Australian Bureau of Statistics

Instructions for electronic lodgement of information via the ABS Secure Deposit Box

The ABS Secure Deposit Box is a mechanism for you to lodge statistical files or text to the appropriate ABS collection area via a secure link. Each file that you lodge is encrypted during transmission to the Secure Deposit Box and is immediately moved into a secure location where its content is automatically scanned for viruses.

The following instructions will step you through how to lodge data to the ABS Secure Deposit Box.

If you experience any difficulties when lodging your data please contact the Administrative Data Acquisition Unit on **1800 208 683**. Thank you for using the ABS Secure Deposit Box facility.

Detailed guide to using the ABS Secure Deposit Box website

1. Accessing the secure link to the ABS Secure Deposit Box website

To send information securely to the ABS via the internet, open Internet Explorer or your web browser program and go to the internet address (URL): **https://www6.abs.gov.au/**

2. ABS Secure Deposit Box Login page

The screen image on the next page is of the page which is displayed upon successfully accessing the ABS Secure Deposit Box website.

To login to the ABS Secure Deposit Box, enter your **username** and **password** in the relevant spaces and click on the login button.

You should have received your Secure Deposit Box username and password details by telephone. The ABS strives to maintain the highest levels of privacy and confidentiality for its data providers. Please do not share your username/password within your organisation as this represents a security risk to your data and our systems.

If you are an existing provider and provide data to more than one ABS Survey, you may have different passwords and user names for each survey. Please ensure that you are using the correct username and password for the survey that you lodging data for. If you are a new user and have just received your username and password, you may have access to submit data for a single survey or multiple surveys with your single username. Repeated attempts to log in using a incorrect username and/or password will result in you being locked out of the system. If you are unsuccessful in accessing the website, please contact the Administrative Data Acquisition Unit on **1800 208 683** for assistance.

Note: The password is case sensitive.

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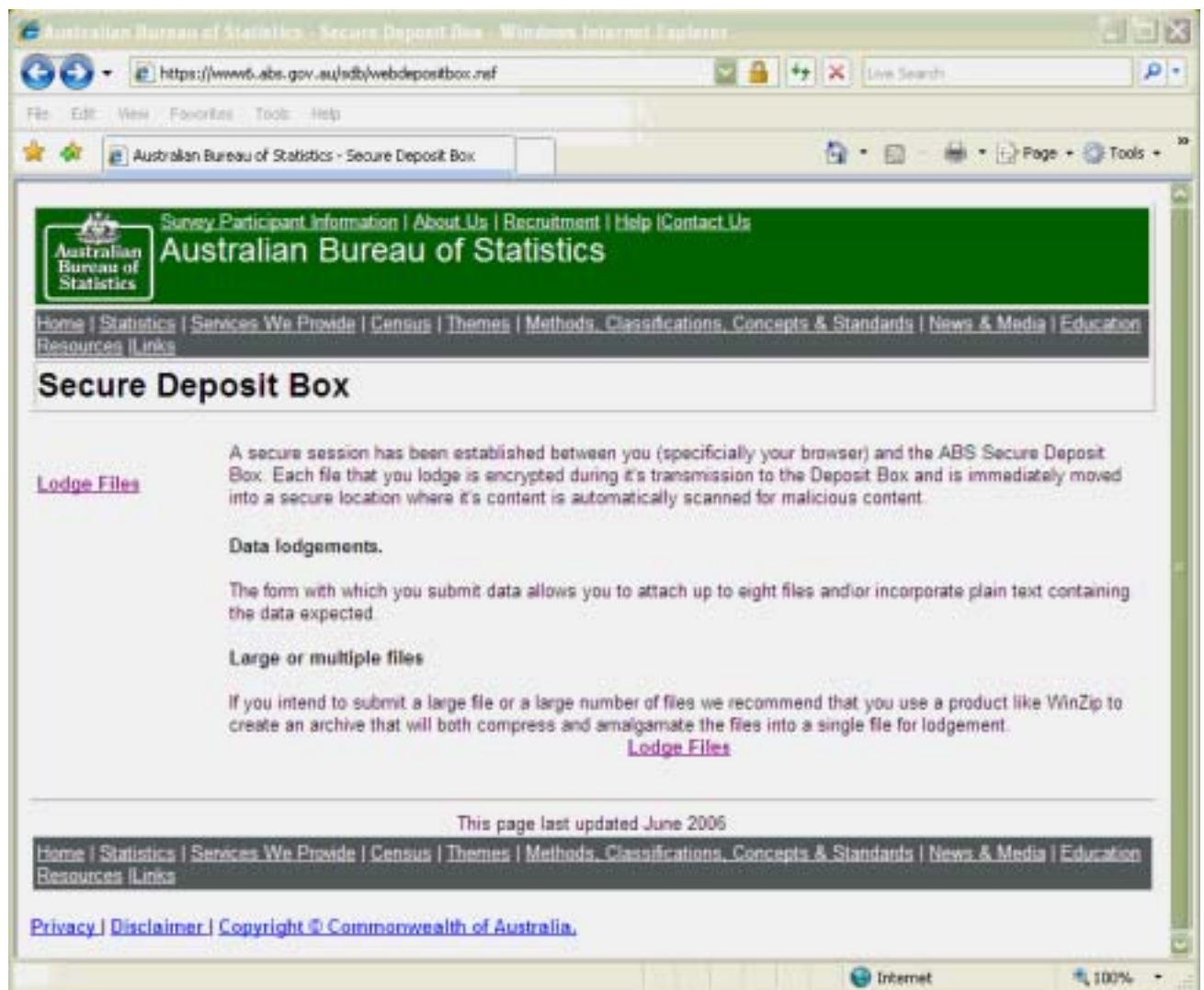
Secure Deposit Box

ver 3.00

Login

Please enter your Username and Password

Username: [   ]

Password: [   ]

[Login]

This page last updated June 2006

3. ABS Secure Deposit Box Welcome page

After logging onto the ABS Secure Deposit Box, you will be taken to the Welcome page (see image below).

The Welcome page provides a brief description of the lodgement of files. If you click on "Lodge Files" you are taken to a Blank Lodgement Page.

4. ABS Secure Deposit Box Data Lodgement page

The image shown below is of the ABS Secure Deposit Box Lodgement page.

The following instructions will step you through how to lodge a single file(s) to the ABS Secure Deposit Box.

Step 1: Business Name for Lodging Data

This allows you to identify your company. If you lodge data for only one provider then this field will complete automatically for you by showing the name of your business. If you lodge data for more than one provider please ensure you select the correct business provider name from the list.

Step 2: ABS Survey Name

The documentation you received with your username and password included the name of the ABS survey you are lodging data to. If you have only one survey then this field will complete automatically for you.

If you provide data to more than one ABS Survey, you may have different passwords and user names for each survey. Please ensure that you select the correct Survey name and are using the username and password that you were provided with for the survey that you are lodging data for.

Step 3: Attaching Files

If you have completed an electronic form for the ABS survey, or have a file that you normally send to the ABS, then these files can be attached in the "Data Files" field.

You can attach up to 8 files at a time. If you intend to submit more than 8 files, you could consider using a product like WinZip to amalgamate all of the files into a single, compressed file before lodging and thus reduce the number of lodgements you need to make. If you intend to submit a large file, we recommend that you use a product like WinZip to compress the file before lodging it. Please note that when zipping your files, do not select the auto unzip option as the firewall may prevent the file passing through the firewall.

To attach the first file, either type in the location of the file in the "Data Files 1" field or click on the "Browse" button next to this field and search for the file. To attach each separate file, simply select the next "Data Files" field and repeat this process.

You can supply textual information in the "Textual Data" field provided. The "Textual Data" field is intended for brief comments or a small amount of data. If the information that you intend to supply in the "Textual Data" field takes up more than one printed page, we recommend that you consider submitting this information as a file instead.
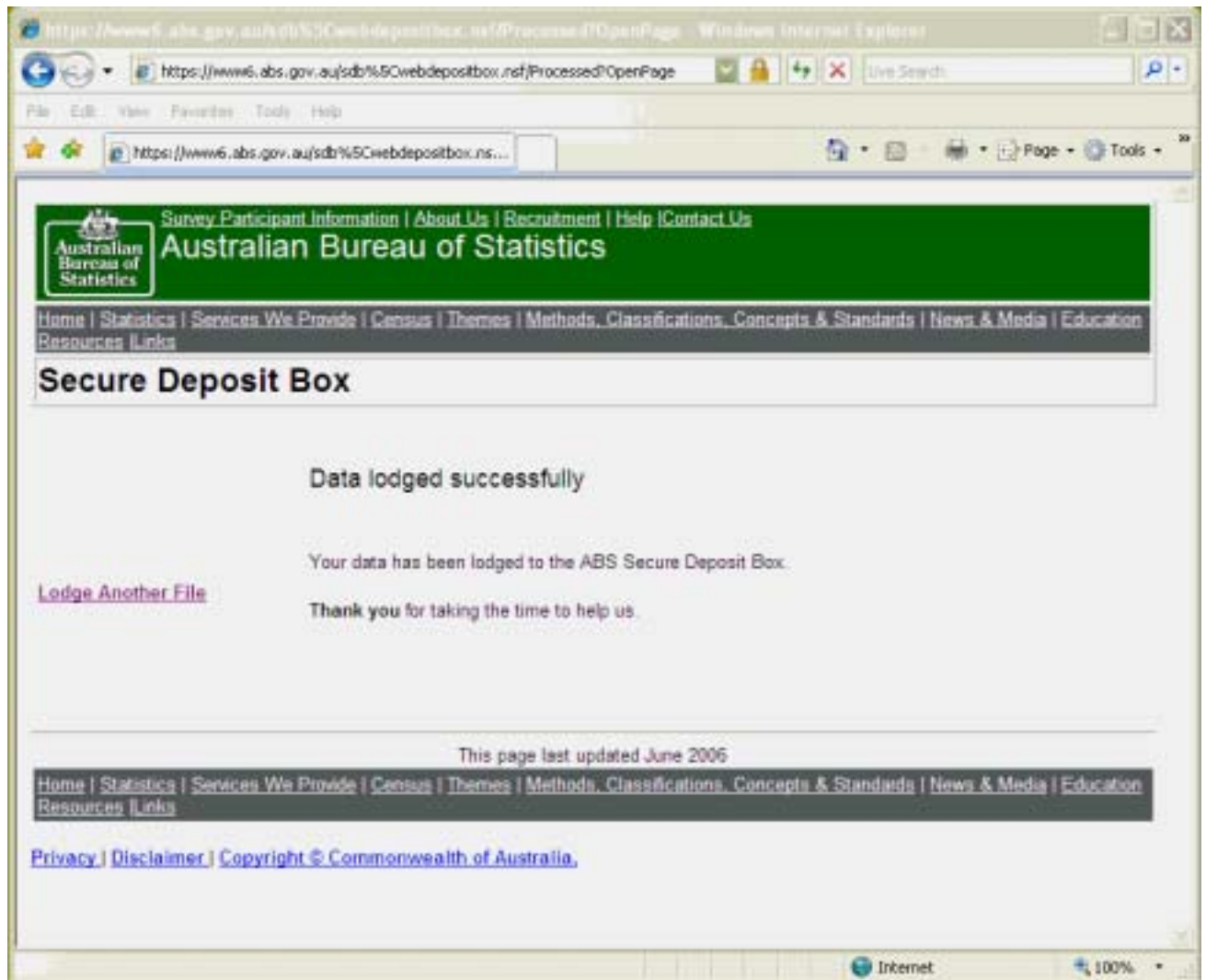
Step 4: Lodge Data

To lodge your data, please press the "Lodge Data" button. Unless you press this button, your data will not be sent to the ABS. However, do not press this button until you have attached all your files.

Note: You can exit the lodgement page at any stage by clicking on the "Cancel and go to Home Page" link in the bottom right hand corner. If you click on this link before hitting the Lodge Data button, your data will not be sent to the ABS.

5. ABS Secure Deposit Box Thank You page and Exiting the ABS Secure Deposit Box

After successfully lodging your data and or text file(s), you will be taken to the following ABS Secure Deposit Box Thank You page.

As further confirmation that your lodgement has been successful, a receipt number for your lodgement will be sent to you via email within 24 hours. If you do not receive this email within one day of lodging your data, please contact the Administrative Data Acquisition Unit on **1800 208 683**. Failure to receive a confirmation email does not necessarily indicate that your lodgement was not received by the ABS. It may just indicate that the contact details that the ABS has for you need to be updated.

The "Lodge another File" link is on the left hand side of the page. Please select this link if you have more files you need to lodge to the ABS Secure Deposit Box. This link will take you back to the Data Lodgement page where you can repeat the process outlined in section 4.

If you click on the link to home at the top of this page you will go to the ABS home page, *http://www.abs.gov.au* */*

Thank you for taking the time to use the ABS Secure Deposit Box facility.