



# CSS and PSS Employer Services Online registration request/amendment to user details

If you need any help to complete this form, please contact data admin on **1300 338 240** and select **option 1** or email **Data.Admin@csc.gov.au**

- Please complete **sections A to E** of this form using black ink and capital letters.
- When you email this form to us, make sure you have filled out and included both pages.
- Tick appropriate answer box.

## A My requirements

- Registration – user access request. Please complete **sections B, C, D and E**
- Amendment to user details. Please complete **sections B, C, D and E**

## B Employer details

Employer/agency name 


Employer/agency ID 

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## C Additional user

Salutation  Mr  Mrs  Ms  Miss  Other 

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Surname 

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Given name(s) 


Position 

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Date of birth 

D	D		/	M	M		/	Y	Y	Y	Y								



➡ Section C continued on next page

The information provided in this form is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the relevant Product Disclosure Statement (PDS) and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243, AFSL: 238069, RSEL: L0001397

Defence Force Retirement and Death Benefits Scheme  
ABN: 39 798 362 763

Australian Defence Force Superannuation  
ABN: 90 302 247 344  
RSE: R1077063

Commonwealth Superannuation Scheme  
ABN: 19 415 776 361  
RSE: R1004649

Public Sector Superannuation accumulation plan  
ABN: 65 127 917 725  
RSE: R1004601

Military Superannuation and Benefits Scheme  
ABN: 50 925 523 120  
RSE: R1000306

Australian Defence Force Cover  
ABN: 64 250 674 722


Public Sector Superannuation Scheme  
ABN: 74 172 177 893  
RSE: R1004595

1922 Scheme DFRB Scheme PNG Scheme DFSPB CSC retirement income

Work email address

@

Work phone

 **Sign**

SIGNATURE

Date signed  
 D D / M M / Y Y Y Y  
  /   /

By completing this application, you acknowledge that you have read and understood **Your responsibilities** available at: [eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions](http://eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions)

**Please Note:** If your account is inactive for 12 months, your account will be removed and you will also be required to re-register for ESO access if required.

## Employer/agency declaration


- This section must be completed by an authorised senior officer on behalf of the employer or agency. If you are unsure who this is please contact data admin on **1300 338 240** and select option 1 or email [Data.Admin@csc.gov.au](mailto:Data.Admin@csc.gov.au)
- The officer detailed above will be authorised on behalf of the employer/agency for the purpose of supplying us with any notice, comment, contributions or information required to facilitate administration of PSS and CSS.
- By completing this application, you acknowledge that you have read and understood Your responsibilities available at: [eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions](http://eac.csc.gov.au/your-toolkit/online-services/terms-and-conditions)

**Please note if no election is made below, the authorised user will gain full access and have the authority to manage the entire employee listing for the employer or agency.**

Please complete this section only if you wish to specify the level of authority for the nominated user. The nominated user in this case will have access as specified below, to the full employee listing of the employer or agency.

- None** – this is view only access.
- Save** – the user will be able to view and create memberships.
- Submit** – the user will be able to create, view and submit the data file for processing.

## Authorisation (approving officer for your agency)

 **Sign**

Authorised approving officer's signature

SIGNATURE

Date signed  
 D D / M M / Y Y Y Y  
  /   /

Authorised approving officer's full name

Position

APS level

Phone

Email address

@

Please save and email this application to [Data.Admin@csc.gov.au](mailto:Data.Admin@csc.gov.au)

## How can I get more information?



**EMAIL** [employer.service@csc.gov.au](mailto:employer.service@csc.gov.au)

**PHONE** 1300 338 240

**FAX** 02 6275 7010

**MAIL** Employer Service  
GPO Box 2252  
Canberra ACT 2601

**WEB** [csc.gov.au](http://csc.gov.au)

End Form



**Email**  
[employer.service@csc.gov.au](mailto:employer.service@csc.gov.au)



**Phone**  
1300 338 240



**Fax**  
(02) 6275 7010



**Post**  
Employer Service  
GPO Box 2252  
Canberra ACT 2601



**Web**  
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