 – Click ‘Search’</p>	
<p>Step 4 – Click ‘Download Levy Agent Data’</p>	
<p>Step 5 – Select ‘Download Fields’ to display in your ‘Levy Agent Data’ download.</p> <p><i>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.</i></p>	
<p>Step 6 – Select download format, click ‘OK’</p>	
<p>Step 7 – Click ‘Open’ when a popup appears on your screen.</p>	

How to view and export Levy Payer Data

<p>Step 1 – Once logged into the Levy Recipient Body Portal, click ‘Levy Payer Data’.</p>	
<p>Step 2 – Enter search criteria if required.</p> <p><i>NB: You MUST enter a ‘Return Period’, ‘Return Received’, or ‘Last Updated’ date range which DOES NOT exceed 3 years.</i></p> <p><i>If you know the ‘OL Return ID’ you must add a ‘Levy Payer Data’ date range to search against.</i></p>	
<p>Step 3 – Click ‘Search’.</p>	
<p>Step 4 – Click ‘Download Levy Payer Data’</p>	
<p>Step 5 – Select ‘Download Fields’ to display in your ‘Levy Payer Data’ download.</p> <p><i>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.</i></p>	
<p>Step 6 – Select download format, click ‘OK’</p>	



Step 7 – Click ‘Open’ when a popup appears on your screen

Open

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

Recipient