How to nominate your ASP or Electrical Contractor on the Ausgrid Portal
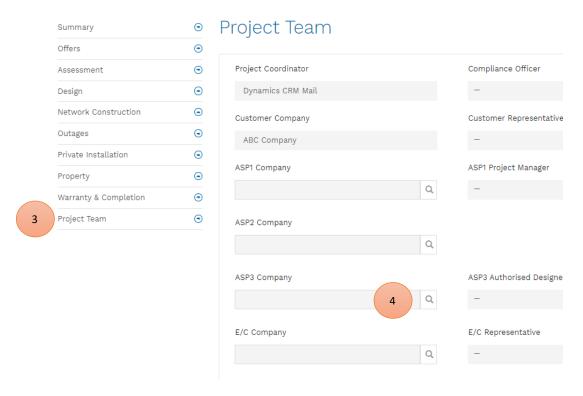
Login to the Ausgrid Portal using your registered email and password.

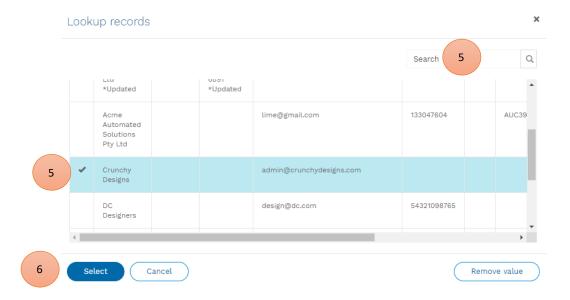https://services.ausgrid.com.au/SignIn

1. Select **Applicant** or **Customer** Projects (appropriate to your role in the project)
2. **Search** for the project you wish to review (using wildcard * if needed) and on the relevant record select **View Details**.

Projects

Customer Reference	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project	
12345		1900087670 KENSINGTON	39	ANZAC PARADE	KENSINGTON	2033	Private Installation	Active		⌄
	ABC Company	1900092287 THREEVILLE		THIRD AVENUE	THREEVILLE	2148	Design Offer	Active		View Details
	Ichibanya Electrical Pty Ltd	SC-13394 SOMERSBY	3	KANGOO ROAD	SOMERSBY	2250	Private Installation	Active		⌄

3. Navigate to Project Team
4. On the appropriate party select the magnifying glass This will open a selection list of companies.

Project Team

- Summary
- Offers
- Assessment
- Design
- Network Construction
- Outages
- Private Installation
- Property
- Warranty & Completion
- Project Team

Project Coordinator	Compliance Officer
Dynamics CRM Mail	—
Customer Company	Customer Representative
ABC Company	—
ASP1 Company	ASP1 Project Manager
[search]	—
ASP2 Company	
[search]	
ASP3 Company	ASP3 Authorised Designe
[search]	—
E/C Company	E/C Representative
[search]	—

5. Search and highlight the company you have engaged.
6. Press **select**

Lookup records   ✕

Search [5]

Ltd *Updated	8891 *Updated				
Acme Automated Solutions Pty Ltd			lime@gmail.com	133047604	AUC39
✔ Crunchy Designs			admin@crunchydesigns.com		
DC Designers			design@dc.com	54321098765	

[5]

[6] **Select**   Cancel   Remove value

7. In the Project Team page press **submit**.

Project Team

Project Coordinator	Compliance Officer
Dynamics CRM Mail	—

Customer Company	Customer Representative
ABC Company	—

ASP1 Company	ASP1 Project Manager
[🔍]	—

ASP2 Company
[🔍]

ASP3 Company	ASP3 Authorised Designer
Crunchy Designs ✖	—

E/C Company	E/C Representative
[🔍]	—

Applicant Company	Applicant Representative
Ichibanya Electrical Pty Ltd	EC Contact3

[7] **Submit**