

Introduction

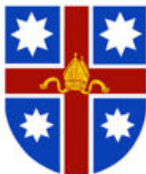
This document provides instructions for initial portal access for participating organisations and managing profile credentials. It also provides guidance on multi-factor authentication (MFA) and portal login.

Initial login and password management

The initial touch point for participating organisations starts via an email directing them to access the participating organisation portal. Once the link is clicked, it will redirect them to the portal via any web browser of their choosing.

Anglican Church - Diocese Portal

DEBUG IS ENABLED



First Time Logging In?
Please click the "forgot password" link. This will take you to a new screen to set your password.

OR

Login to your account
All fields are required.

Sign in

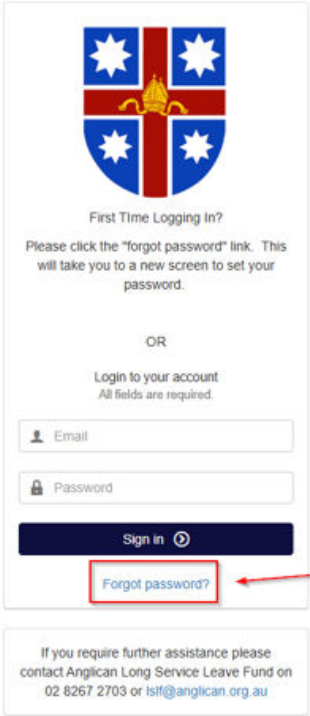
[Forgot password?](#)

If you require further assistance please contact Anglican Long Service Leave Fund on 02 8267 2703 or lslf@anglican.org.au

For first-time access to the portal, participating organisations should reset their password by clicking the "Forgot Password?" link below the sign-in button.

Anglican Church - Diocese Portal

DEBUG IS ENABLED



First Time Logging In?

Please click the "forgot password" link. This will take you to a new screen to set your password.

OR

Login to your account
All fields are required.

Email

Password

Sign in

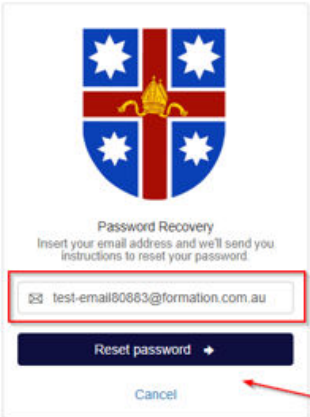
Forgot password?

If you require further assistance please contact Anglican Long Service Leave Fund on 02 8267 2703 or lsf@anglican.org.au

Participating organisations will be redirected to the forgot password page, where they must enter their registered email and click the reset password button.

Anglican Church - Diocese Portal

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Password Recovery

Insert your email address and we'll send you instructions to reset your password.

test-email80683@formation.com.au

Reset password

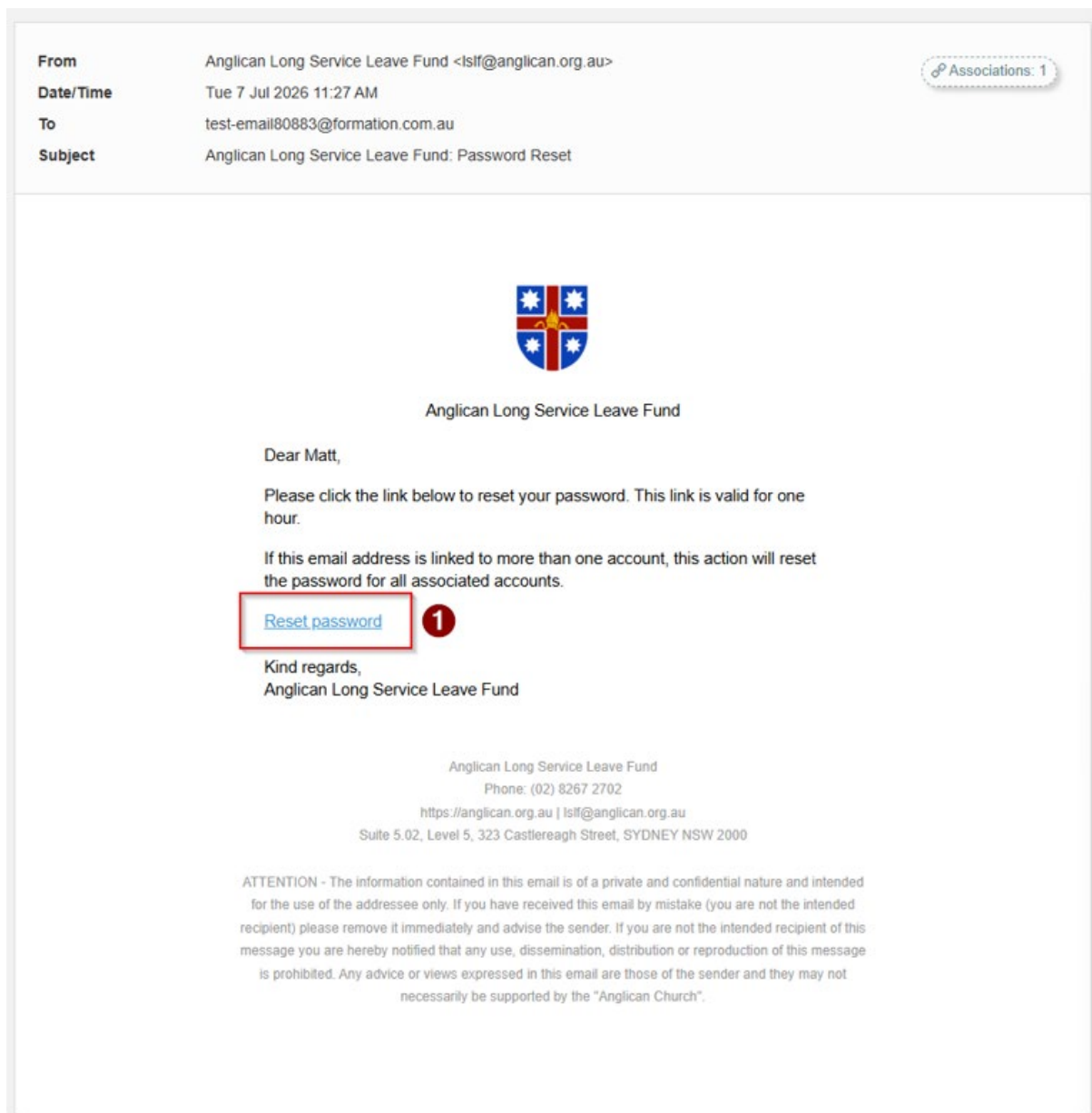
Cancel

1

2

After inputting email, click the reset password button

An email will be sent to the designated address so participating organisations can reset their password and log back into the portal.



After resetting their password, participating organisations can return to the login page to access the portal and manage their credentials.

Anglican Long Service Leave Fund - Diocese Portal

DEBUG IS ENABLED



Change Password

Your password must be at least 8 characters and must contain 1 upper case letter, 1 lower case letter, 1 numeric digit, and 1 symbol.

1

2

3

Once portal access is successful, participating organisations have the ability to change their passwords within the portal from the dashboard view.

Anglican Church

Dashboard

- Returns
- Claims
- Transactions
- Correspondence
- Participants
- Diocese Details
- I Want To
- Contact Us

Long Service Leave Fund Administration

[Resignation Letter - Participants](#)

Contacts [Manage](#)

Addresses [Manage](#)

Pending Returns

None

Outstanding Invoices Total Amount Payable: \$90.60

Reference	Amount Due	Due Date
Invoice - Periodic (Jul 2026 - Sep 2026)	\$90.60	16 Jul 2026

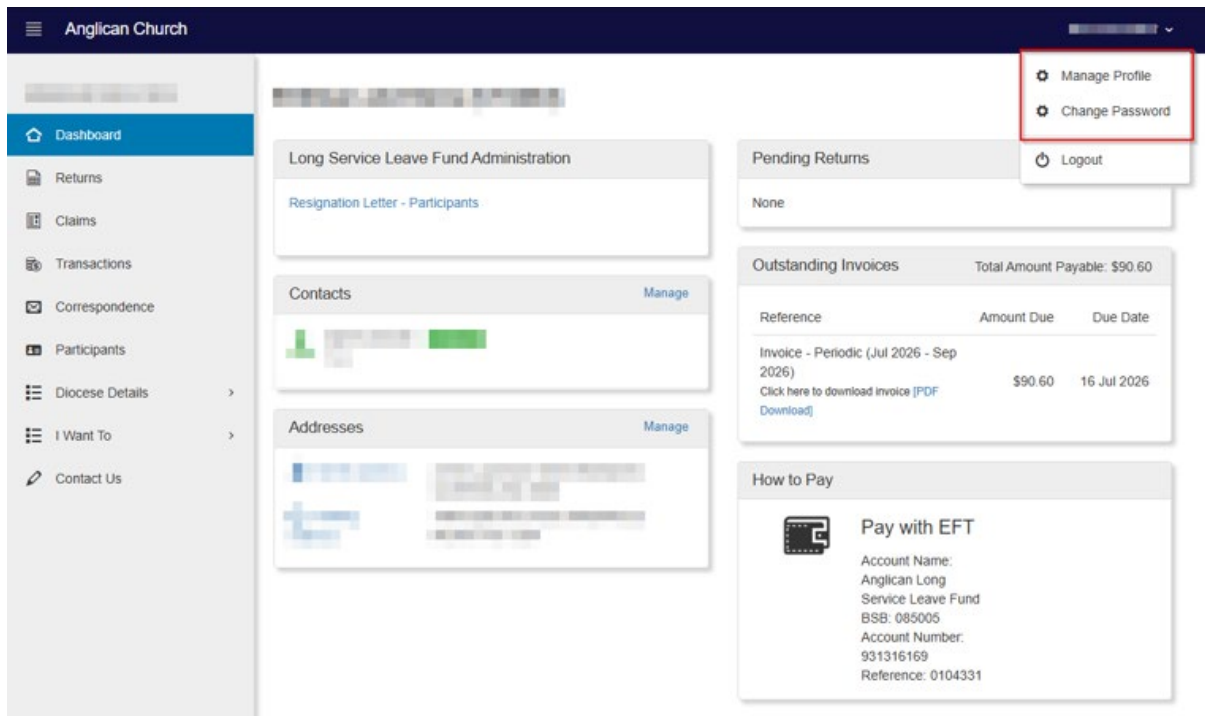
[Click here to download invoice \[PDF Download\]](#)

How to Pay

 Pay with EFT

Account Name:
Anglican Long Service Leave Fund
BSB: 085005
Account Number:
931316169
Reference: 0104331

To change the login password, the participating organisation must enter their old password and their new password twice, then click save.



The screenshot shows the 'Anglican Church' portal dashboard. On the left is a navigation menu with options: Dashboard, Returns, Claims, Transactions, Correspondence, Participants, Diocese Details, I Want To, and Contact Us. The main content area includes sections for 'Long Service Leave Fund Administration' (with a link to 'Resignation Letter - Participants'), 'Contacts' (with a 'Manage' link), and 'Addresses' (with a 'Manage' link). On the right, there are sections for 'Pending Returns' (showing 'None'), 'Outstanding Invoices' (showing a total of \$90.60 due on 16 Jul 2026), and 'How to Pay' (with EFT details). A user profile dropdown menu is open in the top right corner, showing options: 'Manage Profile', 'Change Password' (highlighted with a red box), and 'Logout'.

Password

Current Password *

..... 1

New Password *

..... 2

Confirm New Password *

..... 3

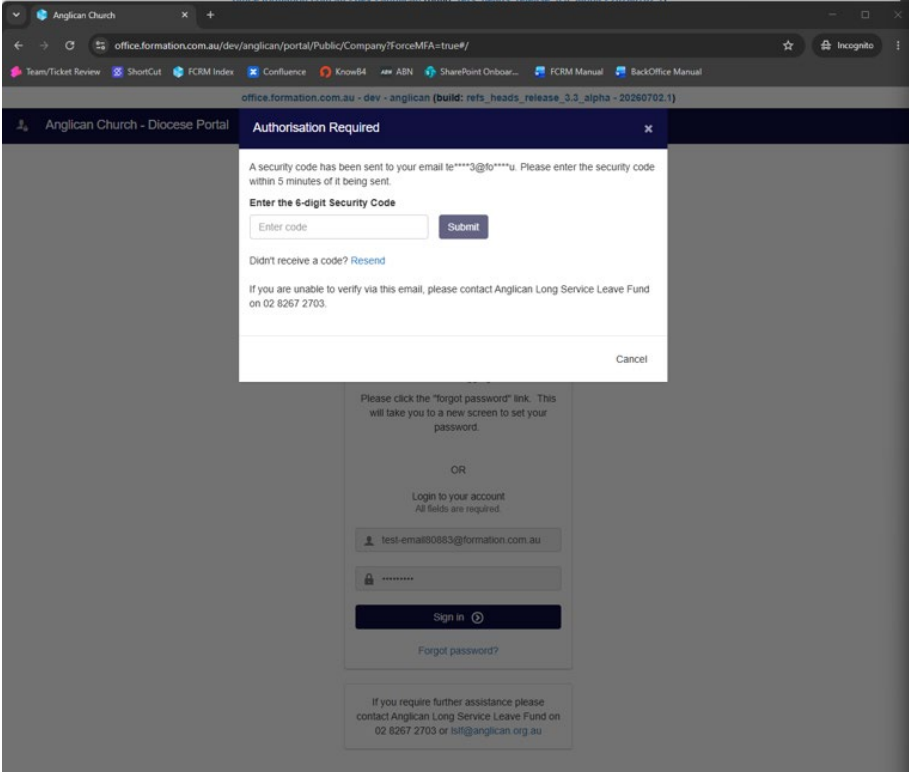
4

Save

Cancel

Multi-factor Authentication (MFA)

For multi-factor authentication (MFA), a code will be sent to the registered email address for participating organisations. They must submit the code to access the portal.



Anglican Church - Diocese Portal

Authorisation Required

A security code has been sent to your email te****3@to****u. Please enter the security code within 5 minutes of it being sent.

Enter the 6-digit Security Code

Enter code

Didn't receive a code? [Resend](#)

If you are unable to verify via this email, please contact Anglican Long Service Leave Fund on 02 8267 2703.

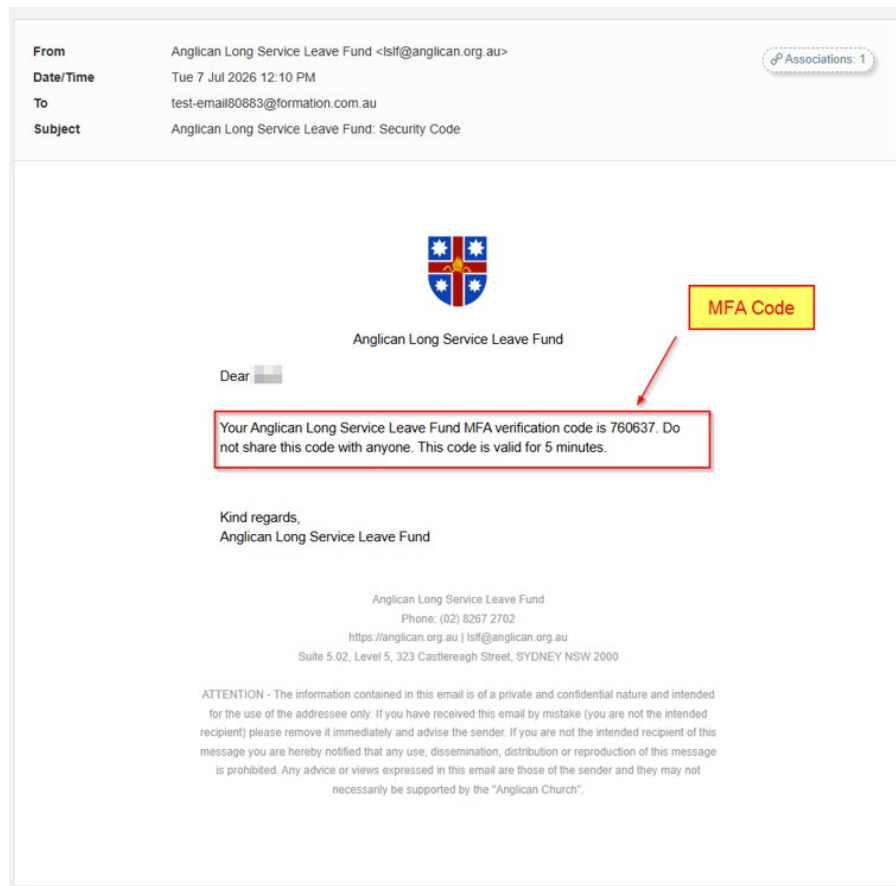
Please click the "forgot password" link. This will take you to a new screen to set your password.

OR

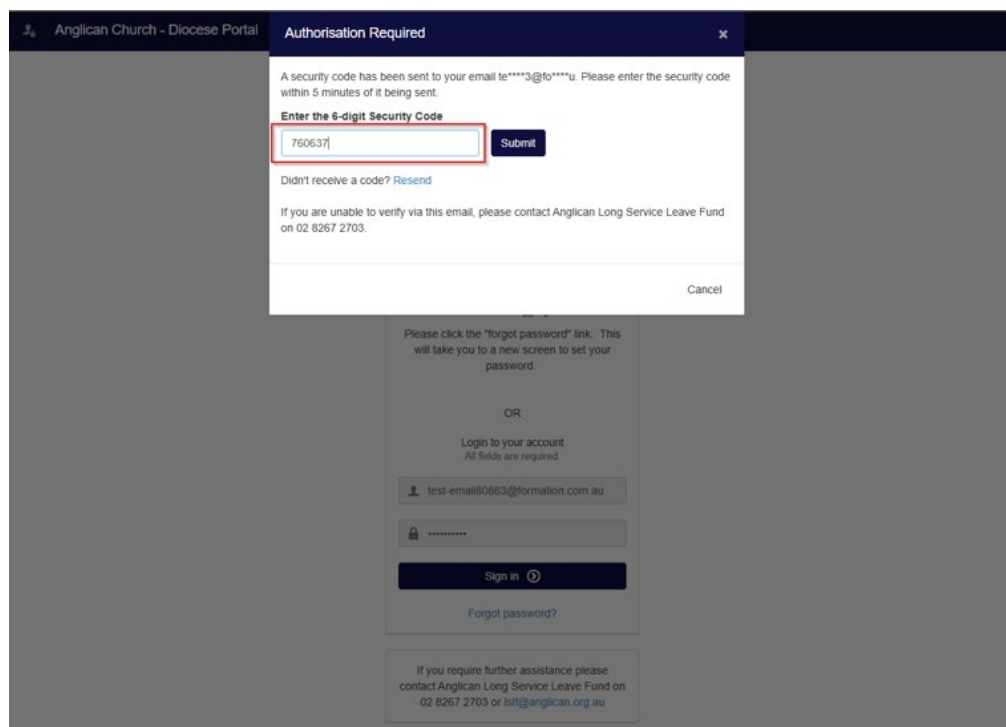
Login to your account
All fields are required.

[Forgot password?](#)

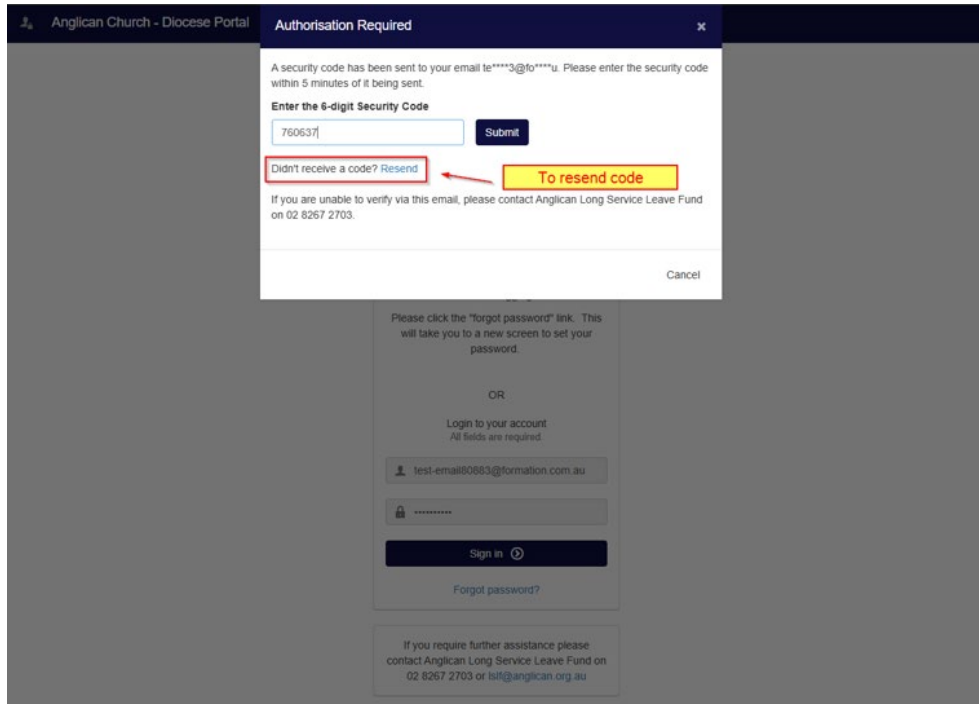
If you require further assistance please contact Anglican Long Service Leave Fund on 02 8267 2703 or lsllf@anglican.org.au



Participating organisations must copy the code provided in the email and submit it in the portal to access the portal.



If the MFA code is not submitted within the allotted time, the code will expire and the participating organisation will not be able to log into the portal. They can click the “resend” button to receive a new code and repeat the step above.



Anglican Church - Diocese Portal

Authorisation Required

A security code has been sent to your email te****3@fo****u. Please enter the security code within 5 minutes of it being sent.

Enter the 6-digit Security Code

760637

Submit

Didn't receive a code? [Resend](#)

To resend code

If you are unable to verify via this email, please contact Anglican Long Service Leave Fund on 02 8267 2703.

Cancel

Please click the "forgot password" link. This will take you to a new screen to set your password.

OR

Login to your account
All fields are required.

test-email80863@formation.com.au

Sign in

[Forgot password?](#)

If you require further assistance please contact Anglican Long Service Leave Fund on 02 8267 2703 or lsif@anglican.org.au