

CUSTOMER PORTAL PUP UPLOADING DOCUMENTS

SLIDE 1

How to add or upload a new document.

Or how to link an existing document to your application.

SLIDE 2

The first thing to notice before adding or uploading documents, is the link under the document requirements heading.

Click on this link, which takes you to the TMR webpage, to find more information and template forms that you may require for your application.

Ensure that you have all the mandatory documents completed, and ready for upload.

Or, that they are already existing documents in the system, to be linked to your application.

For the majority of public utility permit applications you will require the following.

Deed of Indemnity. Completed and signed off by someone with the appropriate delegation or authority.

Detailed Plan. A precise location and works methodology is required.

Insurance or Certificate of Currency. Must be current.

Note. For a public utility permit, telecommunications carrier works, the mandatory documents are as follows.

A Land Access and Activity Notice.

And a detailed plan.

If you are adding or uploading a document for the first time to an application, please ensure that you choose the correct document type, to avoid processing delays for a permit approval.

To link an existing document to your application, it had to have been previously uploaded, and made available to other applications.

SLIDE 3

The upcoming demonstration, will show you how to upload or add a new document, and how to link an existing document to your application.

SLIDE 4

The mandatory document requirements for a public utility permit application are clearly marked with a red asterisk.

The first document required is a **deed of indemnity** form.

Note. For telecommunications carrier works, a land access and activity notice will be required instead of a deed of indemnity form.

The other document is a detailed plan.

These documents will be reviewed and approved with the following in mind.

Documents are signed.

Documents are clear and concise.

Do the detailed plans have property boundaries marked.

Insurance is valid and current.

Note. Be aware that even though insurance is not marked as a mandatory document, current insurance must be uploaded with your application, unless you are a local, state, or federal government agency.

First, we will demonstrate how to upload a new document and then how to link and find an existing document.

To upload a new document click add.

In the document type field, click on the drop down to choose the document type that you will be uploading. Example detailed plan.

Please ensure that you choose the correct document type, as this is what the system reads to accept mandatory information.

For example **do not** choose supporting documents for your detailed plan as you will receive a system error telling you, you have not fulfilled the document requirements when you attempt to submit your application.

In the description field, you may enter a summary of the location details of your work plan.

The expiry date field.

If your document has an expiry date, please enter it here.

It is only a mandatory field when uploading your insurance document. Otherwise, it is not a mandatory field, but can be helpful.

In the, allow this document to be available for other applications field, drop down and choose yes, or no.

In the case of a detailed plan you may choose no, as a detailed plan would be site specific and you may not use it again.

A good example to mark yes in this field, is for insurance or possibly deed of indemnity documents.

This will enable you to link the document for future applications, as opposed to uploading it again.

Next attach a file, via the choose file button.

Then click submit.

Note. You will only be able to attach one document at a time due to the Document Type detail requirement.

The document will now display in the document view, and you will see a green tick next to the completed document type.

I will now demonstrate how to Link an existing document.

Click link existing document.

In the search field, type the document type you would like to link

Remember. The document had to have been uploaded previously to link it this way.

Click, on the magnifying glass.

The document will display in the list view below search.

Place a tick in the box to the left, of the relevant document.

The document will display as attached, in the selected records panel.

Click add.

The document will now display in the document view, and you will see a green tick next to the completed document type.

You are always welcome to add other types of documents that you feel will support your application.

But as long as you provide the mandatory requirements, you will be able to progress and submit your application for processing.

SLIDE 5

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.