

NGR SUPPORT DOCUMENT

HOW TO UPDATE YOUR LEVY PREFERENCES IN MYNGR

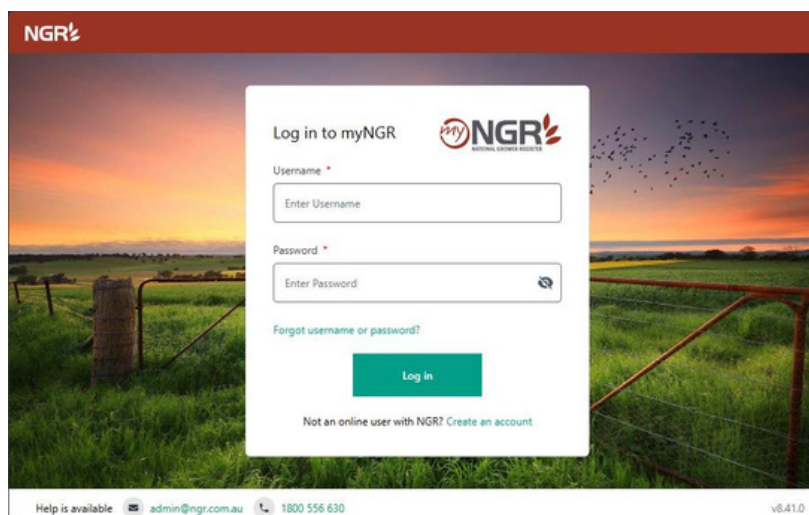
OVERVIEW

The following steps are to be used to be able to change your Levy Preferences on your Payee (Business Entity)

STEPS

LOG INTO MYNGR

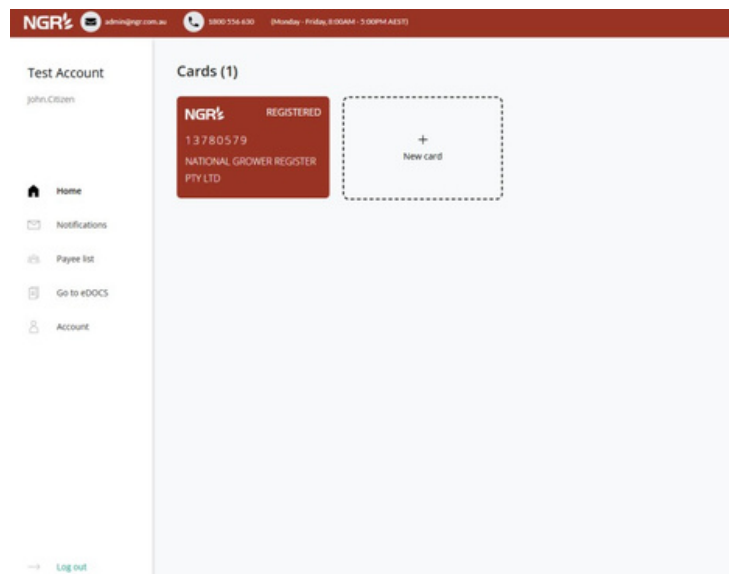
- Go to my.ngr.com.au

A screenshot of the myNGR login interface. The background is a scenic image of a field at sunset. A white login box is centered on the screen. At the top left of the box is the NGR logo. The text 'Log in to myNGR' is at the top right. Below this are two input fields: 'Username' with a red asterisk and 'Password' with a red asterisk. Each field has a placeholder text 'Enter Username' and 'Enter Password' respectively. To the right of the password field is an eye icon. Below the input fields is a link 'Forgot username or password?'. At the bottom of the box is a green 'Log in' button. Below the button is a link 'Not an online user with NGR? Create an account.' At the bottom of the screenshot, there is a footer with the text 'Help is available' followed by an email icon and 'admin@ngr.com.au', a phone icon and '1800 556 630', and the version number 'v8.41.0' on the right.

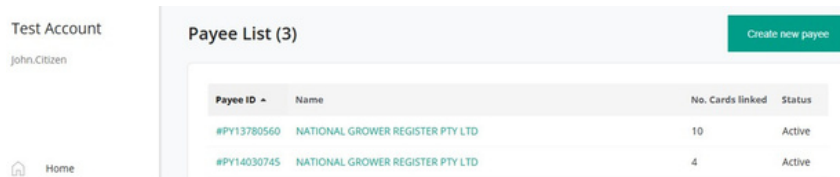
- Enter your Username and Password
- Click the Green 'Login' button

FIND THE PAYEE YOU WANT TO CHANGE

- Once logged in, you will see the following screen



- Select 'Payee List' on the Left-hand sidebar
- This will show you a list of the Payees (Business Entities that you are associated with)



- Select the Payee (Business Entity) that you are wanting to update, by either clicking on the name or the payee ID number.

UPDATE YOUR LEVY INFORMATION

- After clicking on the link, you will see an obscured version of your information which is not able to be edited, you will need to click on the Green 'Edit details' button to be able to edit these details Note: You may have all your details already showing if you have been through the Two factor Authentication already

Your financial information has been obscured for security reasons, click [here to view details in full.](#)

NATIONAL GROWER REGISTER PTY LTD (Active)
#PY 13780560

[Edit details](#)

Business details

ABN	89 095 857 266
Entity Name	NATIONAL GROWER REGISTER PTY LTD
Entity Type	Australian Private Company
Business Name	NATIONAL GROWER REGISTER PTY LTD
NGR ABN active	Active
ABR ABN active	Active
NGR GST active	Active
ABR GST active	Active

- If your details are still obscured, clicking the Edit will require you to undertake a two-factor authentication. This two-factor code will be sent to your mobile, which will need to be entered to reveal and allow editing of the details

Two Factor Authentication Required

For your security, please enter the 6-digit code generated by your authenticator app. This code refreshes every 30 seconds.

Security Code

Enter 6-digit code

☐ Trust this device for 1 day ?

[Cancel](#) [Submit](#)

- Enter the 6-digit code that was provided to you
- Click 'Submit'

- Scroll down to the payment details section and you will see the various levy preferences available to you, tick or untick the one that you require

Payment details

Account name ⓘ

myNGR Test & Payee Account

BSB no. ⓘ

777 - 777

INB

Account no. ⓘ

87654321

Branch

Police & Nurses Ltd

State

VIA

Levies

If you choose to select 'Yes' for one of the Voluntary Membership or Levy Preferences options listed below, you will be providing the Levy Recipient with your Card Number(s) for the purpose of listing and authorise deductions from your commodity payments for any associated membership or levies.

☐ Cotton Agricultural Levy

The agricultural levy system is a partnership between government and industry that has been in place for more than 30 years. It assists the CRCDC to deliver outcomes in cotton research, development and extension (RD&E) for the Australian cotton industry.

☐ Cotton Australia Levy

Cotton Australia is a non-profit organisation representing the Australian cotton industry. It focuses on industry advocacy, research, and sustainability initiatives while also providing education and support to ensure the growth and success of the Australian cotton industry.

Per bale (inc GST) ⓘ

\$ 1.65

☐ Grain Producers Australia

CPA represents all grain producers, making your voice heard in your RD&E, biosecurity and market access, to increase the profitability of your business.

☐ Grain Producers South Australia

Grain Producers SA is the peak industry body representing the 4,500 grain farming businesses in South Australia.

☒ Victorian Farmers Federation

VFF Grains Group is a strong unified voice for Victorian growers and working to achieve better outcomes for farming businesses.

☐ Victorian Grains Industry Advocacy Fund

A not for profit grower advocacy organisation fund, to improve the efficiency of the Victorian grain industry for the benefit of Victorian grain growers.

Cancel

Save changes

- Once all changes have been made, and you are happy with them, click ‘Save changes’ to save the amendments
- *Note: If the number of required approvals is more than one (1) then this will need to be approved by the assigned number of required approvers before the change will take effect*

Users

You can specify the permissions for users to determine what they can see and do.

As Data Subscribers look to increase their online offerings the Primary User may be relied upon to initially act on behalf of the Payee within the Data Subscribers system. If you have any questions please contact NGR's Service Centre or your Data Subscriber directly.

Required approvals ⓘ

1

National Grower Register ©

How to Update your Levies in myNGR | Version 1.0

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Public