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QUICK REFERENCE GUIDE – How to register my business and access Application Services

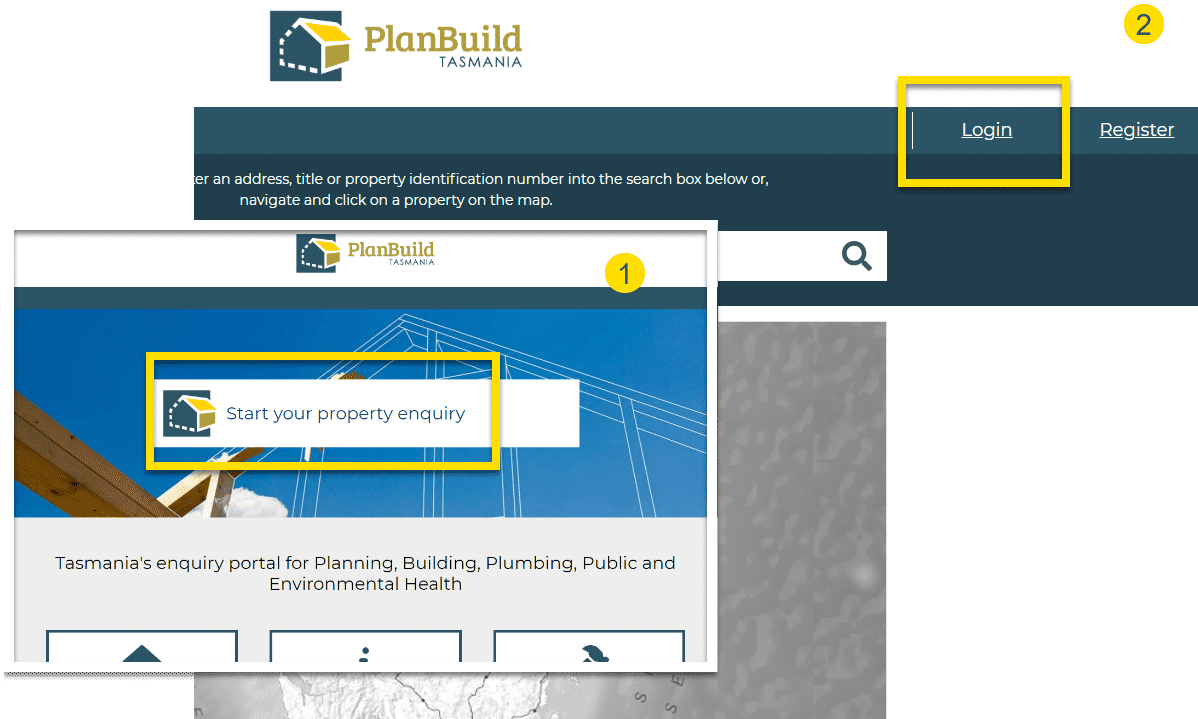


How to register my business and access Application Services

'Organisation' can be created in PlanBuild Tasmania. This allows industry professionals to set up an Organisation User, which allows a number of users to work within an Organisation within PlanBuild.

Step 1

Login to your individual account



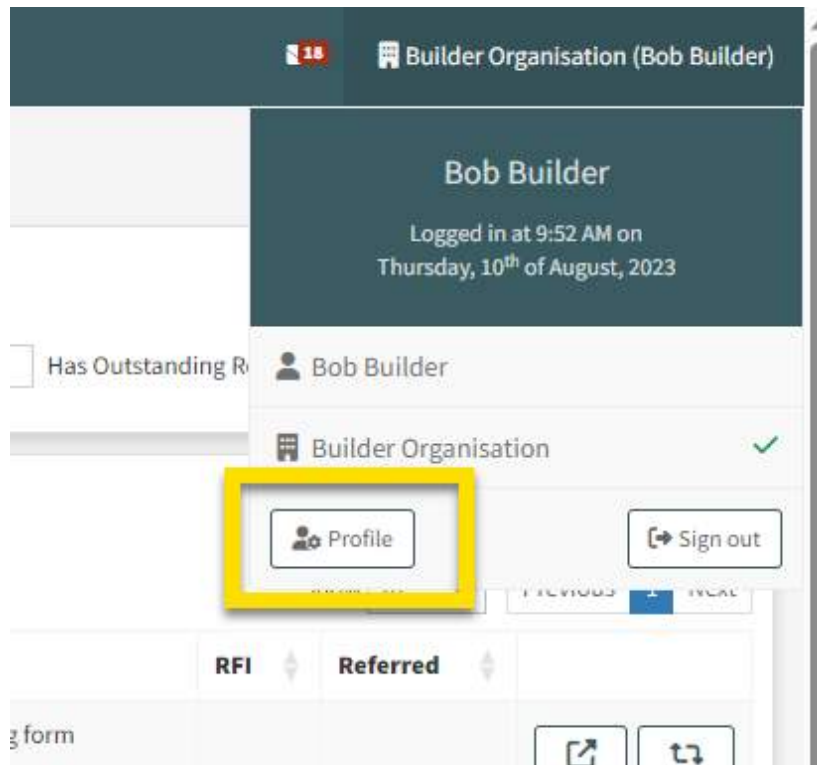
1. Go to planbuild.tas.gov.au, assess the portal by click 'Start your property enquiry' to enter the portal.

2. Log in.

(Or refer to [How to register myself and access Application Services](#) on how to create an account.)

Step 2

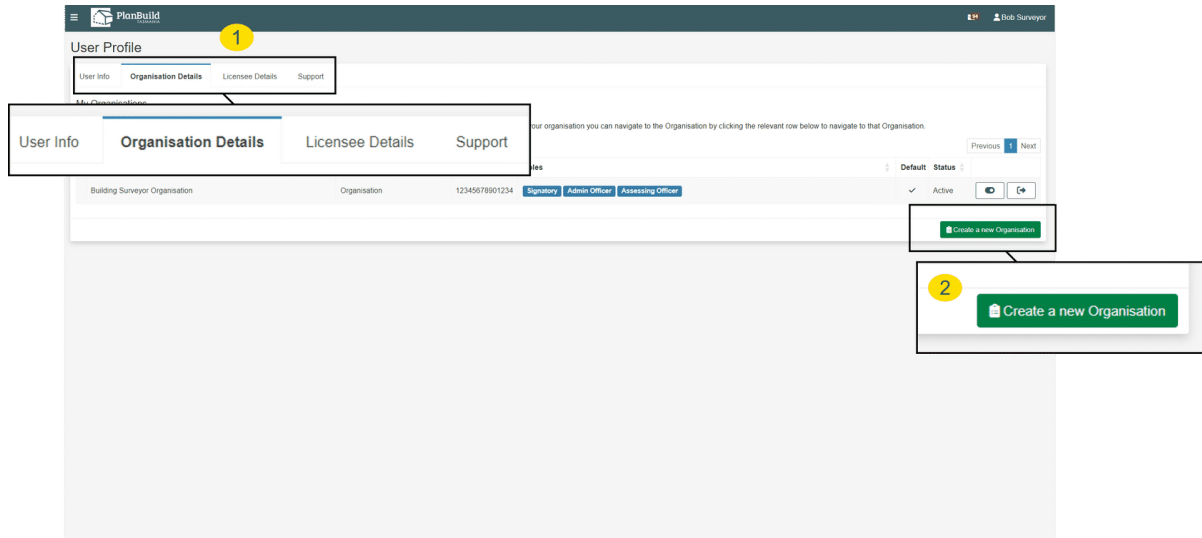
Go to Profile



Click on your User Name on the top right corner, and click 'Profile'.

Step 3

Create a new Organisation



1. Choose the second tab 'Organisation Details' and click 'Create a new Organisation' on the bottom right.

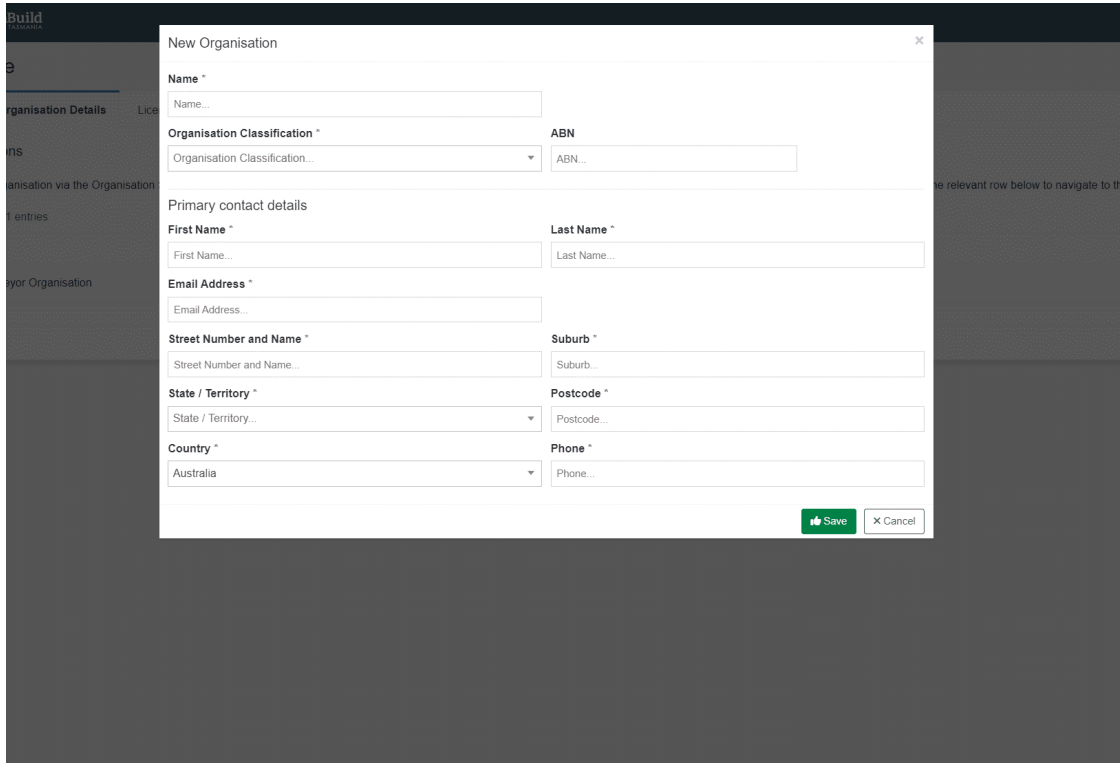
2. Create a new Organisation.

Note:

If you have more than one Organisation, and you are creating a second Organisation profile, you must do so using your individual user profile. You cannot create a new Organisation whilst logged in as your current Organisation profile.

Step 4

Fill out the form



The image shows a 'New Organisation' form within a software application. The form is titled 'New Organisation' and has a close button (X) in the top right corner. It contains several sections of input fields:

- Name ***: A text input field labeled 'Name...'.
- Organisation Classification ***: A dropdown menu labeled 'Organisation Classification...'.
- ABN**: A text input field labeled 'ABN...'.
- Primary contact details**: A section header for the contact information.
- First Name ***: A text input field labeled 'First Name...'.
- Last Name ***: A text input field labeled 'Last Name...'.
- Email Address ***: A text input field labeled 'Email Address...'.
- Street Number and Name ***: A text input field labeled 'Street Number and Name...'.
- Suburb ***: A text input field labeled 'Suburb...'.
- State / Territory ***: A dropdown menu labeled 'State / Territory...'.
- Postcode ***: A text input field labeled 'Postcode...'.
- Country ***: A dropdown menu labeled 'Country...' with 'Australia' selected.
- Phone ***: A text input field labeled 'Phone...'.

At the bottom right of the form, there are two buttons: a green 'Save' button with a plus icon and a white 'Cancel' button with an X icon.

Fill out the form and save. The new organisation will be shown under 'My Organisations'.

Step 5

Set as default account

User Profile

User Info **Organisation Details** Licensee Details Support

My Organisations

Switch to your Organisation via the Organisation Switcher by clicking your user at the top right of the screen. If you are an administrator of your organisation you can navigate to the Organisation by clicking the relevant row below to navigate to that Organisation.

To create a new organisation, select 'Create a new Organisation'.

Note: You must be logged in as an individual profile to create a new organisation (you cannot create whilst logged in under your organisation profile).

Showing 1 to 1 of 1 entries

Name	Type	ABN	Roles	Default	Status	
Builder Organisation	Organisation	12345678901234	Admin Officer Assessing Officer	✓	Active	<input checked="" type="checkbox"/> +

In the User profile, 'switch it on' to make it the default account. (Optional)

We can put other QRGs here if needed.

GO TO LOCATION 1