



# Levy Recipient Body (LRB) Portal User Guide

## Contents

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

## Glossary

Term	Definition
Levy Recipient Body (LRB) or Research & Development Corporation (RDC)	A body or organisation that receives levy and charge 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, charge, penalty, pass through and commonwealth matching funds to an LRB.
Cost Commodity	A commodity on which levy and charges are collected.
Levy Payer	A primary producer or other (may be an individual or an organisation) who pays levies and charges 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.

Access the Login page for the portal at [leviesonline.agriculture.gov.au/LRBPortal](http://leviesonline.agriculture.gov.au/LRBPortal)

**Australian Government**  
Department of Agriculture, Fisheries and Forestry

**Levy Recipient Body Portal**

**Department of Agriculture, Fisheries and Forestry**

**Levy Recipient Body Portal**

From within the Levy Recipient Body Portal you can:

- Manage your account details
- Access Disbursement Reports
- Extract Levy Payer Data (where available)
- Extract Levy Agent Data
- View Levy Rate History

**Login**

Email Address

Password

[I forgot my password](#)

**Login**

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## How to register for access to the LRB Portal

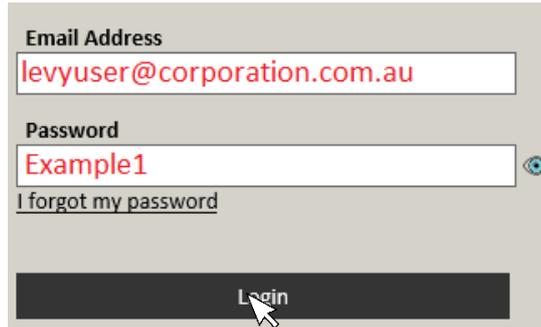
Contact the department to create the initial portal user.

Levies Free call 1800 020 619 or [levies.management@aff.gov.au](mailto: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.  
Select 'Login'.

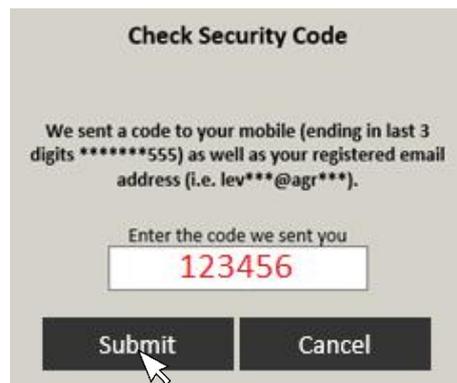


The screenshot shows a login form with the following elements:

- Email Address:** A text input field containing 'levyuser@corporation.com.au'.
- Password:** A text input field containing 'Example1'.
- Forgot Password:** A link labeled 'I forgot my password'.
- Login Button:** A dark button labeled 'Login'.

Step 3 – Enter the 6-digit code sent to your registered email and mobile phone.  
Select '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.*



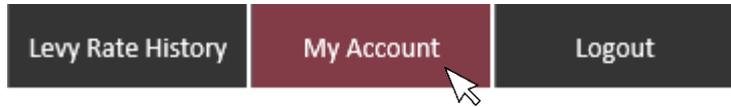
The screenshot shows a 'Check Security Code' page with the following elements:

- Message:** 'We sent a code to your mobile (ending in last 3 digits \*\*\*\*\*555) as well as your registered email address (i.e. lev\*\*\*@agr\*\*\*).'
- Input Field:** A text input field containing the code '123456'.
- Buttons:** Two buttons labeled 'Submit' and 'Cancel'.

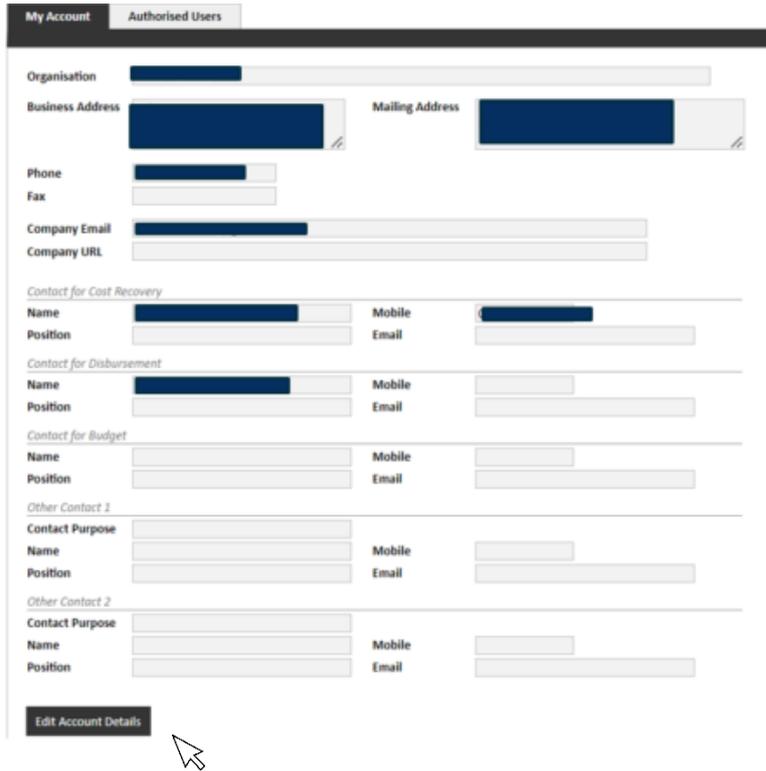
## How to update contact details

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

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



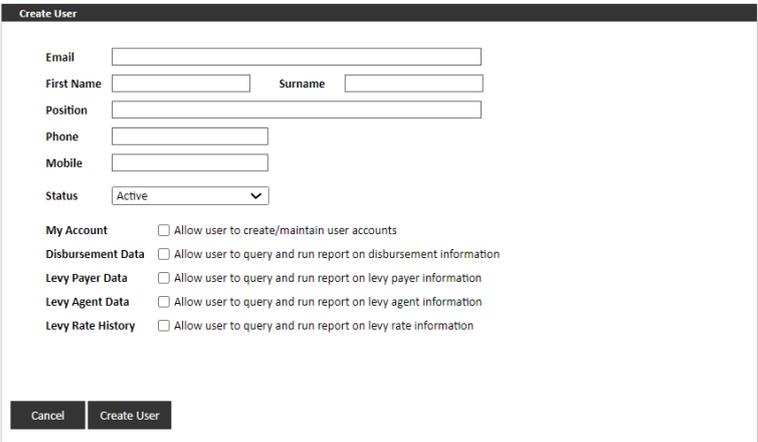
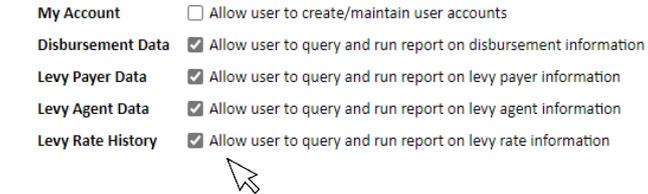
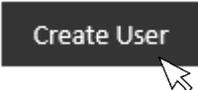
Step 3 – In the 'My Account' Tab select 'Edit Account Details' to update contact details.



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



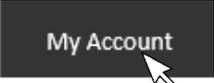
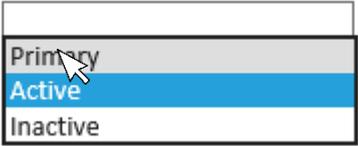
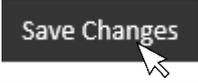
## How to add users to your account

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select ‘My Account’ Tab.</p>	
<p>Step 2 – Select 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 – Select ‘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 – Select ‘Create User’.</p>	

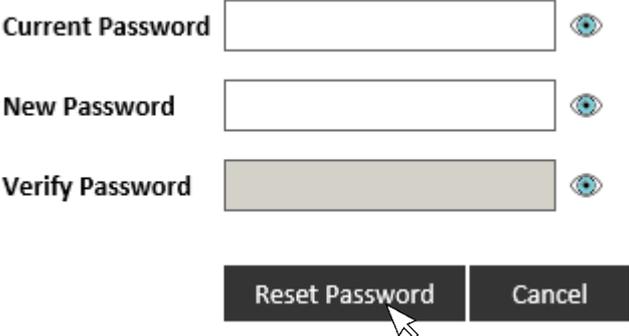
## How to change the status of a user for your account

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.

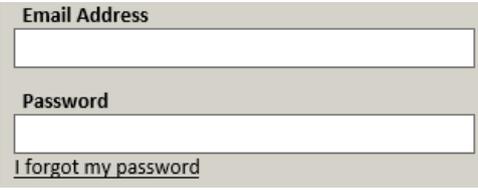
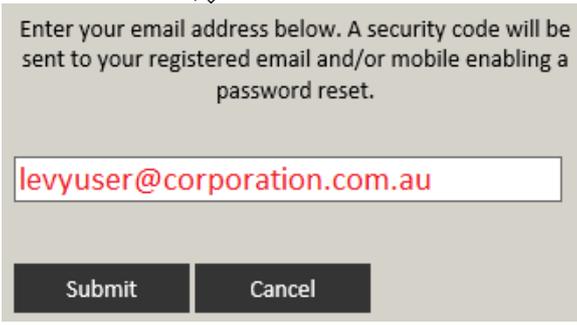
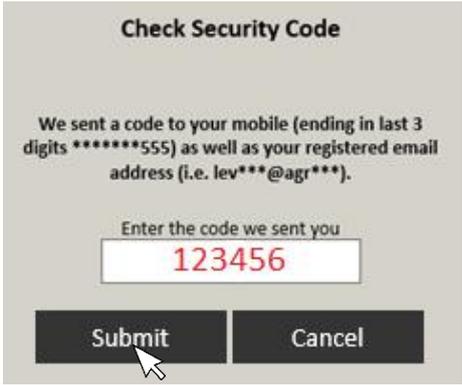
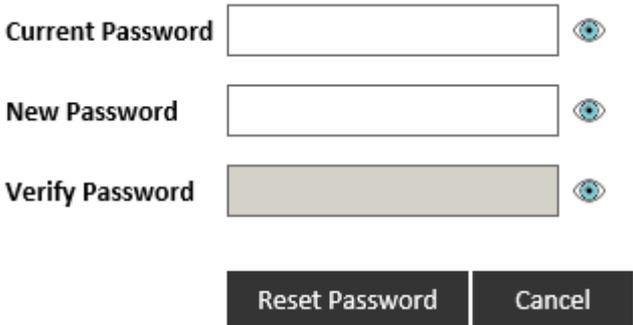
If the primary user has already left you can [contact us](#) to update your account for you.

<p>Step 1 – Login as the current primary user, select the 'My Account' Tab.</p>													
<p>Step 2 – Select the 'Authorised Users' Tab.</p>													
<p>Step 3 – Select 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 – Select 'Edit'.</p>													
<p>Step 5 – From the 'Status' dropdown menus, 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 – Select 'Save Changes'.</p>													
<p>Step 7 – Select 'Close'.</p>													

## How to change your password

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select the 'My Account' Tab.</p>	
<p>Step 2 – Select the 'Authorised Users' Tab. Select 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 – Select '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 – Select 'Continue'.</p>	<p><b>Success!</b></p> <p>Your password has been reset.</p> 

## How to reset your password

<p>Step 1 – Navigate to the <a href="#">Levy Recipient Body Portal login page</a>.</p>	
<p>Step 2 – Select 'I forgot my password'.</p>	 <p>The screenshot shows a form with three fields: 'Email Address', 'Password', and a link labeled 'I forgot my password'.</p>
<p>Step 3 – Enter your registered email address and 'Submit'.</p>	 <p>The screenshot shows a message: "Enter your email address below. A security code will be sent to your registered email and/or mobile enabling a password reset." Below this is a text input field containing "levyuser@corporation.com.au" and two buttons: "Submit" and "Cancel".</p>
<p>Step 4 – Enter the 6 digit code sent to your registered email and mobile phone. Select 'Submit'.</p> <p><i>Note: 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.</i></p>	 <p>The screenshot shows a message: "Check Security Code". Below it, it says: "We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***)." There is a text input field containing "123456" and two buttons: "Submit" and "Cancel".</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>Select 'Reset Password'.</p>	 <p>The screenshot shows three password fields: "Current Password", "New Password", and "Verify Password". Each field has a toggle icon to its right. Below the fields are two buttons: "Reset Password" and "Cancel".</p>
<p>Step 6 – Select 'Continue To Login'.</p>	 <p>The screenshot shows a single button labeled "Continue To Login".</p>

## How to view anticipated levy disbursements

Log into the Levy Recipient Body Portal and select 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.

<b>Disbursement Data</b>					Recipient	AGENT NUMBER 107
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	\$0.00	\$0.00	\$435,600.70	\$0.00

## How to view or export disbursement reports

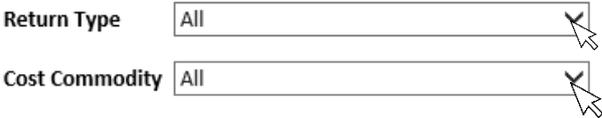
### To download data for a single disbursement

Step 1 – Once logged into the Levy Recipient Body Portal, select the 'Disbursements' Tab.																	
Step 2 – Locate the row of the disbursement you are interested in.	<p><b>Disbursement History</b></p> <p>1 2 3 4 5 &gt;&gt; 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 </td> </tr> <tr> <td>17/06/2018</td> <td>26/06/2018</td> <td>\$270,155.69</td> <td>\$3,082.04 </td> </tr> <tr> <td>31/05/2018</td> <td>06/06/2018</td> <td>\$766,312.21</td> <td>\$11,340.98 </td> </tr> </tbody> </table>	Collected To	Disb Date	Levy	Penalty	25/06/2018	28/06/2018	\$335,180.98	\$0.00	17/06/2018	26/06/2018	\$270,155.69	\$3,082.04	31/05/2018	06/06/2018	\$766,312.21	\$11,340.98
Collected To	Disb Date	Levy	Penalty														
25/06/2018	28/06/2018	\$335,180.98	\$0.00														
17/06/2018	26/06/2018	\$270,155.69	\$3,082.04														
31/05/2018	06/06/2018	\$766,312.21	\$11,340.98														
Step 3 – Select the document icon to download the Recipient Created Tax Invoice.																	
Step 4 – Select the Excel icon to download the Disbursement Statement as an excel spreadsheet.																	
Step 5 – Select the PDF icon to download the Disbursement Statement as a PDF.																	

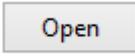
### To download detailed disbursement data by levy code (LMU)

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select the 'Disbursements' Tab.</p>	
<p>Step 2 – In the Disbursement Data Download section, enter the disbursement date range.  <i>NB: To get data from a single disbursement, enter 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 – Select 'Download Data' to download into an excel file .</p>	

### How to look up levy rates

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select 'Levy Rate History'.</p> <p><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 <u>or</u> select 'Cost Commodity' to see the rate for a particular commodity.</p>	
<p>Step 3 – Select 'Search'.</p>	
<p>Step 4 – Select 'Download Rate History' to download or print the information.</p>	

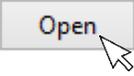
## How to view and export Levy Agent Data

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select the 'Levy Agent Data' tab.</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><b>Levy Agent Data</b></p> <p>Return Period &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Return Received &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Last Updated &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Return Type <input type="text" value="All"/></p> <p>Cost Commodity <input type="text" value="All"/></p> <p>OL Return ID <input type="text"/></p>
<p>Step 3 – Select 'Search'.</p>	
<p>Step 4 – Select '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 information about the return levy unit and levy disbursed will only be available for selection if the RDC has established a levy payer register.</i></p>	<p><b>Download Fields</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ABN</li> <li><input checked="" type="checkbox"/> ACN</li> <li><input checked="" type="checkbox"/> Business Name</li> <li><input checked="" type="checkbox"/> Address Line</li> <li><input checked="" type="checkbox"/> Suburb</li> <li><input checked="" type="checkbox"/> State</li> <li><input checked="" type="checkbox"/> Postcode</li> <li><input checked="" type="checkbox"/> Phone</li> <li><input checked="" type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> Return Period</li> <li><input checked="" type="checkbox"/> Return Type</li> <li><input checked="" type="checkbox"/> Levy Description</li> <li><input checked="" type="checkbox"/> Cost Commodity</li> <li><input checked="" type="checkbox"/> Unit</li> <li><input checked="" type="checkbox"/> Unit Type</li> <li><input checked="" type="checkbox"/> Levy Disbursed</li> <li><input checked="" type="checkbox"/> OL Return ID</li> <li><input checked="" type="checkbox"/> Return Received</li> <li><input checked="" type="checkbox"/> Return Last Updated</li> <li><input checked="" type="checkbox"/> Include Deleted Returns</li> </ul>
<p>Step 6 – Select download format, select 'OK'.</p>	<p><b>Download Format</b></p> <p><input checked="" type="radio"/> Excel <input type="radio"/> CSV <input type="radio"/> XML</p> <p>OK Cancel</p>
<p>Step 7 – Select 'Open' when the download appears on your screen.</p>	

## How to view and export Levy Payer Data

<p>Step 1 – Once logged into the Levy Recipient Body Portal, select the 'Levy Payer Data' tab.</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><b>Levy Payer Data</b></p> <p>Return Period &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Return Received &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Last Updated &gt;= <input type="text"/> &lt;= <input type="text"/></p> <p>Return Type <input type="text" value="All"/></p> <p>Cost Commodity <input type="text" value="All"/></p> <p>OL Return ID <input type="text"/></p>
<p>Step 3 – Select 'Search'.</p>	
<p>Step 4 – Select '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 the return, levy unit and levy disbursed will only be available for selection if the RDC has established a levy payer register.</i></p>	<p><b>Download Fields</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ABN</li> <li><input checked="" type="checkbox"/> ACN</li> <li><input checked="" type="checkbox"/> Business Name</li> <li><input checked="" type="checkbox"/> Address Line</li> <li><input checked="" type="checkbox"/> Suburb</li> <li><input checked="" type="checkbox"/> State</li> <li><input checked="" type="checkbox"/> Postcode</li> <li><input checked="" type="checkbox"/> Phone</li> <li><input checked="" type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> Clean Address ID</li> <li><input checked="" type="checkbox"/> Return Period</li> <li><input checked="" type="checkbox"/> Return Type</li> <li><input checked="" type="checkbox"/> Levy Description</li> <li><input checked="" type="checkbox"/> Item Tag</li> <li><input checked="" type="checkbox"/> Cost Commodity</li> <li><input checked="" type="checkbox"/> Unit</li> <li><input checked="" type="checkbox"/> Unit Type</li> <li><input checked="" type="checkbox"/> Levy Disbursed</li> <li><input checked="" type="checkbox"/> Payer Number</li> <li><input checked="" type="checkbox"/> OL Return ID</li> <li><input checked="" type="checkbox"/> Return Received</li> <li><input checked="" type="checkbox"/> Return Last Updated</li> <li><input checked="" type="checkbox"/> Include Deleted Returns</li> </ul>
<p>Step 6 – Select download format, select 'OK'.</p>	<p><b>Download Format</b></p> <p><input checked="" type="radio"/> Excel <input type="radio"/> CSV <input type="radio"/> XML</p> <p>OK Cancel</p>

Step 7 – Select 'Open' when the download appears on your screen.



## 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

