

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.

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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.



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

Note: To remove the filter, click

C Refresh

(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

From 3/11/2024	18/1	11/20)24			s	uburb							2 Q
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	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Last Status Date	29	30	1	2	3	4	5	27	28	29	30	31	1	2
18 November, 2024	6	7	8	9	10	11	12	3	4	5	6	7	8	9
20 November, 2024	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20 November, 2024	20	21	22	23	24	25	26	17	18	19	20	21	22	23
20 November, 2024	27	28	29	30	31	1	2	24	25	26	27	28	29	30
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20 November, 2024		Clear)									Appl	y

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 <u>list</u> 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 **Q** or

C Refresh





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: Applicat	ion Ackno	wledged - 3					
	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**.

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DISPLAY PROJECT DETAILS

ACTIVE PROJECTS



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



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



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

Project Information Project ID Street SCL5125 SOMERSET STREET	Suburb STANHOPE GARDENS	Project Con Name R Zahid Syed S	n tact ^{tole} ienior Customer Network E	Email address ngineer Zahid.Syed@endeavourenerg	4. Select the F paid tax invoid	ee Details tab to view
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		TAX INVO				
	Invoice Number: 001001000	151		Invoice Date: 20 Nov 2	24	
	Billing To: Nico	la field, NSW, 2122		•	The Billing Pa	rty name is at the top

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

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.

Project Details	Project Contacts	Fee Details	
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.



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DISPLAY PROJECT DETAILS

AUTO APPROVED PTCs

Active Proj	jects	Aut	to approved PTCs													
My Pi	roject	S					From		To		Suburb		NMI	Q X Density	<u>1</u> C	Export
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	,	WI	hen you ha	ave	e found the pro	oj	ect in your Aut	tC	o approved PTC	S	> My Projec	ts	list:			

Click <u>Download</u> 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

Endeavour Energy		Home Saved appli	cations Payments My cart Contact	us Project Number	۹ 🔞
Project Info Project ID Str DNC0197 M/	ormation eet Suburb ARSDEN PARRAMATTA				Milestone Status - the Milestone
Milestone Status		Application Received	Permission to Connect Issued		 stages are displayed in a progress bar: Completed milestones have a tick
Project Details Project	t Documents				
Project ID DNC0197	Street Number	Street MARSDEN	Suburb PARRAMATTA	Postal Code 2150	
Region CENTRAL	Type Generator	Load/Export 3.349	Application Date 21/11/2024 01:02 PM		
NMI		Site Address			
4311415541		SE 403 MARSDEN S	T PARRAMATTA 2150 NSW		

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	Download
Application PDF	21/11/24 10:23 AM	Download