## **Quick Reference Guide**

## **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.



Select Sign in to create an account 4.

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

## V/Line | Third Party Access Portal

## Everything you need to access the land we manage starts here

If you're planning to work on or near the railway you'll need a site access permit first. Submit an application with us so we can support you to work safely. Sign In.

New User? Get help using this site



V/Line

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

V/Line   Third F	Party Access Portal	Home	Applications +	Sign in
<b>→]</b> <u>Sign in</u> Register				
Register				
* Email				
* Password				
* Confirm password				
	Register			

- 7. Select **Confirm Email** to verify your identity
- 🕶 🖻 🖈 🖪 🔇 🗄  $\leftarrow \rightarrow \mathbb{C}$   $\bigtriangleup$  invertee the second s 📙 Home 📑 Handy Tools 📑 V/Line 🔿 Service Portal 🏟 New Passenger Tall... 🏟 Digital customer ex... 📻 FP Portal 💶 LinkedIn Le × Other • Password saved V/Line | Third Party Access Portal You can view and manage sa Password Manager. Home > Profile Profile Please provide some information about yourself. Profile name • Your email requires confirmation 🖾 Confir m Email You must complete your profile before using the features of this website Profile × Your Information Security First Name \* Change Password Last Name Change Email 0
- 8. Choose Complete Registration in the Confirm your account email



9. Enter your information and select Update

**TIP!** You must complete your profile before starting your first application

Home > Profile				
Profile				
	Please provide some informatio	n about yourself.		
Profile name	Your email has been confirm	ed successfully.	×	
Profile	You must complete your profile	before using the features of this website.	×	
Security	Your Information			
Change Password	First Name *	Last Name *		
Change Email				
	Phone *			
	Provide a telephone number			

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

You are now ready to start your first	V/Linc   Third Pa	rty Access Portal			Home   Applica	tions +   Karin Brawn +
	Home > TPA Applications					
	TPA Applica	itions				
	Important Information:	ous environment. Louis that amh	to working around rollwave o	ftan inanasa diffarant	and higher standards t	has these that apply to
	work being undertaken in o	ous environment. Laws that apply ther environments.	valid Site Access Permit (SAP)	All access and appre	and higher standards t	nan those that apply to
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	The amount of \$700 + GST and is non-refundable. A Pu will be found once you com	s applicable prior to an initial revi- rchase Order must be submitted a	ew being conducted. This fee long with your access applica	is the minimum Flag- tion. A provision to a	fall charge that is applie ttach you purchase orde	able to ALL applications ar and record it's number
	Please Note: Government Fu	inded Projects are excluded from	providing a Purchase Order N	umber		
					G	reate new TPA Application
	Application		Application Type	Application	Created On J.	Evolves On
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TIP! Can't remember your password?	V/Line   Third	Party Access Portal			Home Appli	cations +   Sign in
Reset it yoursell.	Sign in Register					
On the <b>Sign in</b> page > choose <b>Forgot</b> your password?	Local SignIn					
	Email					
	* Password					
	Pussword					
		Sign in Forget your password?	7			
		Sign in Polyou passion.	J			
Enter your <b>Email</b> address > choose <b>Send</b>	V/Line Third	Party Access Portal			Home Appli	ations → Sign in
	Forgot your passw	vord?				
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		Send				
	Third Party Aco	cess Portal passwo	ord reset			
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	To Karin	Brawn				2:30 PM
	Reset Password					
	Or you can copy the f	ollowing URL and paste i	t into your web browse	ər.		
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	If you believe you received this email in error, please contact V/Line IT Helpdesk for assistance.					
	Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.					
	Thank You,					
	V/Line IT Helpdesk E: <u>IT.HelpDesk@vline</u> P: 1800 451 259	.com.au				
Enter your <b>New password &gt; Confirm</b>	V/Line   Third	Party Access Portal			Home Applie	ations 🗸 📔 Sign in
your new passworu ~ Click Reset	Reset password					

New password Confirm new password

Reset

Success! Your password has been updated

To learn more about accessing V/Line land and property visit our corporate website