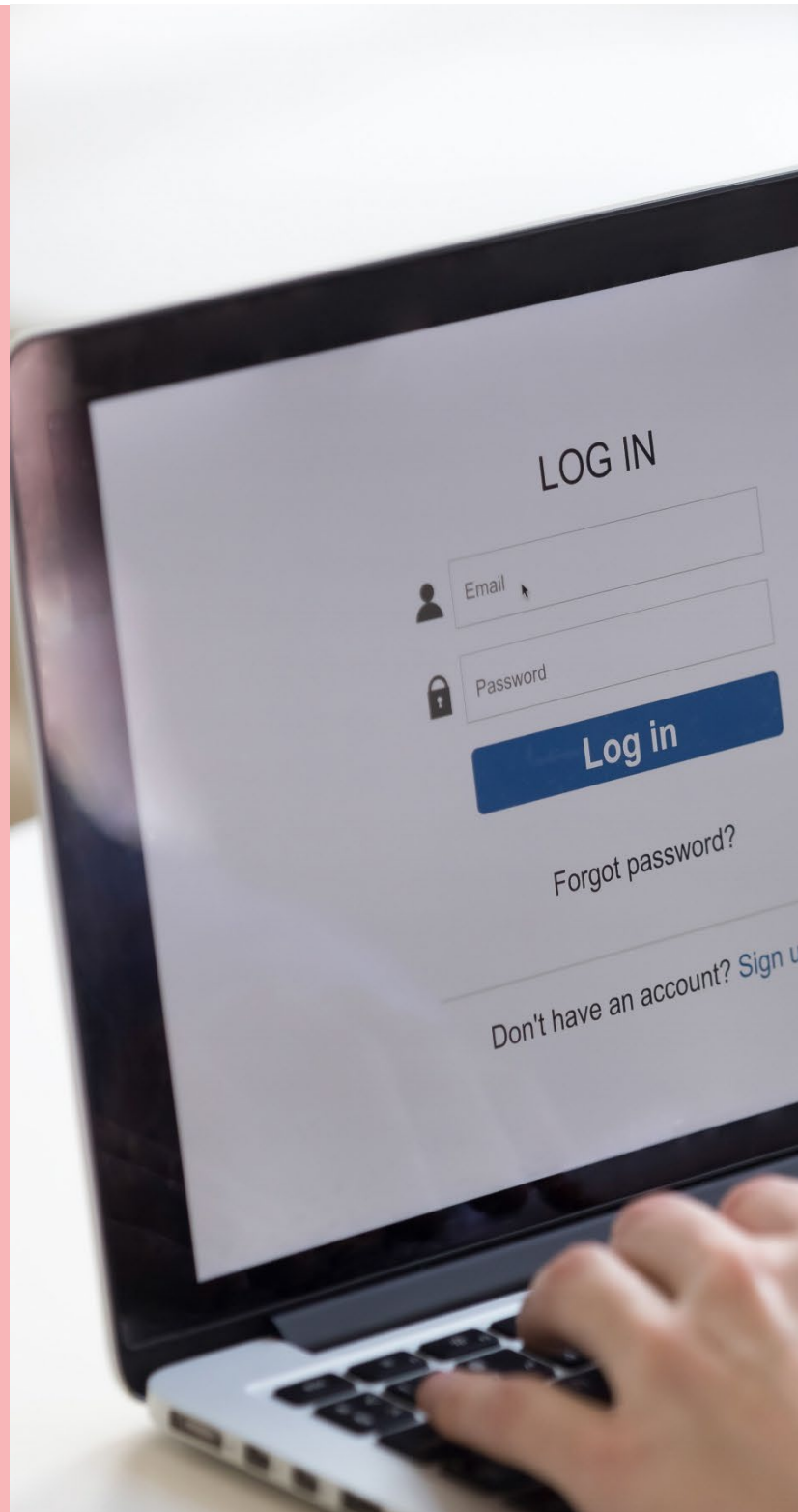


# Create an online account to lodge an application for home developments

Version 1.1





## Background

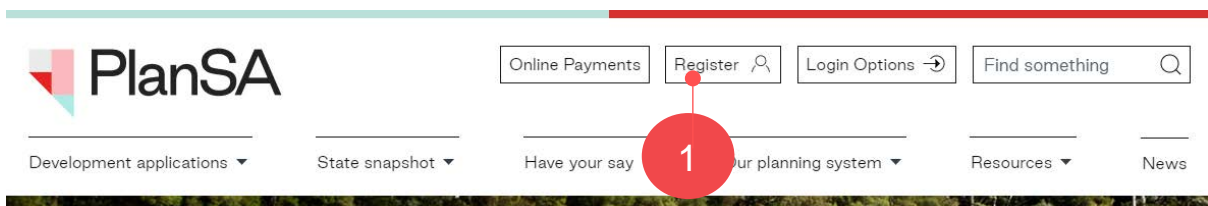
An online account will need to be created in order to 'lodge an application' for developments and/or improvements at home or for properties at different locations. The creation of an online account will enable you to track the progress of the development application through the development approval process and complete the actions such as 'make a payment' or 'upload requested documentation'.

To set-up an online account there are 3 stages to complete:

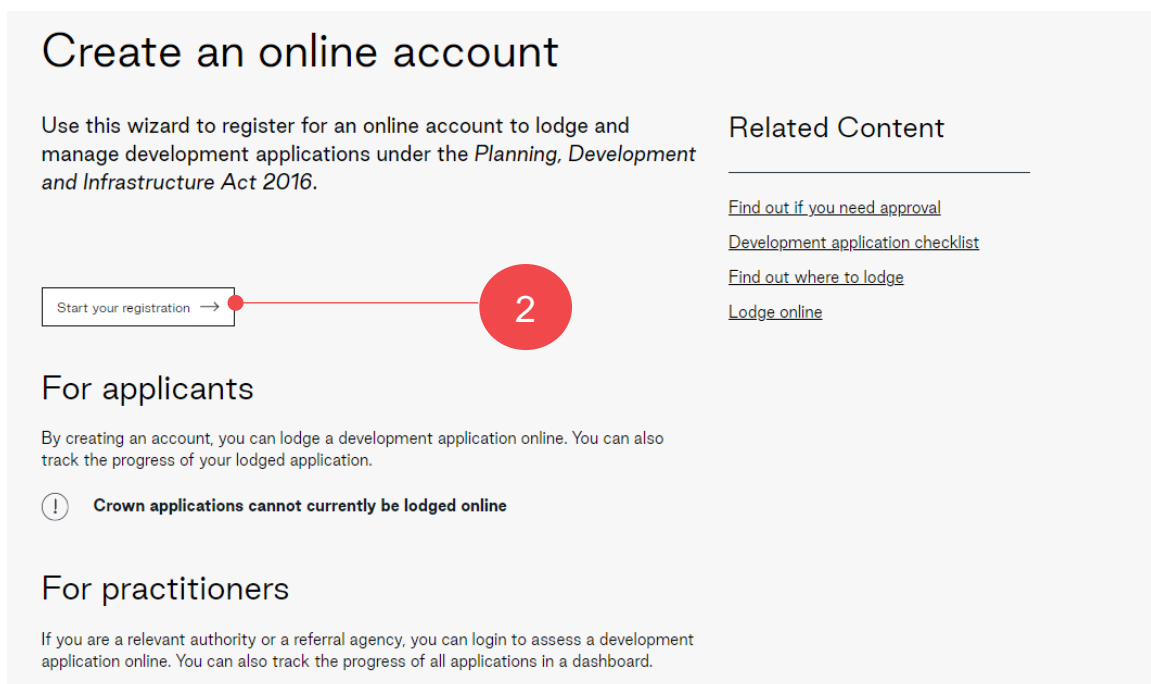
1. Complete online account registration
2. Confirm your account creation
3. Login for the first time

## 1. Complete Online Account Registration

1. Go to the **PlanSA portal** and click on **Register**.



2. Click on **Start your registration**.

A screenshot of the 'Create an online account' page. The page title is 'Create an online account'. Below the title is a paragraph: 'Use this wizard to register for an online account to lodge and manage development applications under the Planning, Development and Infrastructure Act 2016.' To the right is a 'Related Content' section with links: 'Find out if you need approval', 'Development application checklist', 'Find out where to lodge', and 'Lodge online'. Below the paragraph is a button labeled 'Start your registration' with a right-pointing arrow. A red circle with the number '2' is overlaid on the button. Below the button are sections for 'For applicants' and 'For practitioners'.

### Create an online account

Use this wizard to register for an online account to lodge and manage development applications under the *Planning, Development and Infrastructure Act 2016*.

#### Related Content

- [Find out if you need approval](#)
- [Development application checklist](#)
- [Find out where to lodge](#)
- [Lodge online](#)

Start your registration →

#### For applicants

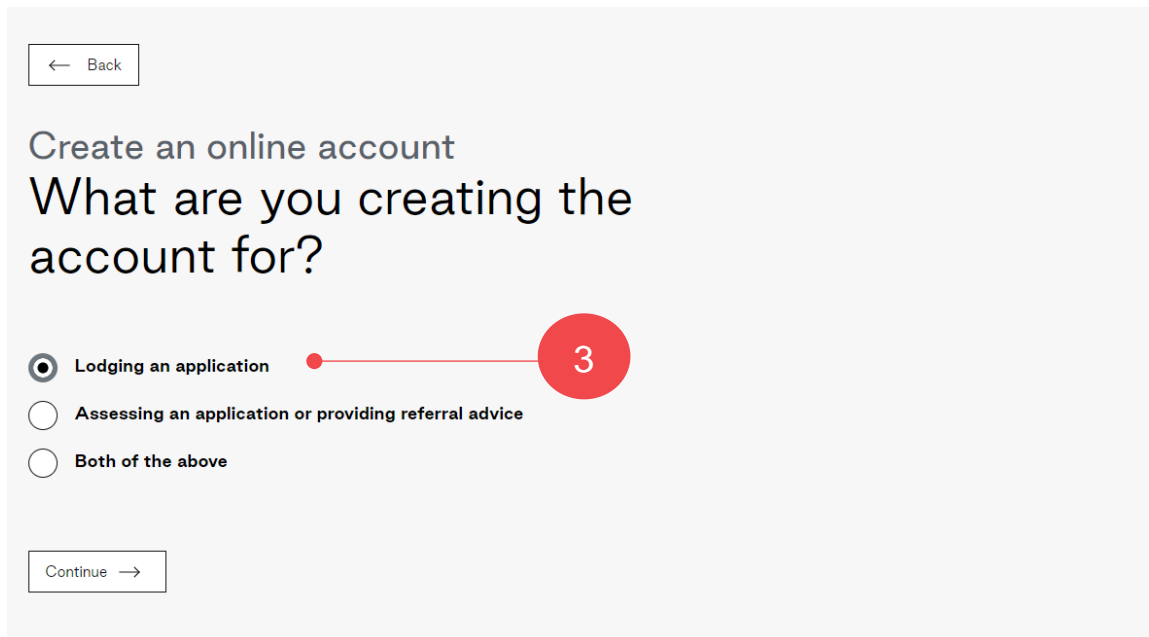
By creating an account, you can lodge a development application online. You can also track the progress of your lodged application.

⚠ **Crown applications cannot currently be lodged online**

#### For practitioners

If you are a relevant authority or a referral agency, you can login to assess a development application online. You can also track the progress of all applications in a dashboard.

3. Select **Lodging an application** and click on **Continue**.



← Back

Create an online account  
What are you creating the account for?

Lodging an application

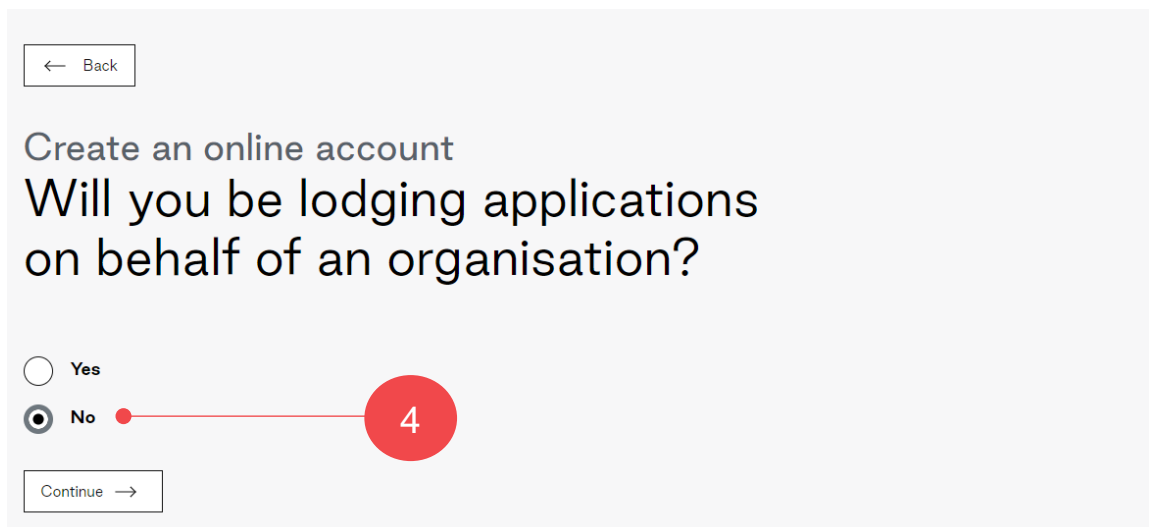
Assessing an application or providing referral advice

Both of the above

Continue →

A red circle with the number 3 is positioned to the right of the 'Lodging an application' radio button, with a red line connecting it to the radio button's center.

4. Select **No** to lodging on behalf of an organisation and then click on **Continue**.



← Back

Create an online account  
Will you be lodging applications on behalf of an organisation?

Yes

No

Continue →

A red circle with the number 4 is positioned to the right of the 'No' radio button, with a red line connecting it to the radio button's center.

- Complete the registration fields with your **full name**, **contact details** (includes postal address, contact phone number and email address) and your preferred **contact method** (e.g. email or post).

[← Start again](#)

## Create an online account

# Register yourself

5

Create your account to manage development applications online.

**Title \***

Miss ▼

**Given name**

Hayley

**Family name**

Public

**Email address**

learningexample@gmail.com

**Phone number**

Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678

0411000568

**Alternate phone**

Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678

**Postal Address**

Street

UNIT 2 608 ANZAC HIGHWAY

[Let me search for an address](#)

**City**

GLENELG EAST

**State**

SOUTH AUSTRALIA ▼

**Postcode**


5045

**Preferred contact method**

Email

Post

- Complete **I'm not a robot** and then **Create Account** to complete the registration.

I'm not a robot  [Privacy](#) [Terms](#)

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7. A message confirms the 'creation of your online account' and an email is sent to confirm your online account.

## Create an online account

# Register yourself

Create your account to manage development applications online.

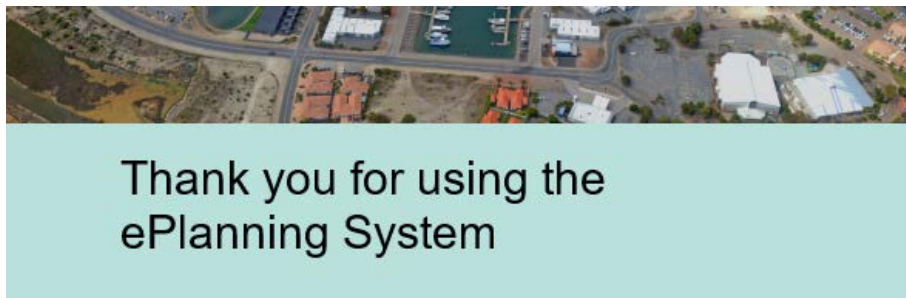
### Your account has been created.

You will receive an email shortly to [sascha.woods@sa.gov.au](mailto:sascha.woods@sa.gov.au) to confirm your online account.

Once you have confirmed your account, you will receive another email with your username, temporary password and a link to log in.

## 2. Confirm your account

1. Go to your email inbox and locate the email from PlanSA with a subject line of 'Confirmation of user account creation'.
2. Click on the embedded **link** to confirm your account.




Dear Hayley,  
We have received a request from you to create an online account.  
Please confirm your account by navigating to the following link:  
[https://plan.sa.gov.au/dev/dap\\_-\\_user\\_creation/confirm\\_email?requid=8a5ac79e-8af5-4396-b9a7-fb75458ede2b](https://plan.sa.gov.au/dev/dap_-_user_creation/confirm_email?requid=8a5ac79e-8af5-4396-b9a7-fb75458ede2b)  
Thank you,  
PlanSA

2

3. A thank you message confirms 'your email address', and a second email is sent with your username and temporary password.



Online Payments

Register Login Options Find something 

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Have your say ▾

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Find a document

News

### Create an online account

## Register yourself

Create your account to manage development applications online.

### Create an online account

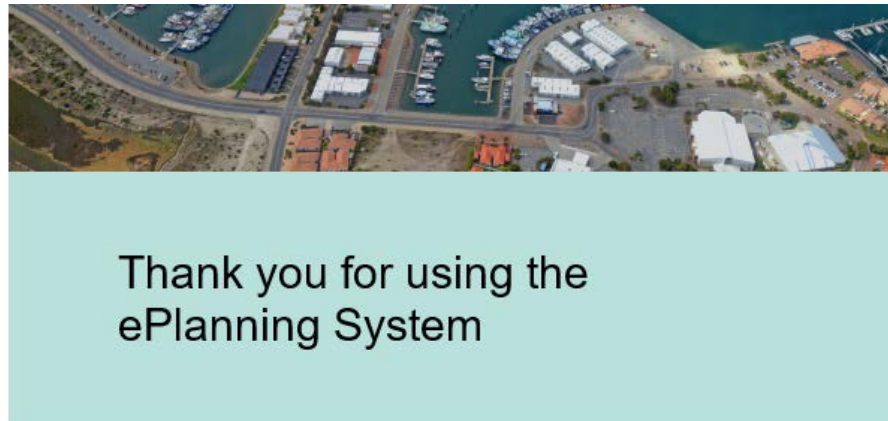
Thank you for confirming your email address. Your online account is now created.

You'll receive another email shortly from *Appian for Dept. of Planning* containing your username, temporary password and a link to log in.

If you have any questions about the DAP, please contact us at [DPTI.PlanningReform@sa.gov.au](mailto:DPTI.PlanningReform@sa.gov.au).

### 3. Login for the first time

1. Go to your email inbox where an email is available with a subject line of 'Confirmation of user account creation'. It will contain a link to the **Login Page** along with your **User Name** and **temporary password**.
2. Click on the **link** to log in with your temporary password.



Your ePlanning account has been created.

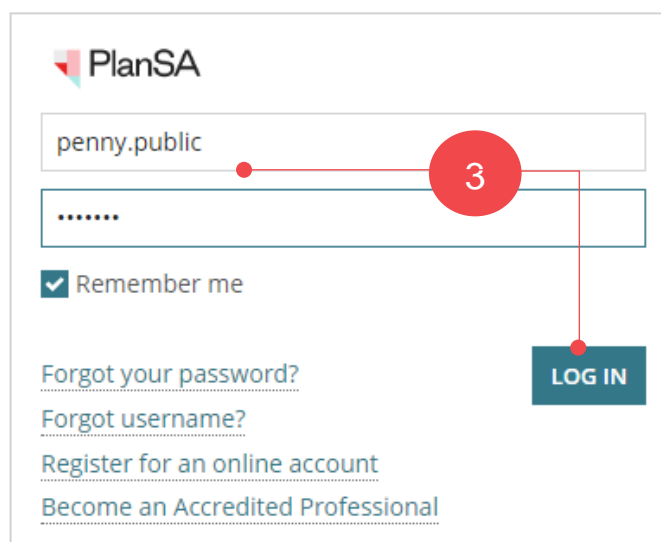
Please use the following link to log in with your temporary password:

View the [Login Page](#).

2

Your user name and temporary password are:

3. Enter the **User Name** and **Temporary Password** provided into the PlanSA login screen and **Log In** to proceed.



PlanSA

penny.public

.....

Remember me

[Forgot your password?](#)

[Forgot username?](#)

[Register for an online account](#)

[Become an Accredited Professional](#)

LOG IN

3



4. Change your password by entering the temporary password provided (**Old Password**) and then a **New Password**, and re-enter to **Confirm New Password**.

Click **Submit** to make the change.

PlanSA

### Change Password

Please complete the form to change your password.

Old Password

.....

New Password

.....

Confirm New Password

.....

CANCEL SUBMIT

5. Your applications screen displays, and you are ready to **Start a new application**.

## Your applications

Search

5

Start a new application    Access an application submitted by someone else    Submit mandatory building notification

FOR YOUR ACTION (1)    UNDER ASSESSMENT (0)    DRAFT (0)    LAND DIVISION CERTIFICATES (0)    CERTIFICATE OF OCCUPANCY (0)    FINALISED (0)

### For your action

ID	↓ Owner	Location	Nature Of Development	Relevant Authority
				Regional assessment panel/Assessment

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Trade  
and Investment