

## STP Update – June 2026

Here's a clear, up-to-date summary (as of June 2026) of what an Australian employer must **do to authorise a Sending Service Provider (SSP) or other third party to lodge Single Touch Payroll (STP) reports** on their behalf and stay compliant with the ATO's STP requirements:

### 1. Understand Who Is Doing What

- You lodge STP yourself via Automation 4 STP-enabled software,
- We will provide the SSID for you in an Automation 4 version 4.1.2 released Once you have installed the update your SSID will populate the nominated field. You will need to copy this to complete the registration process. **Note:** This information will **ONLY** be available to locations that are using Automation Version 4, again we suggest if you are not using this version **please update NOW**.

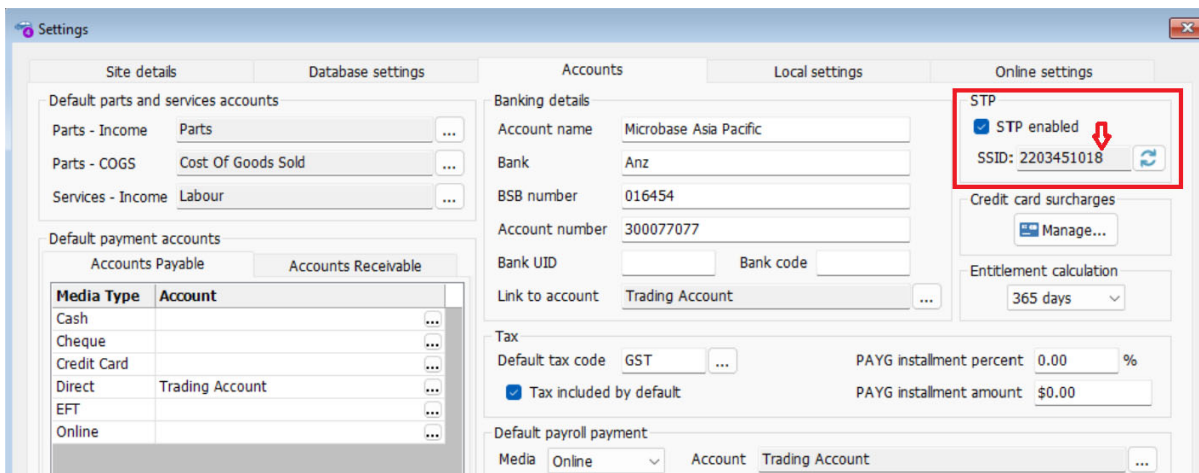
Microbase uses a Sending Service Provider (SSP), this provider needs to be **registered with the ATO**, details are in the next section.

### 2. Set Up the ATO Connection with a Software Service ID (SSID)

From **1 July 2026**, all STP files **must include a valid Software Service ID (SSID)**. This identifies your business and payroll software in STP submissions.

#### STP Locating Your SSID – Version 4.1.2

Microbase has already applied on your behalf for a unique SSID for your business the numbers are based on your ABN and have been issued by our SSP Evision who retain these numbers and match them with your STP data transfer. It is important that you locate this number in **File / Site Settings / Accounts > STP**



The screenshot shows the 'Settings' window with the 'Online settings' tab selected. The 'STP' section is highlighted with a red box and contains the following information:

- STP enabled
- SSID: 2203451018

Other visible settings include:

- Banking details: Account name (Microbase Asia Pacific), Bank (Anz), BSB number (016454), Account number (300077077), Bank UID, Bank code, Link to account (Trading Account).
- Tax: Default tax code (GST), Tax included by default (checked), PAYG instalment percent (0.00%), PAYG instalment amount (\$0.00).
- Default payroll payment: Media (Online), Account (Trading Account).

#### Registering Your SSID

It is suggested that you open the accounts page from site settings highlight the number by using your mouse, then select CTRL + C to copy, you can then simply highlight the field in the registration screen and use CTRL + V to paste the **CORRECT** number into the SSID field. Below are a couple of links, one to Access Manager and another explaining what you need to do to complete the registration process:

Access Manager: [Access Manager » Welcome](#) Once logged in to Access Manager use the link below to navigate further

Completing The Registration: [Nominating Sending Service Provider in AM UI.pdf](#)

**Note:** Search for **Evision Pty. Limited** or **ABN 73 076 521 161**, and authorise this entity to send STP files on your behalf. **If you do not see an SSID in the field, or there is a problem registering the number provided please**

**CONTACT MICROBASE IMMEDIATELY FOR ASSISTANCE.**

**Why this matters:**

If your SSID isn't registered before an SSP lodges a report, the ATO **will reject the STP file.**

**Note:** Before registering Evision as your STP Sending Provider (SSP) you will need to have the updated version of Automation 4 installed. This version is scheduled for distribution **before the end of April 2026**, once installed your software will automatically record your SSID, you can then proceed to the registration process described above.

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## Development Update

Microbase delivered Version 4.1.2 on May 1<sup>st</sup>. The update included your SSID registration and integration to OZEDI's SuperStream solution. Prior to June 30<sup>th</sup>. we will deliver another update that includes the new STP functionality and revised tax tables.

### **IMPORTANT**

The delivery of our updated payroll version will be accompanied by comprehensive release notes that guide you through the steps you need to execute to continue using our STP service. All locations utilising our payroll functions should take time to read, understand and act on the processes described.

**If YOU do not register Evision as your hosted SBR Software Services provider using the SSID we record in your software after July 1, 2026 you will no longer be able to access our STP channel.**