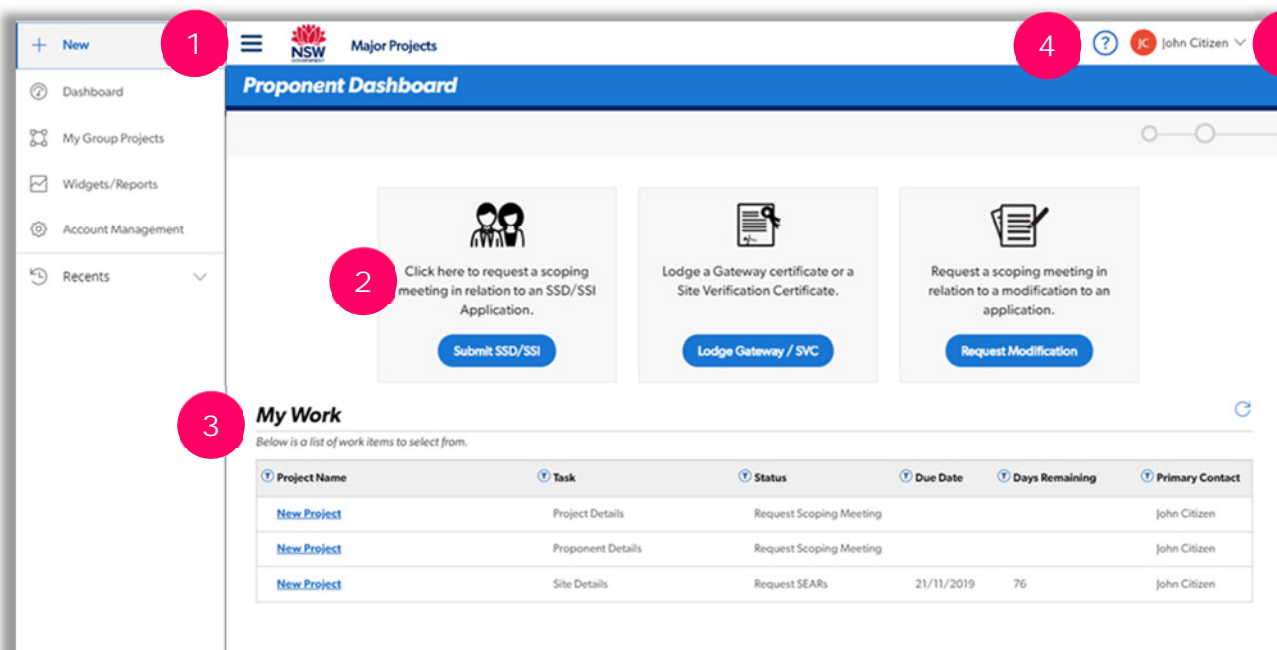## Proponent Dashboard

When you log in, you will see a dashboard that is designed for proponents, applicants and consultants. This guide introduces some of the key features available. For help with any of the specific functionality listed in this guide, view detailed guides available here.

1. **Navigation Menu** – The menu provides access to the following functions:
   - Dashboard - click here to return to the dashboard at any time.
   - My Group Projects – a summary of all the projects you have worked on and their status.
   - My Widgets/Reports – a summary of the timeliness of your responses to the Department and a breakdown of your current projects.
   - Account Management – options to control who has access to your organisation's account. This is only available to Administrators.

2. **New Applications** – Use these buttons to lodge new applications including SSD and SSI applications, and modification applications.

3. **My Work** – A consolidated list of tasks pending action from you, your organisation or an organisation you are associated with. This might include tasks requiring the completion of application forms, submission of additional information or upload of documents including the environmental impact statement and submission reports.

4. **Help** – A quick link to how to guides, frequently asked questions and contact information.

5. **Profile** – Click here to access and update your profile. You can also switch to the public user portal which allows you to subscribe for notifications on State significant projects (see Public Dashboard Section below for more information).

Public Dashboard

You can switch to the Public User view at any time. This will allow you to subscribe to receive email notifications on the progress of projects or make submissions.

1. To switch to the public user view:
    i.   Click on arrow next to your name.
    ii.   Select 'Switch apps'.
    iii.   Select 'Public User'.
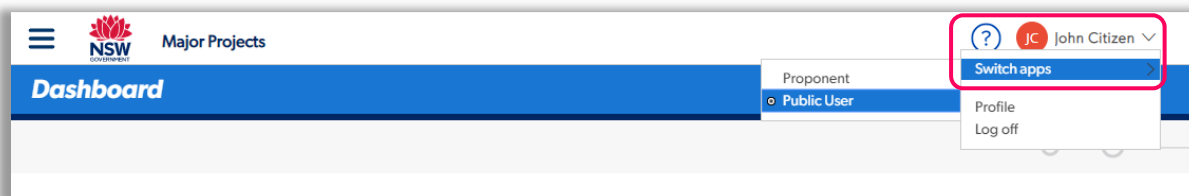
2. Make a submission from the public user dashboard by clicking on 'Make a Submission' and following the prompts.

3. Click 'Manage Subscriptions' to subscribe to receive automatic email alerts on the progress of projects or unsubscribe from existing subscriptions. You can subscribe to follow individual projects, projects by local government area or by development type.
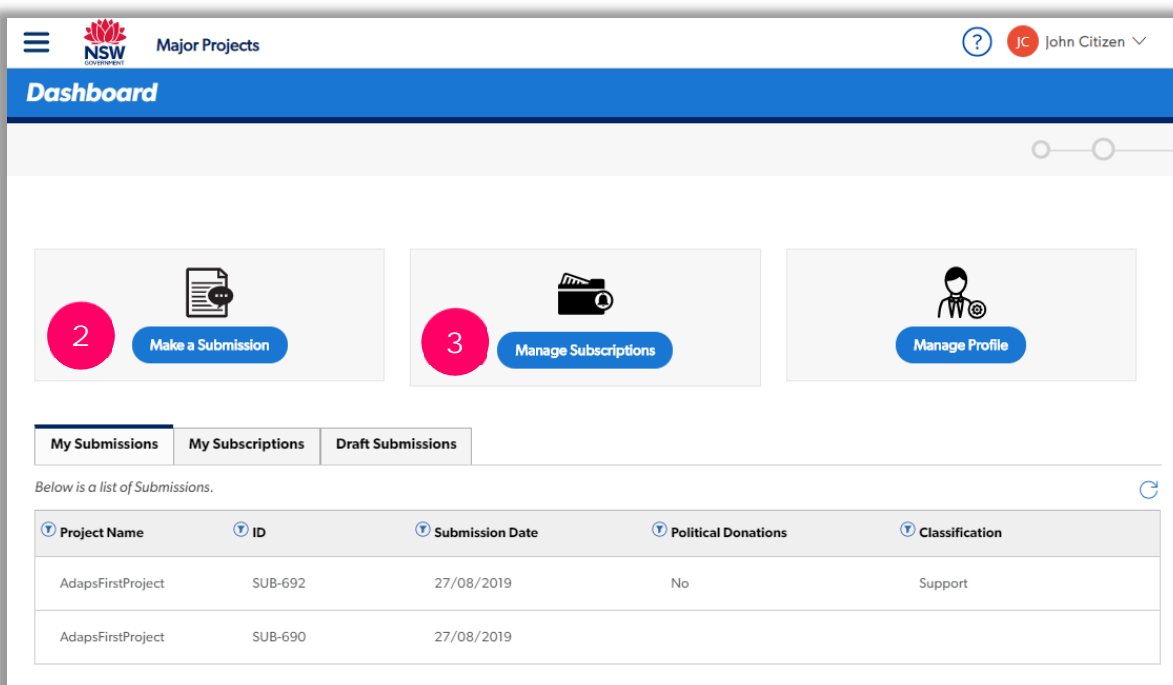
Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.