

### 1. Login

Log into the Portal. the first screen you see is the Application Summary List., filtered to show all applications that are submitted and waiting for review.

### 2. Click on New Application

On the top right hand side of the Application Summary screen is the green bar. You can begin a new application by clicking on the + button.

Reference Library      New Application

Contact Info

### 3. Select Application type

Select the type of application you would like to submit by making a selection from the drop down box.

### 4. Select Lot

Select your Lot, by first selecting your Community, then the Stage and finally the Lot that you are making an application for.

### 5. Enter Design Details

Enter the pla details in Panel 3 and then the facade details in Panel 4.

### 6. Attaching Individual Documents

Add all the supporting documents to your application, including...

- Plans
- Elevations
- Fencing and Driveway details
- Colour Samples

### 7. Attaching a Combined Document

Add Combined Plans + other documents. The preferred method is for all documents to be submitted in one single combined PDF Click & Select your file.

### 8. Enter Owner(s) Details

Add the Owner's Information

### 9. Save the Application

At the top of the New Application screen, click on the Save button. Note...You will not be able to submit the application unless it is saved.

### 10. Submit Application

Once the application has been saved, the status changes to Pending and a Submit Now message appears on the screen. By clicking on this, a notification will be sent the owner and Builder contact.

# Design Approval Portal - Quick Reference Guide – Re Submission

## 1. Find the Lot in the Application Summary List

Use the filters at the top of the list to find the lot you wish to resubmit. You can filter by any combination of the 6 drop down boxes. Remember to click the GO button.



## 2. View the last submission for the lot

Select the magnifying glass next to the last submission for the lot to view the submission. The status of this submission will be *Resub Required*



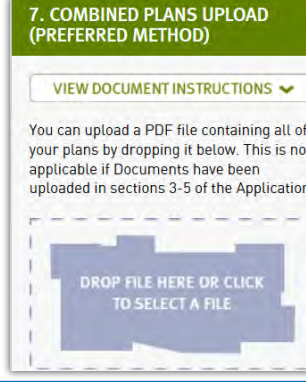
## 3. Click on Resubmit Application

In the *Application Status* area at the top right of the screen, click on *Resubmit Application*



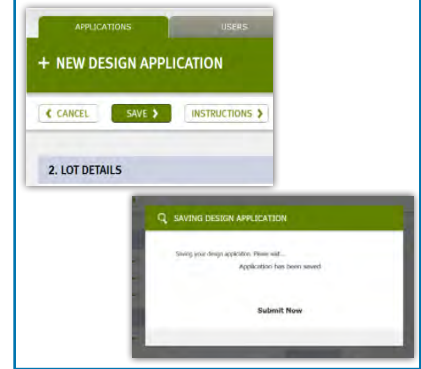
## 4. Attach Updated Information

Add the updated information to the resubmission either individually or as a combined PDF.



## 5. Save and Submit

At the top left of the screen, click on the Save button. Once the application has been saved, click on the *Submit Now* message that appears on the screen.



# Design Approval Portal - Quick Reference Guide – Reference Library

## 1. Click on Reference Library

On the top right hand side of the Application Summary screen is the green bar. You can access the Library by clicking on the book icon.

Reference Library      New Application



Contact Info

## 2. Search for the information

Filter the available information by using any combination of the 4 drop down boxes on the green bar. Don't forget to hit the GO button.



## 3. View the Document

Select the magnifying glass next to the document you wish to view.



# Design Approval Portal - Quick Reference Guide – Registration

## 1. Go to the Portal Website

Go to [www.ngdd.com.au](http://www.ngdd.com.au) and click on “Register”



## 2. Usage Agreement

Click on the “view” button to read the usage agreement. After you have read the agreement, click the close button at the bottom.



## 3. Accept Usage Agreement

If you accept the usage agreement, click on the grey arrow so that it changes colour.



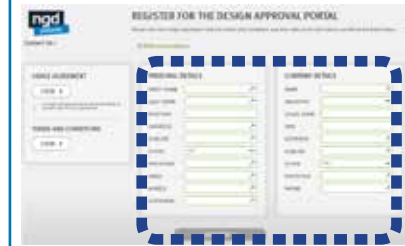
## 4. Terms and Conditions

Click on the “view” button to read the terms and conditions. Click the close button at the bottom after you have read them.



## 5. Enter Details

Enter your personal and company details in the appropriate boxes and click the “Register” button at the bottom when you are done.



## 6. Owners

If you are a lot owner...  
...pick “other company” in the “Industry” box; and  
...use a unique number (e.g. your phone number) in the “ABN” box

