



How To Guide

CTF Levy Portal Registration

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What is the CTF levy portal?

The Construction Training Fund (CTF) levy portal is a secure, online service where you can make a levy payment for construction work and update your information in real-time.

It is designed so you can access the portal from anywhere, at any time.

What can I use the CTF levy portal for?

You can use the CTF levy portal to:

- **Create a levy submission and payment for construction work**, e.g., for new construction work or new projects.
- **Update a levy submission**, e.g., amending or submitting the final construction value.
- **Create and pay for multiple levy submissions** e.g., register a levy for multiple construction works or projects at one time (“bulk levy upload”).
- **Update your details**, e.g., your contact details.

You cannot use the CTF levy portal to:

- **Claim an employer grant**, e.g., to claim funding for employing apprentices and trainees.
- **Pay a levy in instalments.**

Who can use the CTF levy portal?

Anyone who needs to pay the levy can sign up for the portal. This includes owner-builders, registered builders, contractors, state government agencies, mining or oil and gas companies, and any person or company requiring building or construction work.

You may also register for the CTF levy portal to pay the levy on behalf of your employer or company. Each email address can be linked to only one company. If you need a sign in for different companies, you must use a different email address.

How do I know if my employer/company is already registered?

We'll sort that out as part of the sign-up process. When you sign up for the CTF levy portal, you will be asked to provide your company name and ABN number. We will use this information to create an account for your company or add your login to your company's account.

What do I need to sign-up for the CTF levy Portal?

You will need access to your email inbox as part of the sign-up process. We will send you a verification code to your email as part of the sign-up process.

You will need to provide:

- Your email address.
- Your first and last name.
- A contact number.
- If you are submitting and paying the levy on behalf of your employer or a company, your employer/company details, including ABN.

How to sign-up to the CTF levy portal

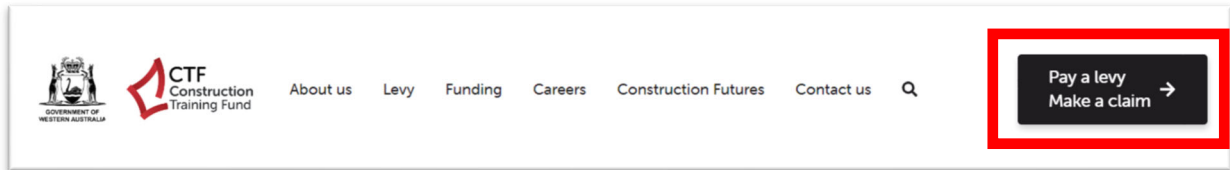
Please follow these steps to access the CTF levy portal.

1) **Open your web browser.**

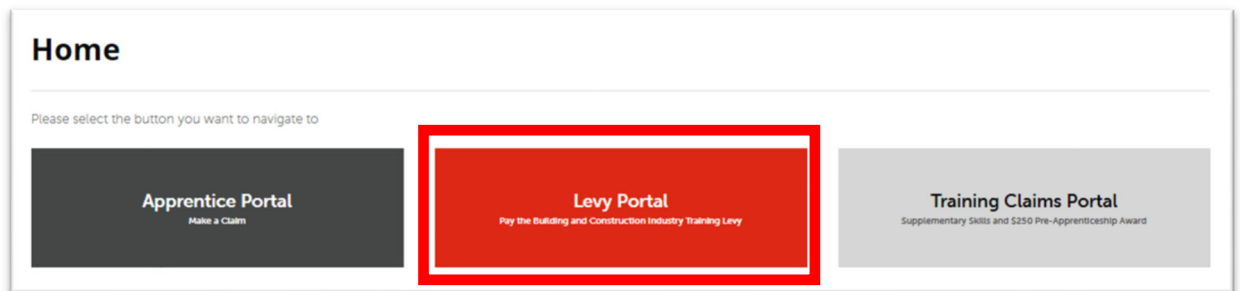
- We recommend using Google Chrome for the best functionality.

2) Go to www.ctf.wa.gov.au

3) **Click the 'Pay a levy' button on the top right-hand side of the page.**

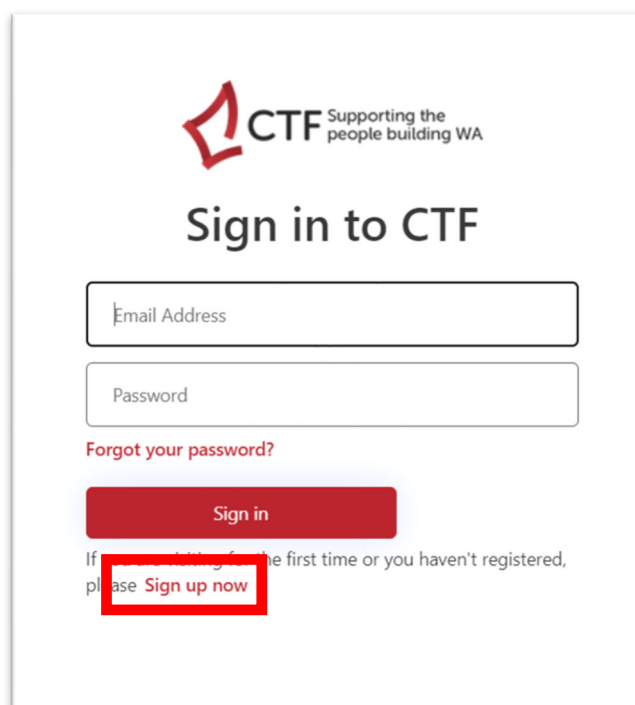


4) **Click on the Levy Portal**

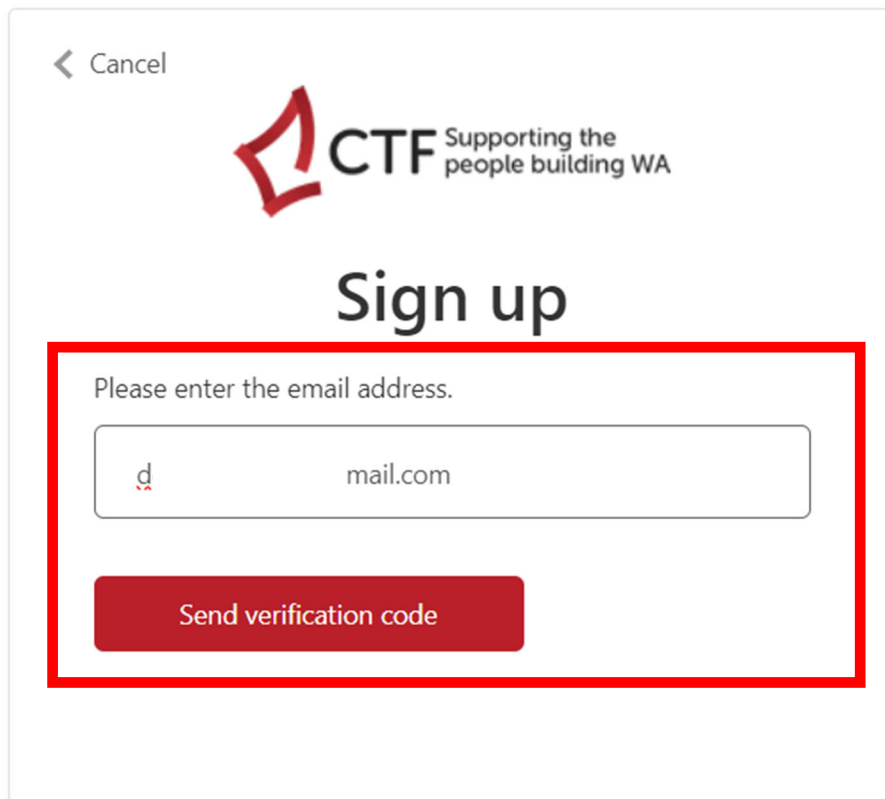


5) **The CTF portal logon page should be visible.**

- Click the 'Sign up now' link.

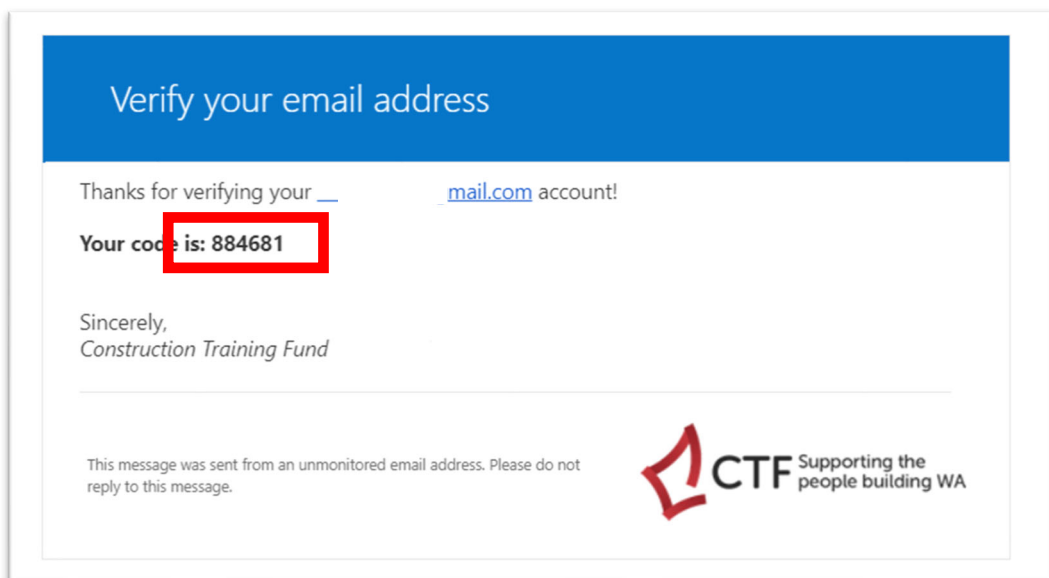


6) Enter your email address and click on the "Send verification code" button

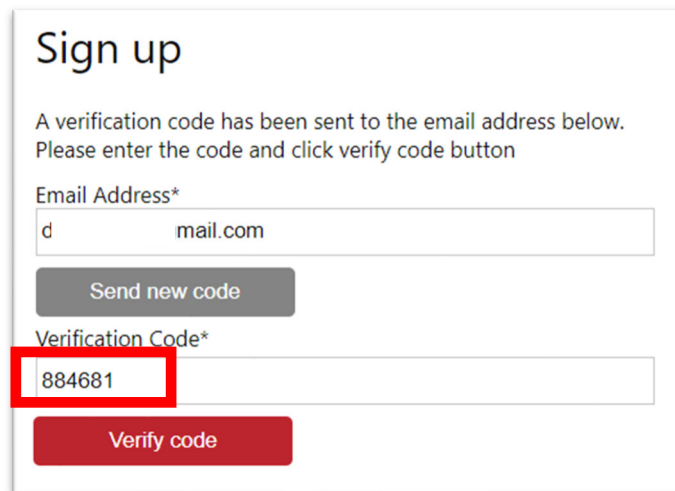


A screenshot of a mobile application sign-up screen. At the top left is a back arrow and the word "Cancel". The CTF logo (a red square with a white 'C' shape) and the text "CTF Supporting the people building WA" are at the top center. Below the logo is the heading "Sign up". A red rectangular box highlights the email input field and the "Send verification code" button. The input field contains the text "d mail.com". The button is red with white text.

7) Check your email inbox and junk/spam folder for the verification code from Construction Training Fund.



8) Enter the verification code and click on the “Verify code” button.



Sign up

A verification code has been sent to the email address below.
Please enter the code and click verify code button

Email Address*

Send new code

Verification Code*

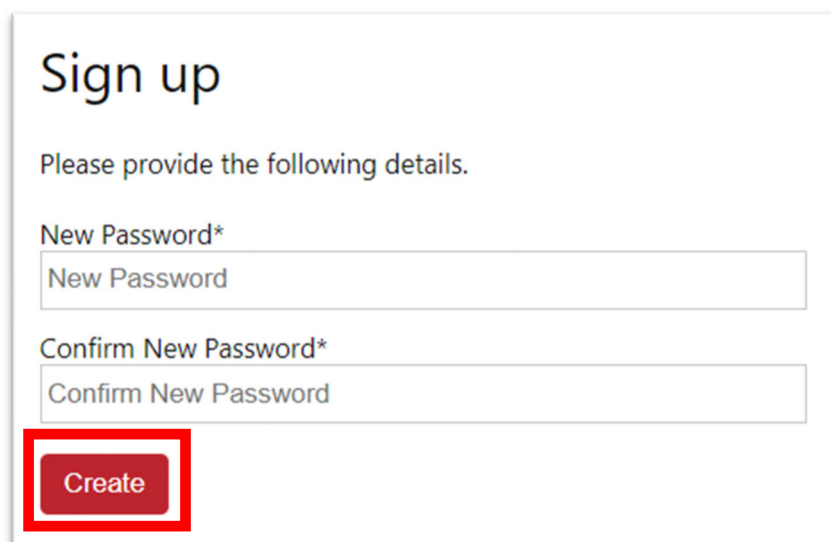
Verify code

9) Enter your password and click on the “Create” button.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit/number
- a symbol

The password must be at least 6 characters long.



Sign up

Please provide the following details.

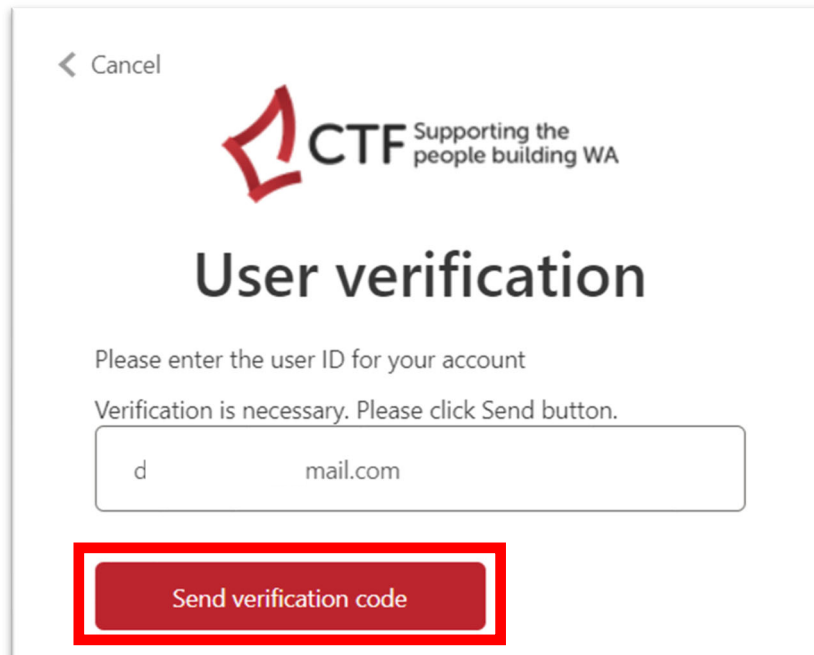
New Password*

Confirm New Password*

Create

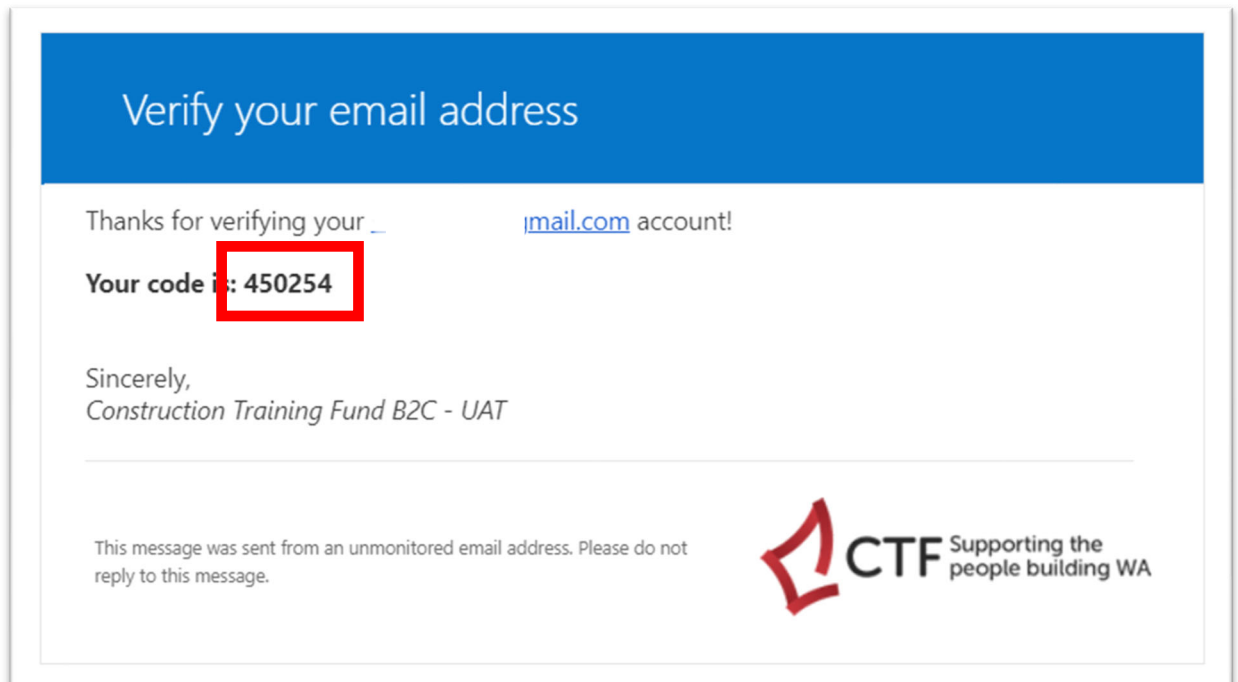
10) Your account has now been created. Your email is now being verified for with your first login.

Click on "Send verification code"




A mobile application screen for user verification. At the top left is a back arrow and the word "Cancel". Below that is the CTF logo (a red square with a white 'C' shape) and the text "CTF Supporting the people building WA". The main heading is "User verification". Below the heading, it says "Please enter the user ID for your account" and "Verification is necessary. Please click Send button." There is a text input field containing "d" and "mail.com". At the bottom, there is a red button with the text "Send verification code" highlighted by a red rectangular border.

11) Check your email inbox and junk/spam folder for the verification code from Construction Training Fund.

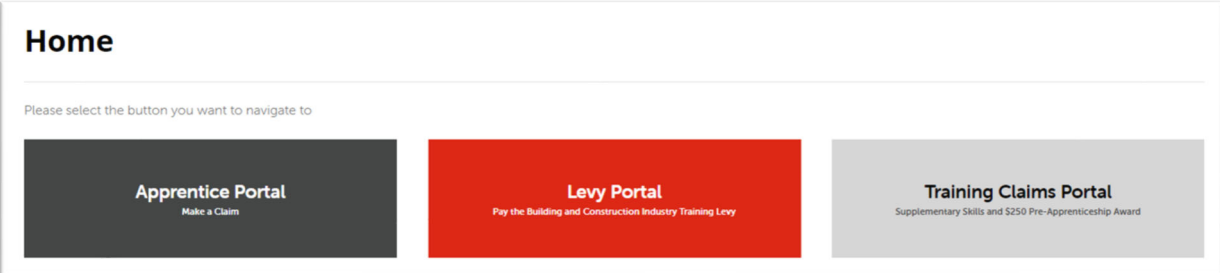


12) Enter the verification code and click on the “Verify code” button.



The image shows a 'User verification' form from CTF (Supporting the people building WA). The form includes a logo at the top, a title, and instructions: 'A verification code has been sent to the email address below. Please enter the code and click verify code button'. There is an 'Email Address*' field containing 'd mail.com', a 'Send new code' button, a 'Verification code' field containing '450254', and a 'Verify code' button. A red box highlights the 'Verification code' field and the 'Verify code' button.

13) You are now logged in to the CTF levy portal.

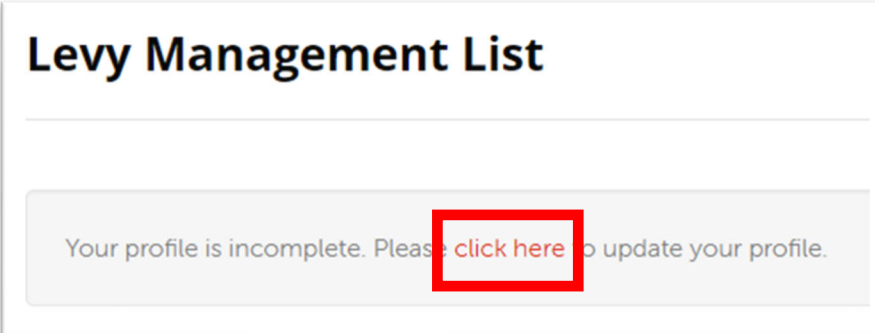


The image shows the 'Home' page of the CTF levy portal. It features a header with the word 'Home' and a sub-header 'Please select the button you want to navigate to'. Below this are three buttons: 'Apprentice Portal' (Make a Claim), 'Levy Portal' (Pay the Building and Construction Industry Training Levy), and 'Training Claims Portal' (Supplementary Skills and \$250 Pre-Apprenticeship Award).

Completing your levy profile

1) If this is your first time signing up to the levy portal, you will be requested to complete your profile.

Click on the “Click here” link.



The image shows the 'Levy Management List' page. It features a header with the title 'Levy Management List' and a sub-header 'Please select the button you want to navigate to'. Below this is a message: 'Your profile is incomplete. Please [click here](#) to update your profile.' The 'click here' link is highlighted with a red box.

2) Complete the profile.

- Note that your account type can only be setup once. Please select the relevant option.

The screenshot shows a form titled "Your Information" with the following fields:

- First Name * (text input)
- Last Name * (text input)
- E-mail * (text input with placeholder "d" and "mail.com")
- Date of Birth (calendar icon and text input with placeholder "DD/MM/YYYY")
- Business Phone * (text input with placeholder "Provide a telephone number")
- Account Type * (dropdown menu with two options: "Pay the levy on behalf of a company" and "Pay the levy as an owner-builder or for my own construction work")

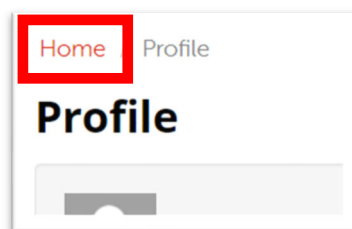
An "Update" button is located at the bottom left of the form.

3) If you are an owner-builder or are paying for your own construction work, your account will be setup immediately.

- Select "Pay the levy as an owner-builder or for my own construction work" as the account type and click on the "Update" button.

This screenshot shows a close-up of the "Business Phone" and "Account Type" fields. The "Business Phone" field contains the number "0892440100". The "Account Type" dropdown menu is set to "Pay the levy as an owner-builder or for my own" and is highlighted with a red box. The "Update" button at the bottom left is also highlighted with a red box.

- Click on "Home" to access the levy portal.



- Go to the levy portal and your account will be setup immediately.
- If the levy portal does not appear, please wait 5 minutes and refresh your browser or press CTRL+F5.

4) If you are paying the levy on behalf of a company with an existing account with us, you will need to select the company.

- If the company already has an account, select “Pay the levy on behalf of a company”.
- Please use the “Linked Company” search to look for the company details.

The form contains the following fields and options:

- First Name *: Text input with "Test"
- Last Name *: Text input with "User"
- E-mail *: Text input with "d@mail.com"
- Date of Birth: Date picker with "01/01/1999"
- Business Phone *: Text input with "0892440100"
- Account Type *: Dropdown menu with "Pay the levy on behalf of a company"
- Is New Company: Radio buttons for "No" (selected) and "Yes"
- Linked Company *: Search input with a magnifying glass icon highlighted by a red box.

- If the company already has an account, please use the “Linked Company” search to look for the company details.
 - Type the company name or part of the company name in the search box. You may use the asterisk (*) wildcard to search a word as part of the name or search using the ABN.
 - Click on the company to select it.
 - Click on the “Select” button to confirm your selection.

The window is titled "Lookup records" and includes a search bar with the text "*celebration" and a magnifying glass icon highlighted by a red box. A tooltip above the search bar reads: "To search on partial text, use the asterisk (*) wildcard character."

Below the search bar, a table lists the results:

Account Name ↑	ABN	BRN Number
<input checked="" type="checkbox"/> ABN Residential WA Pty Ltd T/As Celebration Homes	47950269275	9780
<input type="checkbox"/> CELEBRATION NOMINEES PTY LTD ATF CELEBRATION UNIT TRUST	47950269275	
<input type="checkbox"/> FLUTE CELEBRATIONS PTY LTD	98642412815	

At the bottom of the window, there are three buttons: "Select" (highlighted with a red box), "Cancel", and "Remove value".

- Click on “Update” button to complete the profile update.

A screenshot of a web form for profile updates. The form contains the following fields:

- Business Phone ***: Text input field containing "0892440100".
- Account Type ***: Dropdown menu with the selected option "Pay the levy on behalf of a company".
- Is New Company**: Radio button group with "No" selected and "Yes" unselected.
- Linked Company ***: Search bar containing "ABN Residential WA Pty Ltd T/As Celel" with clear (x) and search (q) icons.

At the bottom left of the form, the **Update** button is highlighted with a red rectangular border.

- The CTF team will verify your sign up with the primary contact in your company. This may take up to 3 working days.
- You will be notified by email when your account is ready.

5) If your company does not have an account or if you cannot find your company’s account, you need to provide company details.

- Please select “Pay the levy on behalf of a company” and select “Yes” under “Is New Company”.
- Complete your company information.
- Click on “Update” button to complete the profile update.

A screenshot of a web form for providing company details. The form contains the following fields:

- Business Phone ***: Text input field containing "0892440100".
- Account Type ***: Dropdown menu with the selected option "Pay the levy on behalf of a company".
- Is New Company**: Radio button group with "Yes" selected and "No" unselected.
- Company Name Text ***: Text input field containing "Trustee for Bob the Builder".
- ABN Number ***: Text input field containing "123 456 7896".
- Company Phone ***: Text input field containing "08 9244 0100".
- Company Email ***: Text input field containing "bob@thebuilder.com.au".

At the bottom left of the form, the **Update** button is highlighted with a red rectangular border.

- The CTF team will verify the company details provided and setup your account. This may take up to 3 working days.
- You will be notified by email when your account is ready.

Need help?

Troubleshooting tips

Issues logging into the CTF portal

If you have clicked “forgotten password” but not received an email to reset it, please check your email junk or spam folder.

Contact us

We’re here to help!

You can get in touch with our friendly team during business hours from Monday to Friday.

Email: info@ctf.wa.gov.au

Phone: (08) 9244 0100

Website: www.ctf.wa.gov.au