Levies Online User Guide
[Cattle](https://leviesonline.agriculture.gov.au/) and livestock Livecorp return

### Note: This return is for the cattle (exporters) and livestock (exporters) charge

### How to enter your return in Levies Online

|  |  |  |
| --- | --- | --- |
| **1** | Click **‘My Returns’** on the left side of the screen.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **2** |  Click **‘New Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **3** | Select your return type & period.Click **‘Continue’**.  | 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.pngC:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **4** | Click **‘Enter Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **5** | Select ‘**commodity type’** from the Levy/Commodity dropdown menu.*All options in the Levy/Commodity drop-down box apply to theCattle & livestock Livecorp return.* | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **6** | Enter values (as required) of the commodity and click **‘Save Row’** to save**.***Select the ‘Save Row’ button to save your Levy/Commodity data.*  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **7** | **Repeat steps 5-6 for all transactions relating to this return.** |
| **8** | When all data has been entered and saved click **‘Next Step’**.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **P** | Review return details.Click **‘declaration tick-box’**.Click **‘Submit Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **10** | Click **‘Ok’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| You will receive an email from leviesonline@awe.gov.au confirming your return has been successfully submitted. (E.g. Subject: 42246 Jan 2021 – Jan 2021 Cattle & Livestock Livecorp (monthly) levy return – submitted)  |

### How to enter a NIL return

|  |  |  |
| --- | --- | --- |
| **1** | Click **‘My Returns’** on the left side of the screen.  | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **2** | Click **‘New Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **3** | Select your return type & period.Click **‘Continue’**.  | 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 |
| **4** | Click **‘Nil Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **5** | Click the declaration tick-box.Click **‘Submit Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **6** | Click **‘Ok’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| You will receive an email from leviesonline@awe.gov.au confirming your return has been successfully submitted. (E.g. Subject: 42246 Jan 2021 – Jan 2021 Cattle & Livestock Livecorp (monthly) levy return – submitted)  |

###

### How to amend your return

|  |  |  |
| --- | --- | --- |
| **1** | Click the **‘My Returns’** menu item on the left side of your screen. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **2** | Click the **‘pencil icon’** () next to the return you wish to edit. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **3** | Click **Yes**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **4** | Click the **‘pencil icon’** to edit return amounts and select ‘**save row’**. Click the ‘**red cross’** to delete a row of data. | Pencil icon  to edit row  Red cross  to delete a row of data  |
| **5** | Click **‘Next Step’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **6** | Review return details.Click the **‘declaration tick-box’**.Click **‘Submit Return’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| **7** | Click **‘Ok’**. | C:\Users\sherlock helena\AppData\Local\Microsoft\Windows\INetCache\IE\5QLLYBN9\5a358fa6d00167.448949401513459622852.png |
| You will receive an email from leviesonline@awe.gov.au confirming your return has been successfully submitted. (E.g. Subject: 42246 Jan 2021 – Jan 2021 Cattle & Livestock Livecorp (monthly) levy return – submitted)  |