

Quick Reference Guide

THIRD PARTY ACCESS PORTAL



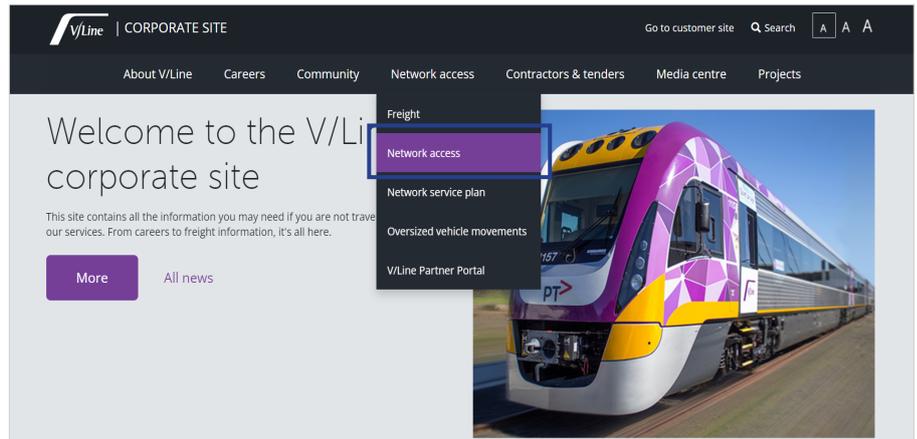
GETTING STARTED

Learn how to access the portal, bookmark it in your web browser, create an account to manage your applications, update your profile and reset your own password.

1. Visit our [corporate website](#) > choose **Network access** > select **Network access** from the drop down menu

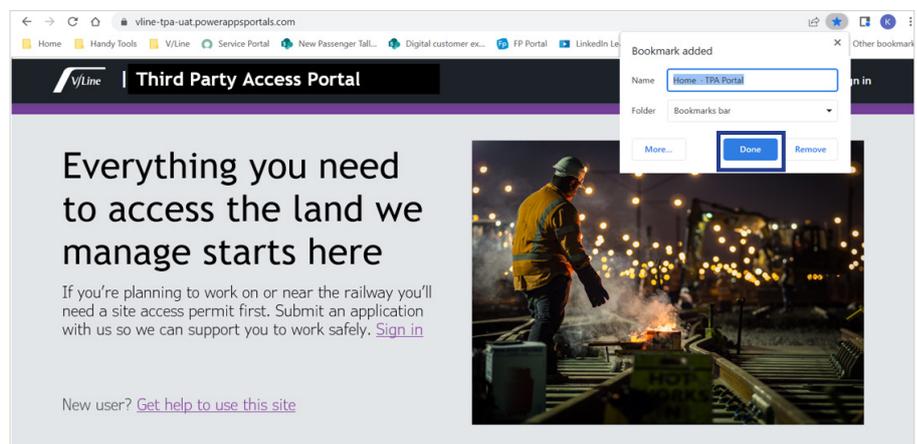
2. Scroll down and select **Apply for third party access**

TIP! Download the **V/Line Site Access Guide** from the right of page



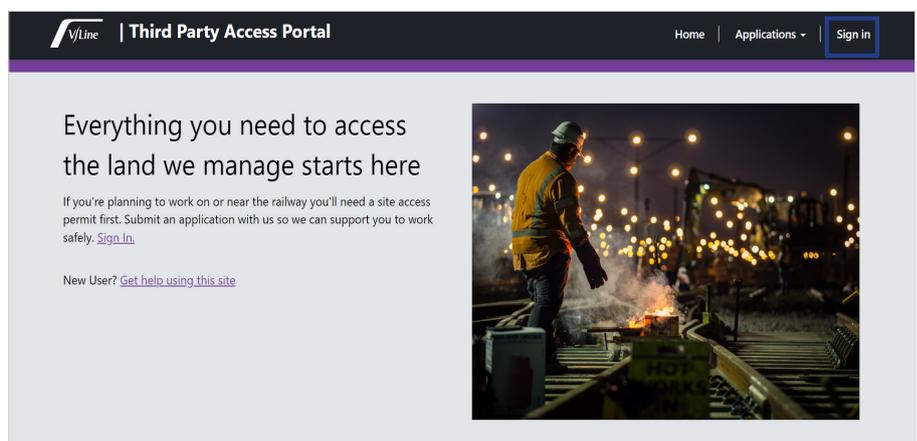
3. Welcome to the Third Party Access Portal

To bookmark the site In Google Chrome choose the **blue star** in the right of the browser bar > choose a folder or the bookmarks bar > click **Done**



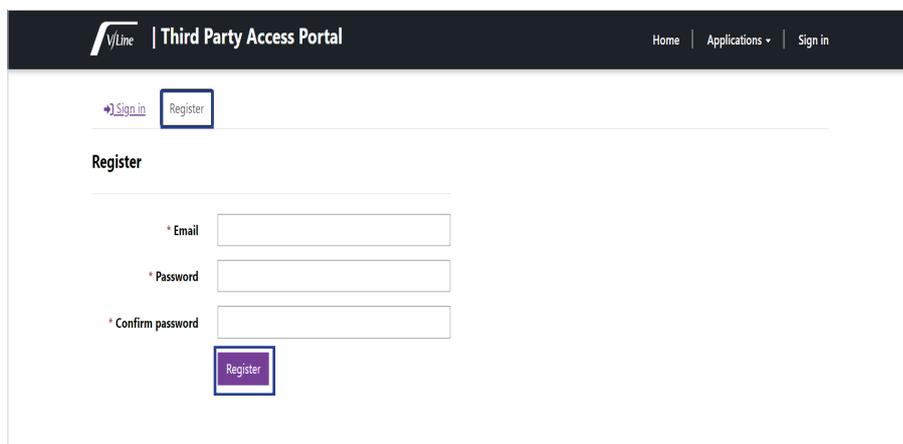
4. Select **Sign in** to create an account

TIP! Create just one account per person and manage all of your submissions from here

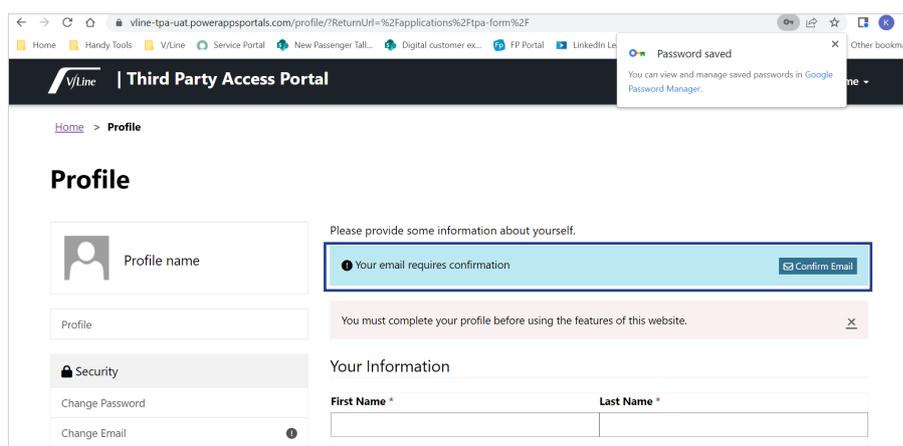


To learn more about accessing V/Line land and property visit our [corporate website](#)

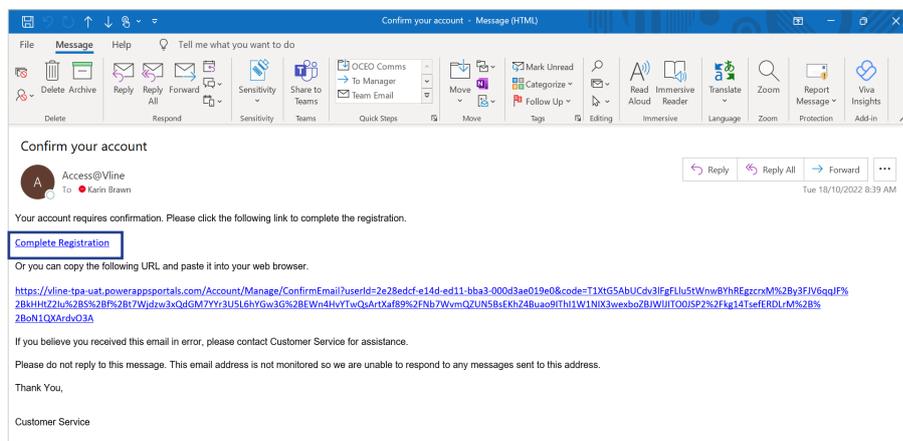
- On the **Sign in** page > choose **Register**
- Enter your **Email address** > enter your **Password** > **Confirm** your password > click **Register**



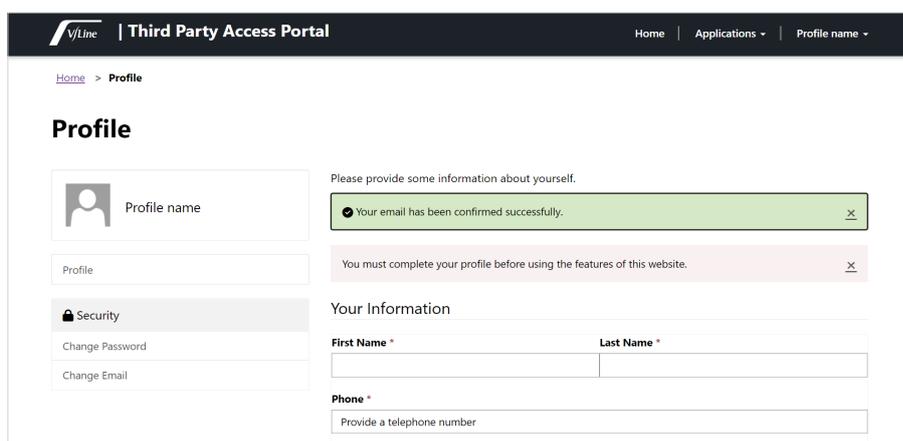
- Select **Confirm Email** to verify your identity



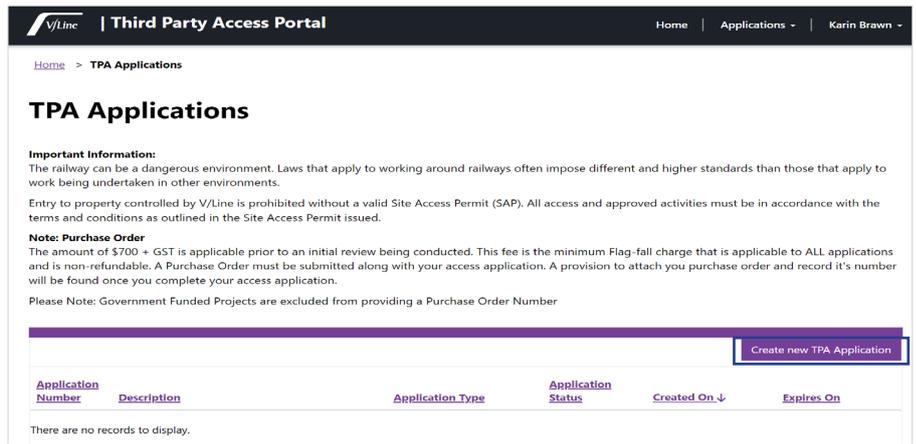
- Choose **Complete Registration** in the *Confirm your account* email



- Enter your information and select **Update**
- TIP!** You must complete your profile before starting your first application

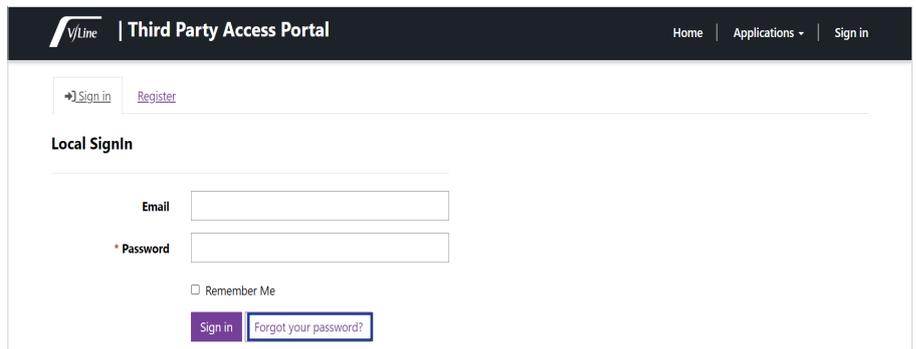


10. You are now ready to start your first application.

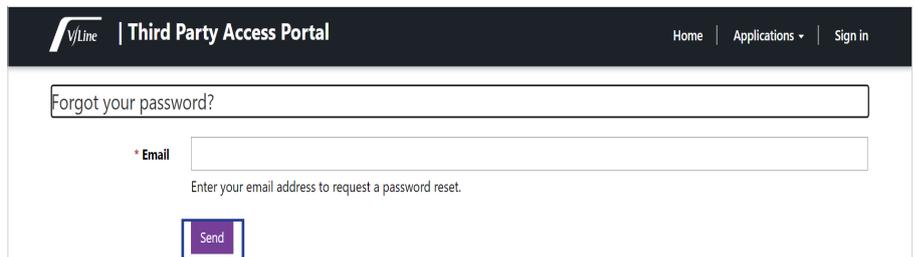


TIP! Can't remember your password? Reset it yourself.

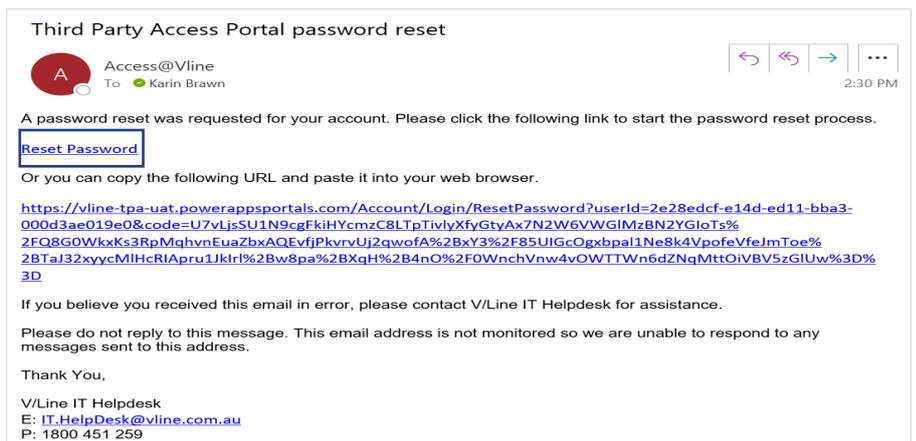
On the **Sign in** page > choose **Forgot your password?**



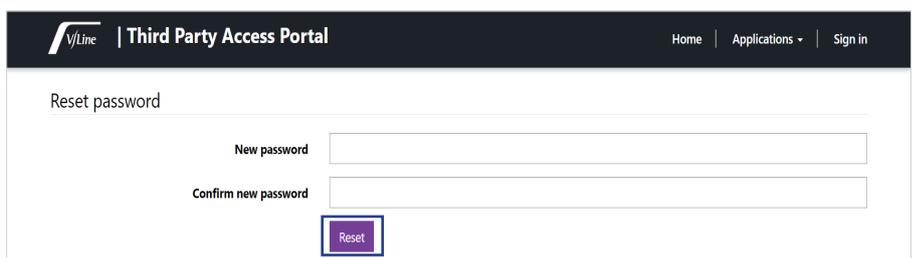
Enter your **Email** address > choose **Send**



Locate the email in your inbox > choose **Reset Password**



Enter your **New password** > **Confirm** your new password > click **Reset**



Success! Your password has been updated

To learn more about accessing V/Line land and property visit our [corporate website](#)