



The **Grouping Details** screen is displayed if you indicated your organisation is a member of a group on the **Employment** screen.

1. Enter the **date you became a member of the group** in the format of DD/MM/YYYY or click on the calendar icon  and select the date.

Please advise the date you became a member of the group *: _____ 

Is there any other group member which employs in South Australia?: Yes No

2. If you select **No** to the question '**Is there any other group member which employs in South Australia?**' the registering employer will be the designated group employer in SA. Go to step 4.

If you select **Yes** to the question '**Is there any other group member which employs in South Australia?**' go to step 3.

3. If the registering employer is NOT going to be the designated group employer, enter the **ABN** of your Designated Group Employer in South Australia then click on **Verify**. The name of your Designated Group Employer will then be displayed.

Please advise the date you became a member of the group *: 01/07/2018 

Is there any other group member which employs in South Australia?: Yes No

If yes, is the registering employer going to be the designated group employer?: Yes No

ABN of the designated group employer in South Australia *: _____ 

Name of designated group employer: _____

Verify

4. Click on the  button.