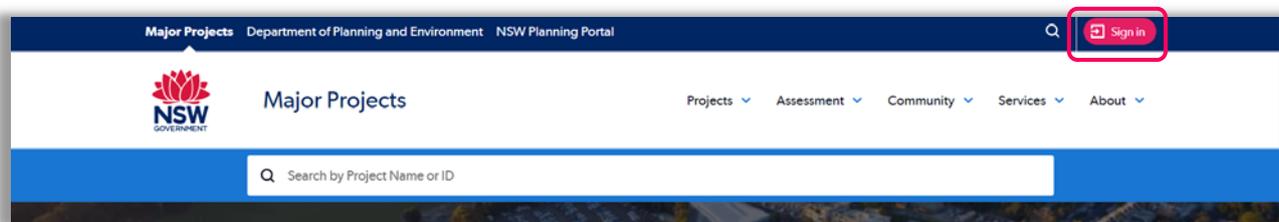


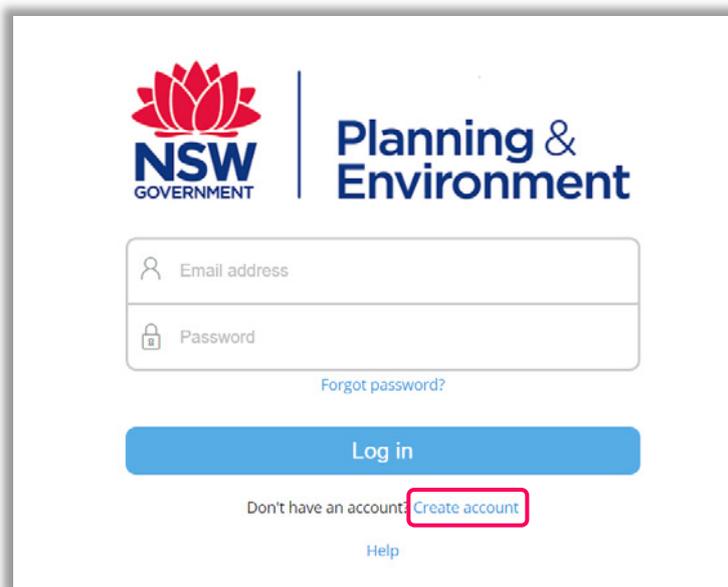
## How to create an account on the Major Projects Website.

- If you have already registered to use another Department of Planning, Industry and Environment website or system (such as the Planning Portal), there is no need to create an account. Use your email address and password for that system to log in to the Major Projects website.
- If you have never registered to use any other Department of Planning, Industry and Environment system, follow the steps below to create an account.

1. Go to the Major Projects website: <https://www.planningportal.nsw.gov.au/major-projects>.
2. Click on the 'Sign-in' button in the top right-hand corner. This will open the log in screen.



3. On the log in screen, click on the [Create account](#) link.

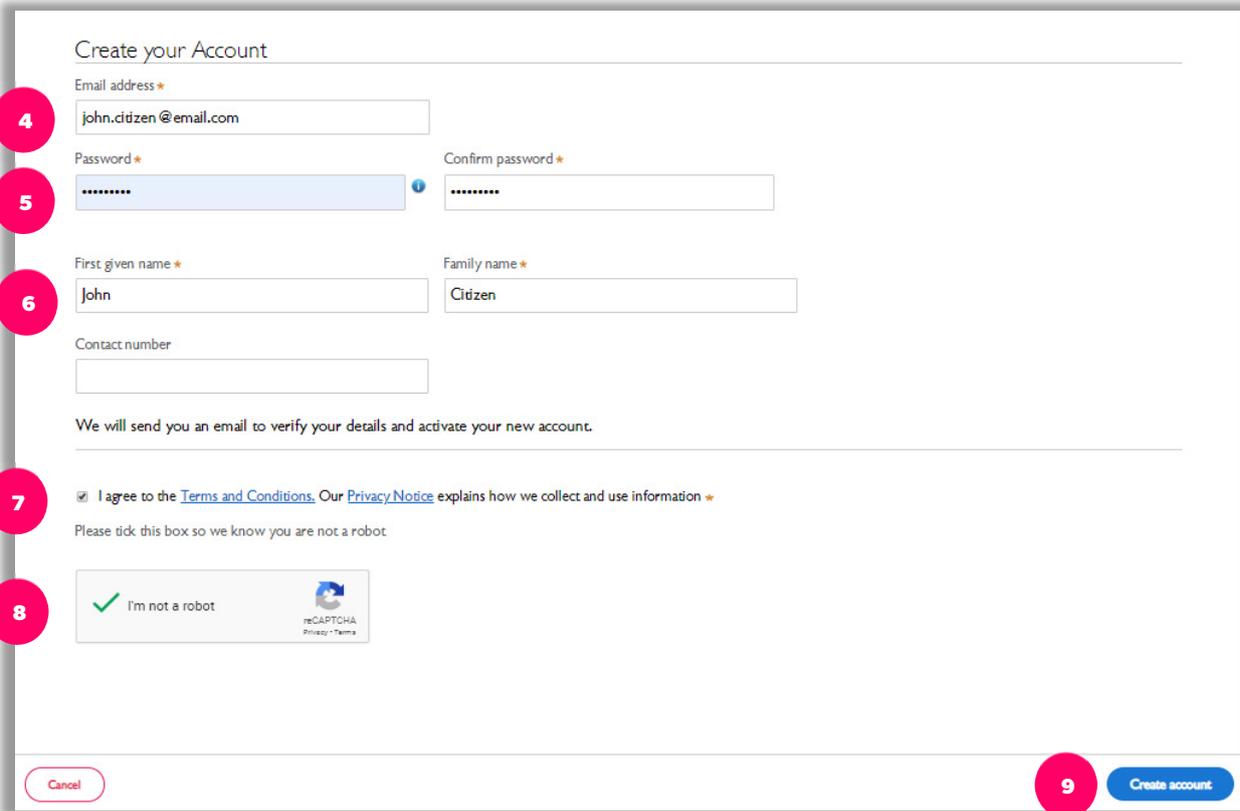


4. Enter your email address. This will be your username and any system generated emails will be sent to this address.
5. Create a password. Passwords must:
  - Be at least eight characters long
  - Have no more than 16 characters

# Major Projects Website

How to create an account on the Major Projects Website.

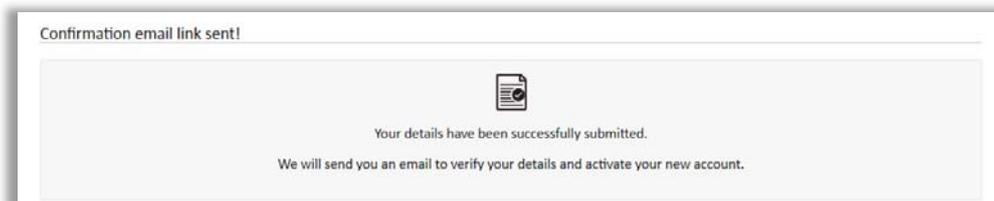
- Contain at least three of the following:
    - Uppercase letters (A through Z)
    - Lowercase letters (a through z)
    - Numbers (0 through 9)
    - The following characters: ~ ! @ # \$ % ^ & \* ( ) \_ + - { } [ ] | \ : ; " ' < > , . ? /
6. Enter your first given name, family name and contact number. (Mobile numbers are preferred).
  7. Tick the box to indicate that you agree to the Terms and Conditions. You can view the Privacy Notice at this point.
  8. Verify the reCAPTCHA security check by ticking the box next to 'I'm not a robot'. You will need to correctly complete a question such as 'Select all images with traffic lights' to proceed.
  9. Click on the 'Create account' button.



The screenshot shows the 'Create your Account' form with the following fields and elements:

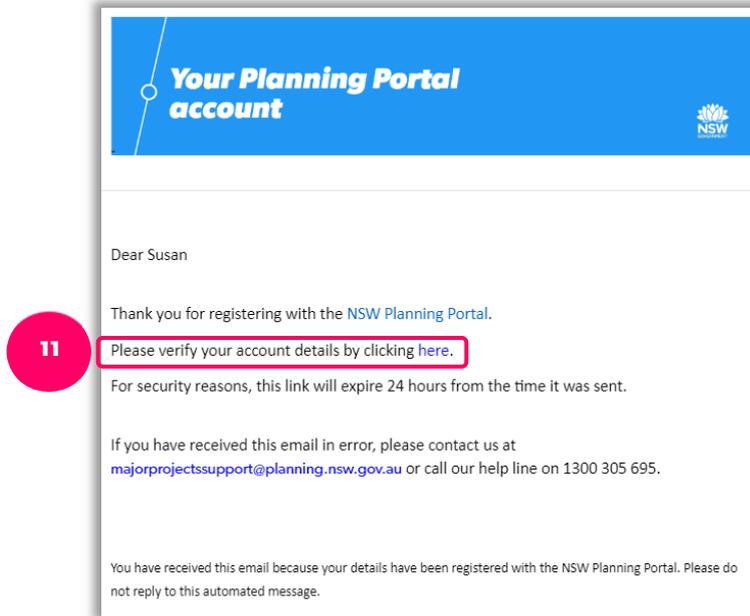
- 4**: Email address field containing 'john.citizen@email.com'.
- 5**: Password and Confirm password fields, both containing masked characters.
- 6**: First given name field containing 'John' and Family name field containing 'Citizen'.
- Contact number field (empty).
- Text: 'We will send you an email to verify your details and activate your new account.'
- 7**: A checked checkbox for 'I agree to the Terms and Conditions. Our Privacy Notice explains how we collect and use information'.
- 8**: A checked checkbox for 'I'm not a robot' with a reCAPTCHA logo.
- 9**: 'Cancel' button on the left and 'Create account' button on the right.

10. A confirmation email will be sent to the email account that you used to create your account.



How to create an account on the Major Projects Website.

11. When you receive the confirmation email, click on the link to verify your account. Your Major Projects website account will not be created until you have successfully verified your account.



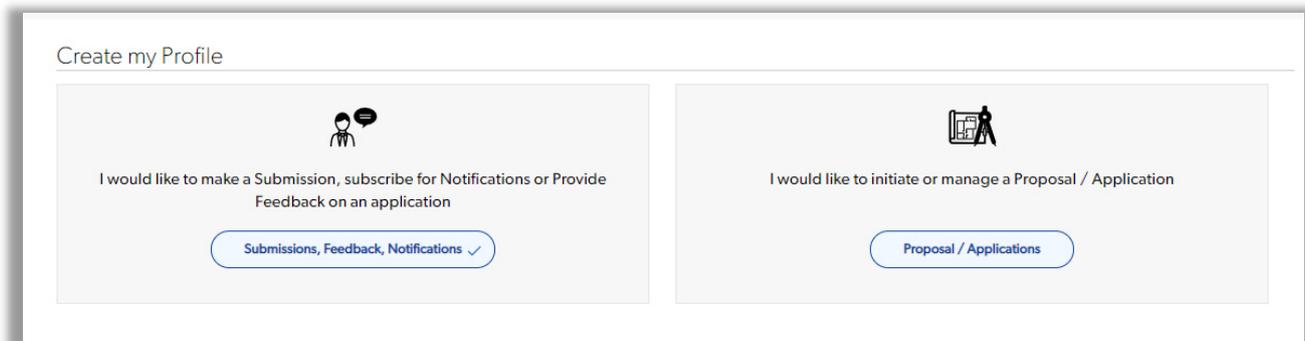
12. You will be taken to the log in screen. Enter your details to log in.

13. Tell us how you want to interact with the Major Projects Website.

If you are a **member of the public, a Government authority or council** and wish to make submissions on projects, provide feedback and manage your notifications, click on the button on the left.

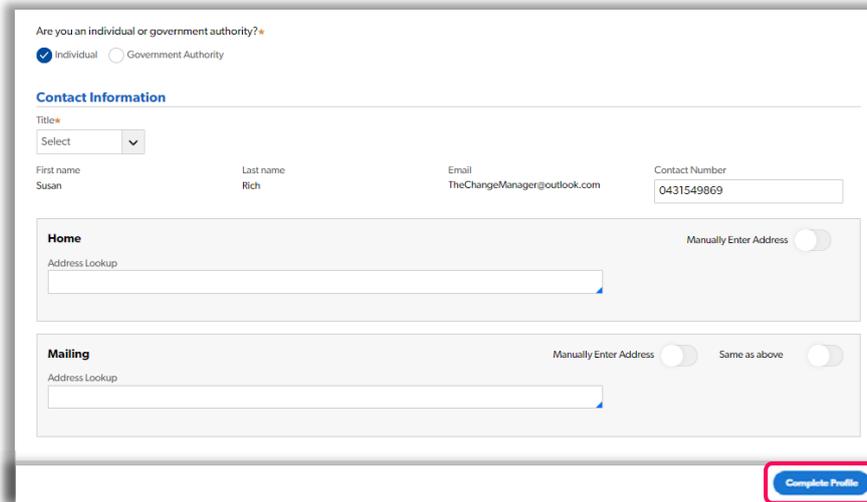


If you are a **Proponent or a Consultant** and wish to lodge or manage major project applications, click on the button on the right.



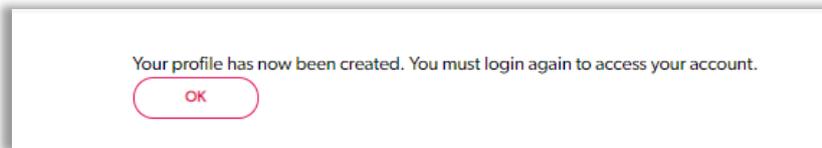
How to create an account on the Major Projects Website.

14. Complete the remainder of the form and click the 'Complete Profile' button in the bottom right hand corner.



The screenshot shows a web form for creating a profile. At the top, it asks 'Are you an individual or government authority?' with radio buttons for 'Individual' (selected) and 'Government Authority'. Below this is the 'Contact Information' section, which includes a 'Title' dropdown menu, and fields for 'First name' (Susan), 'Last name' (Rich), 'Email' (TheChangeManager@outlook.com), and 'Contact Number' (0431549869). There are two sections for address lookup: 'Home' and 'Mailing', each with an 'Address Lookup' field and a 'Manually Enter Address' toggle. The 'Mailing' section also has a 'Same as above' toggle. A blue 'Complete Profile' button is located in the bottom right corner of the form.

15. A confirmation message will appear. Click 'OK' and log in to go to the log in screen.



16. To log in, enter your the email address that you used to create your account and your password.

*If you forget your password or want to change/update it, click on 'Forgot password?' on the login screen and follow the prompts.*

### **Registered as part of a Government Authority or Organisation or Company?**

If you are not the first user to register as part of your organisation, your administrator must add you to the account so you can access your organisation's work. The administrators will be notified by email that you have requested access to the organisation's account. Until you are added to the organisation, you will see a public user view when you login.

### **Need more help or have questions?**

Contact the Major Projects Support team at [MajorProjectsSupport@planning.nsw.gov.au](mailto:MajorProjectsSupport@planning.nsw.gov.au)