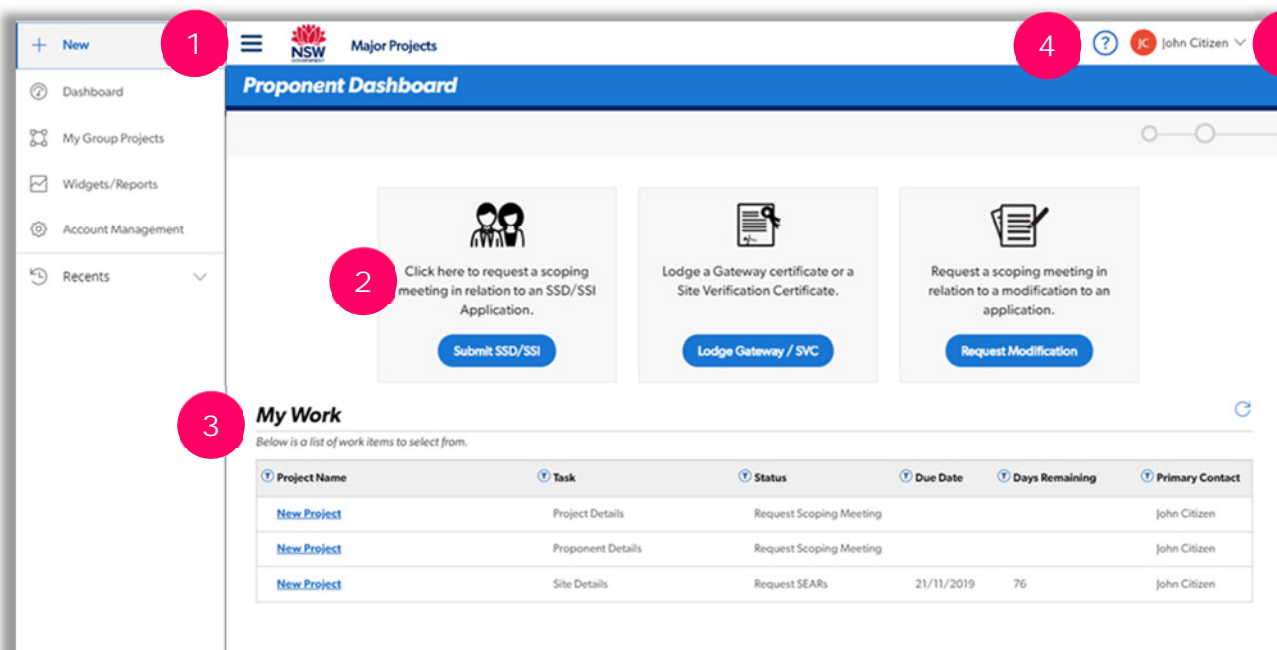


Proponent Dashboard

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).



The screenshot shows the Proponent Dashboard interface. Callout 1 points to the 'New' button in the top left. Callout 2 points to the 'Submit SSD/SSI' button. Callout 3 points to the 'My Work' section. Callout 4 points to the help icon in the top right. Callout 5 points to the user profile 'John Citizen' in the top right.

Proponent Dashboard

Click here to request a scoping meeting in relation to an SSD/SSI Application.

Submit SSD/SSI

Lodge a Gateway certificate or a Site Verification Certificate.

Lodge Gateway / SVC

Request a scoping meeting in relation to a modification to an application.

Request Modification

My Work

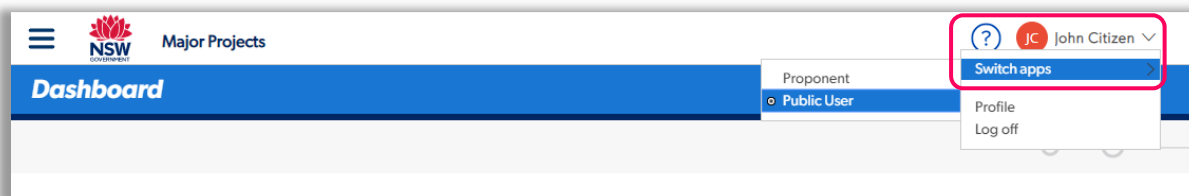
Below is a list of work items to select from.

Project Name	Task	Status	Due Date	Days Remaining	Primary Contact
New Project	Project Details	Request Scoping Meeting			John Citizen
New Project	Proponent Details	Request Scoping Meeting			John Citizen
New Project	Site Details	Request SEARs	21/11/2019	76	John Citizen

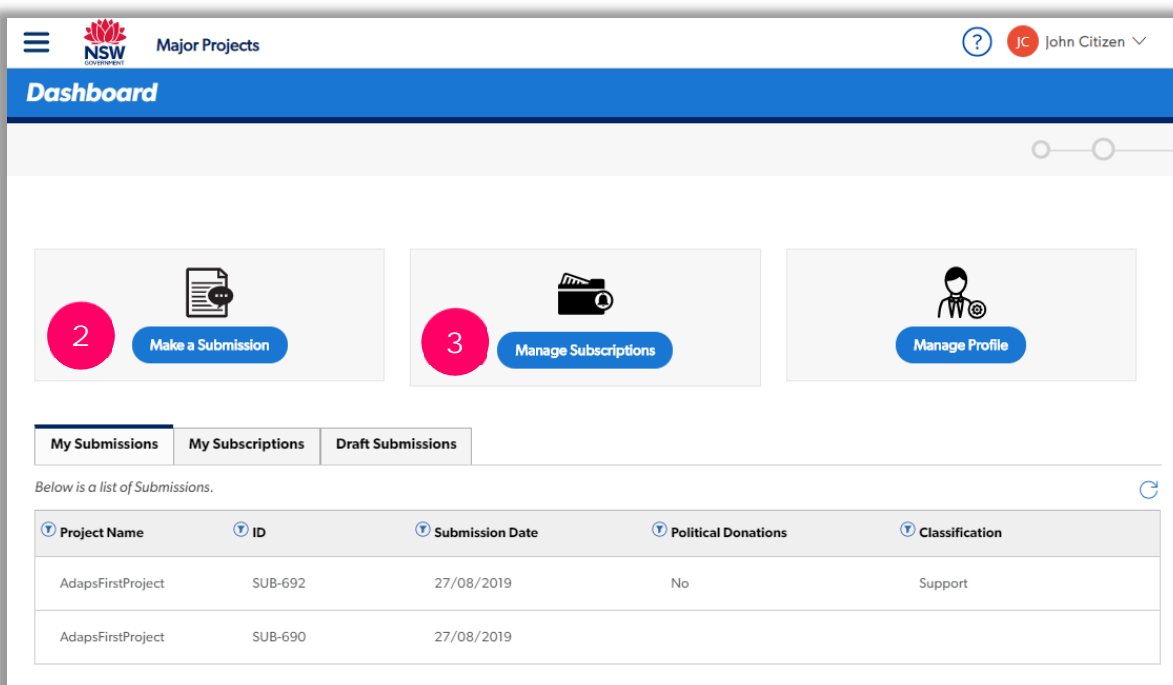
Public Dashboard

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.