

Background

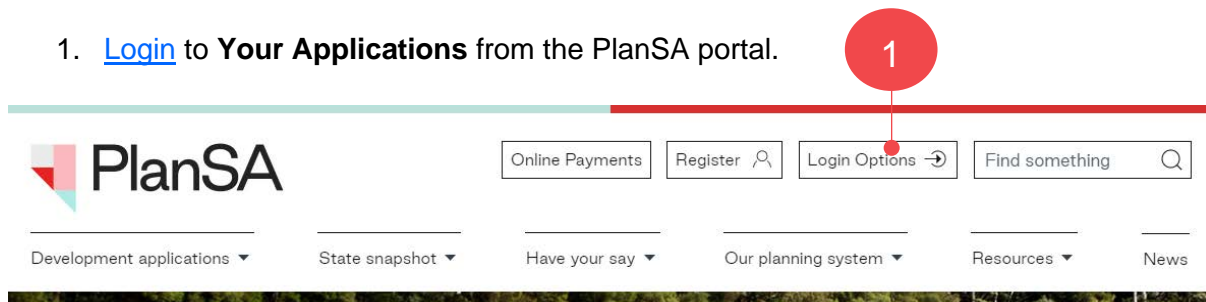
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This 'How To' will step you through how you can share access to your application with someone else so that they can perform actions on the application throughout the development application assessment process.

Examples of actions your contacts will perform include:

- **Payment of fees:** The 'invoice contact' receives an email request to make payment and makes a 'quick' payment within PlanSA or from the application within the ePlanning system.
- **Provide information:** The 'primary contact' receives an email request to provide missing and/or required documentation and uploads the information into the applications document store within the ePlanning system.

1. [Login](#) to **Your Applications** from the PlanSA portal.



2. Click on the **Under Assessment** tab to locate the application.

Alternatively, use the **Search** feature to locate the application using the ID number.

3. Click on the **ID** number of the application to view.

Your applications

This is the **TRAINING**

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Submit mandatory Re-inspection notification

FOR YOUR ACTION (22) | **UNDER ASSESSMENT (360)** | DRAFT (9) | LAND DIVISION CERTIFICATES (7) | CERTIFICATE OF OCCUPANCY (8) | FINALISED (56)

Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
21002191	J Public	LOT 2029 GREGORY ST ROXBY DOWNS SA 5725	Provide the details of the development, e.g. 2 storey house with carport and swimming pool	Assessment panel/Assessment manager at Municipal Council of Roxby Downs		Submitted	5

4. Click on **Sharing access** within the **Development Application** screen.

Development application: 21002191

Summary Documents **Sharing access** Related Actions

Development location(s)
LOT 2029 GREGORY ST ROXBY DOWNS SA 5725

Title ref CR 5748/257 **Plan parcel** D39516 AL2029 **Council** Municipal Council Of Roxby Downs

Nature of development
Provide the details of the development, e.g. 2 storey house with carport and swimming pool

Elements selected

- New housing
- Swimming pool or spa pool

5. The **Access Code** is shown, provide this number and the application ID over the phone or in an email.

Use the **Refresh access code** option if the code has expired.

6. To send instructions on how to use the system to the contact who is being given access to the application, type their email address in the **Email Address** field and then click on **Send Email** to complete sharing the instructions.

Development application: 21002191

Summary Documents **Sharing access** Related Actions

Application ID 21002191

Access Code 5B3991A8 [Refresh access code](#)

To share access with someone else, provide them with the Application ID and Access Code numbers above.

Send Instructions

If anyone that you wish to share access with has not used the Development Application system before, they may require instructions to use this system. Please enter their email address below. Each recipient will receive an email explaining how to proceed. You will need to provide them with the 'Application ID' and 'Access code' separately.

Email address

A list of people that have access to your applications is also available from the **Sharing Access** screen, which allows you to check if your contacts have successfully accessed the application. You can revoke 'sharing access' from a contact in this section.

The following users and organisations have access to your application.

You may revoke the access for any of these users by clicking on the associated trash can icon below.


Name	Username	Email	Organisation	Actions
Test UserOne	test.userone	dptitesting99+testemail@gmail.com		

Revoke Sharing Access

1. Click on the  **trash can icon**.

The following users and organisations have access to your application.

You may revoke the access for any of these users by clicking on the associated trash can icon below.

Name	Username	Email	Organisation	Actions
Test UserOne	test.userone	dptitesting99+testemail@gmail.com		
Sascha Woods	Sascha.Woods@sa.gov.au	Sascha.Woods@sa.gov.au	State Planning Commission	

2. Click on **Confirm** to complete the action.

Revoke someone else's access to this application

This action will terminate the access that **Sascha Woods** has to this application.

It will also disable this application's current access code and generate a new access code to replace it (this change will prevent **Sascha Woods** from rejoining the application with the code previously provided). The new access code will be displayed on the 'Sharing access' screen once you confirm this action.

- Any other people who already have access will not be affected.
- If you have sent the old access code to any other people who have not used it to gain access yet, send the new access code to them and tell them to use it instead of the old one.

CANCEL

CONFIRM

The contact will be removed from the list of people that have access to your application.

Development application: 21002191

Summary Documents **Sharing access** Related Actions

Application ID 21002191

Access Code B547966D [Refresh access code](#)

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Email address

SEND EMAIL

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