

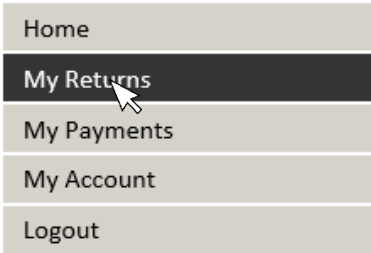

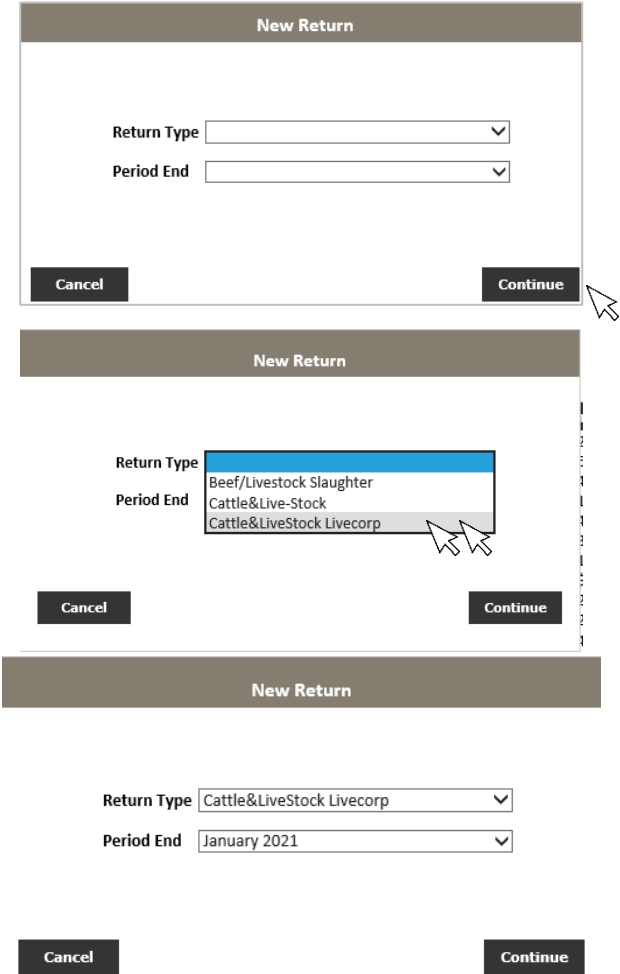


# Levies Online User Guide


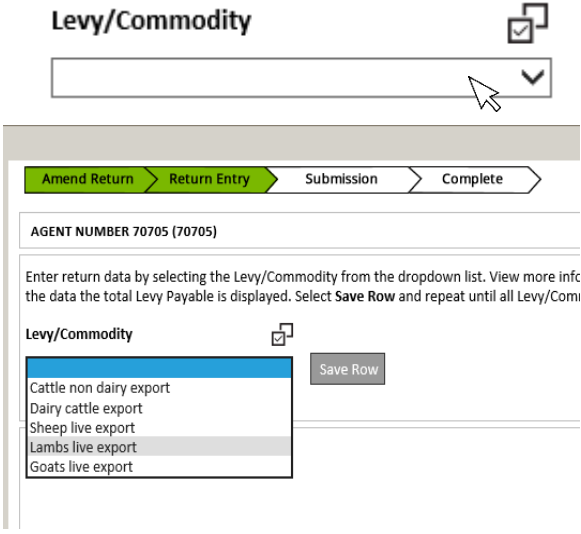
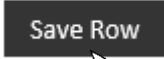


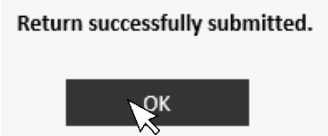
## Cattle and livestock Livecorp return

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

### How to enter your return in Levies Online

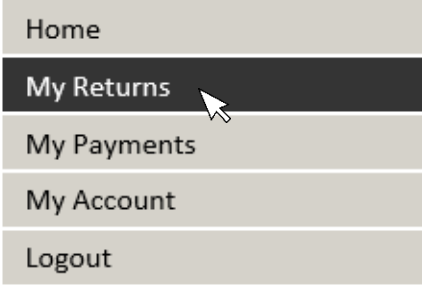

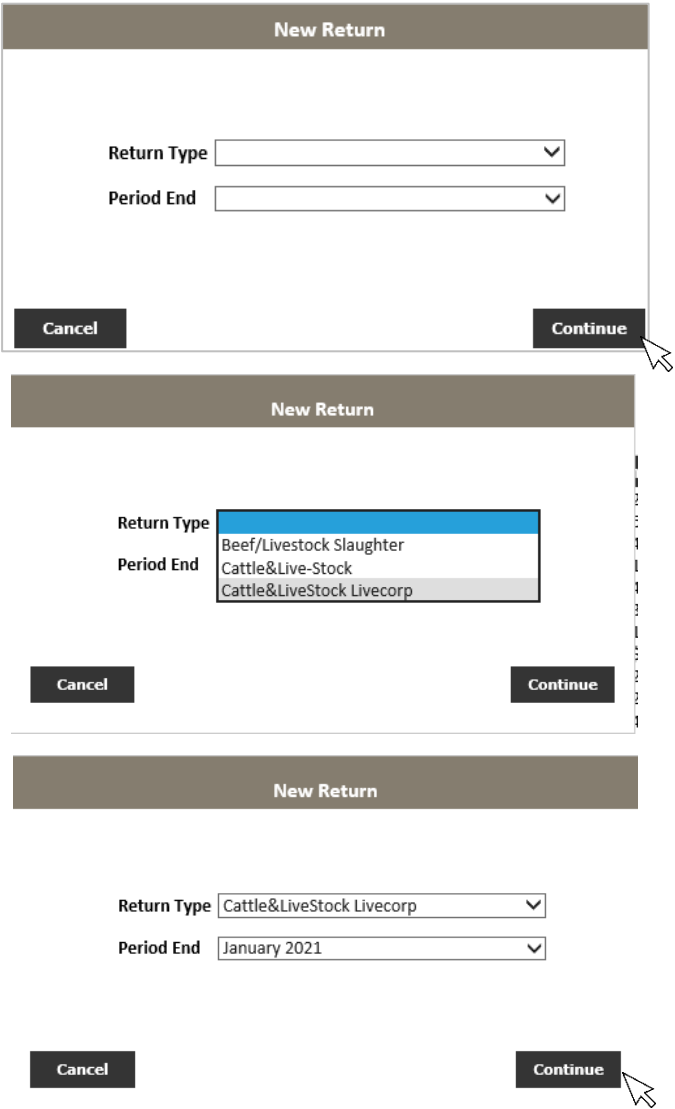
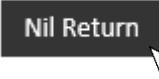
1	Click <b>'My Returns'</b> on the left side of the screen.	
2	Click <b>'New Return'</b> .	
3	Select your return type & period. Click <b>'Continue'</b> .	



4	Click <b>'Enter Return'</b> .	
5	Select <b>'commodity type'</b> from the Levy/Commodity dropdown menu.  <i>All options in the Levy/Commodity drop-down box apply to the Cattle &amp; livestock Livecorp return.</i>	
6	Enter values (as required) of the commodity and click <b>'Save Row'</b> to save.  <i>Select the 'Save Row' button to save your Levy/Commodity data.</i>	
7	<b>Repeat steps 5-6 for all transactions relating to this return.</b>	
8	When all data has been entered and saved click <b>'Next Step'</b> .	
P	Review return details. Click <b>'declaration tick-box'</b> . Click <b>'Submit Return'</b> .	
10	Click <b>'OK'</b> .	
You will receive an email from <a href="mailto:leviesonline@awe.gov.au">leviesonline@awe.gov.au</a> 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

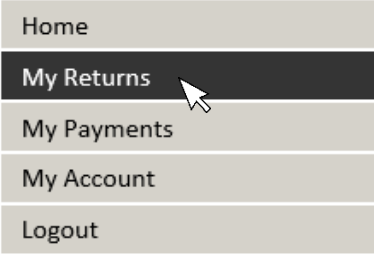




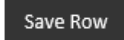




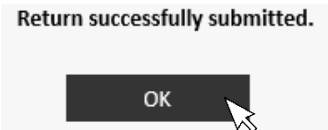
1	Click <b>'My Returns'</b> on the left side of the screen.	 <p>A vertical navigation menu with five items: Home, My Returns, My Payments, My Account, and Logout. The 'My Returns' item is highlighted with a dark grey background and a mouse cursor is pointing at it.</p>
2	Click <b>'New Return'</b> .	 <p>A single green button with the text 'New Return' in white. A mouse cursor is pointing at the bottom right corner of the button.</p>
3	Select your return type & period. Click <b>'Continue'</b> .	 <p>Three sequential screenshots of a 'New Return' form. The first shows empty dropdown menus for 'Return Type' and 'Period End' with 'Cancel' and 'Continue' buttons. The second shows the 'Return Type' dropdown menu open with options: 'Beef/Livestock Slaughter', 'Cattle&amp;Live-Stock', and 'Cattle&amp;LiveStock Livecorp'. The third shows 'Return Type' set to 'Cattle&amp;LiveStock Livecorp' and 'Period End' set to 'January 2021'.</p>
4	Click <b>'Nil Return'</b> .	 <p>A dark grey button with the text 'Nil Return' in white. A mouse cursor is pointing at the bottom right corner of the button.</p>



5	Click the declaration tick-box. Click <b>'Submit Return'</b> .	<p><b>Return Details</b></p> <p><b>Return Reference</b> OL-8663913 <b>Return Type</b> Cattle&amp;LiveStock Livecorp (Monthly) <b>Due Date</b> 28 Feb 2021 <b>Return Period</b> Jan 2021 - Jan 2021</p> <p><b>Declaration</b></p> <p><input checked="" type="checkbox"/> I declare that the information contained on this return form is to the Levy payers are to abide by the relevant online <a href="#">Terms and Conditions</a></p> <p><b>Edit Return</b> <b>Submit Return</b></p>
6	Click <b>'OK'</b> .	<p><b>Return successfully submitted.</b></p> <p><b>OK</b></p>
<p>You will receive an email from <a href="mailto:leviesonline@awe.gov.au">leviesonline@awe.gov.au</a> confirming your return has been successfully submitted. (E.g. Subject: 42246 Jan 2021 – Jan 2021 Cattle &amp; Livestock Livecorp (monthly) levy return – submitted)</p>		



## How to amend your return

<p><b>1</b></p>	<p>Click the <b>'My Returns'</b> menu item on the left side of your screen.</p>	
<p><b>2</b></p>	<p>Click the <b>'pencil icon'</b> (  ) next to the return you wish to edit.</p>	
<p><b>3</b></p>	<p>Click <b>Yes</b>.</p>	
<p><b>4</b></p>	<p>Click the <b>'pencil icon'</b> to edit return amounts and select <b>'save row'</b>.</p> <p>Click the <b>'red cross'</b> to delete a row of data.</p>	<p>Pencil icon  to edit row</p> <p> Save Row</p> <p>Red cross  to delete a row of data</p>
<p><b>5</b></p>	<p>Click <b>'Next Step'</b>.</p>	
<p><b>6</b></p>	<p>Review return details.</p> <p>Click the <b>'declaration tick-box'</b>.</p> <p>Click <b>'Submit Return'</b>.</p>	<p><b>Return Details</b></p> <p><b>Return Reference</b> OL-8663913</p> <p><b>Return Type</b> Cattle&amp;LiveStock Livecorp (Monthly)</p> <p><b>Due Date</b> 28 Feb 2021</p> <p><b>Return Period</b> Jan 2021 - Jan 2021</p> <p><b>Declaration</b></p> <p><input checked="" type="checkbox"/> I declare that the information contained on this return form is to the Levy payers are to abide by the relevant online <a href="#">Terms and Conditions</a></p> <p> </p>
<p><b>7</b></p>	<p>Click <b>'OK'</b>.</p>	
<p>You will receive an email from <a href="mailto:leviesonline@awe.gov.au">leviesonline@awe.gov.au</a> confirming your return has been successfully submitted. (E.g. Subject: 42246 Jan 2021 – Jan 2021 Cattle &amp; Livestock Livecorp (monthly) levy return – submitted)</p>		