



DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



HOW TO ADD AND EDIT THE BILLING ENTITY

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

External Portal



HOW TO ADD/UPDATE THE BILLING ENTITY

- You can nominate another contact as the Billing Entity during the application process, or after you have submitted an application.
- A Billing Entity is the addressee on Charge Notices and Tax Invoices.
- The Billing Entity can be changed at any time

Note: Only one Property Owner and one Billing Entity can be selected

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- Please note that if you are not the property owner, you must add the property owner via the 'Add' button at the bottom right of the screen.
- You may grant additional contacts access to this application via this page, by clicking the Add button below.
- When creating this application contact, you can specify whether the contact has full edit access by selecting Edit for their access type. Application Contacts with this access can
 - view all information about the application;
 - retrieve documents such as the Decision Notice and Tax Invoices;
 - upload documents;
 - respond to potential information requests;
 - pay invoices
- To provide view only access to this application contact, select 'Read Only' as their access type. Application Contacts with this access can
 - view all information and access all documents only.
- Additional contacts will also receive all notifications about the application unless you decide to switch notifications off for the additional contact by selecting No as the Notification value
- If you wish to pause your application and resume at a later time, click the Save and exit button. Please note that you will be required to complete any required fields to do this.
- Click the Next button to proceed to the next step

First Name	Last Name	Email	Access Type	Notifications	Is this person the Pro...	Status	Billing Entity
Amanda	Watson	amandawatson282...	Edit	Yes	Yes	Active	<input type="checkbox"/>

Buttons: Previous, Next, Save and exit, Add

- During the application process, click on the **Add** button to add a new contact to your application

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Fields: First Name, Last Name, Email, Access Type, Notifications, Is this person the Property Owner?, Status, Billing Entity

Buttons: Cancel, Save

- In the pop-up screen, click on the **Billing Entity** checkbox
- Click the **Save** button

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First Name	Last Name	Email	Access Type	Notifications	Is this person the Pro...	Status	Billing Entity
Amanda	Watson	amandawatson282...	Edit	Yes	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>
Justine	Owens	opjustine@gmail.c...	Edit	No	<input type="checkbox"/>	Active	<input checked="" type="checkbox"/>

Buttons: Previous, Next, Save and exit, Add

- You can now view which contact is the **Property Owner** and which contact is the **Billing Entity**

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Application: 22-PNT-56335

Record Type: Non-standard connection

Stage: Check for Completeness

Initial Submission Date: 8/6/2022

Information Request External Action Flag: 0

Outstanding Fees: \$0.00

Application Contacts (2)

Application Contact	First Name	Last Name	Email	Status	Notifications	Is this person the ...	Access Type
AC-81230	Amanda	Watson	amandawatson282@gmail.com	Active	Yes	<input checked="" type="checkbox"/>	Edit
AC-81266	Justine	Owens	opjustine@gmail.com	Active	No	<input type="checkbox"/>	Edit

Buttons: Edit, View All

- Throughout the application stages, you can update the Billing Entity by clicking on the **Application Contacts** tab and using the drop-down box per contact to **Edit** the application details.

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Application Contact Name: AC-81230

Application: 22-PNT-56335

Fields: First Name (Amanda), Last Name (Watson), Email (amandawatson282@gmail.com), Status (Active), Notifications (Yes), Access Type (Edit), Billing Entity (checked)

Buttons: Cancel, Save & New, Save

- Note:** Remember to uncheck the details from the contact who is not the Property Owner or Billing Entity
- Click the **Save** button