

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.

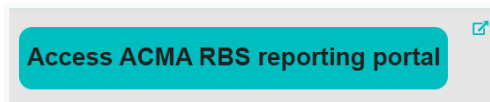
Please note:

- 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.

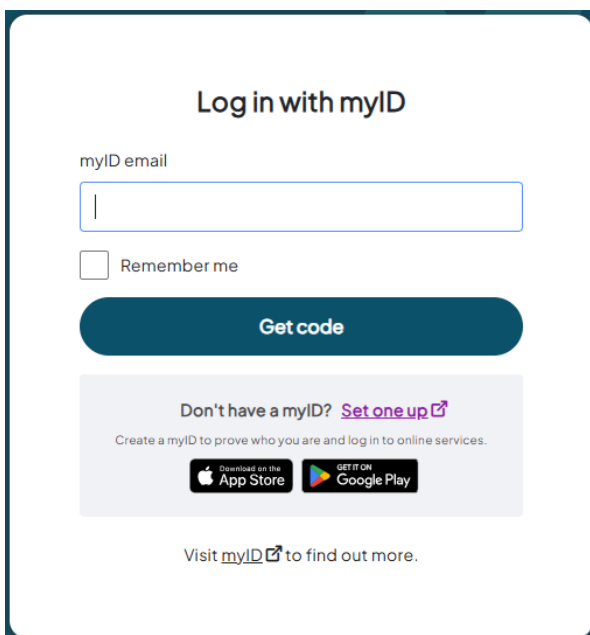
2. Logging in to the RBS portal

How to log in: *existing* users

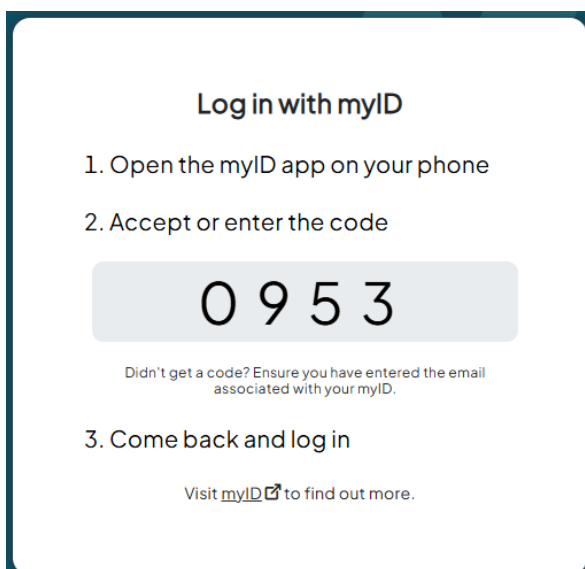
1. Go to the ACMA's [Regional Broadband Scheme \(RBS\) reporting portal](#) webpage and select the 'Access ACMA RBS reporting portal' button (shown below):



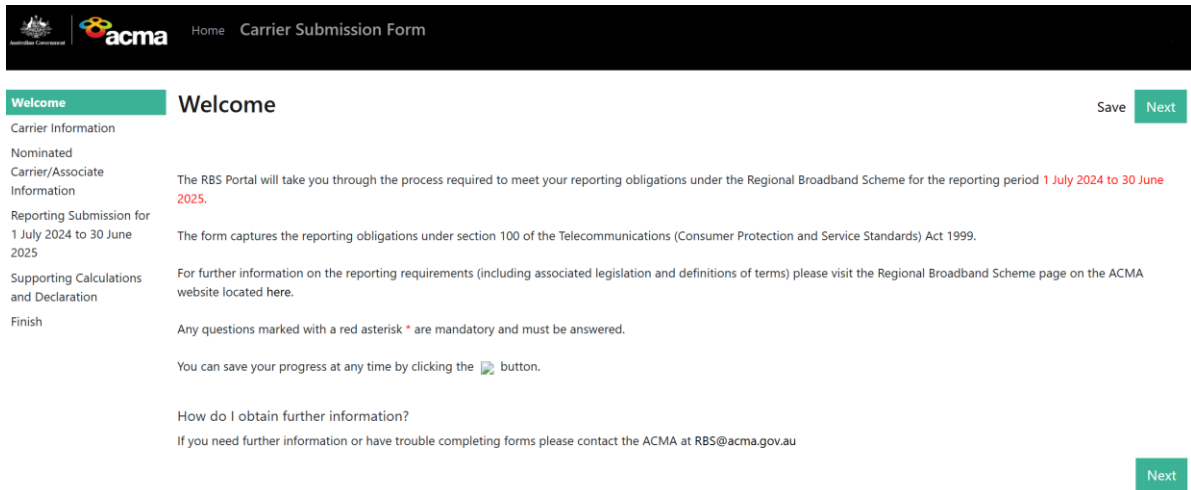
2. You will be redirected to the 'Government Authentication Service' where you will be required to log in with your myID email:


A screenshot of the "Log in with myID" form. It features a text input field for "myID email", a "Remember me" checkbox, and a dark teal "Get code" button. Below the button, there is a link "Don't have a myID? Set one up" and instructions to create a myID. At the bottom, there are "Download on the App Store" and "GET IT ON Google Play" buttons, and a link to "Visit myID 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:

A screenshot of the "Log in with myID" authentication screen. It lists two steps: "1. Open the myID app on your phone" and "2. Accept or enter the code". A large grey box displays the code "0953". Below the code, it says "Didn't get a code? Ensure you have entered the email associated with your myID." and "3. Come back and log in". At the bottom, there is a link to "Visit myID to find out more."

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



5. On the **'Welcome'** page, select the next button  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):



Access ACMA RBS reporting portal

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



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

Register One Time Token

Register One Time Token

Enter your one-time token. *

To receive a one-time token, please contact the ACMA's Customer Service Centre via info@acma.gov.au and specify which business area the access relates to. (i.e. Accredited Person Submission, Licensing, Media Ownership Diversity, Regional Radio, Telecomm Complaints Reporting) along with your ABN.

Register

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

Begin a New Form

Regional Broadband Scheme

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.

Welcome **Carrier Information**

Carrier Information

Do you need to submit a report to the ACMA under section 100 of the TCPSS Act? * Yes No

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:

Do you need to submit a report to the ACMA under section 100 of the TCPSS Act? Yes No

If No, please select a reason

Reporting Year

Documentation Supporting Calculations


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 Act 1995.

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

3. Select the next button  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.

7. Select the next button  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 page title is "Reporting Submission for 1 July 2024 to 30 June 2025". 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 2024 to 30 June 2025 (highlighted in green), Supporting Calculations and Declaration, and Finish. The main content area is titled "Carrier Reporting *". It features a table with two columns: "Month" and "Number of chargeable premises". The rows correspond to the months from July to June. Below the table, there is a text box with the instruction: "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) *". A "Next" button is located at the bottom right of the form.

Month	Number of chargeable premises
July	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>
October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<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) *

Next


2. Provide a detailed explanation of how the figures were derived within the text box.
3. 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	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>
October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<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) *

Next

4. Provide a detailed explanation of how the figures were derived within the text box.
5. Select the next button  to navigate to the 'Supporting Calculations and Declaration' page.



- Welcome
- Carrier Information
- Nominated Carrier/Associate Information
- Details of Nominated Carrier Declarations in force
- Reporting Submission for 1 July 2024 to 30 June 2025
- Supporting Calculations and Declaration**
- Finish

Supporting Calculations and Declaration

Save [Back](#) [Next](#)

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

Add 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 102ZFA(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

Additional Supporting Documentation

Upload



Add

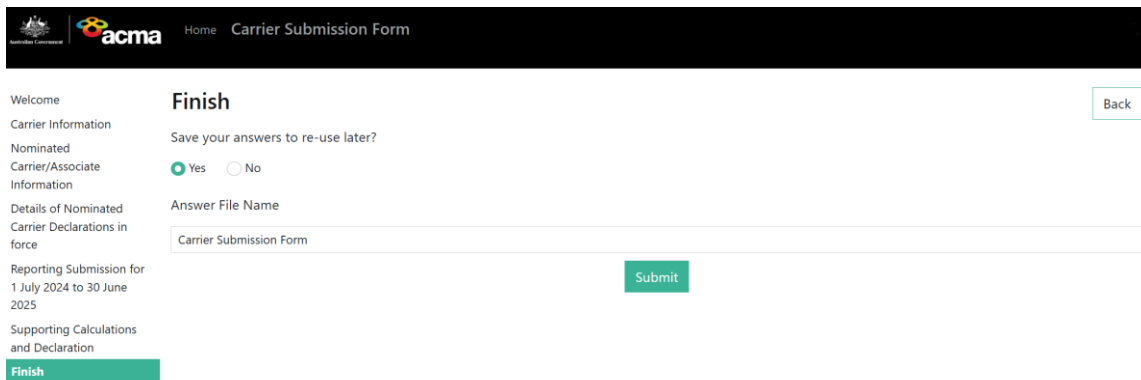
Declaration of submission *

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 Act 1995.

[Next](#)


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 next button  to navigate to the **'Finish'** page.



The screenshot shows the 'Finish' page of the ACMA Carrier Submission Form. The page header includes the ACMA logo and navigation links for 'Home' and 'Carrier Submission Form'. The main content area is titled 'Finish' and includes a 'Back' button. The page is divided into several sections: 'Carrier Information', 'Nominated Carrier/Associate Information', 'Details of Nominated Carrier Declarations in force', 'Reporting Submission for 1 July 2024 to 30 June 2025', and 'Supporting Calculations and Declaration'. The 'Supporting Calculations and Declaration' section is highlighted in green. The 'Finish' button is also highlighted in green. The 'Answer File Name' field contains the text 'Carrier Submission Form' and has a 'Submit' button next to it. The 'Save your answers to re-use later?' section has radio buttons for 'Yes' (selected) and 'No'.

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.

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.