

Changes to the way you claim the Boosting Apprenticeship Commencement (BAC) Wage Subsidy

The way you claim your BAC Wage Subsidy for Round 6 (1/1/22 – 31/3/22) onwards will be different from previous Rounds.

1. MAS will no longer be responsible for processing these claims. BAC claims will now be processed by Services Australia (Phone: 132 307) using a new database called Apprenticeships Data Management System (ADMS);
 - **However MAS will still be responsible for all Round 1-5 BAC claims and all other Apprenticeship Incentive Payments.**
2. You will need to register to get a myGovID for the business.
3. 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 BAC 6+ claim forms via the ADMS portal.
 - **NOTE:** Only apprentices eligible for the BAC Wage Subsidy will be visible on the portal. So if apprentices commenced with you prior to 5/10/20 or after 31/3/22, then they won't appear in the portal.
4. As each Round becomes available, you will receive an email from Services Australia 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 and not available for selection, you will not be able to lodge it, nor will you be able to enter your bank details.
 - You must email your bank details to Mas National at bac@masexperience.com.au with the subject line '**Bank Details for BAC**'. 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.
 - 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 myGov account.

- Follow the instructions on the website and **ensure you read each section carefully**, for security reasons.
- To access the portal used for the BAC Wage Subsidy Claims, you will need 'Standard' identity strength or higher.
- 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.

Quick Reference: Who to contact -

Services Australia - Phone: 132 307 –

- If you are having issues with your BAC Round 6 (Claim Period: 1/1/22 – 31/3/22) onwards.

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 BAC claim forms.
- If you have any questions regarding BAC Round 1-5 (Claim Period: 5/10/20 – 31/12/21)

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.