

Regional Broadband Scheme reporting

Instructions for carriers

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1. Making a reporting submission using the RBS portal

The Regional Broadband Scheme (RBS) reporting portal enables you to meet your reporting obligations under section 100 of the *Telecommunications (Consumer Protection and Service Standards) Act 1999*.

You will need a myID to use the portal

Access to the RBS Portal is only available through the myID authentication service, a secure login that identifies those acting on behalf of businesses when assessing government services provided online.

Details on setting up a myID are available on our [Using the RBS reporting portal](#) webpage.

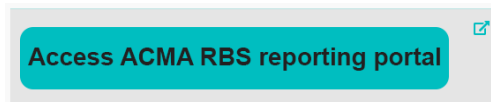
Please note:

- These instructions provide general information and simplified guidance on the operation of the RBS. It is not a substitute for legal advice. Carriers should seek their own legal advice about how the scheme applies to their individual circumstances.
- Read more about the [scheme](#) and how it works. Our [decision tree](#) may help you determine what you need to report on.

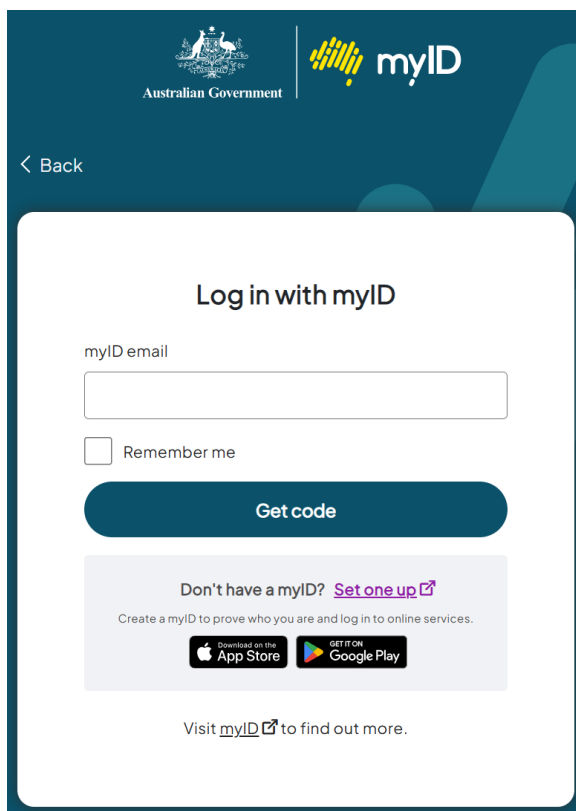
2. Logging in to the RBS portal

How to log in: *existing* users

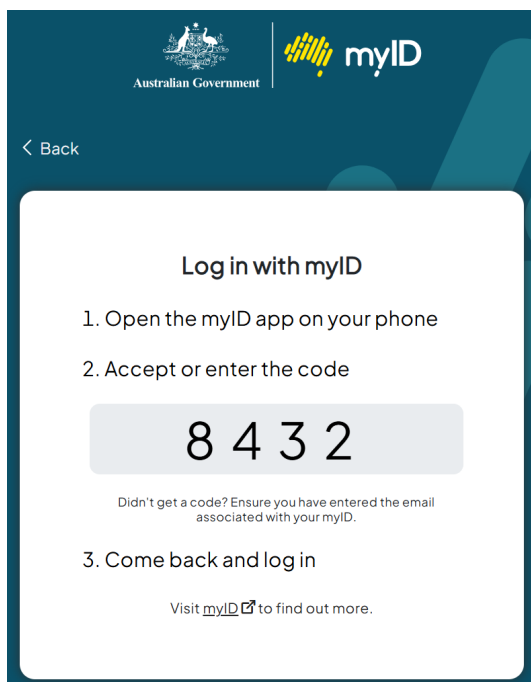
1. Go to the ACMA's [Regional Broadband Scheme \(RBS\) reporting portal](#) webpage and select the '**Access ACMA RBS reporting portal**' button (shown below):



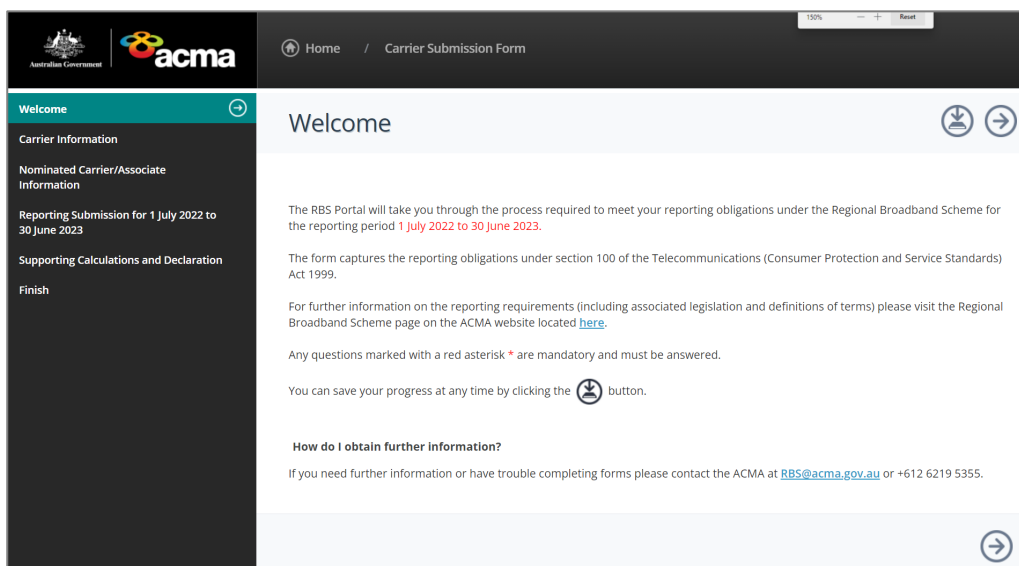
2. You will be redirected to the '**Government Authentication Service**' where you will be required to log in with your myID email:


A screenshot of the myID login page. At the top, there is a dark blue header with the Australian Government crest and the myID logo. Below the header is a white card with a dark blue border. The card has a "Log in with myID" title, a "myID email" label, and a text input field. Below the input field is a "Remember me" checkbox. A dark blue "Get code" button is centered below the checkbox. Below the button is a light grey box containing the text "Don't have a myID? Set one up" with a link icon, followed by "Create a myID to prove who you are and log in to online services." and two app store download buttons for the App Store and Google Play. At the bottom of the card, it says "Visit myID" with a link icon, followed by "to find out more."

3. Once you have been directed to the Authentication screen, open the myID app on your phone and accept or enter the code given:



4. Once you are logged in to the RBS portal, you will see the 'Welcome' page:



5. On the 'Welcome' page, select the arrow icon  to navigate to the 'Carrier Information' page. Go to section 3 of this instruction: 'Completing the carrier submission form'.

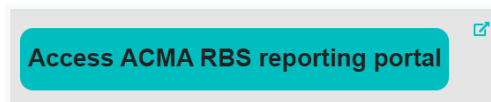


NOTE:

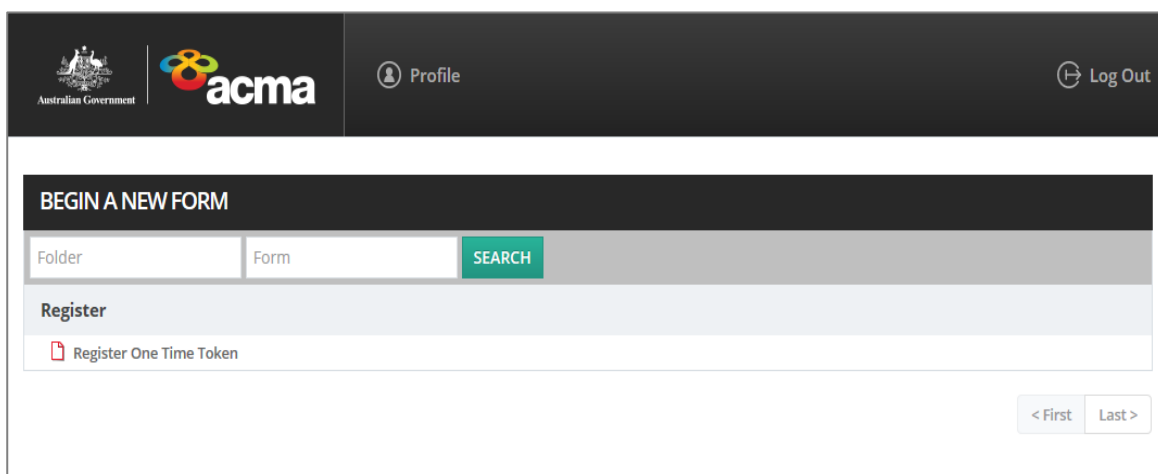
If you cannot see the 'Welcome' page, follow the instructions under 'How to log in: first-time users' below.

How to log in: *first-time* users

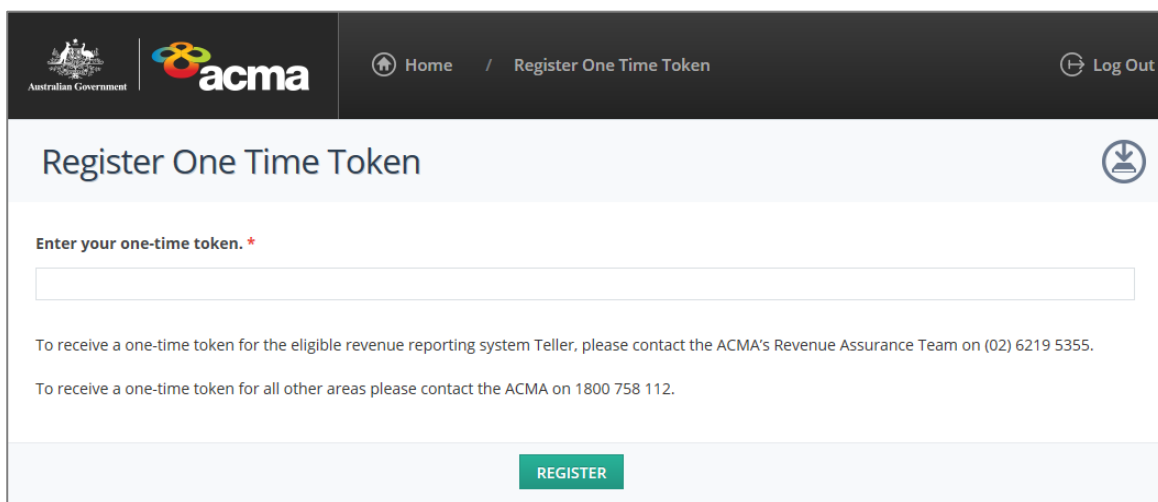
1. You will need the one-time token to access the RBS portal for the first time. Please email rbs@acma.gov.au to get your token.
2. Once you have your token, go to the ACMA's [Using the RBS reporting portal](#) webpage and select the '**Access ACMA RBS reporting portal**' button (shown below):



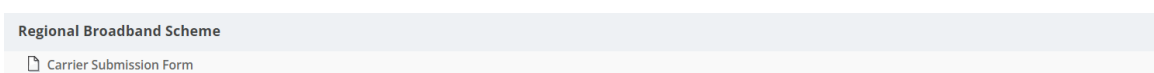
3. Select '**Register One Time Token**':



4. Enter your token on the '**Register One Time Token**' page and click '**Register**':



5. Once you have access, you will be able to view the '**Carrier Submission Form**':




3. Completing the carrier submission form



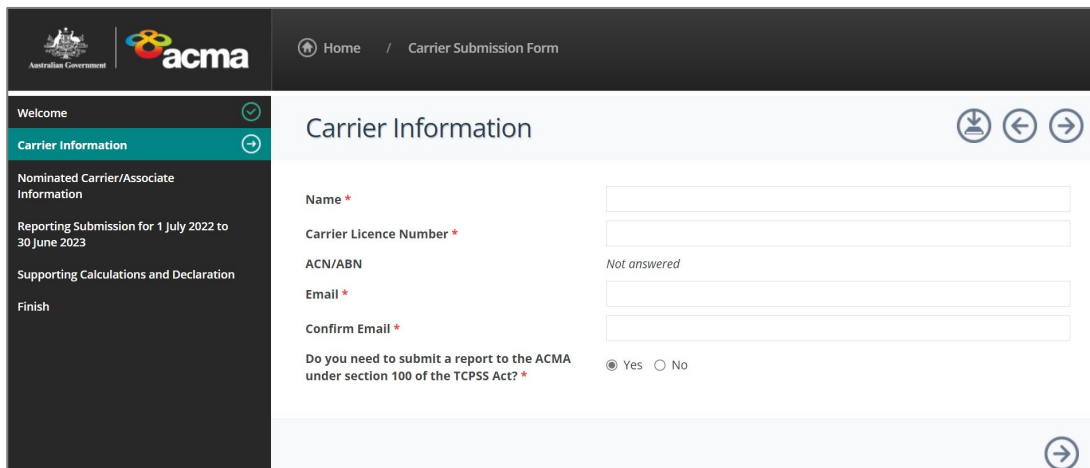
NOTE:

Questions in the portal that are marked with a red asterisk * are mandatory and must be answered.

Save your progress at any time by clicking the save  button.

Carrier information

1. On the 'Carrier Information' page, check that your name and email address are correct.
2. If any of the details are incorrect, complete the [Authorised Contact Registration Form](#) and submit to the ACMA by emailing rbs@acma.gov.au.




The screenshot shows the ACMA Carrier Information form. The left sidebar contains a navigation menu with the following items: Welcome (checked), Carrier Information (active), Nominated Carrier/Associate Information, Reporting Submission for 1 July 2022 to 30 June 2023, Supporting Calculations and Declaration, and Finish. The main content area is titled 'Carrier Information' and includes the following fields: Name *, Carrier Licence Number *, ACN/ABN (with a 'Not answered' note), Email *, and Confirm Email *. At the bottom, there is a question: 'Do you need to submit a report to the ACMA under section 100 of the TCPSS Act? *' with radio buttons for 'Yes' (selected) and 'No'. Navigation icons (back, forward, and a download icon) are located in the top right corner of the form area.


3. Check 'Yes' or 'No' to the question of whether you need to submit a report to the ACMA under section 100 of the TCPSS Act.

If you select 'No' for the reporting option:

The screenshot shows a web form for reporting to the ACMA. At the top, it asks "Do you need to submit a report to the ACMA under section 100 of the TCPSS Act?" with radio buttons for "Yes" and "No". Below this, it says "If No, please select a reason" with a dropdown menu. The "Reporting Year" is set to "1 July 2021 to 30 June 2022". There is a section for "Documentation Supporting Calculations" with an "UPLOAD NEW" button and "Add Supporting Document" / "Remove Supporting Document" links. A "Declaration of submission" section contains a checkbox and a statement: "All of the information submitted in this form and any attached documents, is true and correct to the best of my knowledge and belief. I understand that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code 1995." At the bottom right, there is a blue arrow icon pointing right.

1. It is not mandatory for carriers to provide a reason or documentation if they are not required to report. However, if you wish to provide further information, please select the relevant reason and or upload document under 'Documentation supporting calculations'.
2. Tick the '**Declaration of submission**' box, certifying that the information being provided in the form and any attached documents is, to the best of your knowledge, true and correct.
3. Select the arrow icon  to navigate to the '**Finish**' page.
4. Upon submission, an acknowledgement will appear on screen, and will also be sent to the email address provided at the start of the form.

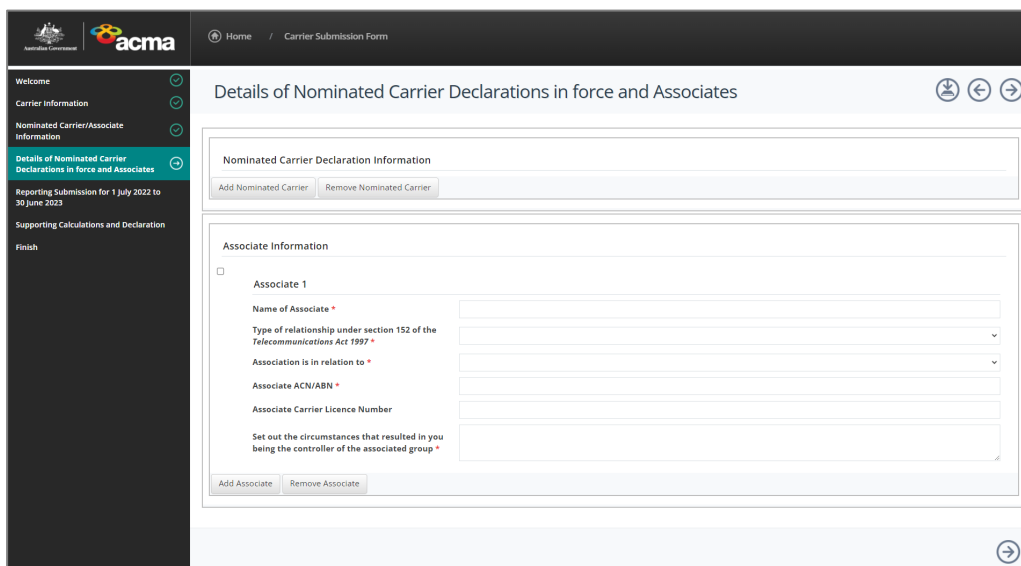
If you select 'Yes' for the reporting option:

1. Select the arrow icon  to navigate to the '**Nominated Carrier/Associate Information**' page.
2. Depending on your organisational structure, answer the questions relating to nominated carriers and associates.

The screenshot shows the "Nominated Carrier/Associate Information" page of the ACMA reporting form. The left sidebar has a menu with "Welcome", "Carrier Information", "Nominated Carrier/Associate Information" (highlighted), "Details of Nominated Carrier Declarations in Force and Associates", "Reporting Submission for 1 July 2022 to 30 June 2023", "Supporting Calculations and Declaration", and "Finish". The main content area contains several questions with radio buttons for "No" and "Yes":
1. "Are you a nominated carrier in relation to one or more local access lines in relation to which a nominated carrier declaration is in force?"
2. "How many Nominated Carrier Declarations are in relation to fixed local access lines?" (with a text input field)
3. "Does your reporting include premises that are related to these NCDs?"
4. "Do you wish to report on recently connected greenfield premises that were connected to a carrier's network on or before 30 June 2019?"
5. "Are you part of an associated group?"
6. "Are you the controller of the associated group?"
At the bottom right, there is a blue arrow icon pointing right.

3. Select the arrow icon  to navigate to the next page.

4. If you answered 'No' to the questions relating to both 'Nominated Carrier Declaration' and 'Associated Group', you will be taken directly to the 'Reporting Submission' page.
5. If you answered 'Yes' to the question(s) relating to 'Nominated Carrier Declaration in force' and/or 'Associated Group', you will be taken to the 'Details of Nominated Carriers Declaration in force and Associates' page.
6. Complete the information. If you have more than one nominated carrier under a declaration, select the 'Add Nominated Carrier' button in the bottom left-hand corner to include their details. If you have more than one associate, select the 'Add Associate' button in the bottom left-hand corner to include their details.



The screenshot shows the ACMA Carrier Submission Form interface. The sidebar on the left contains the following links: Welcome, Carrier Information, Nominated Carrier/Associate Information, Details of Nominated Carrier Declarations in force and Associates (highlighted), Reporting Submission for 1 July 2022 to 30 June 2023, Supporting Calculations and Declaration, and Finish. The main content area is titled 'Details of Nominated Carrier Declarations in force and Associates'. It features a section for 'Nominated Carrier Declaration Information' with buttons for 'Add Nominated Carrier' and 'Remove Nominated Carrier'. Below this is the 'Associate Information' section, which includes a checkbox for 'Associate 1' and a form with fields for 'Name of Associate', 'Type of relationship under section 152 of the Telecommunications Act 1997', 'Association is in relation to', 'Associate ACN/ABN', and 'Associate Carrier Licence Number'. There is also a text area for 'Set out the circumstances that resulted in you being the controller of the associated group'. Buttons for 'Add Associate' and 'Remove Associate' are at the bottom of the form.

7. Select the arrow icon  to navigate to the 'Reporting Submission' page.

Reporting submissions

The answers provided at the '**Nominated Carrier/Associate Information**' page will determine the reporting submission that you need to complete.

1. Number of chargeable premises

Complete the number of premises that were supplied with a designated broadband service by any carriage service provider through a local access line owned by you for the whole or part of the month. If no premises were supplied during the month, enter '0'.

The screenshot shows the ACMA Carrier Submission Form. The left sidebar contains a navigation menu with the following items: Welcome, Carrier Information, Nominated Carrier/Associate Information, Details of Associates, Reporting Submission for 1 July 2022 to 30 June 2023 (highlighted), Supporting Calculations and Declaration, and Finish. The main content area is titled 'Reporting Submission for 1 July 2022 to 30 June 2023'. Below this, there is a section for 'Carrier Reporting' with a table for entering data. The table has three columns: MONTH, NUMBER OF CHARGEABLE PREMISES, and RECENTLY CONNECTED GREENFIELD PREMISES. The rows represent the months from July to June. Below the table, there is a text box for providing a detailed explanation of the calculations.

MONTH	NUMBER OF CHARGEABLE PREMISES	RECENTLY CONNECTED GREENFIELD PREMISES
July	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>
January	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>

Please explain in detail how you calculated these figures (for example, describe the methodology you used and provide the assumptions, source figures and other data underpinning your calculations) *

2. Concessions:

a. Recently connected greenfield premises

This amount is limited to the '**Number of Chargeable Premises**' claimed or 55,000, whichever is the lower.

b. Potentially concessional premises

This amount is limited to the '**Number of Chargeable Premises**' claimed or 25,000, whichever is the lower.

3. Provide a detailed explanation of how the figures were derived within the text box.


4. In relation to '**Nominated Carrier Declaration Reporting**', complete the number of premises that were supplied with a designated broadband service by any carriage service provider through a local access line for which you are a nominated carrier where a nominated carrier declaration is in force for the whole or part of the month. If no premises were supplied during the month, enter '0'.

Nominated Carrier Declaration Reporting *


Entity - Entity 1

MONTH	NUMBER OF PREMISES UNDER NOMINATED CARRIER LICENCE
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Please explain in detail how you calculated these figures (for example, describe the methodology you used and provide the assumptions, source figures and other data underpinning your calculations) *



5. Provide a detailed explanation of how the figures were derived within the text box.

6. Select the arrow icon  to navigate to the 'Supporting Calculations and Declaration' page.

acma

Home / Carrier Submission Form

Supporting Calculations and Declaration

Do not upload the same named file more than once.

Documentation Supporting Calculations *

Please upload documentation in support of the calculations of the premises reported.

☐ [UPLOAD NEW](#)

[Add Supporting Document](#) [Remove Supporting Document](#)

Please note: The ACMA may request further information or documents from you to verify the matters in this form if insufficient details are provided. Under section 102P of the Telecommunications (Consumer Protection and Service Standards) Act 1999, if the ACMA believes on reasonable grounds that a carrier or carriage service provider has information or a document relevant to the operation of Divisions 4, 5, 6 or 7 of Part 3 of the Act, subsection 102ZF(4) of the Act or the Telecommunications (Regional Broadband Scheme) Charge Act 2020, the ACMA may, by written notice, require it to give such information, documents, or copies of documents to the ACMA.

Upload Statutory Declaration *

Please download the Statutory Declaration template from the Regional Broadband portal and upload a completed and signed Statutory Declaration below.

[UPLOAD NEW](#)


Additional Supporting Documentation

☐ [UPLOAD NEW](#)



[+](#) [-](#)

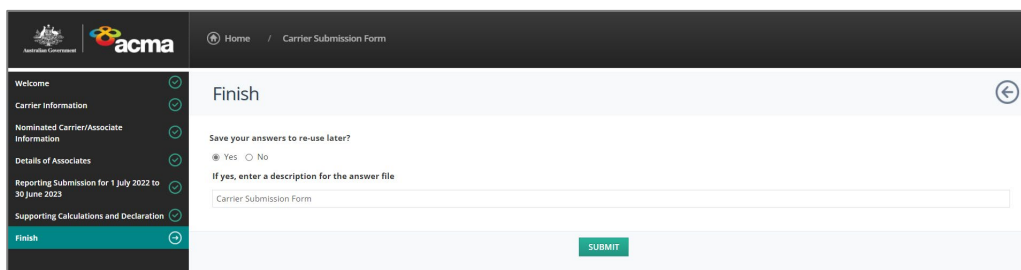
Declaration of submission *

☐ All of the information submitted in this form and any attached documents, is true and correct to the best of my knowledge and belief. I understand that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code 1995.




Supporting calculations and declaration

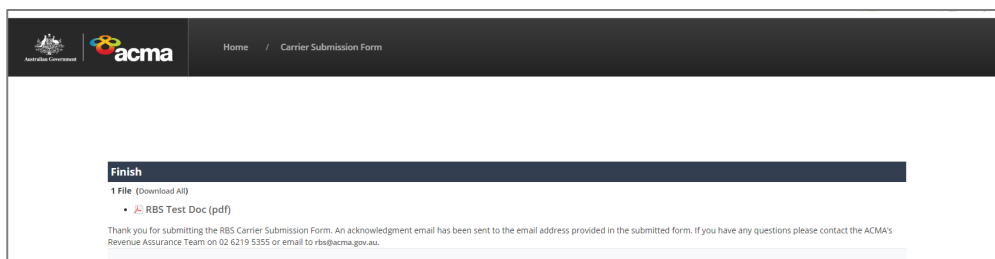
1. Please upload information to substantiate what is being reported under **'Documentation Supporting Calculations'**.
2. Download the [statutory declaration template](#) available from the ACMA website and upload an executed version.
3. If any additional supporting documentation in substantiation of what is being reported is being included as part of the submission, upload it under **'Additional Supporting Documentation'**. To upload more than one document, select the  button.
4. Read and agree to the **'Declaration of submission'**.
5. Please select the arrow icon  to navigate to the **'Finish'** page.



The screenshot shows the 'Finish' page of the ACMA Carrier Submission Form. On the left is a sidebar with a list of steps: Welcome, Carrier Information, Nominated Carrier/Associate Information, Details of Associates, Reporting Submission for 1 July 2022 to 30 June 2023, Supporting Calculations and Declaration, and Finish (which is highlighted with a green circle). The main content area has a heading 'Finish' and a back arrow. Below the heading are two questions: 'Save your answers to re-use later?' with radio buttons for 'Yes' and 'No', and 'If yes, enter a description for the answer file' with a text input field containing 'Carrier Submission Form'. At the bottom right is a green 'SUBMIT' button.

Finishing and submitting your application

1. Complete the questions and select the  button.
2. Upon submission, an acknowledgement will appear on screen, and will also be sent to the email address provided at the start of the submitted form.



The screenshot shows the acknowledgement page after submission. It features the ACMA logo and a breadcrumb trail 'Home / Carrier Submission Form'. A dark blue bar with the word 'Finish' is at the top. Below it, a section titled '1 File (Download All)' lists 'RBS Test Doc (pdf)'. At the bottom, a small text block reads: 'Thank you for submitting the RBS Carrier Submission Form. An acknowledgment email has been sent to the email address provided in the submitted form. If you have any questions please contact the ACMA's Revenue Assurance Team on 02 6219 5355 or email to rbs@acma.gov.au.'

4. Further information

For further information on the reporting requirements (including associated legislation and definitions) visit the [RBS page](#) on the ACMA website.

If you need further information or have trouble completing forms, contact the ACMA at rbs@acma.gov.au.