

# Initial Registration

1. You will receive an invite via your unique email address. Click on the link provided.
2. On the linked Ausgrid Portal page, click **Register**

Visit: [www.ausgrid.com.au](http://www.ausgrid.com.au) DC Designers Sarah Frost

**Ausgrid** Customer Centre Connection Projects

Sign in

Sign up with an invitation code


\* Invitation code

Register

# Initial Registration (cont)

3. Select a password and confirm password. Must be > 8 characters, and contain a capital, a number and a non-alphanumeric character
4. Select **Register**

Visit: [www.ausgrid.com.au](http://www.ausgrid.com.au) DC Designers Sarah Frost

 Connection Projects

[Sign in](#)

Redeeming code: 56gsCGzJ01HdrcJ5af73DV6duv0pzpuRgSQgs9qMHvLu2PoSJ60UCEEr08ImmVEK-VY7b2rbxtIFh8jzw20JxsrT2Wqk-TfTYnWk8lXaFb043bA9RQQBW-c03jtdeuvmFjLZBbLy7D5DbN0qrDTIR9KmuPQLUjLxQGmFuD86ZqA-

Register to activate your account

\* Email

\* Password

\* Confirm password


# Initial Registration (cont)

5. On successful registration, the Account Settings page is displayed. Here you can change your password, view your details and link to your Connection Projects

Visit: [www.ausgrid.com.au](http://www.ausgrid.com.au) DC Designers  Bruce Jamieson ▾

 [Connection Projects](#)

## Account Settings

 Bruce Jamieson

**Security**

[Change your password](#)

### Your Details

First Name	Last Name *
<input type="text" value="Bruce"/>	<input type="text" value="Jamieson"/>
Mobile	Business Phone
<input type="text" value="0400123456"/>	<input type="text" value="0299995555"/>
E-mail	
<input type="text" value="bruce@dc.com"/>	

# Connection Projects Table

1. This view provides you with a list of connection projects for your role as an ASP, a customer, an applicant or an electrical contractor. The default view is the Customer Projects view.
2. Click on the view selection to choose your ASP3 view.




## Projects


Customer Projects ▾

Customer Projects	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project
ASP1 Projects									
ASP2 Projects									
ASP3 Projects									
E/C Projects									
Applicant Projects									


# Connection Projects Table (cont)

3. This view provides you with a list of connection projects where your role is an ASP3.
4. To view a project click the down chevron and select View Details

Visit: [www.ausgrid.com.au](http://www.ausgrid.com.au) DC Designers  Bruce Jamieson ▾

 Connection Projects

## Projects

 ASP3 Projects ▾

Customer Reference	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project	
	ROBOT TRADING CO. PTY. LTD.	SC-12623 CORUSCANT	61	ROCKY POINT ROAD	CORUSCANT	2217	Design Certification	Active		▾
	SPACE EVENTS PTY LTD	SC-13500 CONDELL PARK	233	THIRD AVENUE	CONDELL PARK	2200	Network Design	Active		▾

[View Details](#)

# Project View – Summary Tab

1. This is the default view for a Connection Project. The Summary tab provides you with a summary of key dates and information and list of tabs for further navigation

Visit: [www.ausgrid.com.au](http://www.ausgrid.com.au) DC Designers [Bruce Jamieson](#)

**Ausgrid Customer Centre** Connection Projects

**Header**

Customer Reference -	Associated Project -	Site Address Details 233 THIRD AVENUE, CONDELL PARK 2200
Project Name SC-13500 CONDELL PARK	AE Notification -	Project Description -
Project No. SC-13500	AP Notification 800259295	

**Navigation Tabs**

- Summary
- Assessment
- Design
- Network Construction
- Outages
- Private Installation
- Property
- Warranty & Completion
- Project Team

**Summary**

Customer Reference -	Customer Project Description -
Application - Received Date 16/05/2019	Assessment Application Response Due Date 30/05/2019
Assessment Outcome Contract Offer Required	Application Outcome - Response Date 21/05/2019
Contract Offer Type Design Related Services Offer	Connection Offer Accepted Date -
Design Offer Accepted Date 24/05/2019	Proposed Design Scope Received Date 28/05/2019
Design Information Due Date	Design Information Issued Date

**Key dates and information**

# Project View – Project Team Tab

On the Project Team Tab you can view those Companies and individuals involved in the project including Ausgrid reps, the Customer and Applicant, ASPs and electrical contractor.

**Project Team**

Project Coordinator	Andrew Vandenberg	Compliance Officer	—
Customer Company	SPACE EVENTS PTY LTD	Customer Representative	SEE THREEPIO
ASP1 Company	—	ASP1 Project Manager	—
ASP2 Company	—	ASP3 Authorised Designer	<input type="text"/>
ASP3 Company	DC Designers	E/C Representative	—
E/C Company	—		

# Project Team Tab – Selecting ASP3 Designer

1. On the Project Team Tab the ASP3 Company will have been nominated by the Customer or Applicant. This nomination allows the ASP3 Company reps to view the project.
2. The ASP3 will need to nominate its ASP3 authorised designer on this page by clicking on the search icon next to the ASP3 Authorised Designer Field.

Summary	⊖	Project Team	
Assessment	⊖	Project Coordinator	Compliance Officer
Design	⊖	Andrew Vandenberg	—
Network Construction	⊖	Customer Company	Customer Representative
Outages	⊖	SPACE EVENTS PTY LTD	SEE THREEPIO
Private Installation	⊖	ASP1 Company	ASP1 Project Manager
Property	⊖	—	—
Warranty & Completion	⊖	ASP2 Company	ASP3 Authorised Designer
Project Team	⊖	—	—
		ASP3 Company	DC Designers
		E/C Company	—
			E/C Representative
			—

Note this field may initially be filled with default system text. Simply delete and hit search.



# Project Team Tab – Selecting ASP3 Designer

3. The ASP3 designer record lookup will appear. It shows the currently authorised designers associated with the ASP3 Company.
4. Select the nominated designer for the project (the row will highlight blue), and hit Select.

Visit: www.ausgrid.com.au

DC Designers | Bruce Jamieson

### Lookup records

Search

✓	Full Name	Business Partner Number	Parent Account	Phone Number	Mobile	Email Address
	Bruce Jamieson		DC Designers	0299995555	0400123456	bruce@dc.com
	Clark Blunt		DC Designers			clark@dc.com
✓	Sarah Frost		DC Designers			frost@dc.com

Summary

Assessment

Design

Network Construction

Outages

Andrew Vandenbergh

**Select** Cancel Remove value

# Project Team Tab – Selecting ASP3 Designer

5. The Project Team Tab is updated with the selected ASP3 Authorised Designer
6. **Important** – you must hit **Submit** to register and save this selection

Role	Assigned Name
Project Coordinator	Andrew Vandenberg
Compliance Officer	–
Customer Company	SPACE EVENTS PTY LTD
Customer Representative	SEE THREEPIO
ASP1 Company	–
ASP1 Project Manager	–
ASP2 Company	–
ASP3 Company	DC Designers
ASP3 Authorised Designer	Sarah Frost
E/C Company	–
E/C Representative	–
Applicant Company	FISH FINGERS ELECTRICAL
Applicant Representative	CAPTAIN BIRDSEYE

**Submit**

Nominated designer now listed

# Project Design Tab – Selecting ASP3 Designer

The Project Design Tab is used to view the history of design information, design submissions and to submit design documents to Ausgrid for review. All parties on the project can view the Design Tab, but **only ASP3 Company reps** have access to view the details of each design submission, or to submit designs for certification.

Summary Assessment Design Network Construction Outages Private Installation Property Warranty & Completion Project Team

**Design**

Design Offer Accepted Date: 09/05/2019  
Proposed Design Scope Received Date: 13/05/2019  
Design Information Due Date: 11/06/2019  
Design Information Issued Date: 21/05/2019  
Design Information Type: Standard

**Submitted Designs**

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-12532 - Submission - 02	09/05/2019	Rectify Non-Conformance	23/05/2019	09/05/2019	Response Sent	Yes	▼
SC-12532 - Submission - 01	09/05/2019	Initial	23/05/2019	09/05/2019	Response Sent	No	▼

Design Information summary

Design Submission list

# Project Design Tab – Submitting a Design for Review

1. For each design submission, Ausgrid must set up a submission record for the saving and submission of files by the ASP3. If your view initially looks like this (no records displaying), please contact your CPC to set up the submission record.

Summary  Design

Assessment

Design

Network Construction

Outages

Private Installation

Property

Warranty & Completion

Project Team

Design Offer Accepted Date: 24/05/2019

Proposed Design Scope Received Date: 28/05/2019

Design Information Due Date: 26/06/2019

Design Information Issued Date: 12/06/2019

Design Information Type: Standard

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
There are no records to display.							

# Project Design Tab – Submitting a Design for Review


2. A project with a submission record set up for submission by the ASP3 looks like this. The down chevron in the select column will have options for “Edit and Save” or “Edit and Submit”.
3. The ASP3 can use “Edit and Save” to build up the design files over time. The “Edit and Submit” option is then used for the submission of the design to Ausgrid, once all files are saved and ready.

- Summary
- Assessment
- Design
- Network Construction
- Outages
- Private Installation
- Property
- Warranty & Completion
- Project Team

## Design

Design Offer Accepted Date	Proposed Design Scope Received Date
24/05/2019	28/05/2019
Design Information Due Date	Design Information Issued Date
26/06/2019	12/06/2019
Design Information Type	
Standard	

### Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01		Initial			Required	No	

Note: You can cancel out of either choice at any time

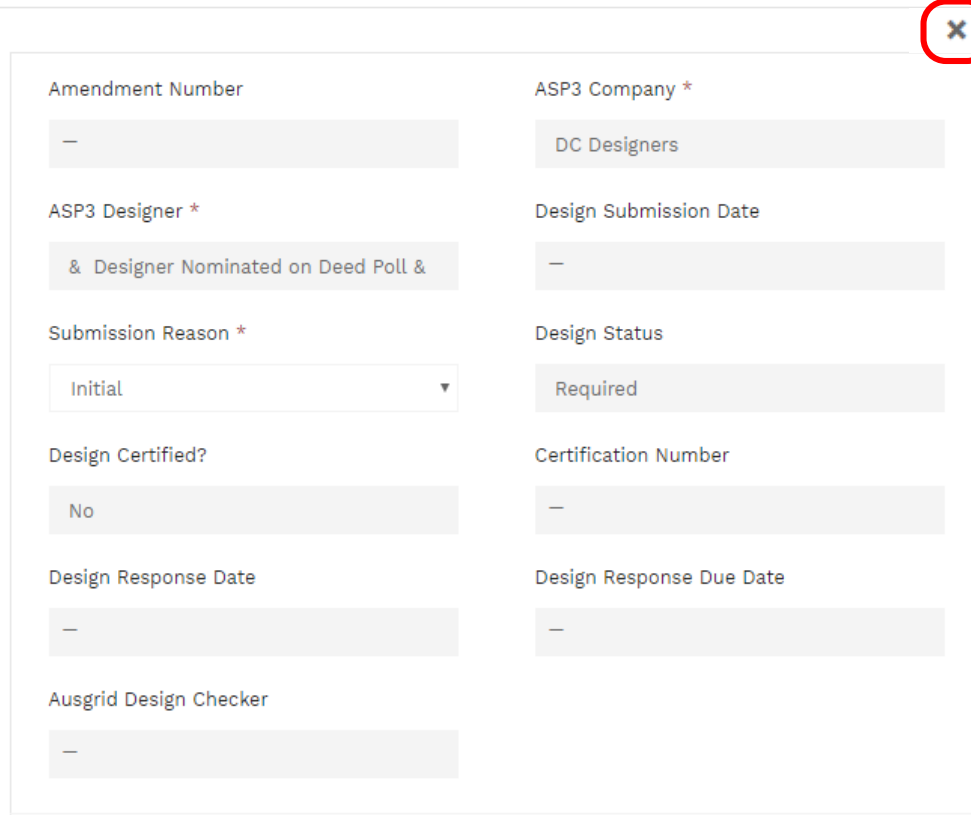
Edit and Save  
Edit and Submit

# Project Design Tab – Submitting a Design for Review

4. On hitting Edit and Save or Edit and Submit, a Submissions Details pop up box will appear.

The top section is a summary of the Submission Details

## Submission Details



Amendment Number	ASP3 Company *
—	DC Designers
ASP3 Designer *	Design Submission Date
& Designer Nominated on Deed Poll &	—
Submission Reason *	Design Status
Initial ▼	Required
Design Certified?	Certification Number
No	—
Design Response Date	Design Response Due Date
—	—
Ausgrid Design Checker	
—	

Note: You can cancel out at any time without submitting or saving

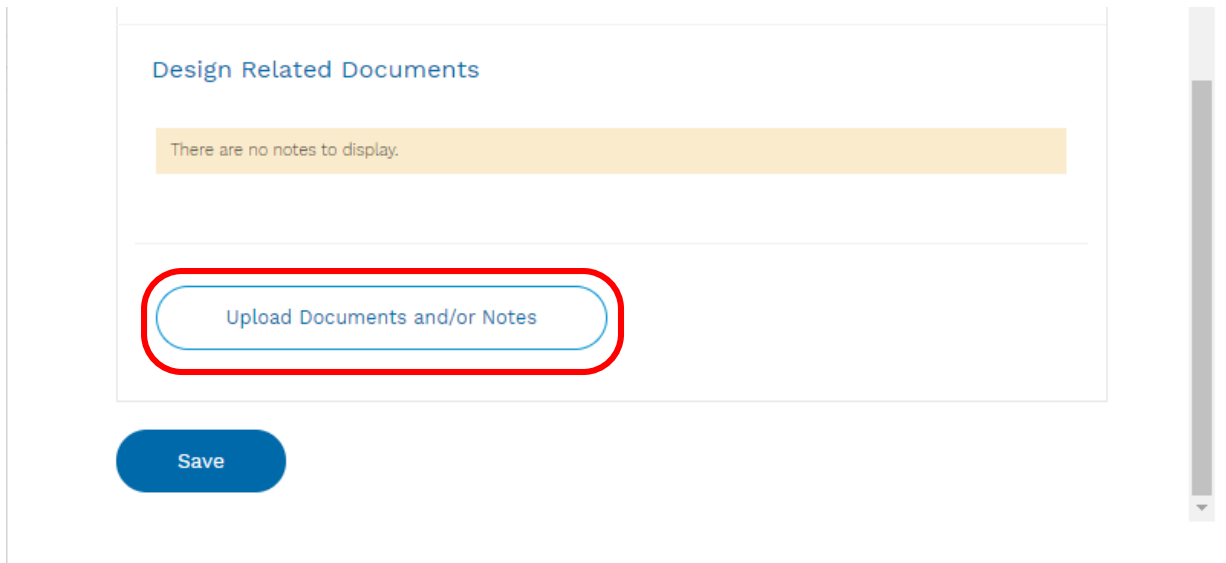
# Project Design Tab – Submitting a Design for Review

4. Cont... The middle section specifies the Design Submission Requirements.

Design Submission Requirements	
Design Information Valid	Design (CAD and PDF)
Required	Required
Designers Deed Poll	Environmental Submission
Required	Required
Designers Safety Report	Asset Valuation Sheet
Required	Required
SL Acceptance Form	OH Line and Footing Design
—	Required
Voltage Drop Calcs	Lock in Drawings
—	—
Structural Engineer's Certification	Cable Pulling Calcs
—	Required

# Project Design Tab – Submitting a Design for Review

4. Cont... The lower section is the file upload area along with the Save or Submit button.
5. To prepare a submission, start to upload your files one by one using the Upload Documents and/or Notes button.





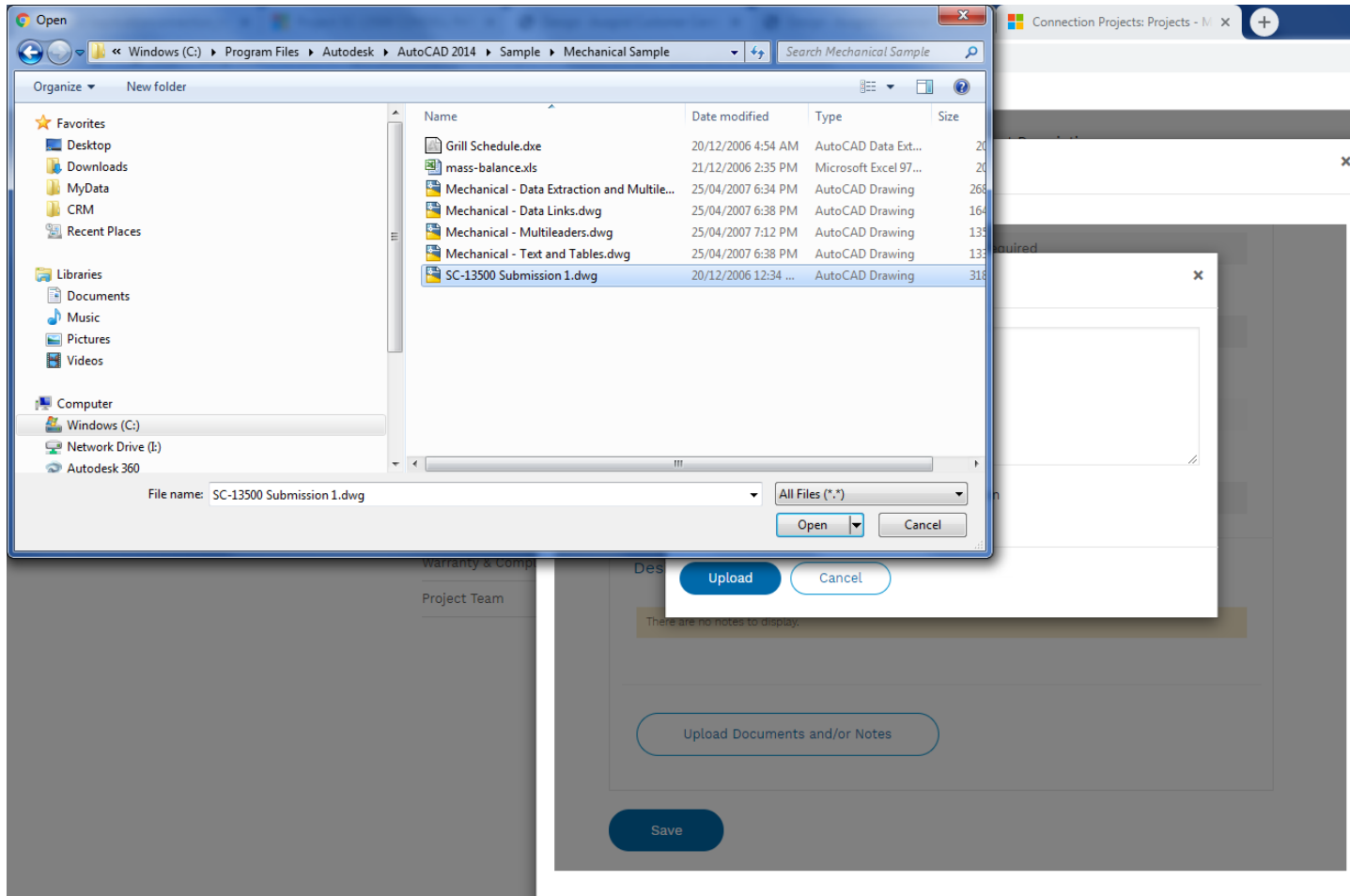
# Project Design Tab – Submitting a Design for Review

- For each file, enter mandatory text in the Note field – suggest using the file label (e.g. CAD Design, SER, AVS etc)

The image shows a screenshot of a software interface for submitting a design for review. The main window is titled "Submission Details" and contains a "Required" section. Overlaid on this is a smaller dialog box titled "Upload Documents/Notes". Inside this dialog, there is a text input field labeled "\* Note" which contains the text "CAD Design". This field is highlighted with a red rounded rectangle. Below the text field, there is a section for file attachment with the text "Attach a file" and a "Choose File" button. At the bottom of the dialog, there are two buttons: "Upload" and "Cancel". The background of the main window is dimmed, showing a "Save" button at the bottom.

# Project Design Tab – Submitting a Design for Review

7. Click Choose File, browse to and select the file you wish to attach. Click Open on the browser box.
8. The maximum file size per attachment is 20MB



# Project Design Tab – Submitting a Design for Review

9. Click Upload. There will be a pause while the file is checked for viruses. Then it will appear as attached.
10. Repeat upload process for each file attached
11. **Beware** files cannot be withdrawn once uploaded. You can upload a corrected file with an appropriate comment in the Notes area. Please contact the CPC to explain for clarity.

The image displays two screenshots of a software interface for submitting design documents for review.

**Left Screenshot: Upload Documents/Notes Dialog**

- Title:** Upload Documents/Notes
- Note:** \* Note CAD Design
- File Attachment:** Attach a file Choose File SC-13500 Submission 1.dwg
- Buttons:** Upload, Cancel

**Right Screenshot: Submission Details**

- Title:** Submission Details
- Design Related Documents:**
  - 6 minutes ago CAD Design  
Bruce Jamieson SC-13500 Submission 1.dwg (317.60 KB)
  - about a minute ago Designer Safety Report  
Bruce Jamieson SC-135000 Designers Safety Report.docx (29.62 KB)
  - less than a minute ago SER  
Bruce Jamieson SC-13500 SER.pdf (677.04 KB)
- Buttons:** Upload Documents and/or Notes, Save

# Project Design Tab – Submitting a Design for Review

12. If you are in the design submission in Edit and Save mode, press **Save** to save your session for later submission. This is important to ensure file attachments are not lost.
13. When you are ready to submit, enter the design submission using Edit and Submit
14. Finalise any file uploading and press **Save and Submit**.

**Design Related Documents**

6 minutes ago	CAD Design
Bruce Jamieson	<a href="#">SC-13500 Submission 1.dwg (317.60 KB)</a>
<hr/>	
about a minute ago	Designer Safety Report
Bruce Jamieson	<a href="#">SC-135000 Designers Safety Report.docx (29.62 KB)</a>
<hr/>	
less than a minute ago	SER
Bruce Jamieson	<a href="#">SC-13500 SER.pdf (677.04 KB)</a>

[Upload Documents and/or Notes](#)

**Save**

**Design Related Documents**

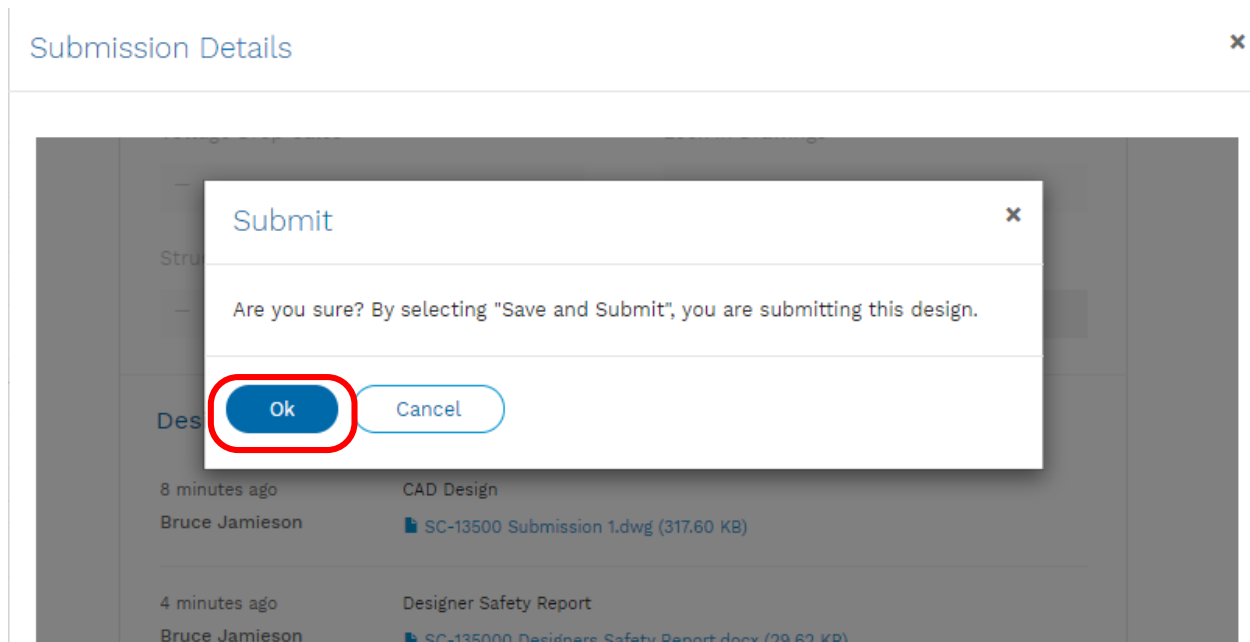
7 minutes ago	CAD Design
Bruce Jamieson	<a href="#">SC-13500 Submission 1.dwg (317.60 KB)</a>
<hr/>	
3 minutes ago	Designer Safety Report
Bruce Jamieson	<a href="#">SC-135000 Designers Safety Report.docx (29.62 KB)</a>
<hr/>	
about a minute ago	SER
Bruce Jamieson	<a href="#">SC-13500 SER.pdf (677.04 KB)</a>

[Upload Documents and/or Notes](#)

**Save and Submit**

# Project Design Tab – Submitting a Design for Review

15. A Submit confirmation pop up will appear. Confirm you wish to submit by pressing OK



# Project Design Tab – Submitting a Design for Review

17. Following successful submission the Submitted Designs table will be updated to show the design submission date and design status (Submitted)
18. Ausgrid, the Applicant and Customer will be notified of the submission.

Summary ☯ Design

Assessment ☯

Design ☯

Network Construction ☯

Outages ☯

Private Installation ☯

Property ☯

Warranty & Completion ☯

Project Team ☯

Design Offer Accepted Date: 24/05/2019

Proposed Design Scope Received Date: 28/05/2019

Design Information Due Date: 26/06/2019

Design Information Issued Date: 12/06/2019

Design Information Type: Standard

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01	03/06/2019	Initial	18/06/2019		Submitted	No	▼

# Project Design Tab – Design Review by Ausgrid

19. Once Ausgrid commences the design review, the Design Status of the submission will change to Design Review.
20. Once the status is Design Review, further submissions will be locked out and the ASP3 will only be able to View Details of the submission.

Summary	⊖
Assessment	⊖
Design	⊖
Network Construction	⊖
Outages	⊖
Private Installation	⊖
Property	⊖
Warranty & Completion	⊖
Project Team	⊖

## Design

Design Offer Accepted Date	Proposed Design Scope Received Date
24/05/2019	28/05/2019
Design Information Due Date	Design Information Issued Date
26/06/2019	12/06/2019
Design Information Type	
Standard	

### Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01	03/06/2019	Initial	18/06/2019		Design Review	No	✖

View Details

# Project Design Tab – Resubmission and Certification

21. Ausgrid will respond with review feedback, or with certification information via email, as per the current process. The Submitted Designs table will be updated accordingly.
22. Resubmissions will follow the prior process via new submission rows in the Submitted Designs table, and repeat until a submission is certified.

## Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-12532 - Submission - 02	09/05/2019	Rectify Non-Conformance	23/05/2019	09/05/2019	Response Sent	Yes	▼
SC-12532 - Submission - 01	09/05/2019	Initial	23/05/2019	09/05/2019	Response Sent	No	▼

In this example submission 2 is certified