

Quick reference guide for Ausgrid Connection or Relocation Applicants



How to nominate your ASP or Electrical Contractor on the Ausgrid Portal

Login to the Ausgrid Portal using your registered email and password.

<https://services.ausgrid.com.au/SignIn>

1. Select Applicant Projects
2. On the relevant record select View Details

Projects

1 Applicant Projects ▾

| Customer Reference | Customer Company | Project Name | No./RMB | Street | Suburb | P'Code | Project Stage | Status | Associated Project |
|--------------------|------------------------------|-----------------------|---------|--------------|------------|--------|----------------------|--------|--------------------|
| 12345 | | 1900087670 KENSINGTON | 39 | ANZAC PARADE | KENSINGTON | 2033 | Private Installation | Active | ▾ |
| | ABC Company | 1900092287 THREEVILLE | | THIRD AVENUE | THREEVILLE | 2148 | Design Offer | Active | ▾ |
| | Ichibanya Electrical Pty Ltd | SC-13394 SOMERSBY | 3 | KANGOO ROAD | SOMERSBY | 2250 | Private Installation | Active | ▾ |

View Details 2

3. Navigate to Project Team
4. On the appropriate party select the magnifying glass This will open a selection list of companies.

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Summary Project Team

Offers

Assessment

Design

Network Construction

Outages

Private Installation

Property

Warranty & Completion

Project Team

Project Coordinator

Dynamics CRM Mail

Compliance Officer

Customer Company

ABC Company

Customer Representative

ASP1 Company

ASP1 Project Manager

ASP2 Company

ASP3 Company

ASP3 Authorised Designe

E/C Company

E/C Representative

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5. Search and highlight the company you have engaged.
6. Press **select**

Lookup records

✕

Search **5**

| LU | *Updated | LU | *Updated | | | |
|----------|----------|----------------------------------|----------|--------------------------|-------------|-------|
| | | Acme Automated Solutions Pty Ltd | | lime@gmail.com | 133047604 | AUC39 |
| 5 | ✓ | Crunchy Designs | | admin@crunchydesigns.com | | |
| | | DC Designers | | design@dc.com | 54321098765 | |

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7. In the Project Team page press **submit**.

Project Team

| | |
|--|--|
| Project Coordinator <input type="text" value="Dynamics CRM Mail"/> | Compliance Officer <input type="text" value="-"/> |
| Customer Company <input type="text" value="ABC Company"/> | Customer Representative <input type="text" value="-"/> |
| ASP1 Company <input type="text" value=""/> | ASP1 Project Manager <input type="text" value="-"/> |
| ASP2 Company <input type="text" value=""/> | |
| ASP3 Company <input type="text" value="Crunchy Designs"/> | ASP3 Authorised Designer <input type="text" value="-"/> |
| E/C Company <input type="text" value=""/> | E/C Representative <input type="text" value="-"/> |
| Applicant Company <input type="text" value="Ichibanya Electrical Pty Ltd"/> | Applicant Representative <input type="text" value="EC Contact3"/> |

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