



## National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

# Withdrawing a TDA

This Quick Reference Guide (QRG) will take you through the steps to withdraw a Tenant Demographic Assessment (TDA) and the lease period for an NRAS Dwelling.

**!** If you withdraw a TDA you will lose all of the information associated with that TDA. This means that you will have to recreate the TDA and re-enter all associated information.

Access Required:

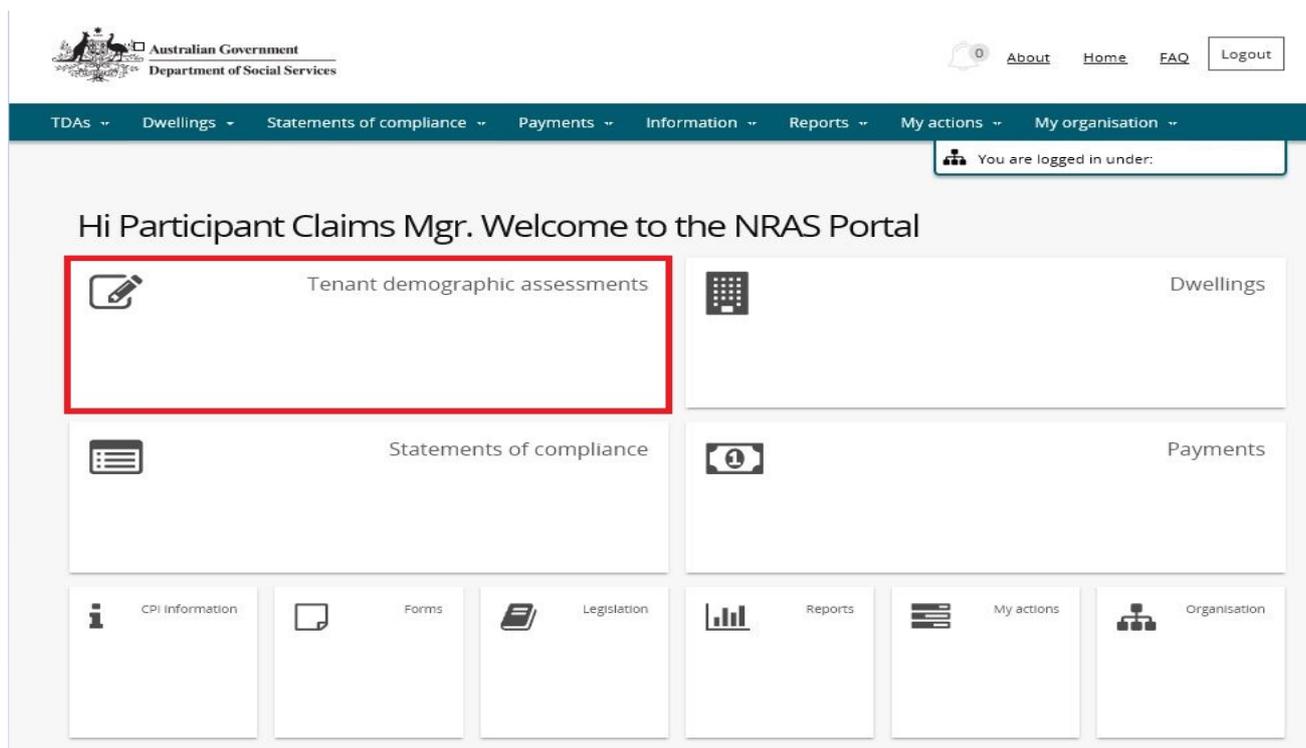
- Participant Read Write User; or Participant Claims User.

**!** 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 **Continue** buttons to move through the different sections.

## Withdrawing the TDA

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the Search TDAs screen from the main page: through the Tenant demographic assessments tile (see steps 4 to 5) or through the dropdown menu (see step 6).
4. Click the **Tenant demographic assessments** tile. A list of all TDAs will be displayed.



The screenshot shows the NRAS Portal interface. At the top left is the Australian Government logo and 'Department of Social Services'. On the top right are links for 'About', 'Home', 'FAQ', and 'Logout'. Below this is a dark blue navigation bar with dropdown menus for 'TDAs', 'Dwellings', 'Statements of compliance', 'Payments', 'Information', 'Reports', 'My actions', and 'My organisation'. A box on the right indicates the user is logged in. The main content area features a grid of tiles. The 'Tenant demographic assessments' tile, which includes a pencil icon, is highlighted with a red border. Other tiles include 'Dwellings' (grid icon), 'Statements of compliance' (list icon), 'Payments' (payment icon), 'CPI information' (info icon), 'Forms' (document icon), 'Legislation' (book icon), 'Reports' (bar chart icon), 'My actions' (list icon), and 'Organisation' (hierarchy icon).

## NRAS – Withdrawing a TDA and Lease

5. On the **Tenant Demographic (TDAs)** screen, select **Search TDAs**.

**OR**

6. At the **Welcome** screen select **TDAs>Search TDAs**.

The screenshot shows the NRAS Portal interface. At the top left is the Australian Government logo and the Department of Social Services. On the right, there are links for 'About', 'Home', 'FAQ', and 'Logout'. A navigation bar contains several menu items: 'TDAs', 'Dwellings', 'Statements of compliance', 'Payments', 'Information', 'Reports', 'My actions', and 'My organisation'. A dropdown menu for 'TDAs' is open, showing 'List of TDAs', 'Search TDAs' (highlighted with a red box), and 'Submit new TDA'. A notification box on the right says 'You are logged in under:'. The main content area features a grid of tiles for 'Tenant demographic assessments', 'Dwellings', 'Statements of compliance', 'Payments', 'CPI information', 'Forms', 'Legislation', 'Reports', 'My actions', and 'Organisation'. The page title is 'Participant Claims Mgr. Welcome to the NRAS Portal'.

7. The **Search TDAs** screen will be returned.

Dwelling ID:	<input type="text"/>	TDA ID:	<input type="text"/>
Dwelling status:	<input type="text" value="Please Select"/>	TDA status:	<input type="text" value="Submitted"/>
Dwelling reference:	<input type="text"/>	Property manager:	<input type="text"/>
Submitted by:	<input type="text"/>	Submitted date: <i>dd/mm/yyyy</i>	<input type="text"/>
Effective date: <i>dd/mm/yyyy</i>	<input type="text"/>	Pathway:	<input type="text" value="Please Select"/>
Dwelling start date: <i>dd/mm/yyyy</i>	<input type="text"/>	Dwelling end date: <i>dd/mm/yyyy</i>	<input type="text"/>

[Clear search](#)

# NRAS – Withdrawing a TDA and Lease



The Dwelling ID and TDA ID search fields on the 'Search TDAs' page are not case sensitive. If you do not have the Dwelling or TDA details or you wish to view all TDAs you have access to, leave the all search criteria blank.



Click **Advanced** to display additional search fields.

- 8. Enter search criteria and then select the **Run search** button.
- 9. TDAs matching the entered search criterial will be displayed.
- 10. Select the relevant TDA by selecting the **Action>View TDA button**.

Results (3)

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	
[REDACTED]	[REDACTED]	[REDACTED]	02/05/2018 04:01:11 PM	Submitted	01/01/2016	30/04/2016	Actions▼ View TDA Delete TDA
[REDACTED]	[REDACTED]	[REDACTED]	15/05/2018 03:54:44 PM	Submitted	01/05/2018	30/04/2019	
[REDACTED]	[REDACTED]	[REDACTED]	22/05/2018 01:23:46 PM	Submitted	01/05/2020	02/05/2020	Actions▼

- 11. The **Lease and TDA details** page will be displayed for the selected TDA.
- 12. Select the **Withdraw TDA** button.



When you withdraw a TDA you will lose all of the information associated with that TDA. This means that you will have to recreate the TDA and re-enter all associated information.

TDA ID: 4-3ZLVE8W  
Effective date: dd/mm/yyyy : 02/05/2022

Source TDA: [REDACTED]

Dwelling ID: 4-3Q9C0WR  
Dwelling address: N/A, N/A, ACT 2615

[View dwelling](#)

**Dwelling and TDA details**

- Household demographics and income
- Conditions
- Attachments
- Notes

## Dwelling and TDA details \* require

This page provides detailed information on the selected TDA

[Withdraw TDA](#) [Resume submission](#) [Update](#)

TDA details

TDA ID: 4-3ZLVE8W	TDA pathway: New Lease With New Tenants	Created by: F1PMGR
Dwelling ID: 4-3Q9C0WR	Last updated date: dd/mm/yyyy hh:mm 23/04/2020 02:02:49 PM	Created date: dd/mm/yyyy hh:mm 15/05/2018 01:38:46 PM
Dwelling address: N/A, N/A, ACT 2615	Last updated by: F1COMPOFF	

- 13. The **Withdrawn TDA** popup screen is displayed.
- 14. Enter a reason in the **Please provide a reason for withdrawing this TDA** field and then select the **Save and return** button.

 Entry of a reason when withdrawing a TDA is mandatory.

### Withdraw TDA X

\* required

Please provide a reason for withdrawing this TDA: \* You have 16296 of 16350 characters remaining

Entry of a reason when withdrawing a TDA is mandatory.

[Discard changes and return](#) Save and return

- 15. The TDA is withdrawn.

You are logged in under: City Housing Company Limited

**TDA ID:**  
4-3ZLVE8W

**Effective date:**  
: dd/mm/yyyy  
02/05/2022

**Source TDA:** ⓘ

**Dwelling ID:**  
4-3Q9C0WR

**Dwelling address:**  
N/A, N/A, ACT 2615

[View dwelling](#)

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**Dwelling and TDA details**

Household demographics and income

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Conditions

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Attachments

### Dwelling and TDA details \* required

This page provides detailed information on the selected TDA

[Withdraw TDA](#) [Resume submission](#) [Update](#)

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#### TDA details

<b>TDA ID:</b> 4-3ZLVE8W	<b>TDA pathway:</b> New Lease With New Tenants	<b>Created by:</b> F1PMGR
<b>Dwelling ID:</b> 4-3Q9C0WR	<b>Last updated date: dd/mm/yyyy hh:mm</b> 09/06/2020 10:23:35 AM	<b>Created date: dd/mm/yyyy hh:mm</b> 15/05/2018 01:38:46 PM
<b>Dwelling address:</b> N/A, N/A, ACT 2615	<b>Last updated by:</b> F1COMPOFF	

## NRAS – Withdrawing a TDA and Lease

Status details		
<b>Status:</b> Withdrawn	<b>Submitted by:</b> Com Officer	<b>Submitted date:</b> <i>dd/mm/yyyy</i> <i>hh:mm</i> 23/04/2020 02:02:46 PM

Dwelling and TDA dates	
<b>Dwelling start date:</b> <i>dd/mm/yyyy</i> 01/05/2015	<b>Dwelling end date:</b> <i>dd/mm/yyyy</i> 30/11/2022
<b>TDA effective date:</b> <i>dd/mm/yyyy</i> 02/05/2022	<b>TDA end date:</b> <i>dd/mm/yyyy</i> 30/11/2022

Eligibility details	
<b>Days occupied eligible:</b> 0	<b>Days occupied ineligible:</b> 213

## Logging out of the NRAS Portal

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



For technical support enquiries, please contact [nrasithelpdesk@dss.gov.au](mailto:nrasithelpdesk@dss.gov.au) or 1300 911 235.