My Portal Cheat Sheet

Making a Gas Application

Step	Screenshot
1. First, make sure you've logged in.	
2. When logging in for the first time, click the **New Application** button in the centre of the screen or at the top right of your dashboard.	
3. Next, choose the type of application that fits your needs and click on the relevant tile to proceed. Definitions are provided for each option to help you decide.	
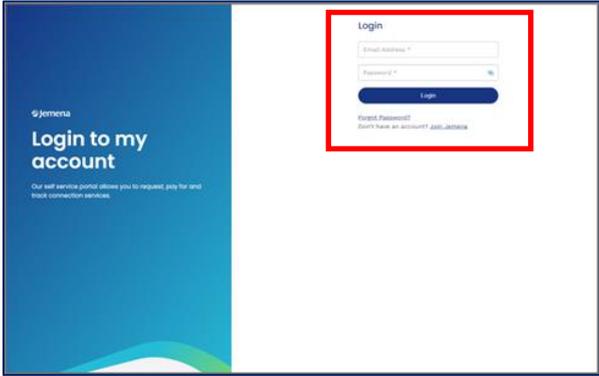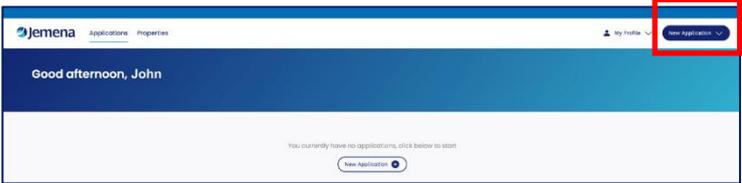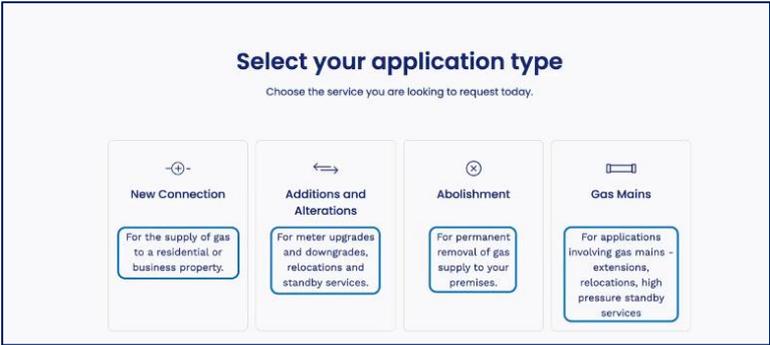
4. Once you've answered the required questions, you'll get a summary screen.

   If you need to make changes, select **Back** and update your response.

   If everything is correct, click **Acknowledge & Proceed**.

   Once the draft is created, you can close the application and return to it later if needed.

5. There are 3 important sections within the application view.

   The grey navigation on the left shows the process steps and the blue tick shows your current position.

   The main section shows the form where you enter information.

   The **Save and Continue** button allows you to save your information as you go.

6. Begin by filling in the **Party Details** to tell us who is involved in the application, who to share progress updates with, and who we'll need to communicate with to complete the job.

   If you don't have all the details yet, you can provide these down the track.

7. Next, we'll need the **Site Details** – where the works will happen.

   Enter the address in the search bar. If the address is found, select it from the drop-down menu.

8. If your address doesn't appear, select **Unable to find your address** to type it in manually.

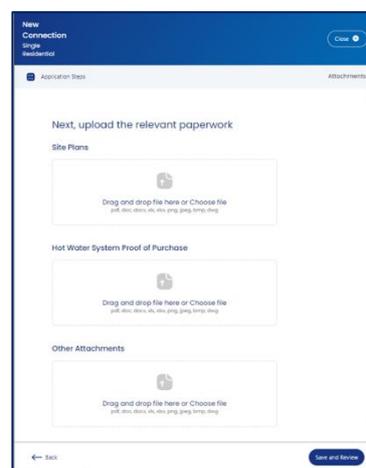   Be sure to enter all information accurately, as our offer will be based on the details provided.

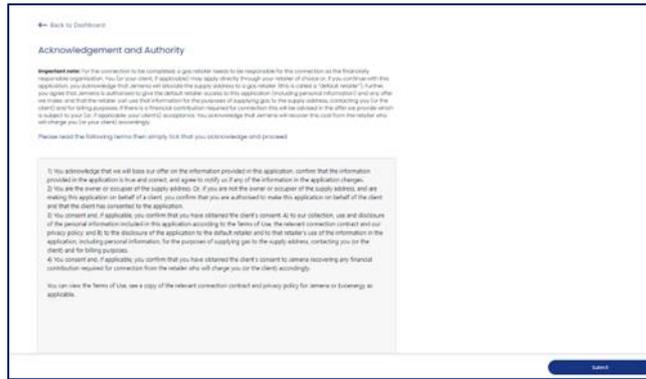|	
9. The next section is **Connection Details**. This is specific to your site and will change with each application type.	
10. The last section is **Attachments**. The type of attachments we ask for will depend on the application type.	
11. Before submitting, review the application details and make any changes using the **pencil edit** button. When ready, select **Continue to Acknowledgment.**	

12. Finally, read and acknowledge the **Terms of Use** and click the **Submit** button.	
13. Congratulations! You've successfully submitted an application. You'll receive an email from us to confirm.	