

For further assistance please contact nrasithelpdesk@dss.gov.au


NRAS Participant Portal Quick Reference Guide

Submit a Claim

This QRG will take you through the process required to submit a claim in the NRAS Portal.

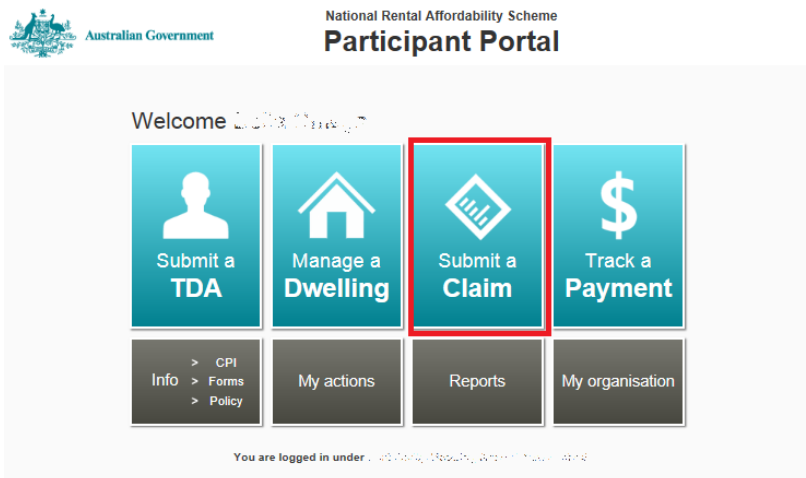
Access Required:

- NRAS Claims Manager Access.

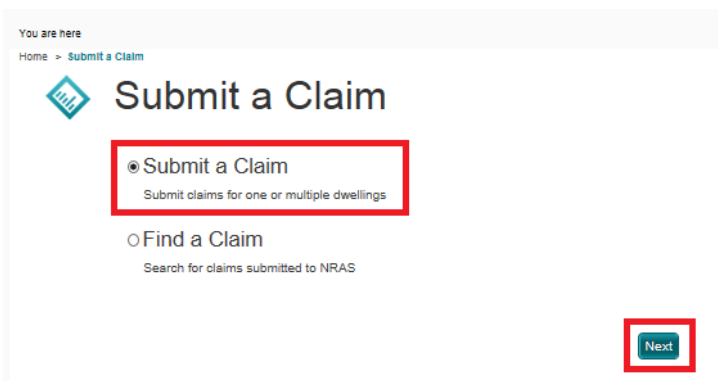
 Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

Use the **Back** and **Next** buttons to move through the different sections

1. Log in to the NRAS Participant Portal.
2. At the Disclaimer, click **OK**.



3. Click **Submit a Claim**. The Find or modify a dwelling window opens.
4. Select **Submit a Claim**.



5. Click **Next**

You are here
Submit a Claim > Submit a Claim > Information

Submit a Claim

Claims can be submitted for NRAS dwellings using this system. To submit a claim, you will need to:

- **Continue until the claim is submitted:**
You must complete it in one session
- **Prepare any evidence required:**
NRAS conditions are associated with each Dwelling. If you do not meet these conditions, you must attach evidence to support your reasons.
We recommend that you have this evidence ready before starting this process.

Next

6. Click **Next** again. The Select Dwelling screen opens.

7. Select the **NRAS Year** that you are claiming for. You can refine your search by typing in dwelling details such as Dwelling ID or Dwelling Address.

Submit a Claim > Submit a Claim > Select Dwellings

1 2 3 4 5 6
Select Dwellings Generate Claims Preview Claims Conditions Review Claims Finish

1. Select Dwellings

To comply with NRAS requirements for claims, the following filters have been applied to the results list below:

- Dwelling Status of 'Active' during the selected NRAS Year.
- A claim has not been already submitted for this dwelling within the selected NRAS Year.

NRAS Year: N2014-2015

Dwelling Details

Dwelling Reference: [input]
Dwelling Id: 1/10/1001
Status: [dropdown]
Registration Id: [input]

Dwelling Address

Bldg: [input]
Street: [input]
Suburb: [input]
State: [dropdown]
Postcode: [input]

+ More **Find**

Results (1)

Select All	Dwelling Id	Dwelling Reference	Address	Registration Id
<input checked="" type="checkbox"/>	1/10/1001	1/10/1001	1/10/1001	1/10/1001

Next



Click **+ More** to display additional search fields

8. Click **Find**

16. Review the **List of Dwellings** for which you are claiming an incentive.

You are here
Submit a Claim > Submit a Claim > Review

1 2 3 4 5 6
Select Dwellings Generate Claims Preview Claims Conditions **Review Claims** Finish

5. Review

The following claims will be submitted.

Dwelling Id	Address	Dwelling Reference	Estimated Incentive
100001007	100001007 Avenue, ACTONING, VIC 3024	100000000	0

[Add Attachment](#)

Statement of Compliance

I certify that the information that has been entered into the FaHCSIA Online Funding Management system (FOFMS), including all Tenancy & Dwelling information is true and correct and can be used to determine compliance under the National Rental Affordability scheme. This includes using the information to determine that;

- at all times during the year, any tenant or tenants of the dwelling were eligible tenants, or details of any way in which this requirement was not met; and
- that the weekly rent charged during the year was at all times at least 20% less than the market value rent for the dwelling, or details of any way in which this requirement was not met; and
- details of any period during which the dwelling was vacant or unavailable for occupancy; and
- details of the tenancy manager of the rental dwelling; and
- that all special conditions have been complied with or details of any way in which this requirement was not met; and
- if applicable, the names of each natural person or legal entity participating in a joint venture at the end of the NRAS year.

I also confirm that I have complied at all times during the year with landlord, tenancy, building, and health and safety laws of the State or Territory and local government area in which the dwelling is located.

I understand that it is an offence to provide false or misleading information to a Commonwealth entity, to a person who is exercising powers of performing functions under, or in connection with, a law of the Commonwealth, or given in compliance or purported compliance with a law of the Commonwealth.

I agree:

[Back](#) [Cancel](#) [Submit Claims](#)

17. Read the **Statement of Compliance**.


18. Tick the box to state your **Agreement**.

19. Click **Submit Claims** the finish screen displays.

You are here
Submit a Claim > Submit a Claim > Finish

1 2 3 4 5 6
Select Dwellings Generate Claims Preview Claims Conditions Review Claims **Finish**

6. Finish

 Claims listed below have been successfully submitted.

Dwelling Id	Address	Dwelling Reference	Estimated Incentive
100001007	100001007 Avenue, ACTONING, VIC 3024	100000000	0

[Back](#) [Cancel](#) [Home](#)

20. The list of Dwellings for which you are claiming an incentive will be displayed, confirming a successful submission.


21. Click **Home** to return to the beginning of the **Submit a Claim** workflow.

Logging out of the NRAS Participant Portal

1. To log out of the NRAS Participant Portal click **Logout**.



National Rental Affordability Scheme
Participant Portal

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For technical support enquiries, please contact nrasithelpdesk@dss.gov.au or 1300 911 235.