

Initial Registration

1. You will receive an invite via your unique email address. Click on the link provided.
2. On the linked Ausgrid Portal page, click **Register**

Visit: www.ausgrid.com.au DC Designers Sarah Frost

Ausgrid Customer Centre Connection Projects

Sign in

Sign up with an invitation code

* Invitation code

Register

Initial Registration (cont)

3. Select a password and confirm password. Must be > 8 characters, and contain a capital, a number and a non-alphanumeric character
4. Select **Register**

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Ausgrid Customer Centre Connection Projects

Sign in

Redeeming code: 56gsCGzJ01HdrcJ5af73DV6duv0pzzuRg5Qgs9qMHvLu2PoSj60UCEEr08ImmVEK-VY7b2rbxtIFh8jzw20JxsrT2Wqk-TFTYnWk8IXaFb043bA9RQQBW-c03j1deuvmFjZBbLy7D5DbN0qrDTIR9KmuPQLUjLxQGmFuD86ZqA-

Register to activate your account

* Email

* Password

* Confirm password

Register

Initial Registration (cont)


5. On successful registration, the Account Settings page is displayed. Here you can change your password, view your details and link to the Connection Projects that your E/C Company are associated with


The screenshot shows the 'Account Settings' page in the Ausgrid Customer Centre. At the top, there is a blue navigation bar with the text 'Visit: www.ausgrid.com.au' on the left and 'DC Designers' and a user profile for 'Bruce Jamieson' on the right. Below the navigation bar is the Ausgrid Customer Centre logo on the left and a red-bordered button labeled 'Connection Projects' on the right. The main heading 'Account Settings' is centered. On the left side, there is a user profile card for 'Bruce Jamieson' with a 'Security' section containing a 'Change your password' link. On the right side, there is a 'Your Details' section with a form containing the following information:

Field	Value
First Name	Bruce
Last Name *	Jamieson
Mobile	0400123456
Business Phone	0299995555
E-mail	bruce@dc.com

Connection Projects Table

1. This view provides you with a list of connection projects for your role as an ASP, a customer, an applicant or an electrical contractor. The default view is the Customer Projects view.
2. Click on the view selection to choose your E/C view.

Visit: www.ausgrid.com.au Ichibanya Electrical Pty Ltd EC158494  EC Contact3 ▾

 Connection Projects


Projects


☰ Customer Projects ▾

Customer Projects	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project	Select
ASP1 Projects	Ichibanya Electrical	SC-13394 SOMERSBY	3	KANGOO ROAD	SOMERSBY	2250	Private Installation	Active		▾
ASP2 Projects										
ASP3 Projects										
E/C Projects										
Applicant Projects										


Connection Projects Table (cont)

3. This view provides you with a list of connection projects where your role is an E/C.
4. To view a project click the down chevron (down arrow) and select View Details


Visit: www.ausgrid.com.au Ichibanya Electrical Pty Ltd EC158494 

 Connection Projects

Projects



Customer Reference	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project	
		1900087708 COORANBONG	3	BABERS ROAD	COORANBONG	2265	Application Assessment	Active		▼
Test Ref	Adam Inc	AB-56478 OSTERLEY		RALSTONS ROAD	OSTERLEY	2324	Warranty	Active	1900087621 GREYSTANES	▼
	Energised Pty Ltd	SC-12623 CONCORD WEST	25	GEORGE STREET	CONCORD WEST	2138	Closed	Active	SC-00001 CAMPSIE	▼



Project View – Summary Tab

- 1. This is the default view for a Connection Project. The Summary tab provides you with a summary of key dates and information and list of tabs for further navigation

The screenshot displays the Ausgrid Customer Centre interface for a Connection Project. The page is divided into three main sections:

- Header:** A grey box containing project details such as Customer Reference, Associated Project, Site Address Details, Project Name, AE Notification, Project Description, Project No., and AP Notification.
- Navigation Tabs:** A vertical list of tabs on the left side, including Summary, Assessment, Design, Network Construction, Outages, Private Installation, Property, Warranty & Completion, and Project Team.
- Key dates and information:** The main content area titled 'Summary' showing a grid of key dates and information, such as Application - Received Date, Assessment Application Response Due Date, and Design Offer Accepted Date.

Project View – Project Team Tab

On the Project Team Tab you can view those Companies and individuals involved in the project including Ausgrid reps, the Customer and Applicant, ASPs and electrical contractor.

Project Team Header

Project Coordinator	Andrew Vandenberg	Compliance Officer	—
Customer Company	SPACE EVENTS PTY LTD	Customer Representative	SEE THREEPIO
ASP1 Company	—	ASP1 Project Manager	—
ASP2 Company	—		
ASP3 Company	DC Designers	ASP3 Authorised Designer	<input type="text"/> <input type="button" value="Q"/>
E/C Company	—	E/C Representative	—

Project Team Tab – Selecting E/C Representative

1. On the Project Team Tab the EC Company will have been nominated by the Customer or Applicant. This nomination allows the EC Company reps to view the project.
2. The EC company will need to nominate its EC representative on this page by clicking on the search icon next to the E/C Representative Field.

Summary

Assessment

Design

Network Construction

Outages

Private Installation

Property

Warranty & Completion

Project Team

Project Team

Project Coordinator	Compliance Officer
Andrew Vandenberg	Jacob Bayley
Customer Company	Customer Representative
Energised Pty Ltd	Fruit Loops
ASP1 Company	ASP1 Project Manager
Garde Services Pty Ltd	ASP1 Contact
ASP2 Company	
Todds Electrical Pty Ltd	
ASP3 Company	ASP3 Authorised Designer
AA Power Engineering Pty Ltd	Super Designer
E/C Company	E/C Representative
Ichibanya Electrical Pty Ltd	<input type="text" value=""/>

Note this field may initially be filled with default system text. Simply delete and hit search.

Project Team Tab – Selecting E/C Representative

3. The E/C Representative record lookup will appear. It shows the list of EC representatives associated with the E/C Company.
4. Select the nominated E/C Representative for the project (the row will highlight blue), and hit Select.

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DC Designers Bruce Jamieson

Search

✓	Full Name	Business Partner Number	Parent Account	Phone Number	Mobile	Email Address
	Bruce Jamieson		DC Designers	0299995555	0400123456	bruce@dc.com
	Clark Blunt		DC Designers			clark@dc.com
✓	Sarah Frost		DC Designers			frost@dc.com

Summary

Assessment **Select** Cancel Remove value

Design

Network Construction Andrew Vandenberg

Outages

Project Team Tab – Selecting E/C Representative

- 5. The Project Team Tab is updated with the selected E/C Representative
- 6. **Important** – you must hit **Submit** to register and save this selection

Summary ↻

Assessment ↻

Design ↻

Network Construction ↻

Outages ↻

Private Installation ↻

Property ↻

Warranty & Completion ↻

Project Team ↻

Project Team

Project Coordinator	Compliance Officer
Andrew Vandenberg	Jacob Bayley
Customer Company	Customer Representative
Energised Pty Ltd	Fruit Loops
ASP1 Company	ASP1 Project Manager
Garde Services Pty Ltd	ASP1 Contact
ASP2 Company	
Todds Electrical Pty Ltd	
ASP3 Company	ASP3 Authorised Designer
AA Power Engineering Pty Ltd	Super Designer
E/C Company	E/C Representative
Ichibanya Electrical Pty Ltd	EC Contact3

Nominated EC now listed

Private Installation Tab – Overview

1. Three distinct portions. These are all VIEW ONLY (Only accessible by Ausgrid staff)
 - Private installation overview provides summary of the project status
 - Required Documentation – Set by Ausgrid to allow full transparency of what documentation is required
 - Documents submitted – List of all correspondence and documentation submitted for this project

The screenshot displays the 'Private Installation' tab interface. On the left is a sidebar menu with the following items: Summary, Assessment, Design, Network Construction, Outages, Private Installation (highlighted), Property, Warranty & Completion, and Project Team. The main content area is titled 'Private Installation' and contains the following information:

Load Approval Date	17/04/2019 Date Load Slip approved	Appointment Date	– Proposed energisation date
Installation Documentation Status	– Shows whether documentation is required, completed under review	Overtime Required? (Additional Fees Apply)	No Overtime Required
Installation Documentation Received Date	– Date documentation received	Service Order No.	– Inspection Service Order number
Installation Documentation Reviewed Complete Date	– Final review completed	Defect Issued	No Were defects issued

Private Installation Tab – Required Documentation

- Required Documentation is set by Ausgrid based on the type of connection as detailed in the load slip.
NOTE: No documentation can be uploaded until an email notification is received indicating the Required Documents have been specified by Ausgrid.
- Each field has four possible status
 - Required
 - Submitted
 - Incomplete
 - Resubmission
- If an items not required, it will appear greyed out
- Once Ausgrid is satisfied that they document is complete it will be set to submitted

Private Installation Required Documentation

Appointment Checklist	SPD Details (Protection Settings, Curves)
Required	Required
Notification of Commissioning	Main Switchboard Plans (SLD, Site Plan)
Required	Required
Completed and Signed Load Slip	Installation Safety Management Plan
Required	Required
Switching Details	Operating Protocols
Required	Required
CCEW	Back Up Protection Details
Required	Required
Retail Contract in Place	Hazardous Area Documentation
Required	Required
Embedded Generation Details	
Required	

Private Installation Tab – Installation Documentation

6. Private Installation Documentation

- Details all documents submitted and emails sent from this project

7. You also upload documents from here

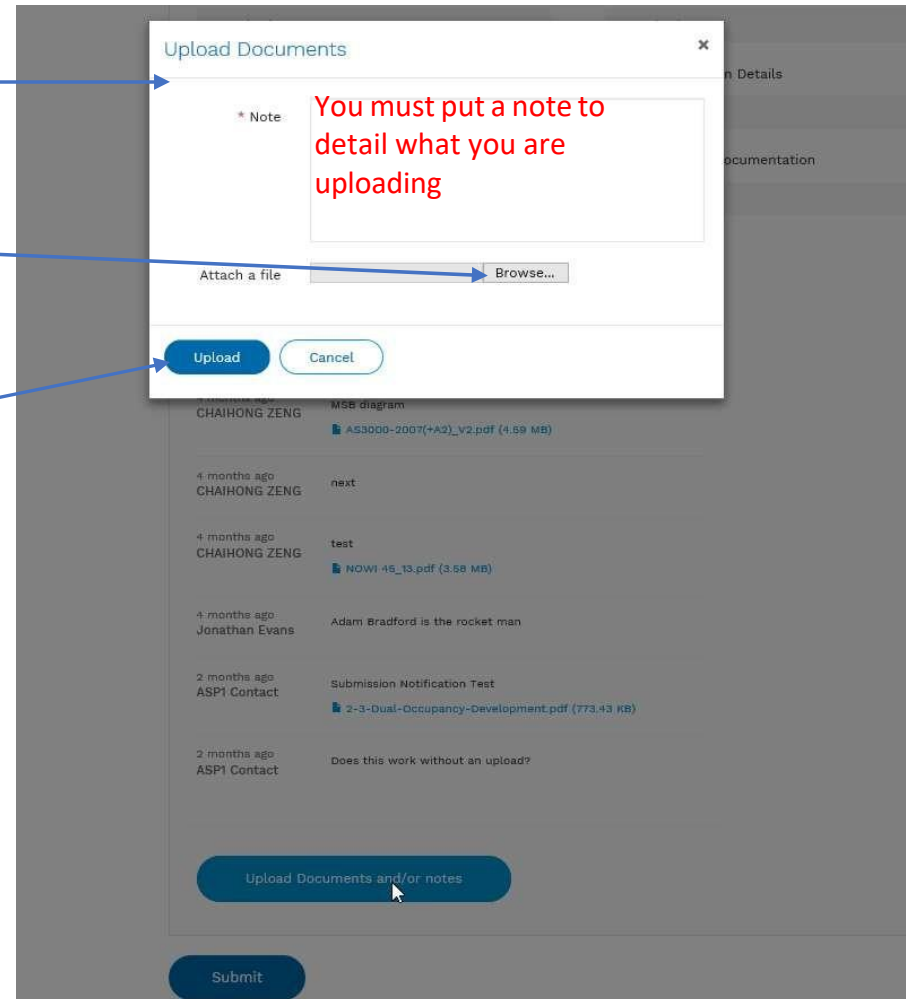
The screenshot displays a list of documents under the heading "Private Installation Documents". Each entry includes a timestamp, the user's name, and the document title. The first entry is "MSB diagram" by CHAIHONG ZENG, dated 4 months ago, with a PDF file named "AS3000-2007(+A2)_V2.pdf (4.69 MB)". The second entry is "next" by CHAIHONG ZENG, dated 4 months ago. The third entry is "test" by CHAIHONG ZENG, dated 4 months ago, with a PDF file named "NOWI 45_13.pdf (3.68 MB)". The fourth entry is "Adam Bradford is the rocket man" by Jonathan Evans, dated 4 months ago. The fifth entry is "Submission Notification Test" by ASP1 Contact, dated 2 months ago, with a PDF file named "2-3-Dual-Occupancy-Development.pdf (773.43 KB)". The sixth entry is "Does this work without an upload?" by ASP1 Contact, dated 2 months ago.

At the bottom of the interface, there are two buttons: "Upload Documents and/or notes" and "Submit". The "Upload Documents and/or notes" button is highlighted with a red rounded rectangle.

Private Installation Tab – Uploading Documentation

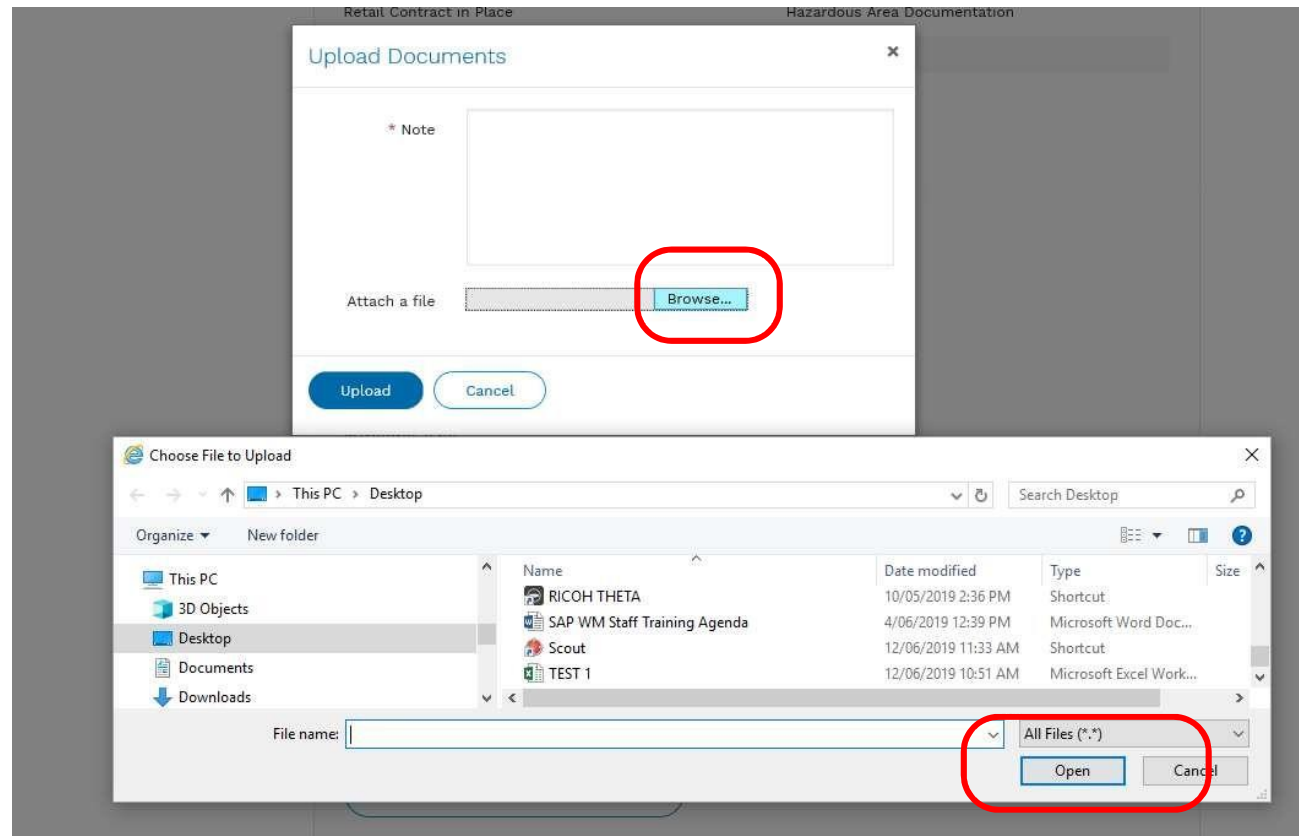
1. After clicking “Upload Documents and/or notes”
 2. This box appears
 3. Click **Browse** to locate your documents on your computer
 4. A **note** must be added before submitting
 5. Click upload to **submit**
- Only one document can be uploaded at a time
 - Ensure documents are clearly labelled to match the required documents
 - E.g. SPD Details 1 Smith St Mardi

The following slides expand on this



Private Installation Tab – Uploading Documentation

1. Click Browse
2. A window from your PC appears.
3. Select the document you wish to upload
4. Click Open



Private Installation Tab – Uploading Documentation

1. The file appears in the “Attach File” area
2. Add a note to detail what you are attaching
3. Click Upload
4. File appears on list

Upload Documents

* Note This is the MSB Plans

Attach a file C:\Users\t46181\Desktop\ Browse...

Upload Cancel

Private Installation Documents	
4 months ago CHAIHONG ZENG	MSB diagram AS3000-2007(+A2)_V2.pdf (4.59 MB)
4 months ago CHAIHONG ZENG	next
4 months ago CHAIHONG ZENG	test NOWI 45_13.pdf (3.58 MB)
4 months ago Jonathan Evans	Adam Bradford is the rocket man
2 months ago ASP1 Contact	Submission Notification Test 2-3-Dual-Occupancy-Development.pdf (773.43 KB)
2 months ago ASP1 Contact	Does this work without an upload?
teiss.thanga EC Contact3	This is the MSB Plans TEST 1.xlsx (46.74 KB)

Upload Documents and/or notes

Project Process (High Level)

1. If your company is assigned by the Connection Applicant, your company's representative will receive an email to inform you that a new project has arrived in your CRM
2. When Ausgrid sets the documentation required status you will also received an email notification

Installation Documentation Status

– Required

3. You can now upload project specific documentation
4. You will receive an email once Ausgrid has accepted all documentation and set the "Installation Documentation Reviewed Completed Date"

Installation Documentation Reviewed Complete Date

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5. Once this is received you can arrange your appointment
 - For ASP/1 jobs this appointment may be set already based on the Network Outage date. It is expected that all paperwork is received prior to this date set by the ASP/1

Appointment Date

–