




National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Assign a Property Manager to a dwelling

This Quick Reference Guide (QRG) will take you through the process required to Assign a Property Manager to a dwelling.

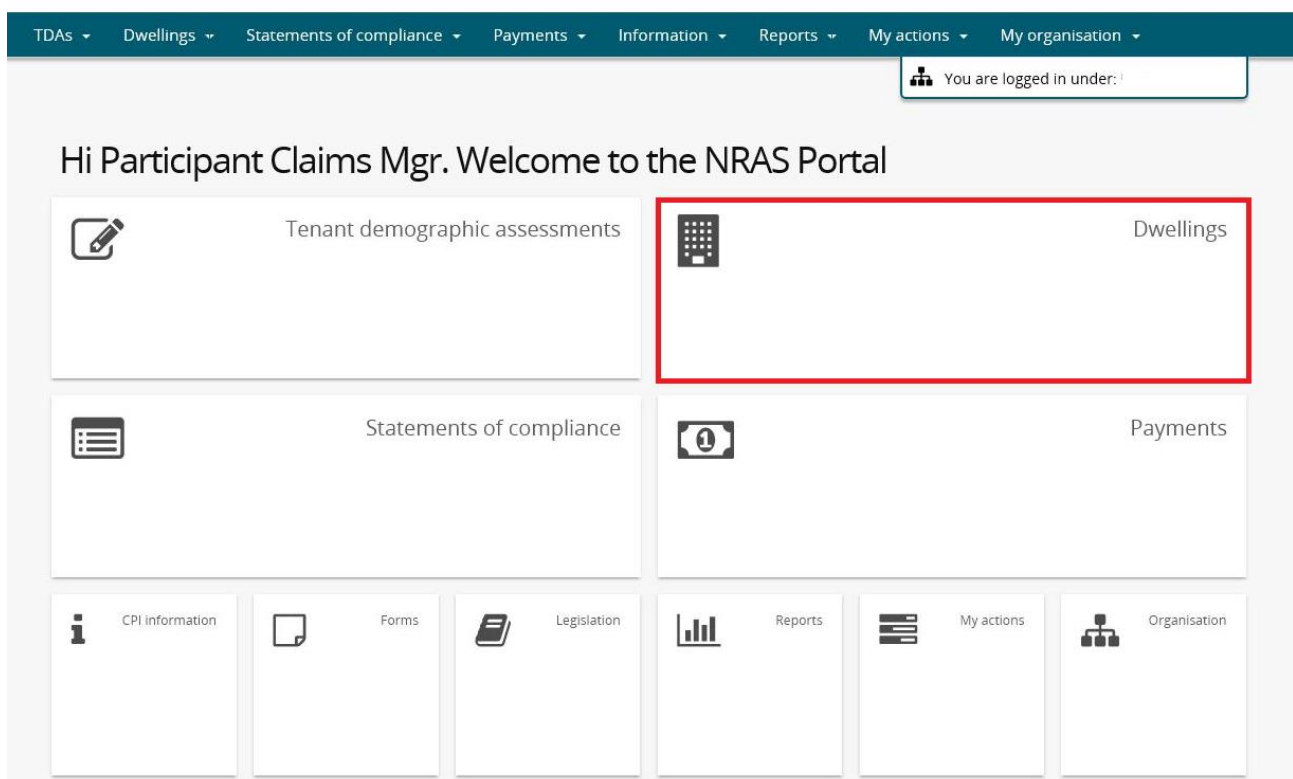
Access Required:

- 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.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the Search Dwellings screen from the main page: through the Dwellings tile (see step 4) or the dropdown menu (see step 5).
4. 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 is logged in under a specific name. The main content area displays a welcome message: "Hi Participant Claims Mgr. Welcome to the NRAS Portal". There are four large tiles: "Tenant demographic assessments", "Dwellings" (highlighted with a red border), "Statements of compliance", and "Payments". At the bottom, there is a row of smaller tiles for "CPI information", "Forms", "Legislation", "Reports", "My actions", and "Organisation".

Australian Government
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TDAs ▾ Dwellings ▾ Statements of compliance ▾ Payments ▾ Information ▾ Reports ▾ My actions ▾ My organisation ▾

Filter: **All dwellings ▾ Apply Filter

You are logged in under: [User Name]

Dwellings

This page provides a list of filtered Dwellings.

Search 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 case insensitive for searching. If you wish to view all dwellings you have access to, leave the Dwelling search fields blank.

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You are logged in under: [User Name]

Search dwellings

Advanced Basic

Dwelling details

Dwelling ID:	Building/Floor:
Status: Active ▾	Street:
Dwelling reference:	Suburb:
Dwelling year count:	State: Please Select ▾
Property manager:	Postcode:

[Clear search](#) **Run search**

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

Results (1)

Dwelling ID	Address	Dwelling reference	Status
[REDACTED]	[REDACTED]	[REDACTED]	Active

[View dwelling](#)

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

- Select the **Property managers** menu item on the Dwelling details page.

The screenshot shows the 'Dwelling details' page. On the left-hand navigation menu, the 'Property managers' option is highlighted with a red box. The main content area displays details for a dwelling with ID 1-BEG-52, reference 1215, and status 'Active'. Other details include Dwelling year count (7), Project (Project 1), Source dwelling, Commonwealth incentive type (RTO), Registration ID (1-2LZ1TF), and Follow on dwelling.

- The Property Manager page will be displayed with any existing Property Managers for the dwelling.
- Select the **Add property manager** button.

The screenshot shows the 'Property Manager' page. At the top right of the main content area, the 'Add property manager' button is highlighted with a red box. Below this, a table lists existing property managers:

Active	Property manager	Address	Effective date
N	[REDACTED]	[REDACTED]	09/05/2018
Y	[REDACTED]	[REDACTED]	09/05/2018

Buttons for 'Add property manager', 'Allow visibility', and 'Remove visibility' are visible above the table. A 'Return home' button is located at the bottom left of the main content area.

12. On the **Add property manager** page, select the Property Manager you wish to assign access to the dwelling and click the **Confirm Selection** button.



You can also conduct a search for a Property Manager using the **Search Again** button.

Add property manager

Search Again

Property manager name	ABN	Building / Floor	Street / PO Box	Suburb / Town	State	Postcode
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="radio"/>	[REDACTED]	Suite 6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	ELMHURST NORTH	[REDACTED]	[REDACTED]
<input type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

< 1 - 5 >

[Discard changes and return](#)
Confirm Selection

13. The selected Property manager will be added as the Active Property Manager for the Dwelling.

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TDA's Dwellings Statements of compliance Payments Information Reports My actions My organisation

You are logged in under

Dwelling ID: [REDACTED]

Status: Active

Address: [REDACTED]

Dwelling reference: 1215

Dwelling details

History

Market rent

Statement of compliance

Payments

Tenant demographic assessments

Property Manager

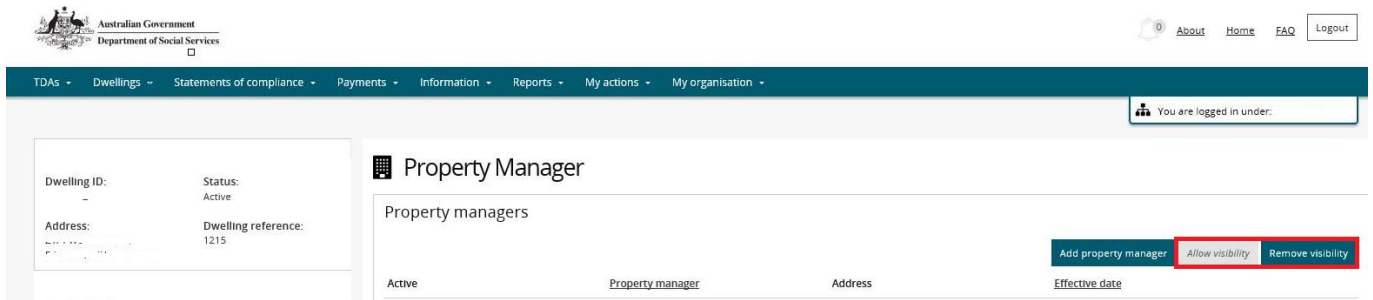
Property managers

Add property manager Allow visibility Remove visibility

Active	Property manager	Address	Effective date
Y	[REDACTED]	[REDACTED]	13/06/2018
N	[REDACTED]	[REDACTED]	09/05/2018
N	[REDACTED]	[REDACTED]	09/05/2018

Return home

14. Click **Allow visibility** to make the dwelling visible to the Active Property Manager.
15. Click **Remove visibility** to remove the access of the Active Property Manager to a dwelling.



This process must be undertaken for each dwelling that you want a Property Manager assigned to.

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 or 1300 911 235.