



How to create an account and submit a statement

May 2023

This guide provides instructions on how to create an account and submit a statement on the Online Register for Modern Slavery Statements (Register). Please note that these steps do not apply where the statement has already been published on the Register. If you need to revise a statement (statement that has already been published), please review Chapter 6 of the 'Commonwealth Guidance for Reporting Entities' or contact slavery.consultations@ag.gov.au.

Create an account.

1. To create an account on the modern slavery register, first click on the **sign-up** button located at the top right corner of the homepage at <https://modernslaveryregister.gov.au/>

Australian Government
Attorney-General's Department

Home The Register About Resources Help and Feedback Sign Up **Login**

Online Register for Modern Slavery Statements

Welcome to the Australian Government's Online Register for Modern Slavery Statements. This website houses Modern Slavery Statements provided by entities reporting under the *Modern Slavery Act 2018*.

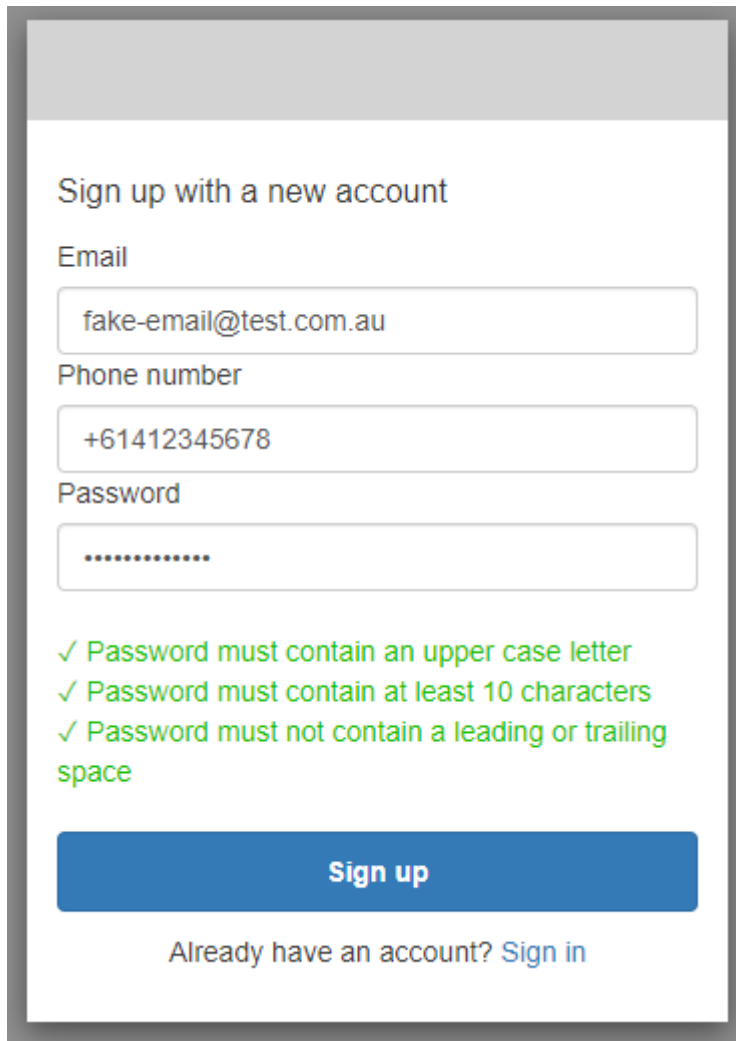
Submit a statement OR Search the register Search

7866 Entities indicative number of reporting entities covered by statements	3 Commonwealth statements	6199 Mandatory statements lodged	807 Voluntary statements lodged	52 Countries where reporting entities headquartered	2159053 Searches performed
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2. After selecting Sign up you will be presented with important information regarding your account creation process, please read this information carefully before selecting **'Continue to Sign Up'**.
3. You will now be presented with a sign in page, please click **'Sign up'** at the bottom of the form.
4. Once you have selected **'Sign up'** you will be taken to a new form to complete, with details for an:
 - Email: The email you wish to use to log in to the account.
 - Phone Number: **A mobile phone number** entered in international format, preceded by the country calling code e.g. **+61412345678**.
 - Password: A password containing an upper-case letter and at least 10 characters long.

For Awareness

- *Emails and mobile phone numbers are only visible to the owner of the account and administrators on the register. The public will not be able to see the email linked to an account.*



Sign up with a new account

Email

Phone number

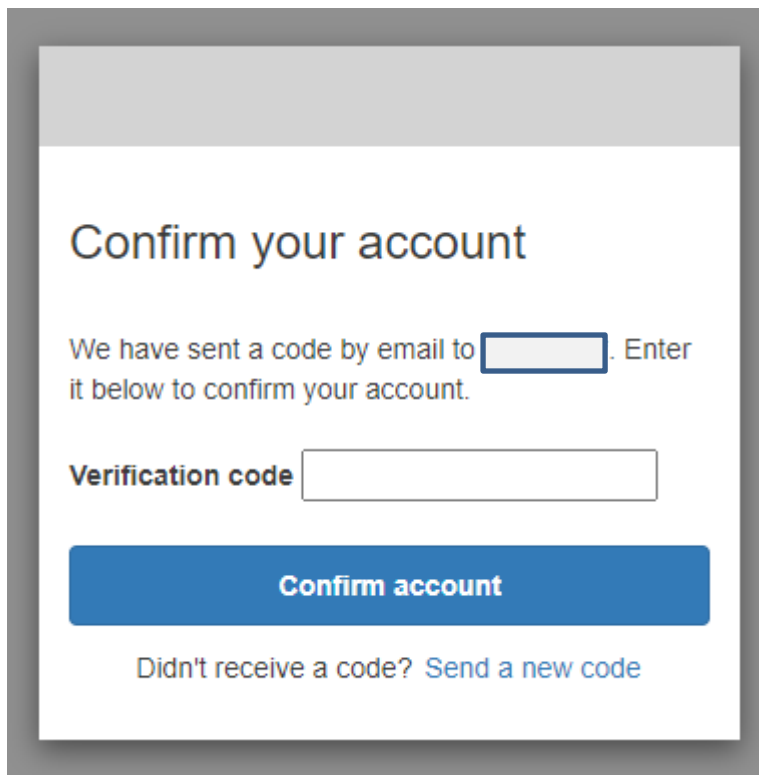
Password

✓ Password must contain an upper case letter
✓ Password must contain at least 10 characters
✓ Password must not contain a leading or trailing space

[Sign up](#)

Already have an account? [Sign in](#)

5. After clicking 'Sign Up' you will be sent a six-digit verification code to your selected **mobile phone number**. Enter this code in the box provided and click 'Confirm Account'.
6. You will then receive another six-digit verification code to your nominated email address, enter this code in the box provided and click 'submit'.



If you do not receive a verification code within 10 minutes please re-send the code. If you still do not receive a code please request assistance [here](#).

7. Congratulations, you have successfully created an account on the Attorney-General's Department online modern slavery register. You are now ready to upload a modern slavery statement!

2. How to submit a statement.

1. If you need to submit a statement, first log into your account on the modern slavery register by clicking the 'Login' button located at the top right-hand side of your screen while on the modern slavery register [homepage](#).

Australian Government
Attorney-General's Department

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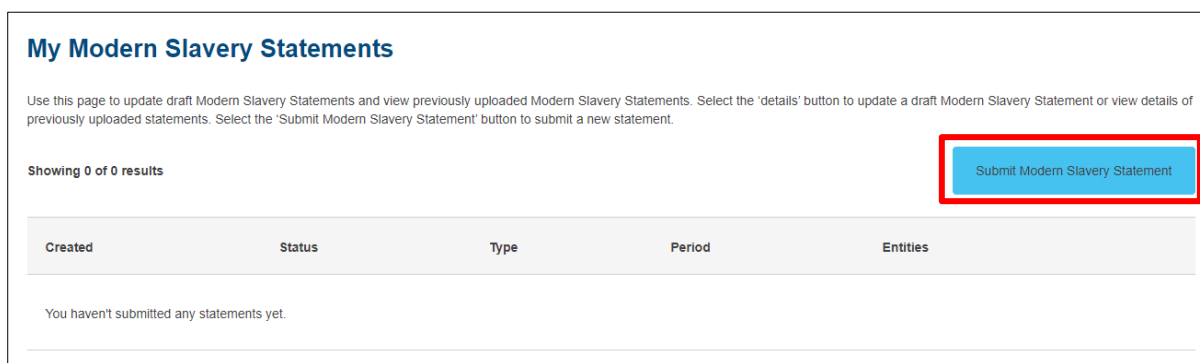
Online Register for Modern Slavery Statements

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Submit a statement OR Search the register Search

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2. First select the 'Manage Statements' tab near the top of your page and click the Submit Modern Slavery Statement button located on the right-hand side of your screen.



My Modern Slavery Statements

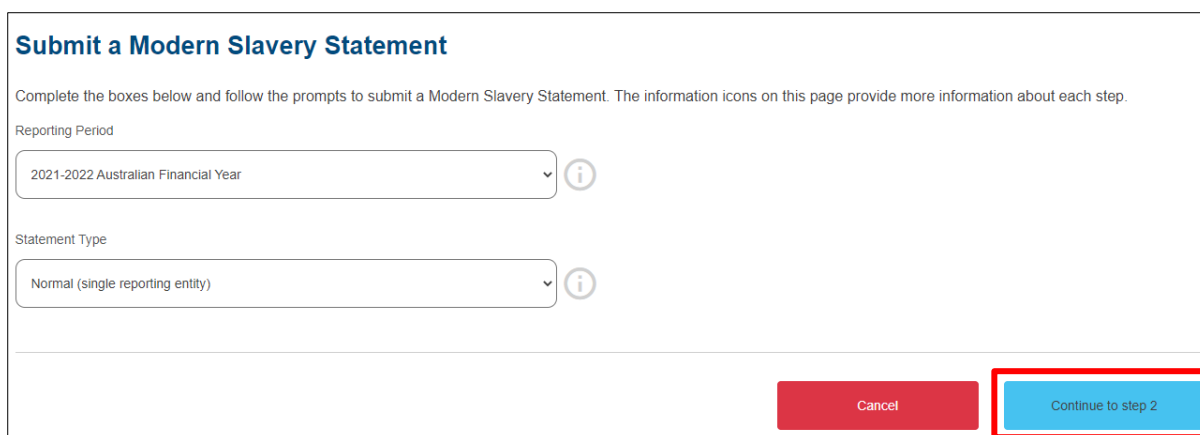
Use this page to update draft Modern Slavery Statements and view previously uploaded Modern Slavery Statements. Select the 'details' button to update a draft Modern Slavery Statement or view details of previously uploaded statements. Select the 'Submit Modern Slavery Statement' button to submit a new statement.

Showing 0 of 0 results

Submit Modern Slavery Statement

Created	Status	Type	Period	Entities
You haven't submitted any statements yet.				

3. Next, select the reporting period for your entity's statement i.e '2019-2020 Australian Financial Year'. If your reporting period is not available as a pre-selected option, select 'Other' and manually select the dates you are reporting for.
4. After choosing your reporting period select the type of statement you are submitting, 'Normal' for single reporting entities' and 'Joint' for multiple reporting entities. Further guidance information on 'Joint' statements can be found [here](#).
5. Click 'Continue to step 2' on the right-hand side of your screen.



Submit a Modern Slavery Statement

Complete the boxes below and follow the prompts to submit a Modern Slavery Statement. The information icons on this page provide more information about each step.

Reporting Period

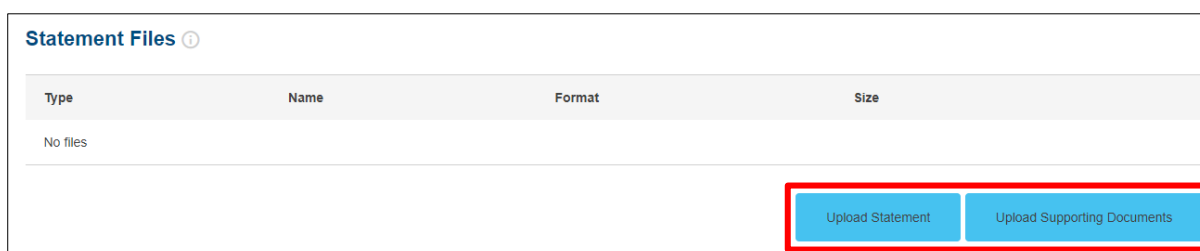
2021-2022 Australian Financial Year ⓘ

Statement Type

Normal (single reporting entity) ⓘ

Cancel **Continue to step 2**

6. The next step is to upload your modern slavery statement file and any supporting documents. To do this, click 'Upload Statement', select the file from your computer and press 'open'. If this action is successful a green box will appear at the top of your screen stating 'The statement has been updated with a file attached'.



Statement Files ⓘ

Type	Name	Format	Size
No files			

Upload Statement **Upload Supporting Documents**

7. After uploading all relevant documents, you will need to input the details of your reporting entity. Once you click on "Add reporting Entity" a pop-up box will appear for you to input your entities' ABN, Name,

and Annual Consolidated Revenue in the boxes provided. Review the two statements located to the left of the 'Save Reporting Entity' button and check the boxes as appropriate. Click 'Save Reporting Entity'.

- Once the page refreshes additional fields will appear. If you are submitting a joint statement, please enter these details for all entities covered by your joint modern slavery statement

Reporting Entity ⓘ

No.	ABN	Reporting Entity Name	Revenue	Non-Profit?	Operating in Australia?
Use the fields above to enter the details for a reporting entity.					
					Add Reporting Entity

Add Reporting Entity

ABN

 ⓘ

Reporting Entity Name

 ⓘ

Annual Consolidated Revenue (millions)

 ⓘ

Previously Known As

 ⓘ

Please check this box if the reporting entity is a not-for-profit entity

Please check this box if the reporting entity is currently operating in Australia ⓘ

Reporting Entity

No.	ABN	Reporting Entity Name	Revenue	Non-Profit?	Operating in Australia?	
1	00000000000	Test Account AU	1BN+	no	yes	Delete

9. After inputting your reporting entity details, complete the details of your statement in the 'Statement Details' section. You must provide your entity's:
- key brands and business names,
 - country of headquarters
 - industry sectors
 - any other modern slavery reporting obligations in foreign jurisdictions, and
 - reporting period

Statement Details

Key brands and business names

Please enter key brand names and business names associated with the reporting entity and any entities it owns or controls. If a key brand name is the same as the company name you do not need to enter this brand name here.

Country where headquartered


Please select the country or countries where the reporting entity is headquartered from the dropdown list. You can select multiple countries.

Industry sectors

Please select the key industry sectors for the reporting entity and any entities it owns or control from the dropdown list. You can select multiple sectors.

Reporting obligations under similar legislation overseas

Please select any similar overseas laws that apply to the reporting entity or any entities it owns or controls from the dropdown list. You can select more than one law. Leave this field blank if none of the laws in the list apply.

Reporting Period 

Second email address

10. The final step on this page is to click the boxes in the Declaration section, and provide any additional information required (eg clarification regarding resubmission processes) – please note this information will not be published with your statement and will not be visible to the public. After completing these steps either click 'save draft' to save a draft of your statement and come back to it later, or click 'submit'

if you are comfortable with your statement being sent to the Attorney-General's Department Business and Government Engagement Team for review and publication.

Declaration ?

I declare that:

- I am authorised to upload this Modern Slavery Statement and understand that uploading a fraudulent or false Modern Slavery Statement may be an offence. ?
- The Modern Slavery Statement meets the requirements for approval and signature set out in sections 13 or 14 of the Modern Slavery Act 2018. ?
- The Modern Slavery Statement addresses each of the mandatory criteria for content set out in section 16 of the Modern Slavery Act 2018. ?

Optional Additional Information ?

Enter additional information below:

Go BackSave DraftContinue to Review

11. After selecting 'submit' you will be presented with a final page providing information regarding the submission process. Please read this information carefully before clicking submit.

Congratulations, you have now successfully published a statement to the Australian Government's online modern slavery register!

Your statement will now be considered for publication by the Minister's delegate. If your statement is approved for publication we will publish it live on the register and it will be viewable by the public.