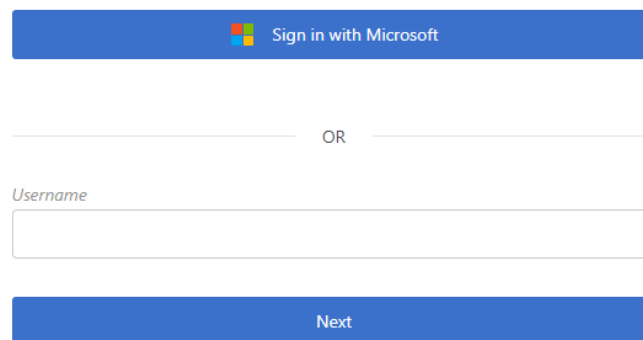


Quick Guide for submitting Returns

Begin by selecting link to sign in page

Navigate to the sign in page, <https://app.attain.au/> After selecting this link you'll be taken to the Login page to begin the sign in process.

Log in



Sign in with Microsoft

OR

Username

Next

To sign in to Attain the simplest and easiest method to use is the Microsoft Single Sign-On (SSO).

Select '*Sign in with Microsoft*' and you will be prompted to enter your Organisational Credentials. You will then be taken straight to the Attain *Home* screen

Alternative Log in option

If you have previously registered in Attain (and you cannot use SSO) you can choose to sign into Attain using a password that you set up when you registered in Attain. To see the password option, enter your Username at the Login screen and then select *Next*.

If you've forgotten your password, select the option *Forgot password* to reset your password.

Submitting Returns

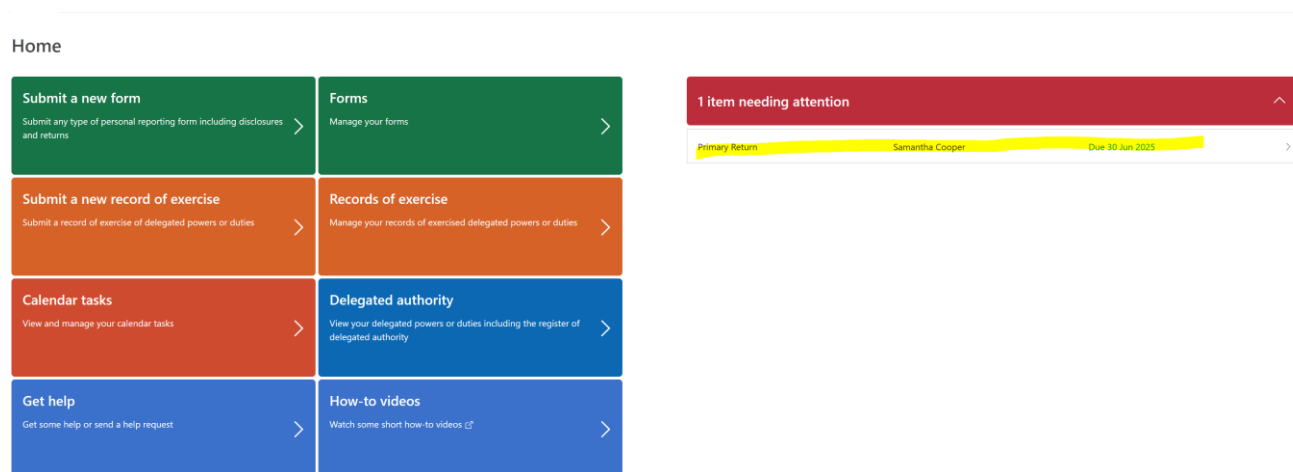
A Primary Return can be submitted anytime. Usually this is within 3 months of your start date. Please note, you usually only need to submit a Primary Return once, when you first commence in a relevant position.

An Annual Return can be commenced at any time during the financial year but cannot be submitted in Attain until the designated submission period commences (1 July – 31 August). In other words, you cannot submit an Annual Return until after 1 July.

Items needing attention list

You will find Attain has listed any Return forms that are due in your Items Needing Attention list with their due date (see highlight area in below image). If both a Primary and an Annual Return is listed, always complete the Primary Return first.

Selecting forms from this list is the best way to ensure you complete the correct forms at the right time. If the Return you need to submit is not listed, use the *Submit a new form option* on the *Home* screen or contact your Administrator.



If you have selected a Primary Return, you will be taken straight to the form to commence entering your information. If you have selected an Annual Return, you will need to select the submission period for the form, e.g. *Annual Return 2025*.

← Annual Return

Which period?

Choose from the available periods for this form

Annual Return 2025 Due 31 Aug 2025 >

If you can't see the required period above, check your [forms awaiting submission](#) or your [submitted forms](#).

If you've previously submitted a Return, you will also see the option to copy data from any previous return you've submitted.

Next, you will be taken to the first screen of the Return ready for you to commence entering your data.

Important: There is comprehensive *Help* on the right of the screen that explains how to complete each question. Remember to ensure you complete each screen by entering data or selecting *Nothing to disclose*. If you leave any question unanswered you will not be able to submit the form.

You are now ready to submit your Return by ticking the box *I confirm the form is correct and ready for submission* followed by selecting the *Submit* button. Once your return has been submitted, you will receive an email acknowledging it has been received in accordance with section 5.77 of the Act.

Need more help?

If you need any assistance, please use the *Get Help* feature on the *Home* screen to request assistance.