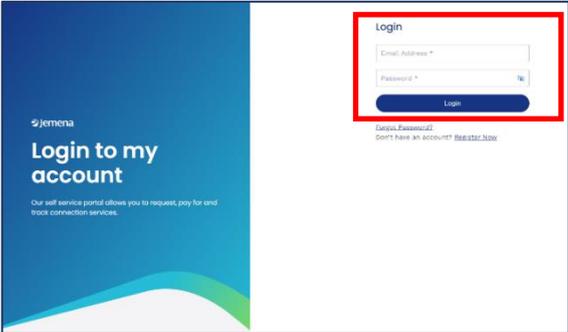
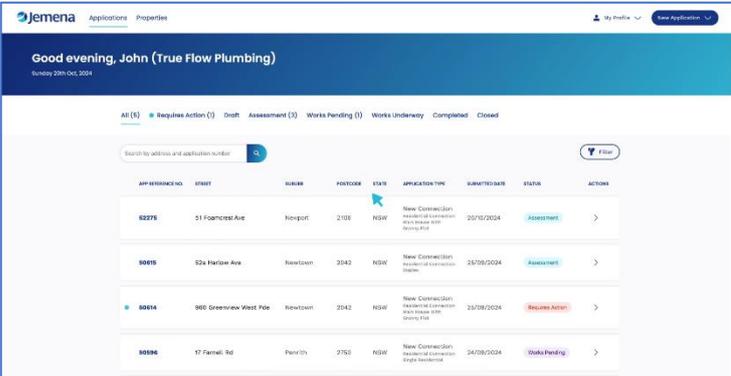
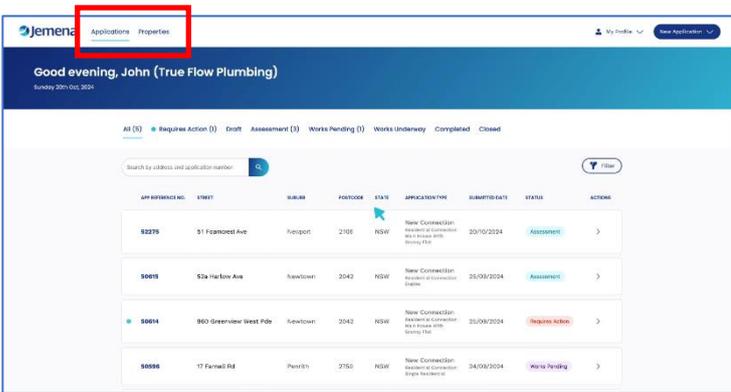
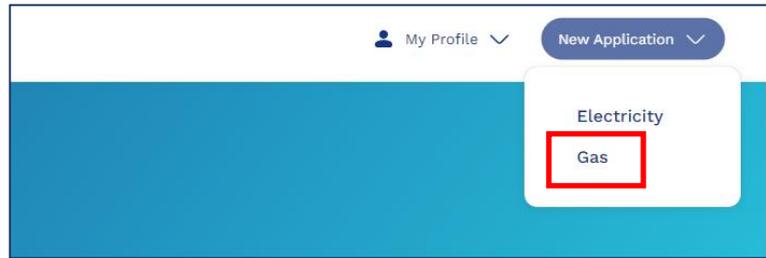


My Portal Cheat Sheet

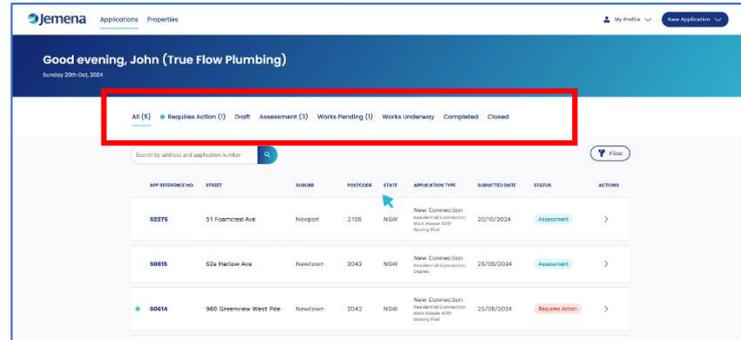
Navigation

Step	Screenshot
<p>1. First, log in to your account.</p>	
<p>2. Once you're logged in, the application dashboard will appear.</p>	
<p>3. Click the Applications tab to view your requests or the Properties tab to view electricity consumption for your linked properties.</p>	

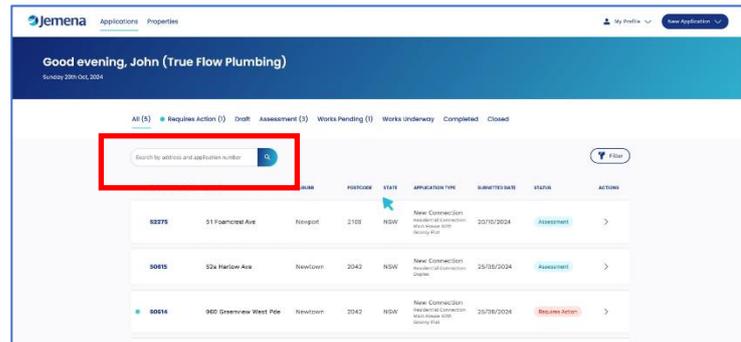
4. To make a gas application, click on **New Application** at the top right of your screen and select **Gas** from the drop down menu.



5. The **status bar** allows you to view applications based on your preference.

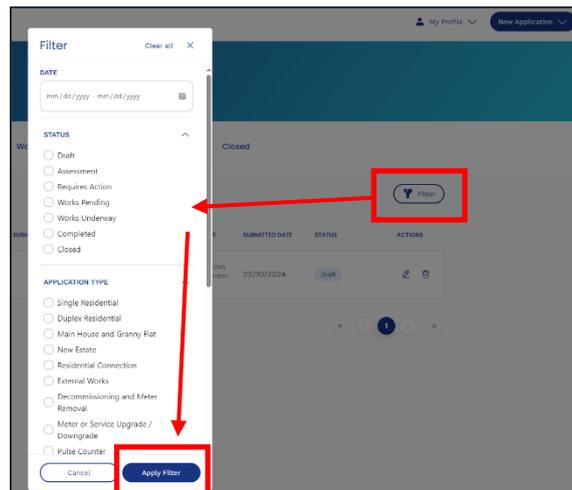


6. Use the **search bar** to find an application by typing in an address or application number.



7. The **filter function** makes it easy to find applications using specific parameters.

Select your parameters and click on **Apply Filter**.



8. To **view an application**, simply click on the right arrow icon next to the application.

You can check details and progress on the left side, and use the message function on the right side to contact us.

APP REFERENCE NO.	STREET	SUBURB	POSTCODE	STATE	APPLICATION TYPE	SUBMITTED DATE	STATUS	ACTIONS
52276	51 Foamcrest Ave	Newport	2108	NSW	New Connection Residential Connection New Meter Only	20/10/2024	Assessment	>
50615	52a Harlow Ave	Beverlyton	2042	NSW	New Connection Residential Connection Jumper	25/09/2024	Assessment	>
50614	96C Greenview West Fdr	Newtown	2042	NSW	New Connection Residential Connection New Meter Only	25/09/2024	Requires Action	>

DETAILS & PROGRESS ON LEFT

Application 50614

Events Application Details

Application

Assessment

PENDING ASSESSMENT

25/09/2024 10:00 AM

We are currently assessing your application and may reach out via email, if further information is required. The assessment could take up to 10 days from submission or re-submission.

Requires Further Information

25/09/2024 10:00 AM

Please refer to the email for what additional information is required. We'll be able to assess your application once it's resubmitted.

Offer

Works

Completed

MESSAGE US ON RIGHT

Messages

Type your message here

9. Select **My Profile** on the top right to manage your account details and log out.

My Profile

New Application

Johnsmithtrueflowplumbing@gmail.com

Manage Profile

Log Out