

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

3	Jtilitie	S Home	Applications In	Progress	Application History	Information	I Requests	Update My Profile	Ļ
	\sim	· · · · · · · · · · · · · · · · · · ·	\sim	>	\sim		Application Contacts		Summary
 Please no 	ote that if	you are not the property	/ 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	s to this application via th	is page, by clicking the A	dd button below.				
		application contact, you ormation about the ap		itact has full edit access b	y selecting Edit for the	eir access type. Application Co	ntacts with this access can	I	
• r e	etrieve do	cuments such as the D	Decision Notice and Tax Inv	oices;					
• u	pload doo	cuments;							
• r e	espond to	potential information	requests;						
• p i	ay invoice	IS .							
		y access to this applicat ormation and access a	tion contact, select 'Read Onl Ill documents only.	y' as their access type. App	plication Contacts with	h this access can			
Addition	al contac	ts will also receive all r	notifications about the app	olication unless you deci	de to switch notifica	tions off for the additional	contact by selecting No a	is the Notification value	
 If you wis 	sh to paus	e your application and re	esume at a later time, click ti	he Save and exit button. P	lease note that you wi	ill be required to complete an	y required fields to do this.		
Click the	Next butto	on to proceed to the nex	t step						
							_		
First Name	~	Last Name 🗸	r Email V	Access Type 🗸 🗸	Notifications	 Is this person the Pro 	Status 🗸	Billing Entity]
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
nUtilities Home Applications In Progress Application History Information Requests Update My Profile 🐥 🙆	
	· First Name ①
Application Contacts Summary	Justine
 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. You may grant additional contacts access to this application via this page, by clicking the Add button below. 	*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
 view all information about the application; retrieve documents such as the Decision Notice and Tax Invoices; 	*Email 🚯
 upload documents; 	opjustine@gmail.com
 respond to potential information requests; pay invoices 	. se *Access Type 1
 pay involces To provide view only access to this application contact, select 'Read Only' as their access type. Application Contacts with this access can 	Edit
• view all information and access all documents only.	s a Notifications ()
 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	
	Is this person the Property Owner? 🕦
First Name V Last Name V Email V Access Type V Notifications V Is this person the Pro Status V Billing Entity	*Status 1
Amanda Watson 🗹 amandawatson282 Edit Yes Active Edit	Active
Previous Next Save and exit	Billing Entity
	Cancel Save
 During the application process, click on the Add button to add a new 	In the pop-up screen, click on the Billing Entity checkbox
contact to your application	
	 Click the Save button
Utilities Home Applications In Progress Application History Information Requests Update My Profile 🌻 😫	
	Edit AC-81230
zation zz-PNT-56335	Edit AC-81230
Record Type Stage Initial Submission Date Last Customer Response Date Information Request External Action Flag Non-standard connection Check for Completeness 8/6/2022 0	
Record Type Stage Initial Submission Date Last Customer Response Date Information Request External Action Flag O	Application Contact Name Is this person the Property Owner? ①
Record Type Stage Initial Submission Date Last Customer Response Date Information Request External Action Flag O	Application Contact Name AC-81230
Record Type Stage Initial Submission Date Last Customer Response Date Information Request External Action Flag O Non-standard connection Check for Completeness 8/6/2022 0	Application Contact Name AC-81230 Application Contact Name Application Application Contact Name Application Contact Name Contact Name C
Record Type Stage Initial Submission Date Last Customer Response Date Information Request External Action Flag O Non-standard connection Check for Completeness 8/6/2022 0	Application Contact Name AC-81230 Application 01 22-PNT-56335 Active
Record Type Stage Initial Submission Date Last Customer Response Date O Information Request External Action Flag O O	Application Contact Name AC-81230 Application Contact Name Application Application Contact Name Application Contact Name Contact Name C
Record Type Non-standard connection Stage Check for Completeness Initial Submission Date 8/6/2022 Last Customer Response Date 0 Information Request External Action Flag Check for Complete Assessment Quality Check Complete Refused Cancelled Expired	Application Contact Name AC-81230 Application 01 22-PNT-56335 Active
Record Type Non-standard connection Stage Check for Completeness B/6/2022 Last Customer Response Date Information Request External Action Flag O Information Request External Action Flag O Check for Completeness Assessment Quality Check Complete Refused Cancelled Expired Outstanding Amount for this application 50.00 Pay Myy Application Fees	Application Contact Name AC-81230 Application 22-PNT-56335 • First Name ① • Notifications ①
Record Type Non-standard connection Stage Check for Completeness Hitial Submission Date #/6/2022 Last Customer Response Date O Information Request External Action Flag O Check for Complete. Assessment Quality Check Complete Refused Cancelled Expired O Custanding Fees Outstanding amount for this application :50.00	Application Contact Name AC-81230 Application 22-PNT-56335 •First Name Amanda
Record Type Non-standard connection Stage Check for Completeness B/6/2022 Last Customer Response Date Information Request External Action Flag O Information Request External Action Flag O Check for Completeness Assessment Quality Check Complete Refused Cancelled Expired Outstanding Amount for this application 50.00 Pay Myy Application Fees	Application Contact Name AC-81230 Application 22-PNT-56335 • First Name Amanda • Last Name
Record Type Non-standard connection Last Quation Response Date 0 Information Request External Action Flag Information Request External Action Flag 0 Information Request External Action Flag Information Request External Action Flag </td <td>Application Contact Name AC-81230 Application 22-PNT-56335 •First Name Amanda •Last Name Watson</td>	Application Contact Name AC-81230 Application 22-PNT-56335 •First Name Amanda •Last Name Watson
Record Type Non-standard connection Check for Completeness 8/6/2022 Lat Customer Response Date 0 Information Request External Action Flag Information Request External Action Flag Information Request Provide Action Solution Information Request Provide Action Flag Information Request Provide	Application Contact Name AC-81230 Application 22-PNT-56335 •First Name Amanda •Last Name Email
Roord Type Sage Deck for Completeness Notice State Information Date Information Date Information Date Information Date Information Request External Action Fig © Clock for Completeness Notice Affect Completeness Information Date Information Date Information Date Information Date Complete Notice Affect Completeness Assessment Quality Check Complete Refused Cancelled Expired Custanding fees Outstanding amount for this application 50.00 Pay My Application Fees To request a fueroes Notice, please email Developmer Services (please reference your application number) and advise details of your preferred addressee for the Charge Notice: developmentenquiries@urbanutilities.com.au Letails Application Contacts Fees® Information Request? Linked Applications Envire To request Letails Application Contacts Fees® Information Request? Linked Applications Envire To request Letails To request Letails Application Contacts Fees® Information Request? Linked Applications Envire To request Letails To request Reguest Letails To request Reguest Regues	Application Contact Name AC-81230 Application 22-PNT-56335 •First Name Amanda •Last Name Email
Recert Type Non-standard connection Stage Index for Completeness <td>Application Contact Name AC-81230 Application 22-PNT-56335 •first Name Amanda •Last Name • Email amandawatson282@gmail.com</td>	Application Contact Name AC-81230 Application 22-PNT-56335 •first Name Amanda •Last Name • Email amandawatson282@gmail.com
Ared Type Norstandard connection Deck for complete Assessment Quality Check Complete Refused Concelled Express Deck for complete Assessment Quality Check Complete Refused Concelled Express Deck for complete Quality Check Complete Refused Concelled Express Concelled Express Press Concelled Express Concelled Express Refused Concelled Express Concelled Express Concelled Express Information Requests <	Application Contact Name AC-81230 Application 22-PNT-56335 • First Name Amanda • Last Name • Last Name • Email
Recent Type Non-standard connection Stage Initial Submission Date B/S/2022 Interview Refused Refu	Application Contact Name AC-81230 Application 22-PNT-56335 •first Name Amanda •Last Name • Email amandawatson282@gmail.com
Ared Type Norstandard connection Deck for complete Assessment Quality Check Complete Refused Concelled Express Deck for complete Assessment Quality Check Complete Refused Concelled Express Deck for complete Quality Check Complete Refused Concelled Express Concelled Express Press Concelled Express Concelled Express Refused Concelled Express Concelled Express Concelled Express Information Requests <	Application Contact Name AC-81230 Application 22-PNT-56335 • first Name • Last Name • Cancel Save & New Cancel Save & New • Last Name • Cancel Save & New • Last Name • Last Name • Cancel Save & New • Last Name • Last Name • Cancel Save & New • Last Name • Last Name • Last Name • Cancel Save & New
	Application Contact Name AC-81230 Application 22-PNT-56335 •first Name Amanda •Last Name • Email amandawatson282@gmail.com
<page-header><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></page-header>	 Application Contact Name AC-81230 Application 22-PNT-56335 First Name Last Name Last Name Last Name Last Name Last Name Cancel Save & New Save Note: Remember to uncheck the details from the contact who is no the Property Owner or Billing Entity
<complex-block><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>	 Application Contact Name AC-81230 Application 22-PNT-56335 First Name Last Name Last Name Last Name Last Name Last Name Cancel Save & New Save Note: Remember to uncheck the details from the contact who is no the Property Owner or Billing Entity
<page-header><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></page-header>	 Application Contact Name AC-81230 Application 22-PNT-56335 First Name Amanda Ves Active Save & New
<complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>	 Application Contact Name AC-81230 Application 22-PNT-56335 First Name Itats Name Itat

