



Australian Government

Job Access

Driving disability employment

Supported Wage System (SWS)

Online Application – Instruction

This guide provides step-by-step instructions on how to apply for the Supported Wage System (SWS) online via the JobAccess Secure page.

The Supported Wage System (SWS) is set up for employees with disability who are not able to perform jobs at the same capacity as any other employee. It allows you to match an appropriate wage with the productivity of a person with disability

Please refer to the [SWS Handbook](#) and [Overview of the Supported Wage System](#) for further information.

Frequently Asked Questions?

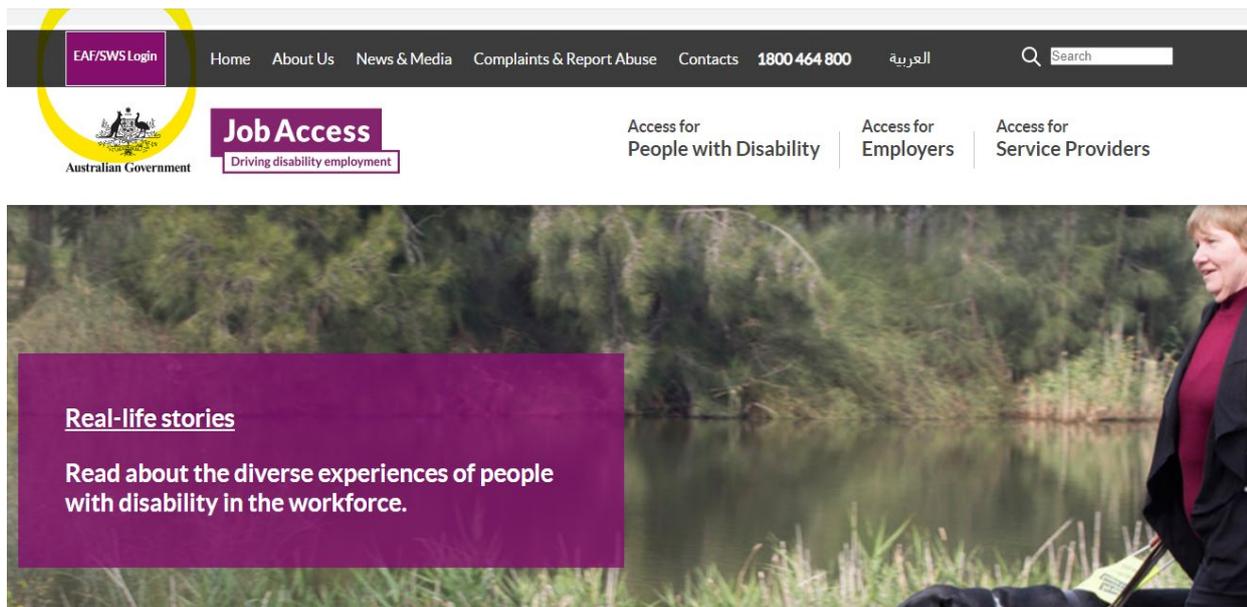
<https://www.jobaccess.gov.au/supported-wage-system-sws>

Contact the Department of Social Services Assessment Team on **1800 065 123** or speak to a JobAccess Adviser on **1800 464 800**.

Accessing the Secure Application site

Go to the [JobAccess home page](#).

- Click on “EAF/SWS Login” on the top left-hand side of the JobAccess Home page.



- This will display the [JobAccess Secure page](#).

JobAccess Secure

Information

To access this secure site please click on one of links below:

- Employer/Individual/Self-Employed/ADE, click here to [Login/New Registration](#)
- DES and Workforce Australia Service Provider, using Digital Identity myGovID, click here to [Login](#)
- Department of Social Services user, click here to [Login](#)
- Department of Employment and Workplace Relations user, click here to [Login](#)

Keeping your access secure

- Never share your login ID or password with anyone – this includes work colleagues or the person for whom the application is being made.
- Never allow anyone else to use the JobAccess site while you are logged on – while you are logged onto the site, you are personally responsible for actions carried out under your log in.
- Make sure that the computer that you are using is protected from viruses.

Cancelling your access when it is no longer required

You are the only one who can access the applications attached to your login ID. When you leave the organisation that you are currently working for, or the role changes and you no longer require access, you must:

- Complete all pending applications, as far as practicable, and
- Notify the JobAccess adviser on **1800 464 800** of the change in circumstance and that any active applications are transferred to someone else within your organisation.

Use the top option to make a **'Login/New Registration'** if you are new to the SWS process. You will be redirected to 'Sign-in with myGov' for verification of your digital identity before you proceed to lodge an application.

Signing in as an Employer/Individual/Self-Employed/ADE user

Employer/Individual/Self-Employed/ADE user login

Instructions

This page is used to manage login for Employer/Individual/Self-Employed/Australian Disability Enterprises(ADE) user.
Service Providers do not need to register with myGov. Please login using the myGovID that you use for ESS and other Department websites.

Accessing JobAccess account using myGov login credential

- To access your JobAccess account after you have registered or linked via your myGov login, click below:

[Sign-in with myGov](#)

- If you are a first time user of JobAccess website, click below:

[New registration with myGov](#)

Transition to myGov

The following sign-in options will be disabled after 31 March 2023. Please link your existing JobAccess account to your myGov login as soon as possible.

- To link an existing JobAccess account with your myGov account, click below:

[Link your existing JobAccess account with myGov](#)

- To continue accessing your existing JobAccess account using current JobAccess username and password until 31 March 2023, click below:

[Sign-in using JobAccess username and password](#)

- To reset password for your existing JobAccess account, click below. This is only for those accounts that have not been linked to a myGov account.

[Reset JobAccess password](#)

New Registration with myGov account

From 3 Dec 2022 new account registration users need to click on the button and use your myGov account details to register.

New registration with myGov

Once you click on this button, on the next screen you need to:

- Select user type from one of the following groups:
 - Australian Disability Enterprises
 - Individual or Employee
 - Self-Employed
 - Employer
- Then click on the 'Register with myGov' button

Employer/Individual/Self-Employed/ADE user registration

Instructions

To register with JobAccess you will need a valid myGov account. Select a suitable group from the dropdown box below, then press 'Register with myGov' button and login using your myGov account details.

Service Providers do not need to register with myGov. Please [login using the myGovID](#) that you use for ESS and other Department websites.

Important

- If you have an existing JobAccess user account with user name and password, then you should [link your JobAccess account with myGov account](#).
- If you are using JobAccess website for the first time then use this page to register with your myGov account.
- Select a group that best suits your situation. If you choose the wrong group then you will need to call JobAccess Advisors on 1800 464 800 to get it changed. The process to change groups may take a few days.

Group

- **Australian Disability Enterprises**
You work for an Australian Disability Enterprise (ADE) and want to create applications for the Supported Wage System (SWS) or the Employment Assistance Fund (EAF) on behalf of your organisation.
An ADE is a not-for-profit organisation that employs mostly people with disability.
- **Employer**
You work for an organisation and want to create applications for the Supported Wage System (SWS) and or the Employment Assistance Fund (EAF) on behalf of your organisation.
- **Individual or Employee**
You are an individual job seeker or work for a company and want to apply for the Employment Assistance Fund (EAF) for yourself, or you are a National Disability Insurance Scheme (NDIS) provider applying on behalf of a client.
- **Self-Employed**
You are self-employed and want to apply for the Employment Assistance Fund (EAF) for yourself.

Please select the group that best describes you: *

Register with myGov

- You will be re-directed to the myGov login screen to enter your myGov username and password and then to accept the myGov terms of use

[< Back](#)

Sign in with myGov

Choose how to sign in from these 2 options

Using your myGov sign in details

Username or email

[Forgot username](#)

Password

 [Show](#)

[Forgot password](#)

[Sign in](#)



Updated Terms of use

We've updated the [myGov terms of use](#).

You must accept the updated terms to continue to use your myGov account.

I have read and agree to the terms of use.

[Cancel](#) [Next](#)

- You will then be re-directed to the Department of Employment and Workplace Relations' eSAM page to accept the 'User Security Declaration Acceptance' form and complete the registration.

The screenshot shows the 'User Security Declaration Acceptance' page. A modal window titled 'Declaration' is overlaid on top. The modal contains the following text:

Declaration

I have read and understood my obligations outlined in this Declaration

I am not currently before the Court charged nor have I been found guilty with any fraud related or unauthorised access offences.

[1] This includes all data on Government systems that you are not authorised to access or modify.

I Accept

[Accept](#) [Reject](#)

At the bottom of the modal, there are navigation links: Home, Conditions of Use, Privacy, Help, Accessibility, Who Am I, and a copyright notice: © 2022 - Department of Employment and Workplace Relations.

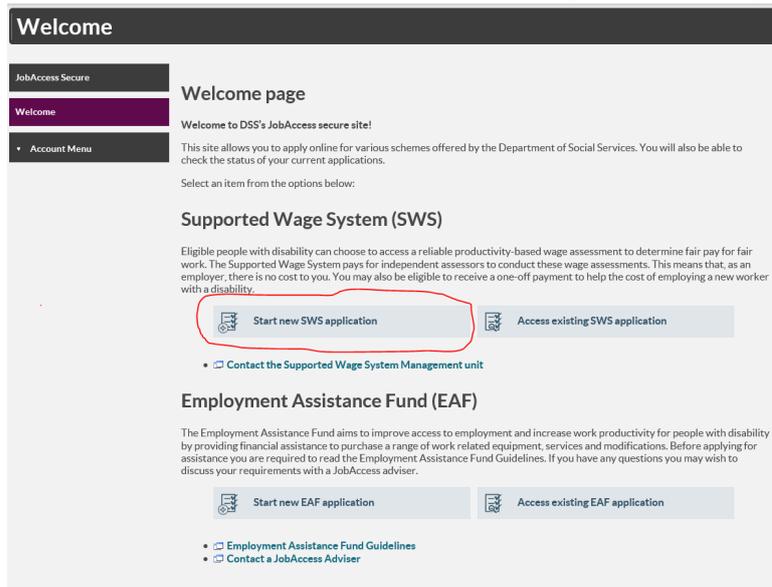
- Upon accepting the declaration, the registration is completed, and you are now on DEWR's eSAM page.

The screenshot shows the 'Self Registration' page on the eSAM portal. The page header includes the Australian Government logo, 'eSAM', and a user profile icon with the name 'FakedFirstName FakedSurname'. The breadcrumb trail is 'JOAC / Home / Self Registration'. The main heading is 'Self Registration'. Below the heading, the text reads: 'You have successfully registered in eSAM as an Australian Disability Enterprises user for JobAccess Secure. Please return to the login page for JobAccess Secure and login.' At the bottom, there are navigation links: Home, Conditions of Use, Privacy, Help, Accessibility, Who Am I, and a copyright notice: © 2022 - Department of Employment and Workplace Relations.

- To complete the registration, you will need to click on the **JobAccess Secure** link from the page which will re-direct you to the login screen.
- From here on in, you can login to the JobAccess website just by using the 'Sign-in with myGov' button.

1. Click on 'Start New SWS application'.

Employers, ADEs, or Service Providers can lodge an SWS application.



2. Select who will be lodging the application from the drop down list (Employer, ADE or Service Provider) and then click next at the bottom on the page.

SWS New Application

Supported Wage System

Search

New Application

Existing application

Assessment

Note: Required fields are marked with an asterisk *

Supported Wage System application creation

You can lodge a form for yourself, for one of your staff members or for a client depending on the circumstances surrounding the application.

Please select how you will be lodging this application (required): *

The site's terms and conditions then display.

SWS Terms and Conditions

Supported Wage System

Search

New Application

Existing application

Assessment

Note: Required fields are marked with an asterisk *

Terms and Conditions:

Supported Wage System (SWS) in Open Employment.

I understand that this SWS Application is to be used by Australian Government employment service providers and employers seeking assistance under the Supported Wage System.

1. By submitting this SWS Application Form:

a) I acknowledge that:

I. All personal information that I have provided in this SWS application form is protected by law;

Please check this box to confirm that you have read, understood and agree to the above statements (required): *

3. You must tick the box at the bottom of the page and then click submit to proceed.

Application form

Note: All fields marked with an asterisk* are mandatory.

4. There are five steps/tabs to the online application and you need to complete all five steps – use the ‘Previous’ and ‘Next’ buttons to navigate through the application tabs.

Your SWS Application ID number will display at the top right corner.

5. Fill in your personal details at Step 1 – Individual / Employee.

The screenshot shows the SWS Application form interface. At the top, there is a dark header with 'SWS' on the left and 'SWS Application' in the center. On the right side of the header, the 'SWS Application ID: 93225' is displayed and circled in red. Below the header, a note states: 'Note: Required fields are marked with an asterisk *'. The form is divided into five steps: Step 1 (Employee), Step 2 (Nominee), Step 3 (Employer), Step 4 (Employment), and Step 5 (Certification). Step 1 is currently active. The 'Employee details' section includes a dropdown for 'Primary disability' (set to 'Physical'), fields for 'Title' (Mrs), 'First Name' (Patricia), 'Middle Name' (Marguerita), and 'Surname' (Cosgrove). It also has fields for 'E-mail address' (cossie@grapevine.com.au) and 'Job title' (Receptionist). The 'Date of Birth' is 12/02/1980, and 'Gender' is Female. The 'Employee identifies as' section has radio buttons for 'Aboriginal', 'Torres Strait Islander', 'South Sea Islander', 'Having a cultural or linguistically diverse background', and 'Does not identify, or is unknown' (which is selected).

6. Click ‘Save/Next’ to proceed to Step 2.

7. Complete Nominee details at Step 2 - Select ‘yes’ and complete all fields if a nominee is acting on the employee’s behalf, and then select the Next button.

8. Click ‘Save/Next’ to proceed to Step 3 – Employer.

9. Provide details of Employer at Step 3. To look up your employer’s ABN go to <http://www.abr.business.gov.au/>

10. Click ‘Save/Next’ to proceed to Step 4. Employment Details.

11. Complete Employment details at Step 4.

12. Click ‘Save/Next’ to proceed to Step 5 - Certification.

13. Read and tick the box at the bottom of Certification tab, add any additional information that may be relevant such as an Employment Assistance Fund (EAF) application for workplace modifications. Click 'Submit'. The Department of Social Services Assessment Team will process the application and contact you.

SWS | SWS Application | SWS Application ID: 93225

Note: Required fields are marked with an asterisk *

Application ID: 93225 | Applicant type: Employer | Status: Incomplete

Step 1 Employee ✓ | Step 2 Nominee ✓ | Step 3 Employer ✓ | Step 4 Employment ✓ | Step 5 Certification !

Certification

Certification Text

I certify that:

To the best of my knowledge the details entered on this form are true and correct;

- * I have adhered to the Guidelines and SWS procedures outlined in this form and I have collected/filled evidence to support this;
- * Giving false or misleading information is a serious offence;
- * The Department of Social Services (The Department) may access the employee's records and file to ensure that procedures have been followed and contractual obligations met;
- * All parties have been informed of and fully understand the conditions of employment under SWS provisions. The employee, and where appropriate, his/her nominee have been informed of how wages and conditions are determined and the consequences of this, and agree to the SWS assessment being undertaken.
- * All parties agree to comply with, and be bound by the Supported Wage System Overview and I understand that if I knowingly make false statements, I may be liable for prosecution; and
- * All parties to this application are aware that the Department has authority to approach Centrelink for information to determine eligibility for SWS.

Please check this box to confirm that you have read, understood and agree to the above statements.

Comment

Before submitting this application please enter any extra information you wish to add (maximum of 4000 characters):

The employee will also need workplace modifications - refer EAF application # 123456

Cancel | Previous | Submit

SWS | Search application | SWS Application ID: 93225

Supported Wage System

- Search application
- Search assessment

New Application

- Existing application
- Assessment

Success message

- We will contact you shortly after receipt of this form to discuss.
- Action is required by the Supported Wage Management Unit in order to process the application.
- The Application number for this SWS Application is: 93225

Note: Required fields are marked with an asterisk *

Search criteria

Application ID: | Job seeker ID: |

Employee surname: | Application status: |

Employer state: | Employer name: |

Date submitted from: | Date submitted to: |

Order by

1st order: Application ID | 2nd order: Application status | Order type: Descending

Clear | Search

14. If you do not receive a 'Success message', please contact the Assessment Team on 1800 065 123.