

This guide details the information available in your **My Projects** dashboard in the Connections Portal.

You can **view project details** such as **address**, **milestone** status and dates, paid and unpaid **fees** (and party responsible for each fee), pdf **tax invoices** and your **project contacts at Endeavour Energy**. You can also **download PTCs** (Permission to Connect) where applicable.

This guide includes the steps to **search for your project** by ID, suburb, date range or NMI. It also includes how to **filter** or **group** your My Projects.

These instructions are also covered in a [how to video](#) on our [Support Materials](#) page

My Projects is below two tabs:

- **Active Projects** - projects that have fees incurred and progressed to the assessment process by the Engineering team prior to the appropriate documents being issued
- **Auto approved PTCs** - applications that meet Endeavour Energy's minimum requirements will have PTCs approved automatically and received immediately

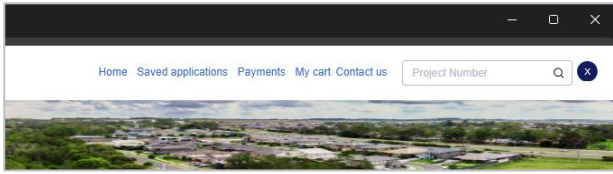
Project ID	Project Street	Project Suburb	Project Status	Last Status Date	EE Contact
SCL5125	56 SOMERSET STREET	STANHOPE GARDENS	Application Acknowledged	20 November, 2024	Zahid Syed
SCL5123	72 HUNTINGWOOD DRIVE	EASTERN CREEK	Application Acknowledged	20 November, 2024	Zahid Syed
ENL6085	MAMRE	KEMPS CREEK	Application Acknowledged	20 November, 2024	Zeeshan Mehfooz

Project ID	Project Street	Project Suburb	Type	NMI	Load/Export	PTC Issued Date	PTC Document
DNC0197	MARSDEN	PARRAMATTA	Generator	4311415541	3.35	21 November, 2024	Download
DNC0193	REDWOOD	CLAREMONT MEADOWS	Generator	4310000503	8.00	20 November, 2024	Download
DNC0161	MAMRE	KEMPS CREEK	New Connections	4311447146,4311447145	100.00	18 November, 2024	Download

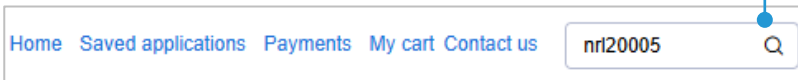
IF YOU DON'T SEE YOUR PROJECT LISTED IN MY PROJECTS

- The default view is **30 projects**. If you have more than 30 projects, when you filter or group any of the columns, you will then see all your projects
- The projects you can view are determined by your **email address**
The email address you use to log in to the Customer Portal is matched against the email address in the application / project. You can see any projects where you are a **contact** on the project i.e. the **Applicant, Site Contact, Property Owner** or **ASP**
- For applications that incur a fee:
 - it may take up to 2 minutes (*after payment has been processed*) for the application to be converted to a Project and appear in your My Projects dashboard
 - if the fee hasn't yet been paid (you chose payment method BPAY or EFT), your application is visible in Payments > Pending payments

SEARCH FOR PROJECT USING PROJECT NUMBER

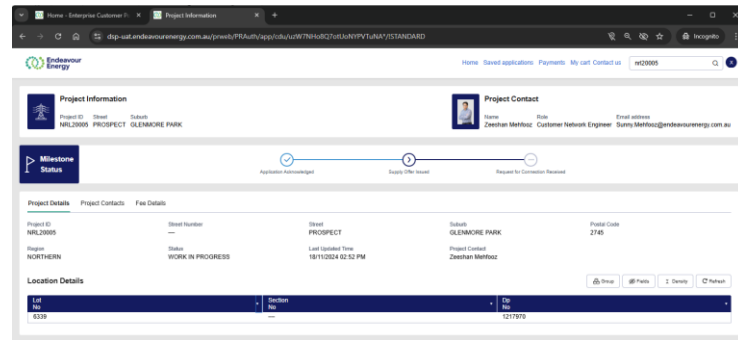


If you know the **Project Number**, you can use the **Search** field (top right of the screen) to search for the project.



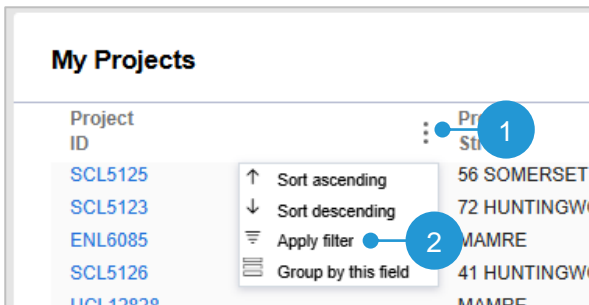
1. Enter the **project number** and **click**

Note: The search is not case sensitive, but you must enter the full project ID e.g. nrl20005 and not 20005



2. The Project Details display.

OR



If you know the **Project Number** or **part of the number**, use the filter on the **Project ID** column (Project ID column is under **Active projects** tab and under **System Generated PTC** tab).

1. Click in the **Project ID** column heading

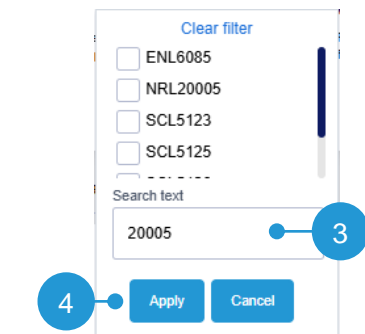
2. Select **Apply filter**

3. Enter the **project number** or **part of the number** (or select the checkbox in the list if you can see the project number)

4. Click **Apply**

5. Click the project number to display the project details

identifies the column on which you've set the filter



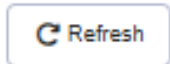
4. Click **Apply**



My Projects

Project ID	Project Street
NRL20005	PROSPECT

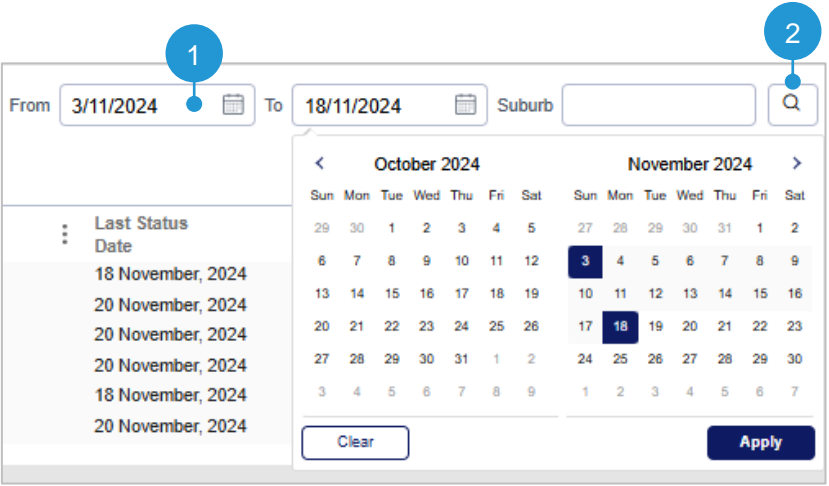
5. Click the project number



Note: To remove the filter, click

(or, if you navigate to another page, the filter is automatically removed when you return to your Home page).

SEARCH OR FILTER BY DATE OR DATE RANGE



To filter the list of projects to specific application submission dates:

1. Select a date from the calendar in the **From** and **To** fields

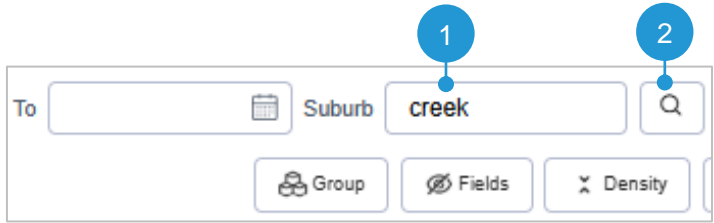
2. Click to apply the date filter to your project list.

Note: The My Projects **list** shows the **Last Status Date** (i.e., the date of the last status change), but the date filter (**From** and **To**) is using the **application start date**.

Note: To clear the date filter, click in the **From** or **To** field, click **Clear** and click or



SEARCH OR FILTER BY SUBURB



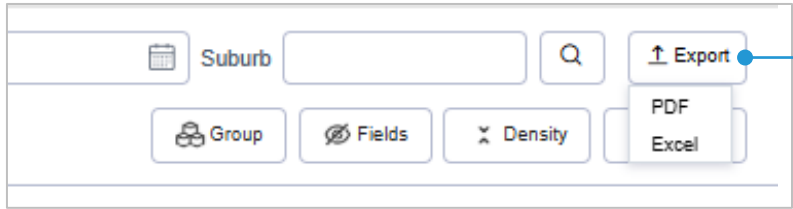
You can search or filter the list of projects by suburb.

1. **Enter part of the suburb name** in the **Suburb** field

2. Click

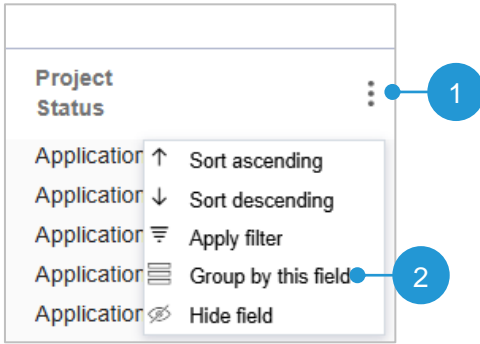
Note: To revert back to all suburbs, **delete** the search term and click or

EXPORT



You can click in either the My Projects list (or Saved applications list) to export the projects into a **PDF** or **Excel** format

GROUP



You may also find it useful to group the list by Milestone status (Project Status).

1. Click in the **Project Status** column heading

2. Select **Group by this field**

3. The list of projects is grouped by status

Project ID	Project Street	Project Suburb	Project Status
Project Status: Application Acknowledged			
SCL5125	56 SOMERSET STREET	STANHOPE GARDENS	Application Acknowledged
SCL5123	72 HUNTINGWOOD DRIVE	EASTERN CREEK	Application Acknowledged

Note: To **remove** this setting, click in the **Project Status** column heading and select **Ungroup**.

My Projects From

Project ID	Project Street	Project Suburb	Project Status
Project Status: Application Acknowledged			
SCL5125	56 SOMERSET STREET	STANHOPE GARDENS	Application Acknowledged
SCL5123	72 HUNTINGWOOD DRIVE	EASTERN CREEK	Application Acknowledged
ENL6085	MAMRE	KEMPS CREEK	Application Acknowledged

DISPLAY PROJECT DETAILS

ACTIVE PROJECTS

Active Projects Auto approved PTCs

My Projects From

Project ID	Project Street	Project Suburb	Project Status
SCL5125	56 SOMERSET STREET	STANHOPE GARDENS	Application Acknowledged
SCL5123	72 HUNTINGWOOD DRIVE	EASTERN CREEK	Application Acknowledged

When you have found the project you want to display in your **Active Projects** > **My Projects** list:

1. Click on the **Project ID** to view more details

Project information is displayed on the top left (*Project ID and address*)

The screenshot shows the project details page for project SCL5125. It includes a navigation bar with 'Home', 'Saved applications', 'Payments', 'My cart', and 'Contact us'. The main content is divided into sections: 'Project Information' (Project ID: SCL5125, Street: SOMERSET STREET, Suburb: STANHOPE GARDENS), 'Project Contact' (Name: Zahid Syed, Role: Senior Customer Network Engineer, Email: Zahid.Syed@endeavourenergy.com.au), 'Milestone Status' (Application Acknowledged, Supply Offer Issued, Request for Connection Received), 'Project Details' (Project ID: SCL5125, Street: SOMERSET STREET, Suburb: STANHOPE GARDENS, Postal Code: 2768, Status: WORK IN PROGRESS, Last Updated Time: 20/11/2024 11:31 AM), and 'Location Details' table.

Lot No	Section No	Dp No
19		285892
18		285892

Project Contact at Endeavour Energy is displayed on the top right (*name, role and email*)

Milestone Status - the Milestone stages are displayed in a progress bar:

- **Completed** milestones have a tick
- **In progress** milestones have an arrow
- The **remaining milestones** have three dots

Project Details Project Contacts Fee Details

The lower section of the screen is divided into tabs:

Project Details tab displays by default.

This shows the full address, application status, the date and time the application was last updated and your Project Contact at Endeavour Energy.

The **Location Details** table lists the Lot, Section and DP numbers.

DISPLAY PROJECT DETAILS (continued)

ACTIVE PROJECTS (continued)

PROJECT CONTACTS TAB

Name	Role	Email address	Contact Number
Zahid Syed	Senior Customer Network Engineer	Zahid.Syed@endeavourenergy.com.au	85088

2. Select the **Project Contacts** tab to view a full list of your contacts at Endeavour Energy and their **contact phone numbers** and email

FEE DETAILS TAB

Proforma Invoice Number	Total Amount	Date Issued	Contact Name	Status	Download
SCL5125A1	\$1,100.00	20/11/24 11:00 AM	Nicola UAT	Paid	Download

4. Select the **Fee Details** tab to view **paid** tax invoices

You can **download** a copy of a **paid tax invoice** via this tab

(unpaid invoices can be viewed in Payments > Pending payments)

Endeavour Energy
 ABN 11 247 365 829
 T 133 718
 Level 40-42, 8 Parramatta Square
 10 Blancy Street
 Parramatta NSW 2150
 PO Box 811, Seven Hills NSW 1730

TAX INVOICE

Invoice Number: **001001000151** Invoice Date: **20 Nov 2024**

Billing To: Nicola Marsfield, NSW, 2122

The **Billing Party** name is at the top of the tax invoice (**Billing To**)

i You are always sent a copy of the tax invoice via **email** if you are the **billing party**, i.e., you paid via credit card or you selected to pay via BPAY / EFT and did not nominate another billing party in the Bill to Details section of your application.

Proforma Invoice Number	Total Amount	Date Issued
No Items		

Note: If there is no fee for your application, the Fee Details tab states **No items**.

DISPLAY PROJECT DETAILS

AUTO APPROVED PTCs

Active Projects **Auto approved PTCs**

My Projects From To Suburb NMI

Project ID	Project Street	Project Suburb	Type	NMI	Load/Export	PTC Issued Date	PTC Document
DNC0197	MARSDEN	PARRAMATTA	Generator	4311415541	3.35	21 November, 2024	<input type="button" value="Download"/>
DNC0193	REDWOOD	CLAREMONT MEADOWS	Generator	4310000503	8.00	20 November, 2024	<input type="button" value="Download"/>
DNC0161	MAMRE	KEMPS CREEK	New Connections	4311447146,4311447145	100.00	18 November, 2024	<input type="button" value="Download"/>

When you have found the project in your **Auto approved PTCs > My Projects** list:

Click to **download a copy of the Permission to Connect (PTC)**

The **Save As** window opens and you are prompted to select where to save the file. Select the location and then click Save.

To view more details, click on the **Project ID**

Project information displays the Project ID, Street and Suburb

Project Information
Project ID: DNC0197, Street: MARSDEN, Suburb: PARRAMATTA

Milestone Status
Application Received (Completed) → Permission to Connect Issued (Completed)

Project Details

Project ID	Street Number	Street	Suburb	Postal Code
DNC0197	—	MARSDEN	PARRAMATTA	2150
Region	Type	Load/Export	Application Date	
CENTRAL	Generator	3.349	21/11/2024 01:02 PM	

NMI	Site Address
4311415541	SE 403 MARSDEN ST PARRAMATTA 2150 NSW

Milestone Status - the Milestone stages are displayed in a progress bar:

- **Completed** milestones have a tick

The lower section of the screen is divided into tabs:

Project Details tab displays by default. This shows the full address, region, application type, load/export value, application date and time.

The table lists the NMI(s) and site address

Select the **Project Documents** to view the PTC and Application documents and the date & time they were issued. You can download these documents.

Project Details **Project Documents**

Document Name	Date Issued	
PTC PDF	21/11/24 10:23 AM	<input type="button" value="Download"/>
Application PDF	21/11/24 10:23 AM	<input type="button" value="Download"/>