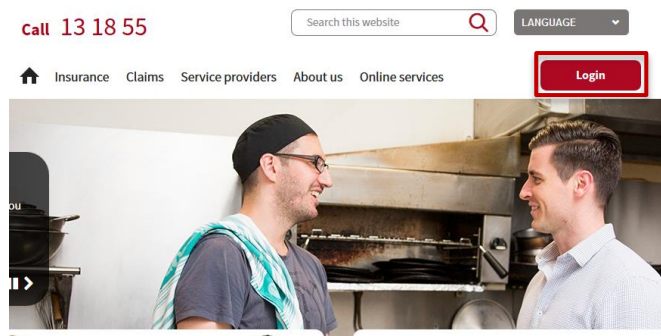# Registering for online services

Step 1. Begin by visiting rtwsa.com and clicking the red 'login' button. This takes you to the online services login screen.

Step 2. Click 'register here' from the online services login screen to register for an online services account.

Return to *work.*
Return to *life.*

Step 3. Now you'll need to create your user account. Fill in all of the mandatory fields including your name, contact information and security details which includes your mobile phone number.

Step 4: As part of creating your user account, you'll need to verify your email address and mobile phone number by entering a security code. This code is sent to you via email and SMS, so make sure you have your mobile phone and email account handy as the security codes have a time limit.

Step 5: Once you've completed all of the mandatory fields and validated your email address and mobile phone number, click 'submit'.

Step 6: You'll then need to logout and login again using your email address as your username and the password you just created.

Step 7: When you log back in, you'll be asked to link an organisation to your account.

Step 8. Select how you wish to be linked to the organisation, either as an employer or provider.
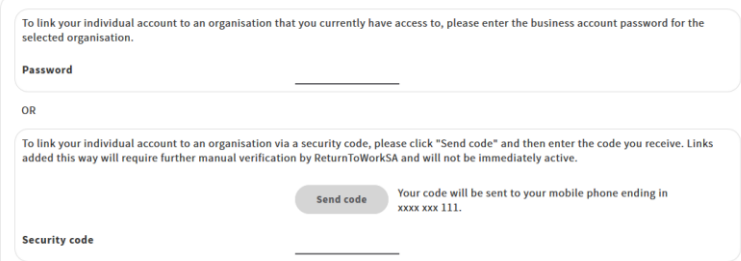
Step 9. Search for the organisation that you require access to by entering either the ABN, ACN or ReturnToWorkSA number which is the employer or provider number. Once you've done this, click 'search'.

Step 10: Select the organisation that you require access to from the search results and then click 'add new link'.

Step 11: If you have the password for the organisation you're requesting access to, enter it and then click 'add new link'.

Step 12: If not, click 'send code' and enter the security code that is sent to your mobile phone. Once you've done this, click 'add new link'.

To link your individual account to an organisation that you currently have access to, please enter the business account password for the selected organisation.

Password   _____

OR

To link your individual account to an organisation via a security code, please click "Send code" and then enter the code you receive. Links added this way will require further manual verification by ReturnToWorkSA and will not be immediately active.

Send code   Your code will be sent to your mobile phone ending in xxxx xxx 111.

Security code   _____

Step 13: If you require access to more than one organisation, click 'clear' and search again.

Step 14: Once you've added all of the organisations that you require access to, click 'I am not a robot' and then click 'submit' to apply for approval.

Note: If access to any of your selected organisation(s) requires approval, we will notify you by email when this has been completed.

Step 15: Logout and login again for the changes to take effect.