

Updating the return frequency

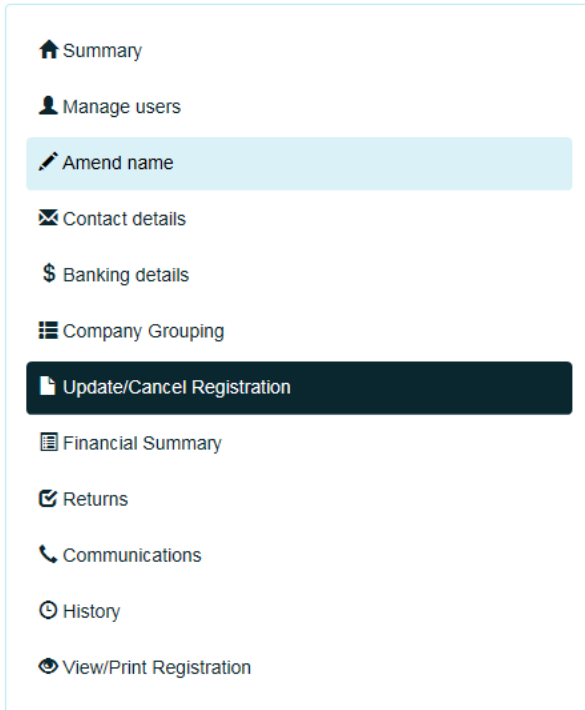
1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

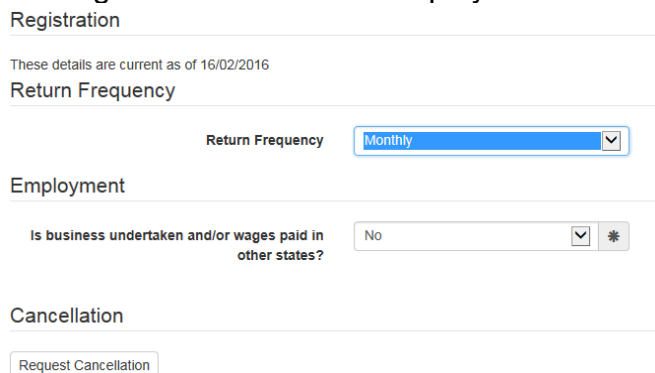
7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your required account.
3. Click on the **Update/Cancel Registration** menu as follows:



A screenshot of a mobile application menu for account management. The menu items are: Summary, Manage users, Amend name, Contact details, Banking details, Company Grouping, Update/Cancel Registration (highlighted in dark blue), Financial Summary, Returns, Communications, History, and View/Print Registration.

4. The registration details are displayed as follows:



A screenshot of the registration details form. It shows the following sections and fields:

- Registration**
 - These details are current as of 16/02/2016
 - Return Frequency**: A dropdown menu with 'Monthly' selected.
- Employment**
 - Is business undertaken and/or wages paid in other states?**: A dropdown menu with 'No' selected and a '*' icon.
- Cancellation**
 - Request Cancellation**: A button.

5. Select the required option from the **Return Frequency** drop down list.
6. Enter the **Effective Date**.
7. Click on the **Update** button.