

My Portal Cheat Sheet

Making a Gas Application

Step	Screenshot
1. First, make sure you've logged in.	Image: Section 1 Image: Section 1 <td< td=""></td<>
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.	Image: Second afternoon, John You currently fore no applications, units below to state: Tou currently fore no applications, units below to state:
 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. 	Select your application type Choose the service you are looking to request todoy. Image: Select your application type



 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. 	Net Application
 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. 	Party Details Processor Tetrass Customer Tetrass Dudge Details Budge Details Connection Details Attochments Const truti Matchinenggeration Stee Details Connection Details Attochments Const truti Stee Details Connection Details Attochments Const truti Stee Details Connection Details Const truti Attochments Const truti Stee Details Connection Details Connection Details Const truti Stee Details Connection Details Const truti Stee Details Const truti Const tru
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 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. 	Tell us about the customer The customer is the person who will be living at the property and poying the gab bills I know my Customer Search bacheses by ABM Business Name ABN/ACN First Name Last Name Contact Mobile Phone
 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. 	Spectra Very density The density The density <
 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. 	Share the location of the site Search address Image: Comparison of the site Image: The Number steed number, steed num, steed number,



9. The next section is Connection Details . This is specific to your site and will change with each application type.	Some Demonstration Note for banks Note for banks Concerning Some demonstration Some demonstration
10. The last section is Attachments . The type of attachments we ask for will depend on the application type.	New Connaction Court of the Particular Part of the relevant paperwork Image: Court of the Part of the Part of Choose Rive Court of the Part of the Part of Choose Rive Dag and ange Ris have of Choose Rive Court of the Part of Choose Rive Other Attachments Court of the Part of Choose Rive Other Attachments Court of the Part of Choose Rive Other Attachments Court of the Part of Choose Rive Image: Court of the Part of Choose Rive Court of the Attachments Image: Court of the Attachments Court of the Attachments Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachments Court of Choose Rive Image: Court of the Attachment of the Part of Choose Rive Court of Choose Rive Image: Court of the Attachment of the Part of Choose Rive Court of Choose Rive Image: Court of the Rive of Choose Rive Court of Choose Rive Image: Court of Choose Rive Court of Choose Rive Image: Court of Choose Rive
 11. Before submitting, review the application details and make any changes using the pencil edit button. When ready, select Continue to Acknowledgment. 	Applicant Details Image: Control of the second



12. Finally, read and acknowledge the Terms of Use and click the Submit button.	<page-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><list-item></list-item></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header>
13. Congratulations! You've successfully submitted an application.You'll receive an email from us to confirm.	Thank you for submitting your details! Everything is now complete. Ticket number: 52275 Well be in touch soon. In the meantime, feel free to check out our other services. Return to bashbord