

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 <u>one</u> Property Owner and <u>one</u> Billing Entity can be selected

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	$\sim$		$\sim$	>	$\sim$		Application Contacts		Summary
<ul> <li>Please no</li> </ul>	te that if	you are not the property	y owner, you must add the pr	operty owner via the 'Add'	button at the bottom	right of the screen.			
You may	grant ad	ditional contacts acces	ss to this application via th	is page, by clicking the A	dd button below.				
• When cre • <b>vi</b>	ating this <b>ew all inf</b>	application contact, you cormation about the ap	a can specify whether the cor oplication;	itact has full edit access b	y selecting Edit for the	eir access type. Application Co	ontacts with this access can	I	
• <b>r</b> e	trieve do	cuments such as the D	Decision Notice and Tax Inv	oices;					
• <b>u</b>	oload do	cuments;							
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• <b>p</b> a	ay invoice	25							
• To provid • <b>vi</b>	e view on <b>ew all int</b>	ly access to this applicat formation and access a	tion contact, select 'Read Onl <b>all documents only.</b>	y' as their access type. App	plication Contacts witl	h this access can			
Addition	al contac	ts will also receive all	notifications about the app	lication unless you deci	ide to switch notifica	tions off for the additional	contact by selecting No a	is the Notification value	
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Amanda		Watson	🛛 amandawatson282	Edit	Yes	~	Active		Edit
Justine		Owens	⊠ opjustine@gmail.c	Edit	No		Active	~	Edit

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

1	Add Record
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	· First Name ①
Application Contacts Summary	Justine
<ul> <li>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.</li> <li>You may grant additional contacts access to this application via this page, by clicking the Add button below.</li> </ul>	*Last Name ()
• 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	Owens
<ul> <li>view all information about the application;</li> <li>retrieve documents such as the Decision Notice and Tax Invoices;</li> </ul>	*Email 🚯
<ul> <li>upload documents;</li> </ul>	opjustine@gmail.com
respond to potential information requests;     a new involves	Se Access Type
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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	ate No
Click the Next button to proceed to the next step	
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First Name V Last Name V Email V Access Type V Notifications V Is this person the Pro Status V Billing Entity	*Status 1
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Previous Next Save and exit	Rilling Entity
	Cancel Save
<ul> <li>During the application process, click on the Add button to add a new</li> </ul>	In the pop-up screen, click on the Billing Entity checkbox
contact to your application	
	Click the Save button
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