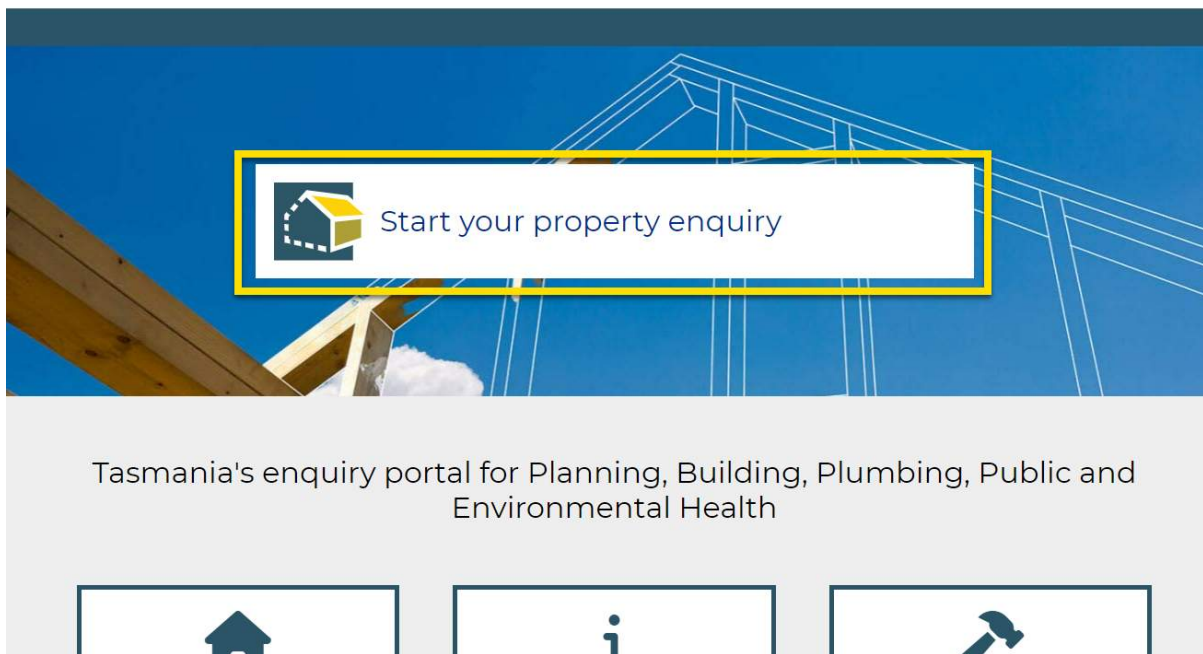




QUICK REFERENCE GUIDE – How to register myself and access Application Services

Step 1

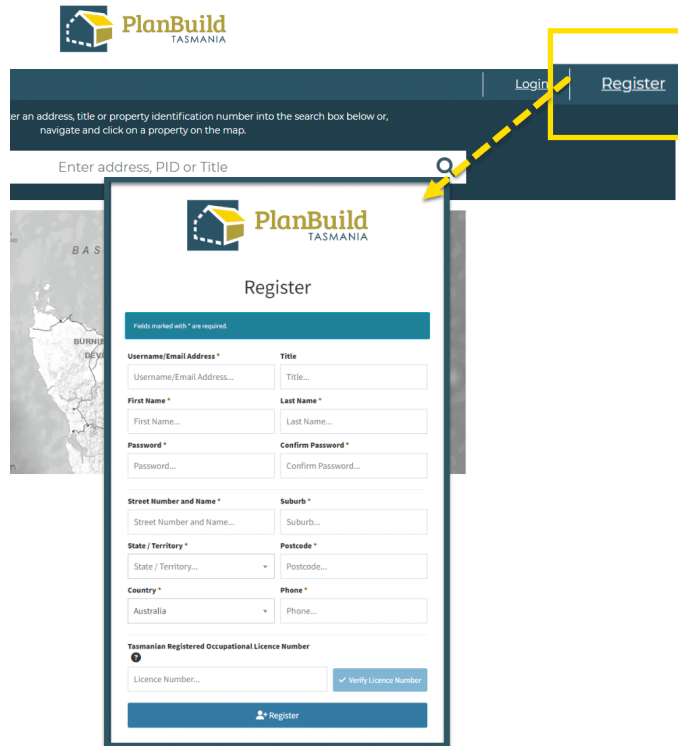
Go to the Portal



Go to planbuild.tas.gov.au, click 'Start your property enquiry' to enter the portal.

Step 2

Register



The screenshot shows the PlanBuild Tasmania website interface. At the top, there is a navigation bar with a search box containing the text "Enter address, PID or Title" and a magnifying glass icon. To the right of the search box are "Login" and "Register" buttons. The "Register" button is highlighted with a yellow rectangular box. A yellow dashed arrow points from the "Register" button to a pop-up form titled "Register". The pop-up form contains the following fields:

- Username/Email Address ***: Username/Email Address...
- Title**: Title...
- First Name ***: First Name...
- Last Name ***: Last Name...
- Password ***: Password...
- Confirm Password ***: Confirm Password...
- Street Number and Name ***: Street Number and Name...
- Suburb ***: Suburb...
- State / Territory ***: State / Territory...
- Postcode ***: Postcode...
- Country ***: Australia
- Phone ***: Phone...
- Tasmanian Registered Occupational Licence Number**: Licence Number... with a "Verify Licence Number" button.

At the bottom of the pop-up form is a blue "Register" button with a person icon.

Click on the Register icon and complete information on the pop-up Register screen.

Step 3

Confirmation e-mail

Dear [REDACTED]

Please validate your email address to complete your PlanBuild Tasmania account registration.

If you did not create an account using this email address, please ignore this email.

[Confirm your email address](#)

The confirm link will expire within 2 hours.

You will receive an email from PlanBuild Tasmania. Click 'Confirm your email address' to complete your registration.

You will be redirected to the portal and the notification should show that your account has been successfully activated.

We can put other QRGs here if needed.

[GO TO LOCATION 1](#)