



# **BECU Dashboard Quick Reference Guide**

<b>PART 1: Accessing your BECU Dashboard .....</b>	<b>2</b>
<b>PART 2: Changing an existing BECU Dashboard password .....</b>	<b>3</b>
<b>PART 3: Forgotten your BECU Dashboard Password.....</b>	<b>5</b>



# PART 1: Accessing your BECU Dashboard

**Step 1** Action  
Click on the link below to open the BECU Dashboard  
Link: [BECU Dashboard](#)

**Step 2** The link will lead you to the BECU Dashboard Log in page, enter in the details as indicated:  
 a) Enter your **email address** and the **BECU Password**  
 b) Click **“I’m not a robot”**,  
 c) Select the correct Captcha pictures when it appears  
 d) Click **“Log In”**

Note: If you do not remember your credentials, go to **Part 3 Forgotten your BECU Dashboard Password** outlined below.

### Business Ethics & Compliance Unit - Dashboard

The Business Ethics and Compliance Unit (BECU) Dashboard is a single entry point for declarations/applications made under the following business ethics programs:

- [Senior Executive Private Interest Declaration \(SEPID\)](#)
- [Conflicts of Interest \(COI\)](#)
- [Secondary Employment & Unpaid Work \(SEUW\)](#)
- [Gifts, Benefits & Bequests \(GBB\)](#)

This single entry portal will allow you to view all pending declarations/applications under each business ethics programs requiring review and action/processing.

You are also able to change your password which will be reflected in any workflow emails for each business ethics program. It is strongly recommended that you note the password for future use. In the case where you have forgotten / unable to locate your password, please click the button that says "Forgot password".

Any issues should be referred to the BECU via the following email addresses:

- Senior Executive Private Interest Declarations (SEPID) [PrivateInterestDeclarations@facs.nsw.gov.au](mailto:PrivateInterestDeclarations@facs.nsw.gov.au)
- Conflicts of Interest (COI) [Conflicts@facs.nsw.gov.au](mailto:Conflicts@facs.nsw.gov.au)
- Secondary Employment and Unpaid Work (SEUW) [SecondaryEmploymentUnpaidWork@facs.nsw.gov.au](mailto:SecondaryEmploymentUnpaidWork@facs.nsw.gov.au)
- Gifts, Benefits & Bequests [GiftsBenefitsBequests@facs.nsw.gov.au](mailto:GiftsBenefitsBequests@facs.nsw.gov.au)
- Business Ethics & Compliance Unit (BECU) [BusinessEthicsComplianceUnit@facs.nsw.gov.au](mailto:BusinessEthicsComplianceUnit@facs.nsw.gov.au) – general enquiries across all programs

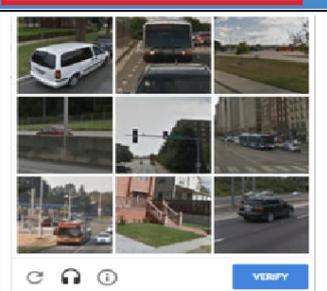
**Password required**

Email:

Password:

I'm not a robot

Select all images with a bus  
 Click verify once there are none left

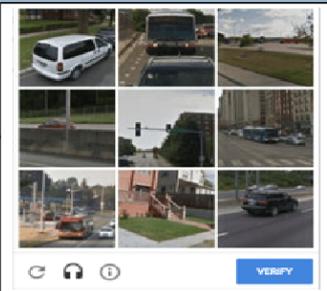


**Step 3** Once you have successfully logged in, you will see your Dashboard containing the declarations you have made, and/or declarations you have received pending review/approved if you are a supervisor or delegated officer.

### Business Ethics & Compliance Unit - Dashboard

Gifts, Benefits and Bequests (GBB) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Conflicts of Interest (COI) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Secondary Employment & Unpaid Work (SEUW) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Senior Executive Private Interest Declaration (SEPID) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>
You have not submitted any declarations. <a href="#">Submit New Declaration</a>	You have not submitted any declarations. <a href="#">Submit New Declaration</a>	You have not submitted any declarations. <a href="#">Submit New Declaration</a>	You have not submitted any declarations. <a href="#">Submit New Declaration</a>
Gifts, Benefits and Bequests (GBB) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Conflicts of Interest (COI) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Secondary Employment & Unpaid Work (SEUW) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>	Senior Executive Private Interest Declaration (SEPID) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/>
You do not have any declarations assigned to you.	You do not have any declarations assigned to you.	You do not have any declarations assigned to you.	You do not have any declarations assigned to you.

## PART 2: Changing an existing BECU Dashboard password

Step	Action								
1	<p>Click on the link below to open the BECU Dashboard:</p> <p>Link: <a href="#">BECU Dashboard</a></p>								
2	<p>Enter in the details as indicated:</p> <ol style="list-style-type: none"> <li>Enter your <b>email address</b> and the <b>BECU password previously provided</b> (if you do not remember the password, follow the instructions outlined in Part 3 below)</li> <li>Click <b>“I’m not a robot”</b>,</li> <li>Select the correct Captcha pictures when it appears</li> <li>Click <b>“Log In”</b></li> </ol> <div data-bbox="240 577 1508 1361" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Business Ethics &amp; Compliance Unit - Dashboard</b></p> <p>The Business Ethics and Compliance Unit (BECU) Dashboard is a single entry point for declarations/applications made under the following business ethics programs:</p> <ul style="list-style-type: none"> <li>• <a href="#">Senior Executive Private Interest Declaration (SEPID)</a></li> <li>• <a href="#">Conflicts of Interest (COI)</a></li> <li>• <a href="#">Secondary Employment &amp; Unpaid Work (SEUW)</a></li> <li>• <a href="#">Gifts, Benefits &amp; Bequests (GBB)</a></li> </ul> <p>This single entry portal will allow you to view all pending declarations/applications under each business ethics programs requiring review and action/processing.</p> <p>You are also able to change your password which will be reflected in any workflow emails for each business ethics program. It is strongly recommended that you note the password for future use. In the case where you have forgotten / unable to locate your password, please click the button that says "Forgot password".</p> <p>Any issues should be referred to the BECU via the following email addresses:</p> <ul style="list-style-type: none"> <li>• Senior Executive Private Interest Declarations (SEPID) <a href="mailto:PrivateInterestDeclarations@facs.nsw.gov.au">PrivateInterestDeclarations@facs.nsw.gov.au</a></li> <li>• Conflicts of Interest (COI) <a href="mailto:Conflicts@facs.nsw.gov.au">Conflicts@facs.nsw.gov.au</a></li> <li>• Secondary Employment and Unpaid Work (SEUW) <a href="mailto:SecondaryEmploymentUnpaidWork@facs.nsw.gov.au">SecondaryEmploymentUnpaidWork@facs.nsw.gov.au</a></li> <li>• Gifts, Benefits &amp; Bequests <a href="mailto:GiftsBenefitsBequests@facs.nsw.gov.au">GiftsBenefitsBequests@facs.nsw.gov.au</a></li> <li>• Business Ethics &amp; Compliance Unit (BECU) <a href="mailto:BusinessEthicsComplianceUnit@facs.nsw.gov.au">BusinessEthicsComplianceUnit@facs.nsw.gov.au</a> – general enquiries across all programs</li> </ul> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p><b>Password required</b></p> <p>Email: <input type="text" value="firstname.lastname@example.nsw.gov.au"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> I'm not a robot</p> <p><input type="button" value="LOG IN"/> <input type="button" value="FORGOT PASSWORD"/></p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> <p>Select all images with a <b>bus</b></p> <p>Click verify once there are none left</p>  <p style="text-align: right;"><input type="button" value="VERIFY"/></p> </div> </div> </div>								
3	<p>Once you have successfully logged in, click <b>“CHANGE PASSWORD”</b> on the Dashboard</p> <div data-bbox="240 1435 1508 1765" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Business Ethics &amp; Compliance Unit - Dashboard</b></p> <p style="text-align: center;"><input type="button" value="CHANGE PASSWORD"/> <input type="button" value="LOG OUT"/></p> <p style="text-align: center;"><input type="button" value="ADMIN DASHBOARD"/> <input type="button" value="PAYROLL DASHBOARD"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">                 Gifts, Benefits and Bequests (GBB) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a> </td> <td style="width: 25%; text-align: center;">                 Conflicts of Interest (COI) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a> </td> <td style="width: 25%; text-align: center;">                 Secondary Employment &amp; Unpaid Work (SEUW) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a> </td> <td style="width: 25%; text-align: center;">                 Senior Executive Private Interest Declaration (SEPID) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a> </td> </tr> <tr> <td style="width: 25%; text-align: center;">                 Gifts, Benefits and Bequests (GBB) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.             </td> <td style="width: 25%; text-align: center;">                 Conflicts of Interest (COI) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.             </td> <td style="width: 25%; text-align: center;">                 Secondary Employment &amp; Unpaid Work (SEUW) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.             </td> <td style="width: 25%; text-align: center;">                 Senior Executive Private Interest Declaration (SEPID) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.             </td> </tr> </table> </div>	Gifts, Benefits and Bequests (GBB) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Conflicts of Interest (COI) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Secondary Employment & Unpaid Work (SEUW) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Senior Executive Private Interest Declaration (SEPID) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Gifts, Benefits and Bequests (GBB) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Conflicts of Interest (COI) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Secondary Employment & Unpaid Work (SEUW) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Senior Executive Private Interest Declaration (SEPID) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.
Gifts, Benefits and Bequests (GBB) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Conflicts of Interest (COI) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Secondary Employment & Unpaid Work (SEUW) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>	Senior Executive Private Interest Declaration (SEPID) Submitted by you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You have not submitted any declarations. <a href="#">Submit New Declaration</a>						
Gifts, Benefits and Bequests (GBB) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Conflicts of Interest (COI) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Secondary Employment & Unpaid Work (SEUW) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.	Senior Executive Private Interest Declaration (SEPID) Assigned to you Show <input type="text" value="5"/> results <input type="button" value="REFRESH"/> You do not have any declarations assigned to you.						
4	<p>Enter in the details as requested:</p> <ol style="list-style-type: none"> <li>Enter your <b>email address</b> and the <b>temporary password</b></li> <li>Type in your <b>new password</b> – <i>it is recommended that your new password contain a minimum of 10 characters and is case sensitive.</i></li> <li>Re-type your <b>new password</b></li> <li>Click <b>“I’m not a robot”</b></li> <li>Click <b>“Change Password”</b></li> </ol>								

## BECU - CHANGE PASSWORD

[DASHBOARD](#)

Complete the fields below to change your password for accessing BECU online forms (SEPID, COI, SEUW and GBB).

Email:   
Current Password:   
New Password (min 10 characters):   
Repeat New Password:

I'm not a robot



[CHANGE PASSWORD](#)

5

Once you have successfully changed your password, a message below will indicate that the **“Password has been changed successfully”**.

## BECU - CHANGE PASSWORD

[DASHBOARD](#)

Complete the fields below to change your password for accessing BECU online forms (SEPID, COI, SEUW and GBB).

Email:   
Current Password:   
New Password (min 10 characters):   
Repeat New Password:

I'm not a robot



[CHANGE PASSWORD](#)

Password has been changed successfully.

**Note:** Remember to safely and securely save or note your new password.

6

Click on **“DASHBOARD”** to return to the BECU Dashboard

## BECU - CHANGE PASSWORD

[DASHBOARD](#)

Complete the fields below to change your password for accessing BECU online forms (SEPID, COI, SEUW and GBB).

Email:   
Current Password:   
New Password (min 10 characters):   
Repeat New Password:

I'm not a robot



[CHANGE PASSWORD](#)

Password has been changed successfully.

## PART 3: Forgotten your BECU Dashboard Password

### Step Action

1 Click on the link below to open the BECU Dashboard  
Link: [BECU Dashboard](#)

2 Click **“FORGOT PASSWORD”**

### Business Ethics & Compliance Unit - Dashboard

The Business Ethics and Compliance Unit (BECU) Dashboard is a single entry point for declarations/applications made under the following business ethics programs:

- [Senior Executive Private Interest Declaration \(SEPID\)](#)
- [Conflicts of Interest \(COI\)](#)
- [Secondary Employment & Unpaid Work \(SEUW\)](#)
- [Gifts, Benefits & Bequests \(GBB\)](#)

This single entry portal will allow you to view all pending declarations/applications under each business ethics programs requiring review and action/processing.

You are also able to change your password which will be reflected in any workflow emails for each business ethics program. It is strongly recommended that you note the password for future use. In the case where you have forgotten / unable to locate your password, please click the button that says "Forgot password".

Any issues should be referred to the BECU via the following email addresses:

- Senior Executive Private Interest Declarations (SEPID) [PrivateInterestDeclarations@facs.nsw.gov.au](mailto:PrivateInterestDeclarations@facs.nsw.gov.au)
- Conflicts of Interest (COI) [Conflicts@facs.nsw.gov.au](mailto:Conflicts@facs.nsw.gov.au)
- Secondary Employment and Unpaid Work (SEUW) [SecondaryEmploymentUnpaidWork@facs.nsw.gov.au](mailto:SecondaryEmploymentUnpaidWork@facs.nsw.gov.au)
- Gifts, Benefits & Bequests [GiftsBenefitsBequests@facs.nsw.gov.au](mailto:GiftsBenefitsBequests@facs.nsw.gov.au)
- Business Ethics & Compliance Unit (BECU) [BusinessEthicsComplianceUnit@facs.nsw.gov.au](mailto:BusinessEthicsComplianceUnit@facs.nsw.gov.au) – general enquiries across all programs

**Password required**

Email:

Password:

I'm not a robot 

3 You will be directed to the **“FORGOT PASSWORD”** page. Enter in the details as indicated:

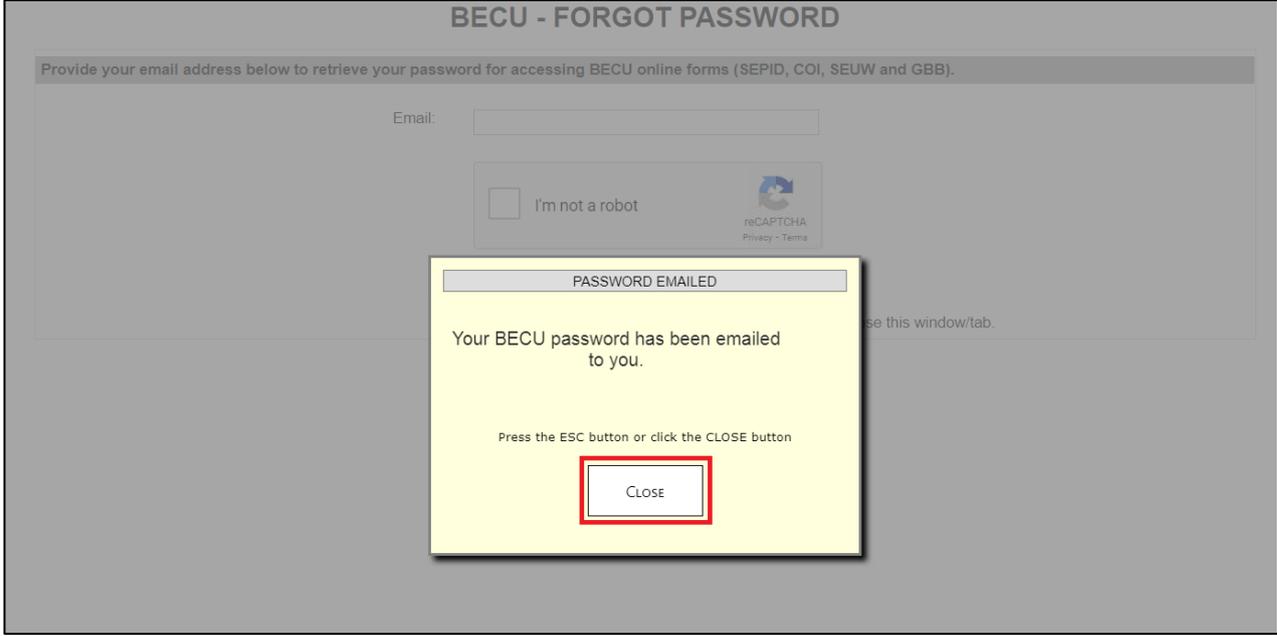
- Enter your **email address**
- Click **“I’m not a robot”**
- Click **“Forgot Password”**

### BECU - FORGOT PASSWORD

Provide your email address below to retrieve your password for accessing BECU online forms (SEPID, COI, SEUW and GBB).

Email:

I'm not a robot 

<p>4</p>	<p>A yellow box will pop up on your screen advising that your password has been emailed to you – click “<b>CLOSE</b>”</p> 
<p>5</p>	<p>You will receive an email from the <a href="mailto:businessethicscomplianceunit@facns.nsw.gov.au">businessethicscomplianceunit@facns.nsw.gov.au</a> containing your BECU password.</p> <p>BusinessEthicsComplianceUnit &lt;BusinessEthicsComplianceUnit@facns.nsw.gov.au&gt;  <b>[Sensitive] DCJ BECU - Forgot password</b>  Please treat this as Confidential.  This message was sent with High importance</p> <p>Your password for accessing the BECU Dashboard is:-</p> <p><b>Pa55w0RD</b></p> <p>To access the BECU Dashboard, <a href="#">click here</a>.</p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
<p>6</p>	<p>Copy your password and navigate to the <a href="#">BECU Dashboard login page</a>. Then follow the instructions in <b>Part 1: Accessing Your BECU Dashboard (page 2 above)</b> to sign in.</p> <p><b>REMEMBER:</b></p> <ul style="list-style-type: none"> <li>• there should be no spacing before or after your email or password.</li> <li>• to safely and securely save or note your new password.</li> </ul> <p>Congratulations, you have successful set up your password for the BECU Dashboard.</p>