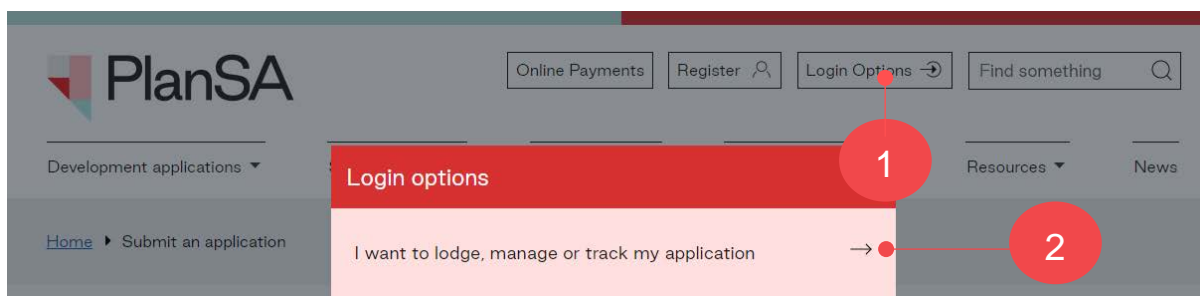


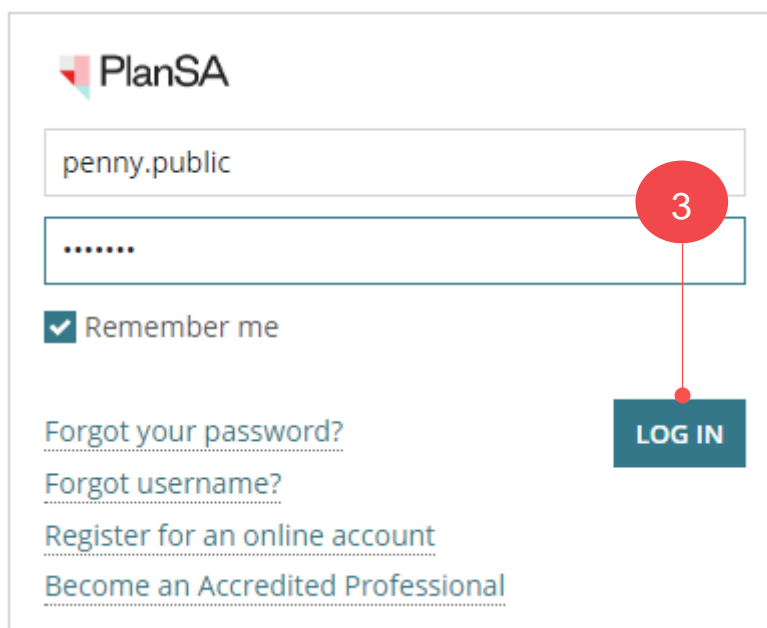
Getting Started

Open the PlanSA portal and complete the following instructions to login to 'your applications' and print the 'fee advice' and 'tax invoice' documents.

1. Click on **Login Option** within the PlanSA portal.
2. Select the login option: '**I want to lodge, manage or track my application**'.



3. Log in using your **username** and **password** within the PlanSA sign-in window.



- Click on the **Under Assessment** tab within the **Your Applications** dashboard.
- Click on the **ID** of the application to view the **Documents** store.

Your applications Search

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

FOR YOUR ACTION (114) **UNDER ASSESSMENT (414)** DRAFT (1) LAND DIVISION CERTIFICATES (14) CERTIFICATE OF OCCUPANCY (0) FINALISED (193)

Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority
21000233	U Volume Applicant	38 CURRIE ST ADELAIDE SA 5000	fit-out	City of Adelaide

- Click on the **Documents** tab to view a list of application documentation.
- Click on the **Invoices** filter to view issued 'Fee Advices' and 'Tax Invoices'.

Development application: 21000233

Summary **Documents** Sharing access Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Additional document filters

Snapshots

Invoices

Document	Type
<input type="checkbox"/> TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice
<input type="checkbox"/> FeeAdvice-Application20001551-PlanningConsent-1389-27894.pdf	Fee Advice

- Click on the **document name**, e.g. tax invoice and from the bottom of the page open the downloaded document and print (as needed).

Document	Document Type
TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice
FeeAdvice-Application20001551-PlanningConsent-1389-27894.pdf	Fee Advice

Tax Invoice - Appli...pdf