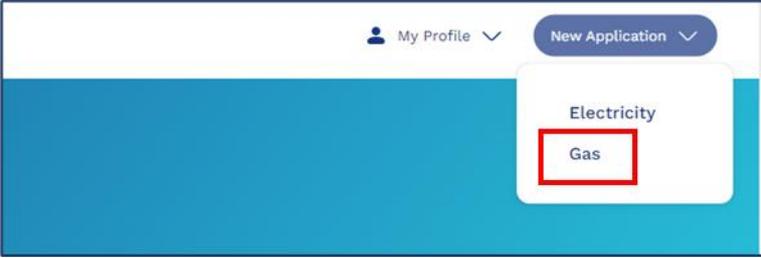
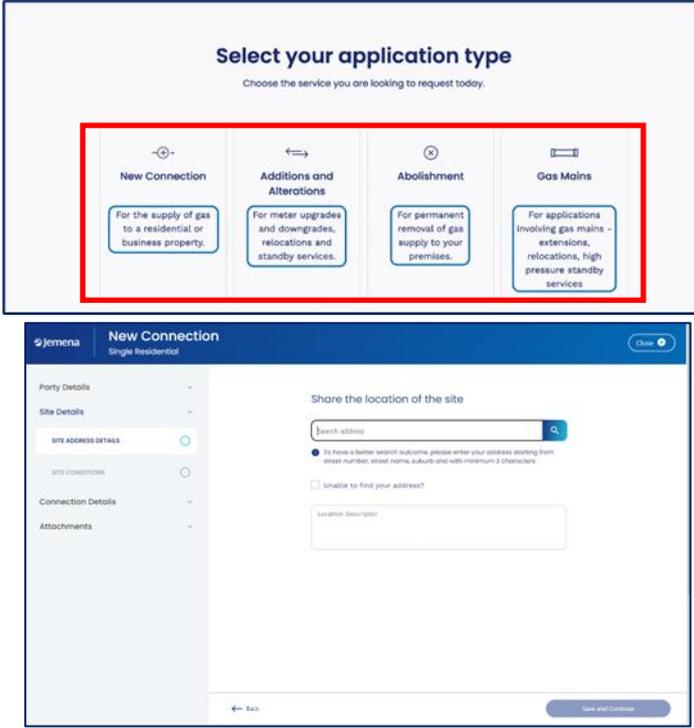
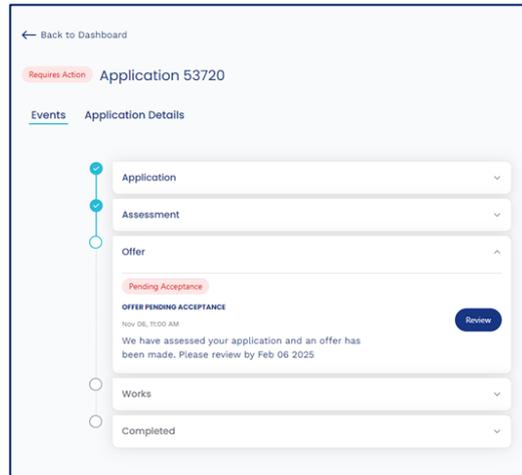


My Portal Cheat Sheet

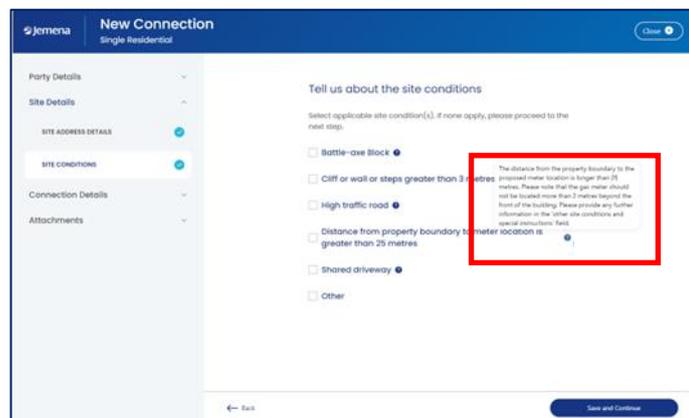
Overview

Step	Screenshot
<p>1. My Portal is designed to make it easier for all our customers to connect with us anywhere, anytime.</p>	 <p>The screenshot shows the Jemena mobile app interface on a smartphone and a laptop. The laptop screen displays the 'New Connection' form with sections for Party Details, Applicant Details, and Site Details. The Jemena logo and tagline 'bringing energy to life' are visible at the top.</p>
<p>2. With My Portal, you can lodge gas applications with ease by clicking New Application and selecting Gas from the dropdown menu.</p>	 <p>The screenshot shows the 'New Application' dropdown menu in the user profile area. The 'Gas' option is highlighted with a red box, indicating it has been selected from the menu.</p>
<p>3. You can then choose the service that best meets your needs, fill in the details and submit your application directly to us.</p>	 <p>The screenshot shows the 'Select your application type' screen. The 'New Connection' option is highlighted with a red box. Below the main screen, a detailed view of the 'New Connection' form is shown, including a search for the site location and a 'Save and Continue' button.</p>

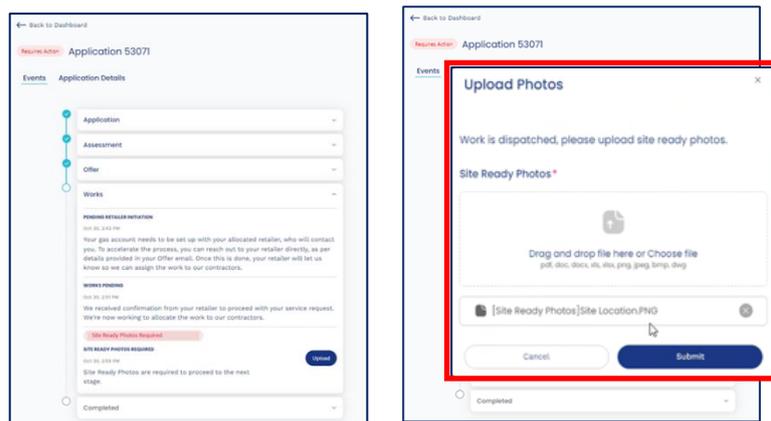
4. Once lodged, My Portal makes it easy to check the progress of your application.



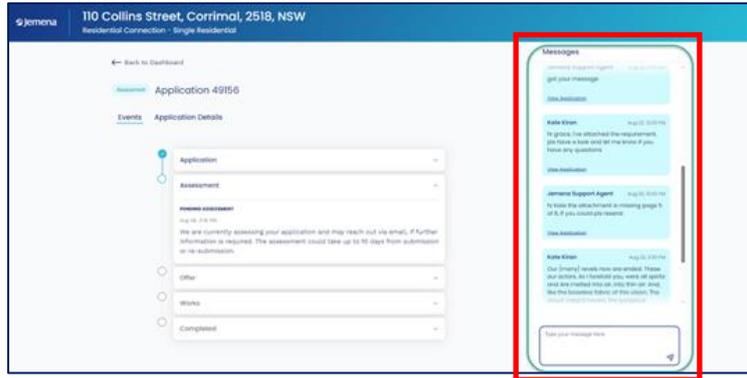
5. My Portal also provides hints and tips along the way to help you complete your applications.



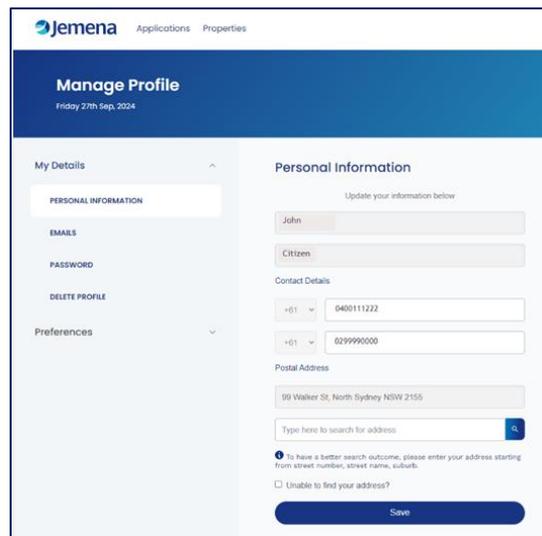
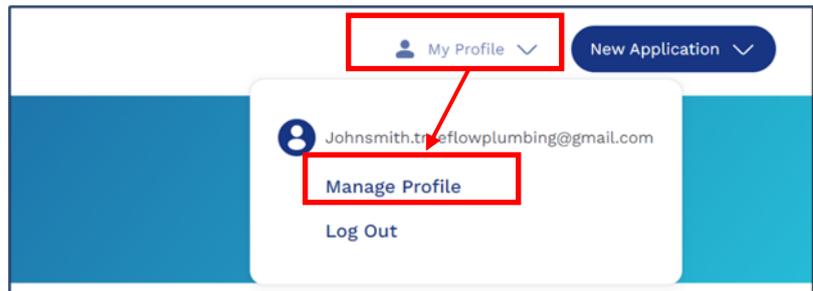
6. Attaching documents to an application is simple including those you may need to provide once works are underway, such as site-ready photos and leak test notices.



7. Contact us with any questions too, using the handy My Portal messaging tool.



8. If you need to change your password, personal information or communication preferences, simply click on **My Profile**, and select **Manage Profile** from the dropdown menu.



9. Click the **Help and Support** button on the dashboard to find answers to common questions and to access quick reference guides and helpful videos.

