

ADMS - Accessing the ADMS Portal to claim incentives for Employers

The start date on the Training Contract will determine the format of your Claim Forms.

- Start dates PRIOR to 1/7/22 will only find the BAC Wage Subsidy on the ADMS Portal.
 - Start dates AFTER 1/7/22 will now find ALL claims on the ADMS Portal.
1. The government has introduced a new database called the Apprenticeships Data Management System (ADMS)
 2. Claims will only be visible on ADMS as they become due, and if they meet the dot points above.
 3. You will need to register to get a myGovID for the business. (See instructions below)
 4. Once you register for a myGovID and follow the remaining steps, you will have created access to your ADMS Portal Account. You will now complete your claim forms via the ADMS portal.
 5. As each incentive/payment becomes available, you will receive an email advising you to go into the ADMS Portal and complete your claim form/s.
 - If your bank details are not appearing on the claim form, you will not be able to lodge your claim yet:
 - You must email your bank details to Mas National at ADMSassistance@masexperience.com.au with the subject line '**Bank Details for ADMS**'. We will then enter your bank details into the ADMS database and if you check your claim form again a few days later the bank details will now appear as a selection option.
 - If the legal name, trading name or ABN has changed, please contact Mas National and we will send you the necessary form required.
 - If the Employer Contact Person or Email Address has changed, please contact Mas National so we can arrange for details to be amended.

3 Step Set-up:

The business owner or a principal authority will need to do the initial set-up and can then nominate an authorised administrator to act on behalf of the business and complete the claim forms.

- If you are nominating an authorised administrator, they will only have access for 12 months, after which time the business owner or principal authority will need to renew the authorisation.

STEP 1:

Business Owner/Principal Authority: Create a myGovID Digital Identity by going to <https://www.mygovid.gov.au/>.

NOTE: myGovID is not the same as your personal myGov account.

- Follow the instructions on the website and **ensure you read each section carefully**, for security reasons.
- To access the portal, you will need 'Strong' identity strength.
- If you have any issues with setting this up, phone 1300 287 539 and select option '2' for myGovID enquiries.

What is the difference between myGov and myGovID?

MyGovID lets people prove who they are when using government online services – like an ID on your phone, rather than having to visit a government office or shopfront.

MyGov is the front door to a range of government online services, including Medicare, myTax and Centrelink, in the one portal using a single login and password.

STEP 2:

Link your myGovID to your ABN in the Relationship Authorisation Manager (RAM) database.

<https://info.authorisationmanager.gov.au/get-started>

- This is also where you can nominate an authorised administrator to action the claim forms on the business' behalf.
- If you have any issues with setting this up, phone 1300 287 539 and select option '3' for RAM enquiries.

STEP 3:

Link your myGovID to your Apprenticeships Data Management System (ADMS) account. [Sign in - ADMS](#)

australianapprenticeships.gov.au

- ADMS is the portal where you will now find your BAC claims for Round 6 onwards for Australian Apprentices that started **before 1/7/22**, or your general incentives for Australian Apprentices that started **after 1/7/22**.

Quick Reference: Who to contact -

myGovID – Phone: 1300 287 539 then select option '2'.

- If you are unable to set up your myGovID account

Relationship Authorisation Manager (RAM) – Phone: 1300 287 539 then select option '3'.

- If you are unable to link your myGovID to your ABN.

Mas National – Phone: 1300 627 628 –

- If you need to update any of your business details (i.e. Legal Name, Trading Name, ABN, Contact Name, Email Address)
- If you need to have your bank account details added to the ADMS database and appear on your claim forms.
- If you are having issues with your claim forms.
- If you have questions about your eligibility.