



National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Modify a Single Dwelling

This Quick Reference Guide (QRG) will take you through the process to modify a single dwelling.

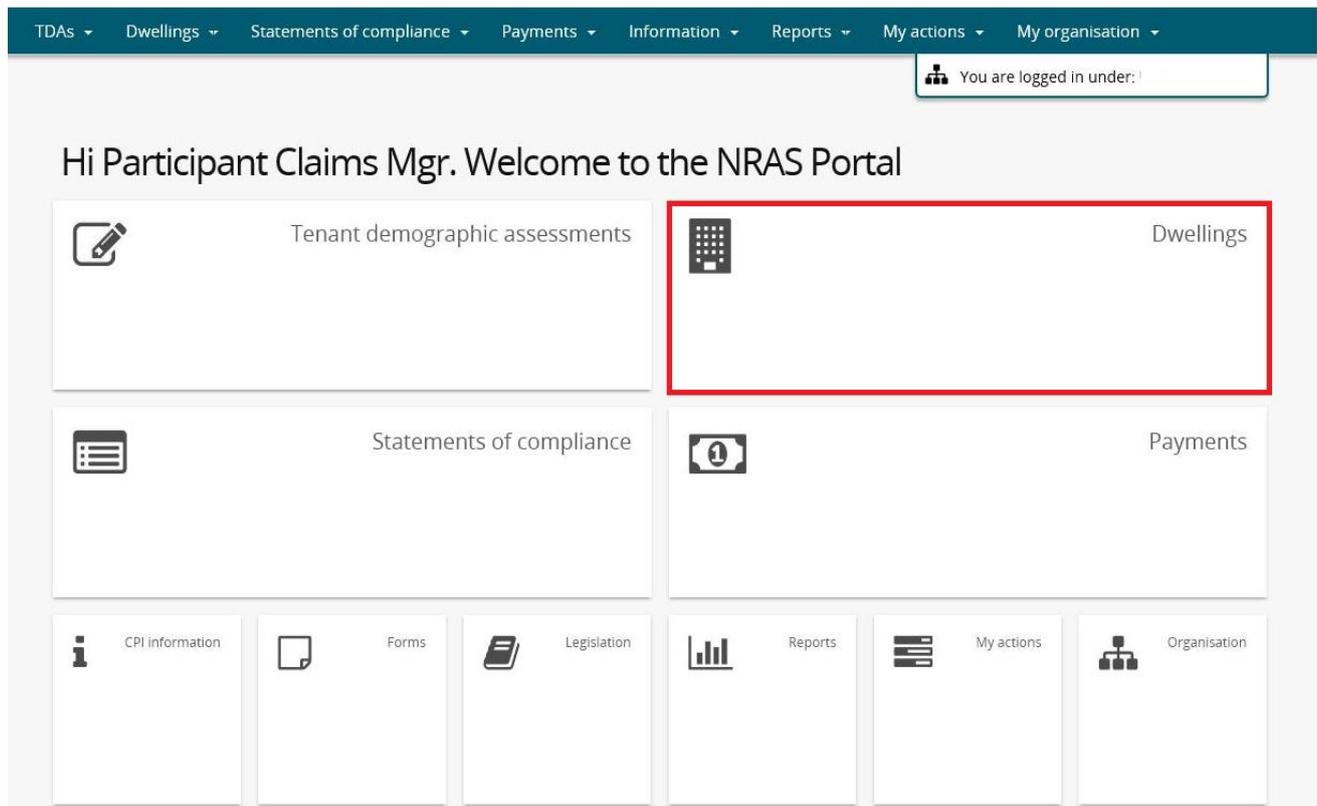
Access Required:

- 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.

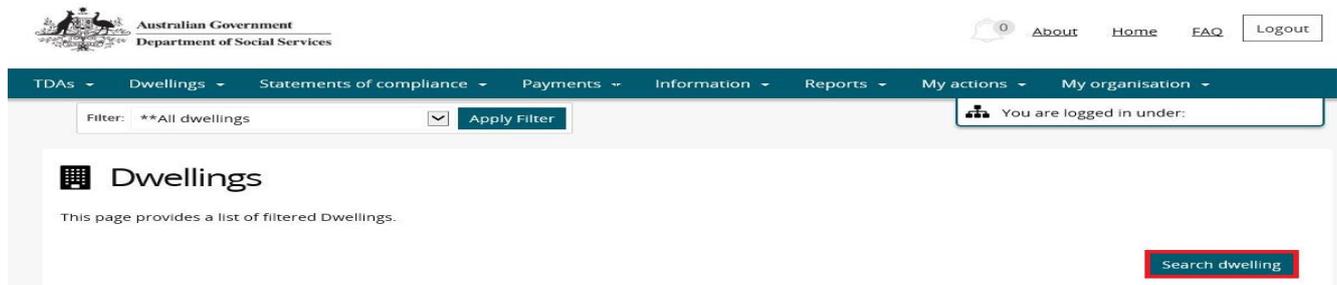
Use the **Back** and **Continue** buttons to move through the different sections.

- Log in to the [NRAS Portal](#).
- At the Disclaimer, click **I Agree**.
- There are two ways to navigate to the Search Dwellings screen from the main page: through the Dwellings tile (see step 4) or through the dropdown menu (see step 5).
- Click the **Dwellings** tile. A list of Dwellings will be returned, then select the **Search Dwelling** button.



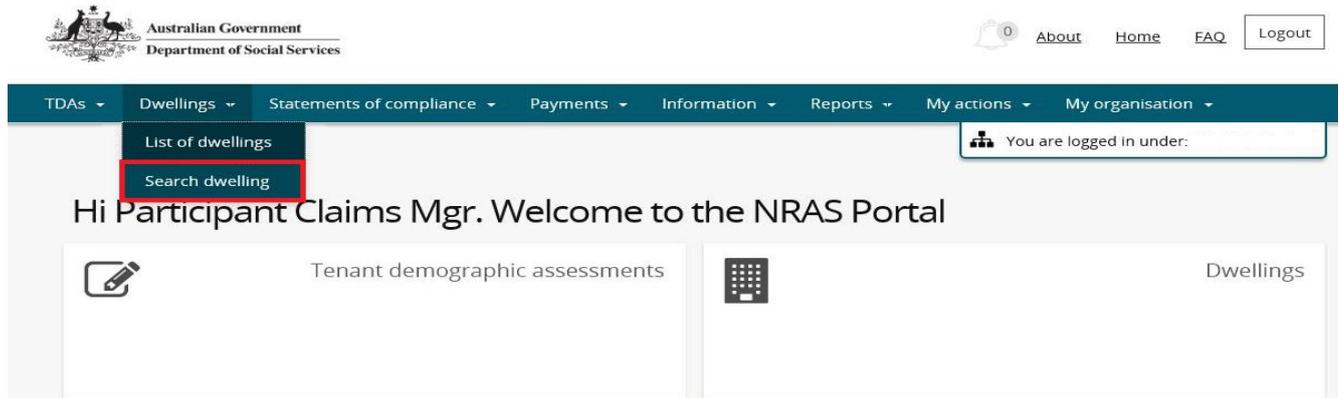
The screenshot shows the NRAS Portal dashboard. At the top, there is a navigation bar with dropdown menus for TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. Below the navigation bar, a user notification indicates they are logged in under a specific user. The main content area features a welcome message: "Hi Participant Claims Mgr. Welcome to the NRAS Portal". Below this, there are several tiles representing different sections: Tenant demographic assessments, Dwellings (highlighted with a red border), Statements of compliance, Payments, CPI information, Forms, Legislation, Reports, My actions, and Organisation.

NRAS – Modify a Single Dwelling



OR

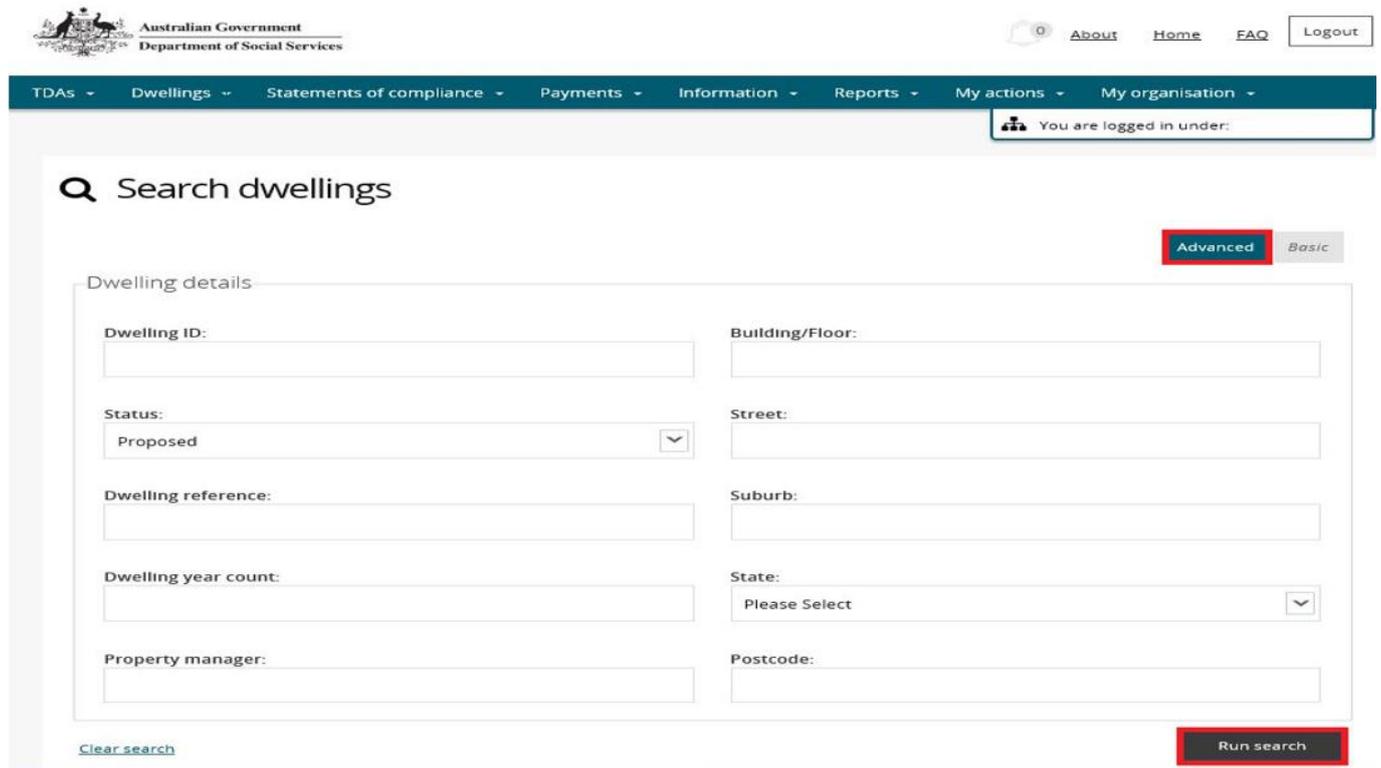
5. At the **Welcome** screen, select **Dwellings>Search dwelling**.



6. Enter required search criteria, then select the **Run Search** button.

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

Search for a dwelling using any of the available search fields. All fields on the **Search dwellings** page are not case sensitive for searching. If you wish to view all dwellings you have access to, leave the Dwelling search fields blank.





Only Dwellings with a status of Proposed can be updated. Any changes to active dwellings will require a change request to be submitted to the Department.

- Results matching your entered search criteria will be returned.
- Select the **View dwelling** button.

Results (1)

Dwelling ID	Address	Dwelling reference	Status	
1234567	G02/2 Elliott Street, ASHWOOD, VIC 3147	Elliott St	Proposed	View dwelling

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

- On the **Dwelling details** page, select the **Update dwelling details** button.

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You are logged in under: .

Dwelling ID: 1234567 Status: Proposed
Address: G02/2 Elliott Street, Ashwood, VIC 3147 Dwelling reference: Elliott St

Dwelling details

History

Dwelling details

This page provides detailed information on the selected Dwelling

Activate Withdraw **Update dwelling details**

Dwelling ID: 1234567	Dwelling year count: 4	Project: Project 1
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- Make any required changes to allowed fields on the **Update dwelling details** page and then select the **Save and return** button.
- Your changes will be saved and displayed on the Dwelling details page.

Logging out of the NRAS Portal

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



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