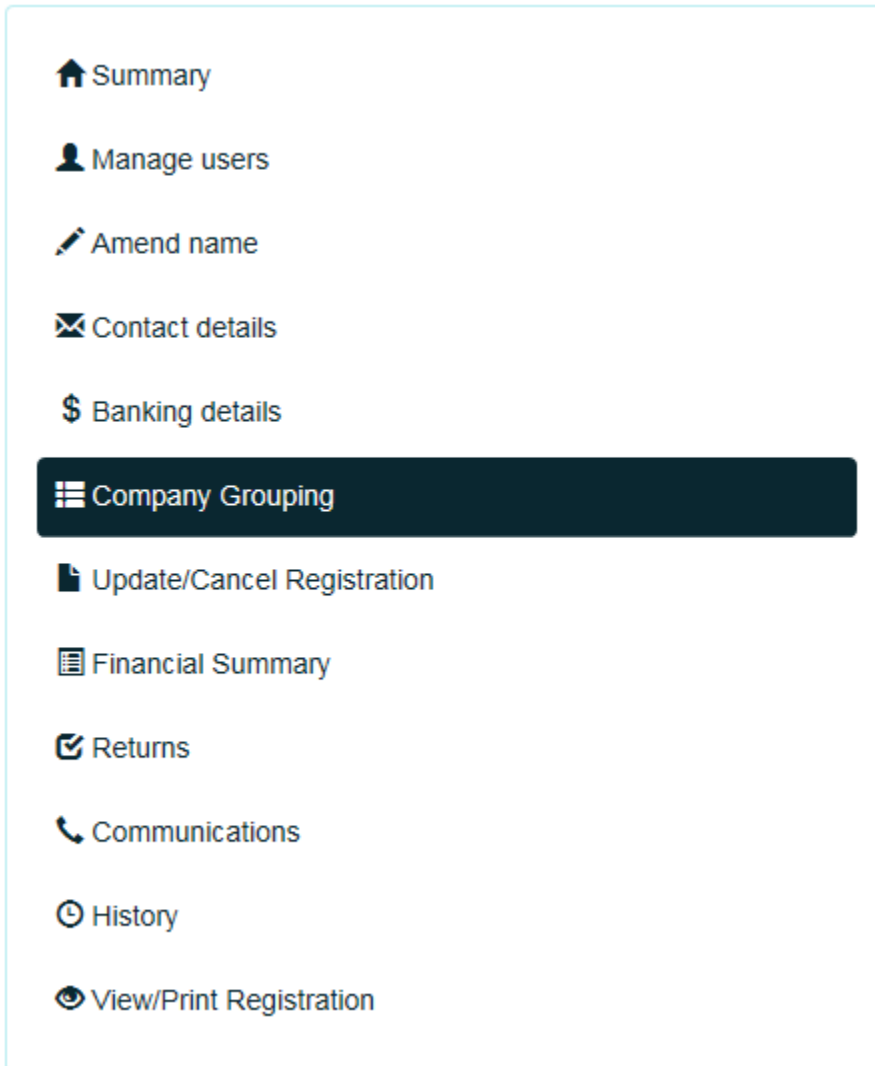


Joining a group

1. Click on your account name from the home menu.
2. Click on the **Company Grouping** menu as follows:



3. Click on the **Join Group** link.
4. The following screen is displayed:

Grouping

Group type	Select... <input type="button" value="v"/> <input type="button" value="?"/>
Estimated group wages for the current financial year (full annual wages estimate for this year)	\$ <input type="text"/> <input type="button" value="*"/>
Effective from date	<input type="text"/> <input type="button" value="*"/>
Comments	<input type="text"/> <input type="button" value="*"/>

5. Select the **Group type** from the dropdown list.
6. If **Tas Group** is selected, enter details of entities your are grouped with as follows:

Grouping

Group type	Tas Group <input type="button" value="v"/> <input type="button" value="?"/>
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Please provide details of one or more entities you are grouped with.

Group claim method	Shared Threshold Entitlement <input type="button" value="v"/> <input type="button" value="*"/>
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Will this entity be the group co-ordinator?

Group members	<table><tr><td>ABN</td><td><input type="text"/> <input type="button" value="*"/></td></tr><tr><td>Name</td><td><input type="text"/> <input type="button" value="*"/></td></tr><tr><td>Tas Account Number</td><td><input type="text"/></td></tr></table>	ABN	<input type="text"/> <input type="button" value="*"/>	Name	<input type="text"/> <input type="button" value="*"/>	Tas Account Number	<input type="text"/>
ABN	<input type="text"/> <input type="button" value="*"/>						
Name	<input type="text"/> <input type="button" value="*"/>						
Tas Account Number	<input type="text"/>						

7. Enter the **Estimated group wages for the current financial year**.
8. Enter the **Effective from date**.
9. Enter **Comments**.
10. Click on the **Submit** button.
11. The following screen is displayed:

Grouping Result

The action has been successfully processed.