

Quick Reference Guide

THIRD PARTY ACCESS PORTAL



SUBMIT A NEW APPLICATION FOR ACCESS

Learn how to create a new application, upload supporting documents, save a draft application and submit a request.

1. Choose **Create new TPA Application** from the top-right of the table

The screenshot shows the 'Third Party Access Portal' interface. The breadcrumb trail is 'Home > TPA Applications'. The main heading is 'TPA Applications'. Below this, there is 'Important information' and a 'Note: Purchase Order'. A table with columns 'Application Number', 'Description', 'Application Type', 'Application Status', 'Created On', and 'Expires On' is shown, but it is empty. A red box highlights the 'Create new TPA Application' button in the top right corner of the table area.

2. Select the **Application type** from the drop-down > choose **Next**

TIP! If you're not sure of the application type, select the 'information' icon

The screenshot shows the 'Third Party Access Application' form. The breadcrumb trail is 'Home > TPA Applications > Third Party Access Application'. The main heading is 'Third Party Access Application'. Below this, there is 'Important information' and a 'Note: Purchase Order'. The 'Application Type' dropdown menu is open, showing options: 'TPA - Business as usual', 'TPA - State nominated projects', and 'VicTrack'. The 'Next' button is highlighted.

3. Enter the information into the text boxes.

* Indicates a mandatory field that must be completed

TIP! An Australian Business Number (ABN) is a unique 11-digit number

An Australian Company Number (ACN) is a 9-digit number

The screenshot shows the 'Third Party Access Application' form. The breadcrumb trail is 'Home > TPA Applications > Third Party Access Application'. The main heading is 'Third Party Access Application'. Below this, there is 'Important information' and a 'Note: Purchase Order'. The 'Contractor - Undertaking Access' section is visible, showing a 'Please Note' box and several text input fields for 'Business Name', 'ABN/ACN', 'First Name', and 'Last Name'.

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

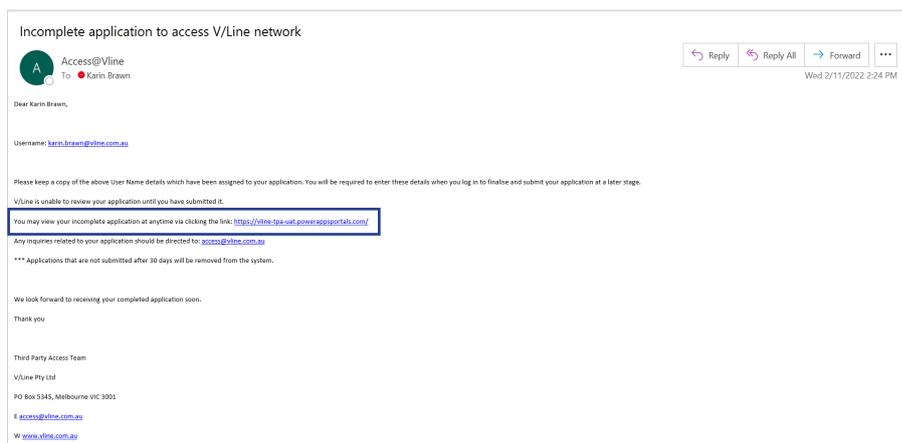
TIP! Tick the box if the mailing address is the same

TIP! If the contractor is NOT to be invoiced, untick the default check box. i.e. for state nominated or VicTrack applications

4. Hit **Save** to complete the application at a later time, alternatively, choose **Next** to continue

TIP! Each time you choose to 'Save' your application, you'll receive an onscreen message and an email confirming your application's saved status will be sent to your nominated inbox

TIP! To return to your incomplete application just select the link in the email

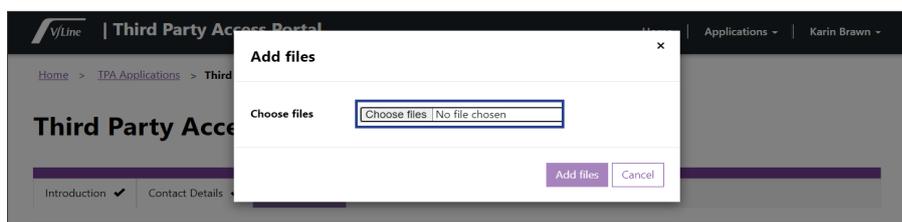


TIP! Unavailable dates will be highlighted in grey

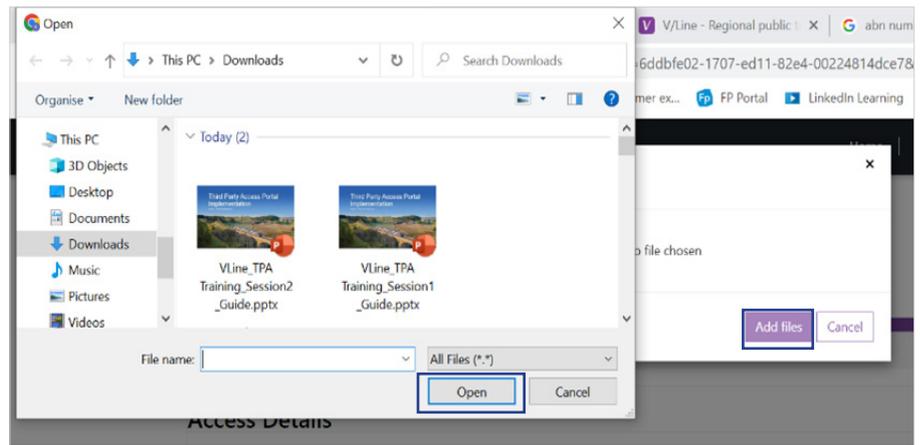
5. To upload documents choose **Add files**

Name	Modified
1688433.png (22 KB)	02-11-2022 3:13 PM
Capture.PNG (8 KB)	02-11-2022 3:13 PM
Hastus logo.png (3 KB)	02-11-2022 3:15 PM

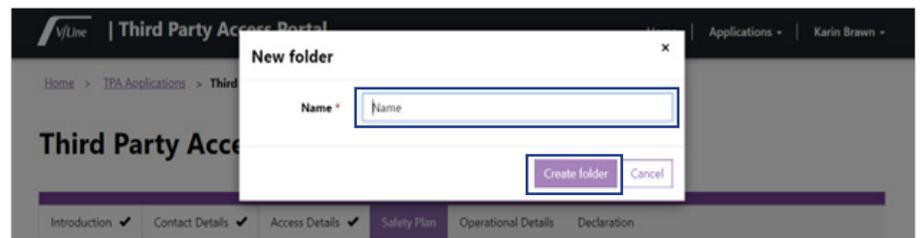
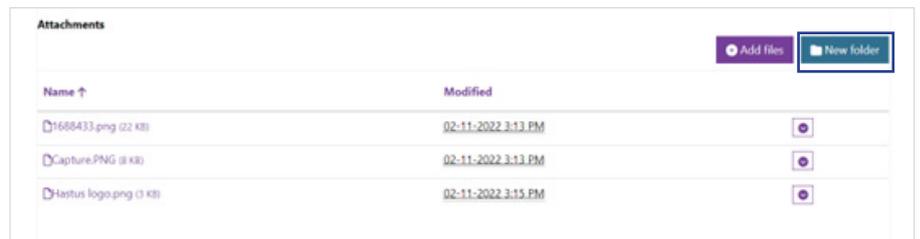
6. Click **Choose files**



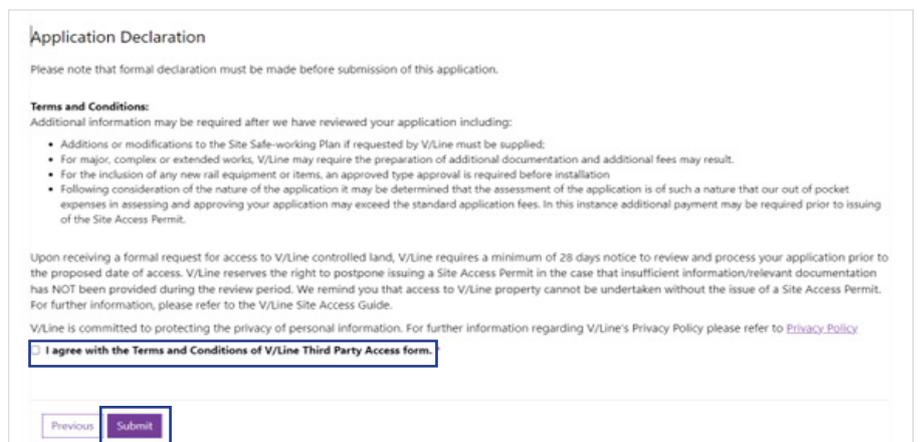
- Select the file(s) you want > hit **Open** > wait for it to upload > click **Add files**



- Use folders to manage all your files. Select **New Folder** > enter a folder name > hit **Create folder** > to add files follow **Steps 5-7** above.



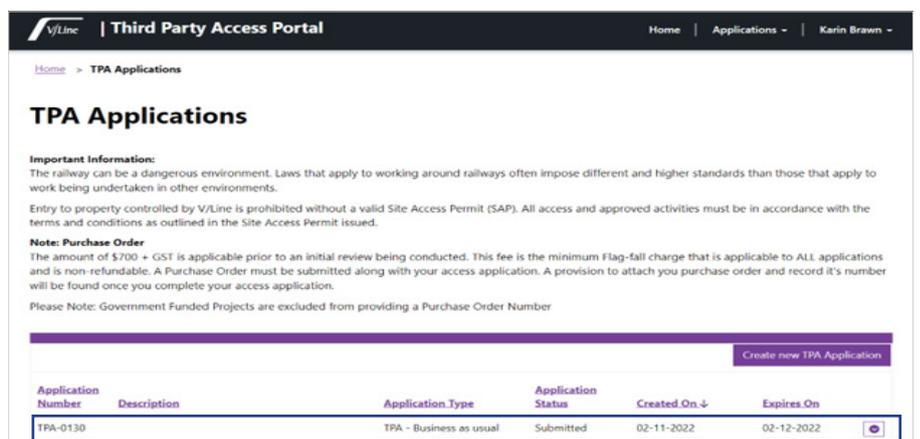
- Tick the checkbox to accept our Terms & Conditions > hit **Submit**



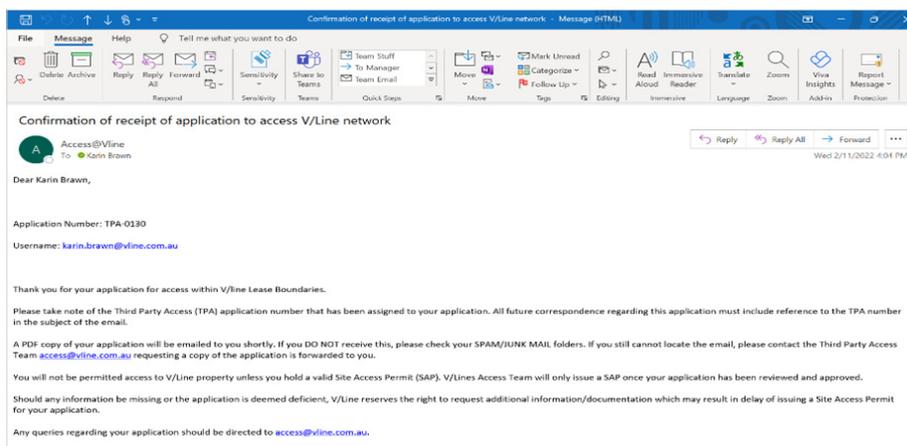
- Success! Your application now appears in the table with its own TPA Application number.

You cannot edit or delete your application from now on.

TIP! To get an update on your application's status, or to amend your application, email access@vline.com.au and **be sure to include the TPA number in the subject field.**



11. You will receive an email confirming your successful lodgement



12. A PDF of your application will also be sent to you

