



SET UP INSTRUCTIONS

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STEP 1: REGISTERING YOUR ACCOUNT

- Go to: <https://lite.singletouch.com.au/>
- Select **SIGN UP NOW** (located below the log in boxes)

The screenshot shows the top navigation bar of the Single Touch Lite website. On the left is the logo 'SINGLE TOUCH' with a fingerprint icon. To its right are links for 'WHAT IT IS', 'WHO IT'S FOR', 'FEATURES', 'FAQ', and 'CONTACT'. On the far right is a blue button labeled 'GET READY NOW'. Below the navigation bar is a large 'Log in' section featuring a fingerprint icon and the text 'Log in'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a blue 'SIGN IN' button. A link 'Don't have an account? Sign up now' is located below the sign in button. At the bottom left of the login section, there is a link 'Need assistance? Get in touch now'.

- Enter your email address
- Select **SEND VERIFICATION CODE**
- Go to your email and retrieve the verification code
- Type verification code into the website
- Select **VERIFY CODE**
- Fill out Registration Page (please include first AND last name)
- Please note that the account is for you as an INDIVIDUAL, not for the business you work for
- Once complete, select **CREATE**

The screenshot shows the registration page of the Single Touch Lite website. It features the same navigation bar as the login page. The main heading is 'Register' with a fingerprint icon. Below the heading is a note: 'Please make sure all fields are completed before you register'. There are four input fields: 'Email Address', 'New Password', 'Confirm New Password', and 'Surname'. Below the 'Surname' field is another input field for 'Given Name'. At the bottom are two buttons: 'CREATE' and 'CANCEL'. A blue button labeled 'SEND VERIFICATION CODE' is positioned between the 'Email Address' and 'New Password' fields.

You now have an account on Single Touch. You can log in using the credentials you have just created.

STEP 2: LOGGING INTO SINGLE TOUCH LITE

- Go to the log in page <https://lite.singletouch.com.au>
- Type in your email address and password
- Select **SIGN IN**

Need assistance? [Get in touch now](#)

Once you have entered your email and password, you will be asked to verify yourself through a phone number. This is a requirement to comply with ATO security regulations and will happen every time you log in.

Verification codes must be sent through a phone number; however, you may choose to use a mobile or a direct landline number. Please note: landlines **must** be direct; they cannot run through a switchboard. Considering the account is for you as an individual, feel free to use your personal mobile.

- You must verify yourself to log in
 - Please enter either a mobile or a direct landline number
 - If using a mobile, Select **SEND CODE**
 - If using a direct landline, Select **CALL ME**
 - Please note, the POUND key is the # key
 - Please enter the verification code received into the website – **DO NOT PRESS ANY OTHER KEYS**

STEP 3: REGISTERING YOUR ENTITY

You will be prompted to **REGISTER YOUR FIRST ENTITY** as soon as you log in. You can register as many entities (ABN or ACN) as you like.

- Select **REGISTER YOUR FIRST ENTITY**
- Complete the New Entity Details Form
- Read the Terms and Conditions
- Tick the **I AGREE** box once you have read the Terms and Conditions
- Select **SAVE**

Register New Entity

New entity registration
Register a new entity by completing the form on this page. Once an entity is registered, you must authorise Single Touch as this entity's STP provider within the myGov portal.

ABN

Trading name

Contact phone

Address (line 1)

Address (line 2)

Suburb

State/territory AAT

Postcode

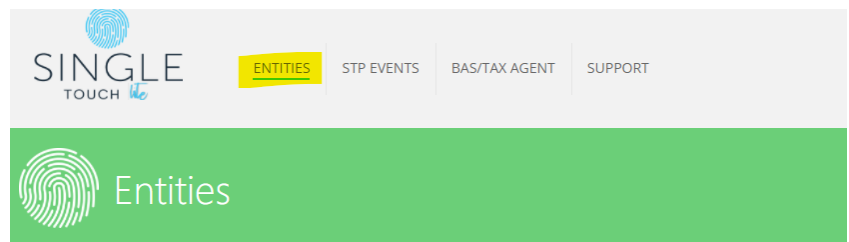
[Download direct debit authorization form](#)
By adding a company entity to your SingleTouch account, you acknowledge that you are the owner of the company entity or are otherwise authorised to (a) report STP data on behalf of this company entity and (b) agree to be bound by the Single Touch terms and conditions herein, please click to view.

I agree

Single Touch will now build a pay profile for this entity so it will need to know the pay elements in use. This pay element profile will be used for both Direct Entry and CSV template creation.

The mandatory elements are pre-selected for you, however if you would like to add other reporting fields:

- Select **ENTITIES**
- Select **SELECT FIELDS**



Switching to STP Phase 2

Single Touch pay event reporting **Phase 2** is now here and you should make the switch to Phase 2 as soon as possible.

You must switch to Phase 2 before 1st March 2022 and to help you with the transition process we are providing guidance to make it easier for you to switch to Phase 2:

- [Single Touch Phase 2 conversion guidance](#) - in-depth information and guides provided by us
- [STP Lite Phase 2 via Direct entry - Phase 2 transition guide for Direct Entry](#)
- [STP Lite Phase 2 via CSV upload - Phase 2 transition guide for CSV upload](#)

Your entities

Name	ABN	STP Options
Ernie's Lite Cafe	67814713219	Select fields Download CSV

From here you may select or deselect as many fields as you would like to report. We strongly suggest restricting your selections to only those you **need** to report. Once you have made your selections, please press **SAVE** at the bottom of the screen.

STEP 4: SUBMITTING YOUR FIRST STP EVENT

There are three options for lodging your STP Event through Single Touch Lite:

1. I have a compliant STP CSV and I am ready to upload it
2. I want to use a CSV, but I do not have a compliant file
3. I will be manually keying information into the site

1 – COMPLIANT STP CSV FILE

- Log into lite.singletouch.com.au
- Select **STP EVENTS**
- Select **UPLOAD CSV**
- Select **CHOOSE FILE**
- Select your file from the browser
- Select **UPLOAD**
- Once your STP Data has been prepared, please view the **QUICK SUMMARY** in the upper and lower portion of the page
- If you are happy with the summary and all your values are correct, tick the **I DECLARE** box
- Select **SEND TO ATO**

2 – CSV UPLOAD WITHOUT A COMPLIANT STP CSV FILE

- Log into lite.singletouch.com.au
- Select **ENTITIES**
- Select **DOWNLOAD CSV**

An empty CSV template file will be created for you. It will contain the columns you selected in the SELECT FIELDS screen and you will be invited to save it. You can do this at any time in the future. Please note, while you are allowed to move the columns around, the headers of the columns **cannot** be changed. If they are changed in any way, your file will be rejected.

- Populate the file
- Save the file in a folder specifically for STP Uploads

When your file is ready, you may upload it to Single Touch Lite.

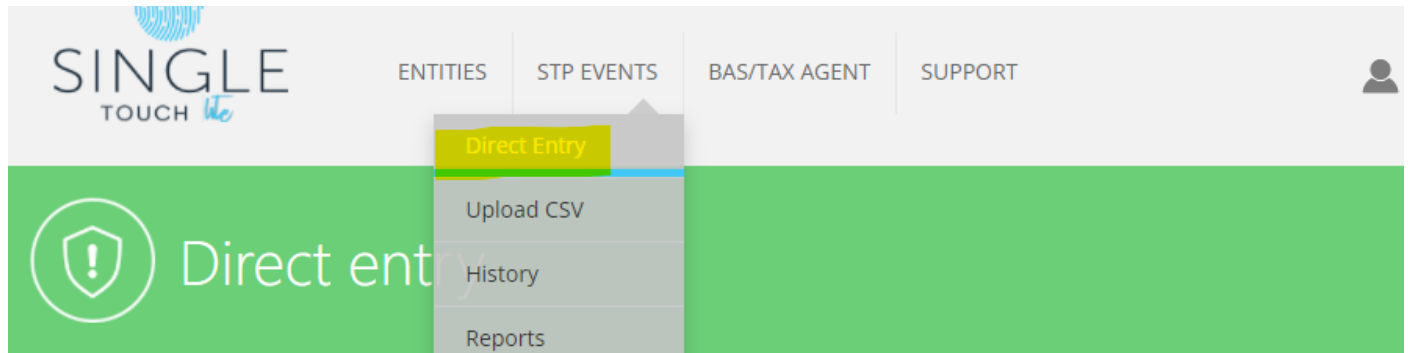
- Select **STP EVENTS**
- Select **UPLOAD CSV**
- Select **CHOOSE FILE**
- Select your file from the browser
- Select **UPLOAD**
- Once your STP Data has been prepared, please view the **QUICK SUMMARY** in the upper and lower portion of the page
- If you are happy with the summary and all your values are correct, tick the **I DECLARE** box
- Select **SEND TO ATO**

3 – DIRECT ENTRY

- Log into lite.singletouch.com.au
- Select **STP EVENTS**
- Select **DIRECT ENTRY**

You will need to create your employees before you can lodge your STP Event.

- Select **ADD/EDIT EMPLOYEES**



Entity to report

Name	ABN		
Ernie's Lite Cafe	67814713219	START NEW EVENT	ADD / EDIT EMPLOYEES

- Select **+ NEW EMPLOYEE**
- Complete the details form
 - Fields marked * are mandatory
- Select **SAVE**

Personal details

General information about your employee.

Payroll code *	<input type="text"/>
Family name *	<input type="text"/>
Given name *	<input type="text"/>
Date of birth *	<input type="text" value="dd/MM/yyyy"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Address details

Address details of your employee.

Address (line 1) *	<input type="text"/>
Address (line 2)	<input type="text"/>
Suburb *	<input type="text"/>
State/territory ***	<input type="text" value="v"/>
Postcode ***	<input type="text"/>
Country code *	au

Tax details

General information about your employee's tax status, reported to the ATO.

Employment type *	Select employment type <input type="text" value="v"/>
TFN **	<input type="text"/>
Contractor ABN **	<input type="text"/>
Income stream code *	Select income stream <input type="text" value="v"/> <small>Income Streams</small>
Tax treatment code *	<input type="text"/> WIZARD Learn
Tax offset amount	0
Date hired *	<input type="text"/>
Date terminated	<input type="text" value="dd/MM/yyyy"/>

After you have created all your employees, you can begin lodging using Direct Entry.

- Select **STP EVENTS**
- Select **DIRECT ENTRY**
- Select **START NEW EVENT**

Please see an example of a first transmission to the ATO that is create from the Direct Entry function on Single Touch Lite.

Please note that in the **top section ONLY the correct PERIOD values** have been reported for W1 and W2. Whereas, in the **bottom of box, all Employee values are reported as Year to Date (YTD)**.

Branch ID	<input type="text" value="1"/>		
Start date	<input type="text" value="01/03/2022"/>	End date	<input type="text" value="14/03/2022"/>
Period W1	<input type="text" value="2000"/>	Period W2	<input type="text" value="200"/>

Employee values

Entry mode: **Cumulative (YTD)**

Cumulative entry requires you to enter year-to-date values for your employees. Year-to-date is the value the employee has earned for the entire financial year, up to the payment date.

Employee name	Payroll code	Final event/EOFY	Gross pay	Tax (PAYG)	Super (SGC)	Super (RESC)	Foreign tax	Overtime	Paid leave (other)
Employee 1	3	<input type="checkbox"/>	65000	1234	6500	561	0	14000	0
Employee 2	4	<input type="checkbox"/>	45000	567	4500	0	0	200	15000

After you have sent your first transmission to the ATO and reported YTD Values for all your employees, you are then able to change your reporting mode to Period Values if desired. You can change this in the Entity → Details page.

Reporting mode

YEAR-TO-DATE

PERIOD