



Sybiz Employer Portal

Registration Instructions

Sybiz Employer Portal Sign Up Process

The following pages provide an overview of the Sybiz Employer Portal sign up process for Single Touch Payroll.

The process is fairly self-explanatory but some tips have been added and appear as follows:

If mobile number only use this box

Note that bank details may be prompted for – this is not required, select 'Direct Credit' and leave all else blank.

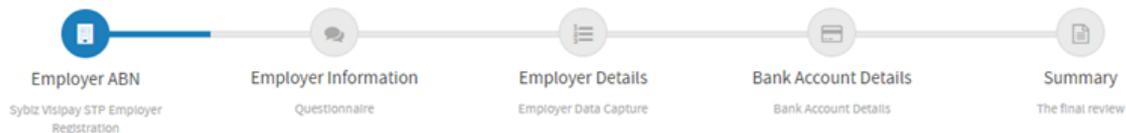
You will need to repeat the registration process for each ABN.

You do not need to set up or import any employee information. Employee information will be transmitted via the STP reporting process in Sybiz Visipay 17.20 (released on or before 25 June 2018).

When ready you can start [the sign up process](#) to the Sybiz Employer Portal.



SYBIZ VISIPAY STP EMPLOYER REGISTRATION



Enter ABN and Email address

Welcome to the Sybiz Visipay STP Portal, the Employer Self Registration process will allow you to sign up for the STP service and see the status of your Sybiz Visipay generated STP reporting files automatically sent to the ATO via SuperChoice.

Please enter the Employer ABN you would like to register and your Email Address.

ABN	<input type="text" value="55 113 474 516"/>
Email Address	<input type="text" value="sybiz@sybiz.com"/>
Confirm email	<input type="text" value="sybiz@sybiz.com"/>
<input checked="" type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy · Terms

Continue >

You will receive an error if the ABN is invalid or already in use (someone else from your company may have already signed up)

SYBIZ VISIPAY STP EMPLOYER REGISTRATION



Employer Information

Please answer the questions below

Do you use Sybiz Visipay software for STP Reporting?

- Yes, I use Sybiz software. No, I do not use Sybiz software.

I hereby declare that I am authorised to register on behalf of this employer.

- Yes, I am authorised. No, I am not authorised.

I hereby declare on behalf of the registering organisation that the details provided in this registration are true and correct.

- Agree Disagree

I have advised Sybiz how many messages I estimate are required on a monthly basis (number of employees x number of pays per month)

- Yes No, I will advise separately via email to sybiz@sybiz.com

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Complete the questionnaire before proceeding. Note that you will need to advise Sybiz of the approximate number of messages you will send per month

Employer Details

Please provide your address and contact details

Business Details

Registered Business Name	Sybiz Operations Pty Ltd	Automatically read from abr.gov.au
Trading Business Name	<input type="text" value="Sybiz Operations Pty Ltd"/>	
Postal address line 1	<input type="text" value="43 Fullarton Road"/>	
Postal address line 2	<input type="text"/>	
Postal address Suburb	<input type="text" value="Kent Town"/>	
Postal address State	<input type="text" value="South Australia"/>	
Postal address Post Code	<input type="text" value="5067"/>	
Telephone	<input type="text" value="08"/>	<input type="text" value="81307000"/> Note the phone number format

Employer contact (authorised person) details

Title	<input type="text" value="Mr"/>	
First name	<input type="text" value="Symon"/>	
Last name	<input type="text" value="Sybiz"/>	
Position	<input type="text" value="HR Manager"/>	
Telephone	<input type="text" value="08"/>	<input type="text" value="81307000"/> If mobile number only use this box
Email address	<input type="text" value="sybiz@sybiz.com"/>	
Username	<input type="text" value="SymonSybiz"/> You can choose your own username or use your email address if you only have one ABN to set up	

SYBIZ VISIPAY STP EMPLOYER REGISTRATION



Bank Account Details (N/A) Not required – this page won't be visible after 1 July 2018

Bank Account details are only required for SuperStream/clearing house services – not STP.

Payment & Bank Details

Payment Type Direct Credit Select Direct Credit

Refund Bank Account Details

Account Name Leave blank – unless error on continue, enter: NA

BSB Leave blank – unless error on continue, enter: 111111

Account Number Leave blank – unless error on continue, enter: 111111111

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SYBIZ VISIPAY STP EMPLOYER REGISTRATION



Summary

Following is the information you have provided.

Important - The Username chosen as part of the signup process and password (which will be sent via email upon completion of the registration), is to be used to access the STP Portal and must also be configured into your Payroll Software to enable automatic submissions to the ATO via SuperChoice. Please review Payroll Software Guides / contact Payroll Software provider for guidance on how to configure your locally installed software

Business Details

ABN	55113474516
Registered Business Name	Sybiz Operations Pty Ltd
Trading Name	Sybiz Operations Pty Ltd

Contact details

Name	Symon Sybiz
Email address	sybiz@sybiz.com

Payment Details

Payment Method	Direct Credit
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Login Information

Following is the username you have chosen as part of the signup process. You will receive your one-off password with the confirmation email we will send you once you submit your registration. Please **keep your username handy** for when you first login to our system as we will not email it for security purposes.

You can change the username prior to submitting the registration by going back to the [contact details step](#). You won't be able to change the username once the registration has been submitted.

Username SymonSybiz

Legal Documents

I have read and agree to the [SuperChoice STP Terms and Conditions](#)

 [Download](#)

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[Submit Registration >](#)

THANK YOU THE REGISTRATION IS BEING PROCESSED.

Congratulations!! You should shortly receive an email with the details that are required to start using the STP Portal. Please remember to check your spam email folder as well just in case.



Registration Confirmation

Dear Ben,

This email is to confirm that you are registered with us.

Your password is:

cYe1ZIPI

[Login](#)

Your registration details:

Employer Name: Sybiz Operations Pty Ltd

ABN: 55113474516

Email will be received quite soon after registration (check SPAM folders etc) if required.
Click 'Login' and use your temporary password

Change Password

We recommend choosing a password that consists of both upper and lowercase characters, as well as a mix of numbers and letters.

Old Password

New Password

Confirm Password

Change Password

Cancel

Enter your temporary password in the Old Password field and then create your own new password & confirm



Introducing the NEW Sybiz Vision accountin...



Welcome to the Sybiz SuperChoice Employer Portal

The Sybiz SuperChoice Employer Portal ensures employer contribution files are submitted through an industry accredited gateway using legislated formats and messaging protocols. Watch this video for more information.

[Sybiz Webinars](#)[Sybiz Youtube](#)

Contributions

You can pay contributions for employees through a number of options:

[Submission History](#)

Maintenance

You can add users and maintain employer and user details:

[Employer Details](#)[User Details](#)

Single Touch Payroll

You can view and search previous Pay Events and Response messaging here:

[Submission History](#)

Congratulations, you have successfully completed the registration process



www.sybiz.com/stp

