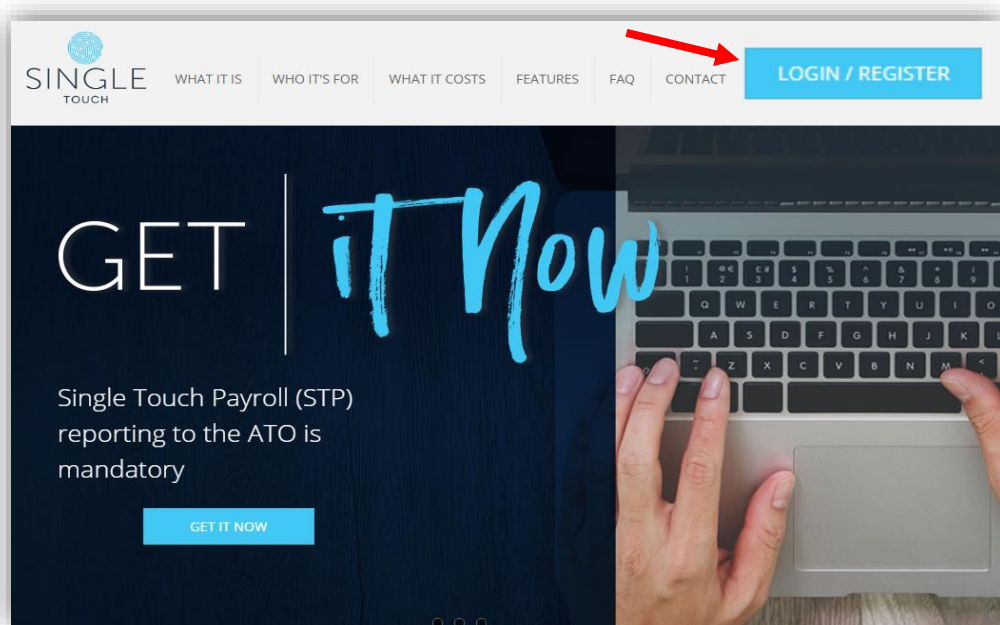




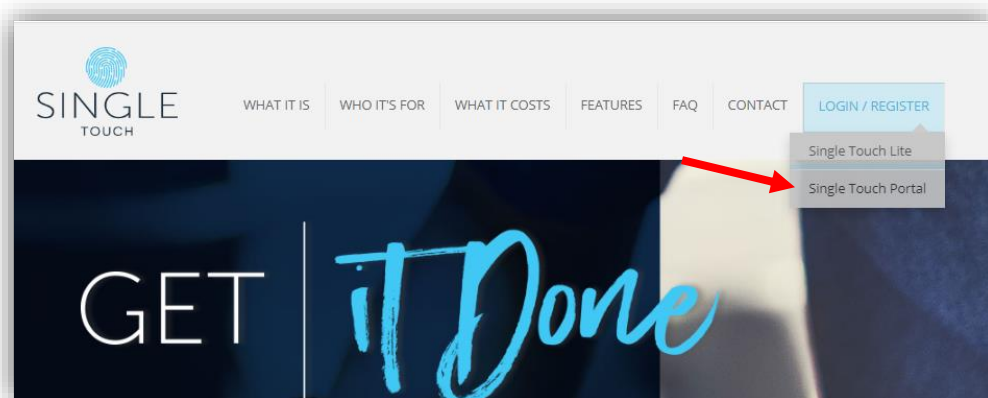
CREATING YOUR ACCOUNT AT SINGLE TOUCH

Welcome to Single Touch – to register please visit our website at <http://singletouch.com.au> and follow the below instructions to Register and get started.

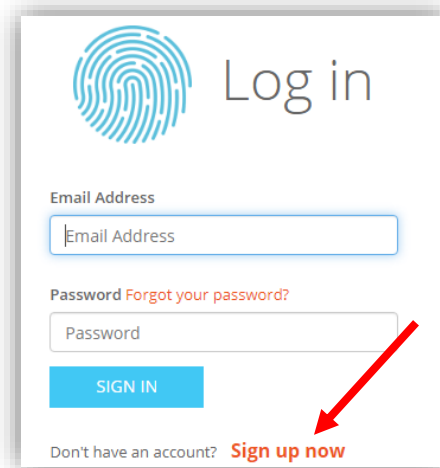
1. Select 'Login/Register' at the top of the page



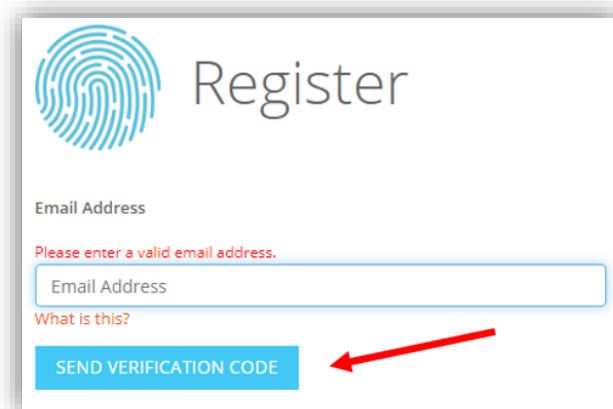
2. Select "Single Touch Portal"



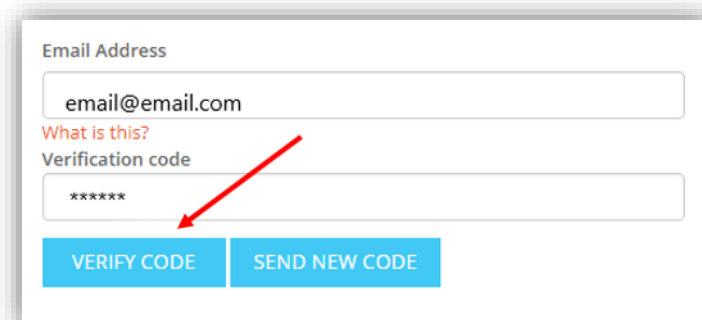
This will open the Log in page and under the sign in button, select 'Sign up now' to open the registration page



3. Enter your email and click on 'SEND VERIFICATION CODE'



4. You will now receive an email with a varication code. Please enter the varication code in the box provided and click 'VERIFY CODE'. Be careful to avoid pressing enter or any other key.



Continue to create your password and enter your name. Click on 'Create' at the bottom of the page to create your account.

PLEASE NOTE: You only need ONE Single Touch account as you can have as many ABN's in an account as you wish.

After entering your details, you can log into the Single Touch website and register your first Entity.



REGISTERING AN ENTITY

Before you can start reporting your STP Data, we need to register a company/organisational entity on SingleTouch. This enables your account to send STP data for that entity's ABN to the Tax Office.

Click on "REGISTER YOUR FIRST ENTITY" to get started.

A screenshot of the Single Touch user interface. At the top, a blue header bar contains a fingerprint icon, the text 'Hi', and '! Welcome to SingleTouch'. Below the header, a message states: 'Looks like you're new here, so we've put together a quick to-do list to get you started. If you've never used Single Touch before, we recommend reading our quick [getting started guide](#).' The main content area is divided into two columns. The left column is titled 'Register an entity' and contains the text: 'Before you can start reporting your STP data, we need to register your entity on SingleTouch. This enables your account to send STP data for that entity's ABN to the Tax Office.' Below this text is a blue button labeled 'REGISTER YOUR FIRST ENTITY' with a red arrow pointing to it from the right. The right column is titled 'To-do list' and contains a numbered list: '1. Register an entity' and '2. Report your first STP event (Requires an entity)'. The entire screenshot is framed with a grey border and a drop shadow.

Enter the company / organisational entity information in the fields supplied.

ABN

Trading name

Contact phone

Address (line 1)

Address (line 2)

Suburb

State/territory

Postcode

Csv or Xml File Upload version
Choose the version of the ATO PAYEVNT service you would like to use when uploading csv or xml files through this website. **PS** Your selection here will not affect the version when you use our API endpoints.

Upload version

Pay Event data retention
You can allow Single Touch to retain your pay event information for a chosen number of days. To enable this, select the checkbox below and enter the max number of days pay events may be retained.

Pay event retention will provide reporting tools within this website and allows you to monitor what has been submitted to the ATO.

Single Touch will never use or disclose any information contained within any pay event. All pay event information is securely stored and encrypted using AES 256 encryption.

Retain pay events

Retention days

Opening balances
If your first STP event through Single Touch is part-way through the financial year, you can enter your current YTD gross and PAYG values to better assist with reconciling Single Touch reports.

YTD gross

YTD PAYG

As at date

[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

Pay Event data retention

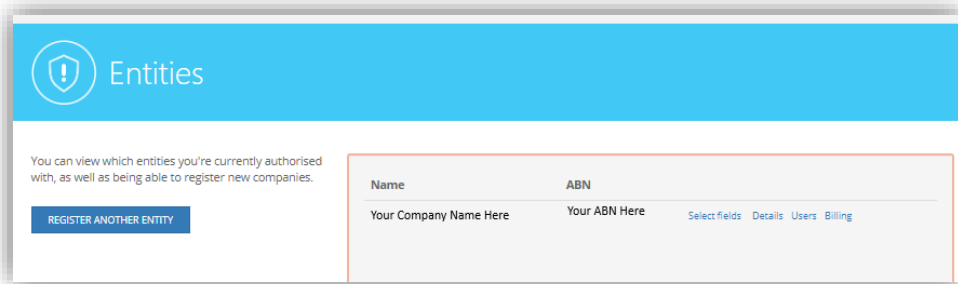
If you do not wish Single Touch to retain information for reporting and reconciliation purposes un-tick 'Retain pay events'.

If retaining, please specify the retention days.

Opening Balances: These values are used for reporting and reconciliation purposes only. They ARE NOT reported to the ATO

Once you have reviewed the terms and conditions, tick 'I agree' and then Save.

You will now be able to view your newly created entity. You can Register as many entities as you wish.



Within each entity you can add additional users. As you are the creator of the Account, you are already listed as an Executive User. You MUST have a minimum of 1 Executive user for each entity at all times. We recommend that you create at least 2 users to cover for holidays etc.