




National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

View and complete Actions

This Quick Reference Guide (QRG) will take you through the steps to view and complete Actions in the NRAS Portal.

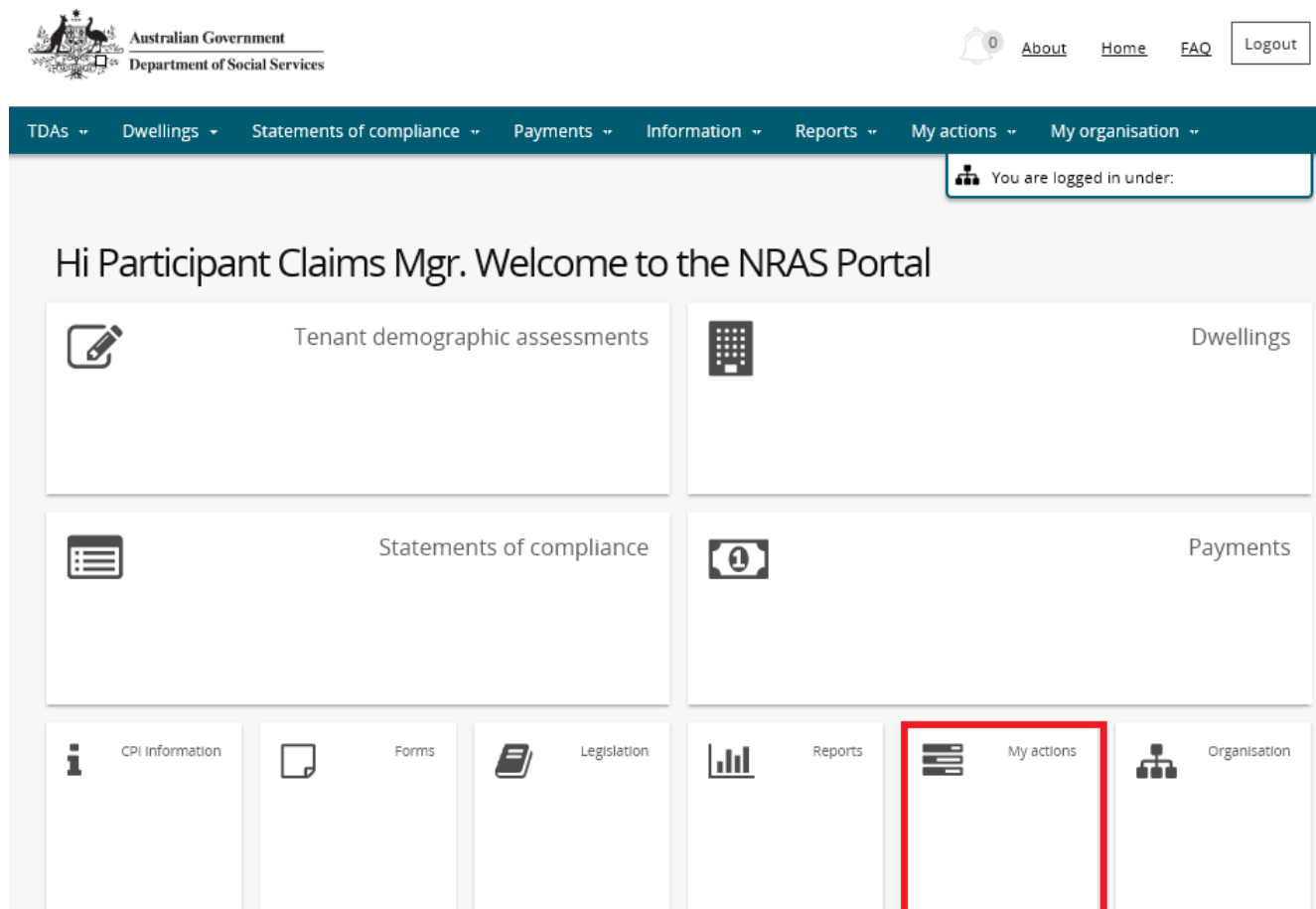
Access Required:

- 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.

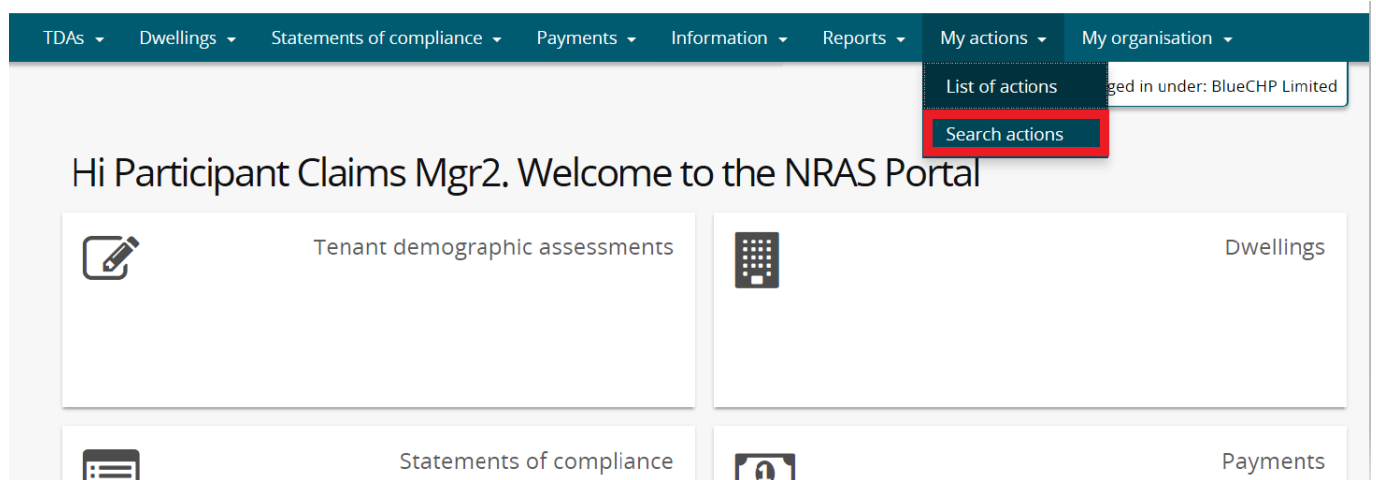
1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the Actions screen from the main page: through the My actions tile (see step 4) or through the dropdown menu (see step 5).
4. Click the **My actions** tile.



The screenshot shows the NRAS Portal dashboard. At the top left is the Australian Government Department of Social Services logo. At the top right are navigation links: About, Home, FAQ, and a Logout button. Below the navigation is a dark teal header bar with a menu of items: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. A notification box indicates the user is logged in. The main content area displays a welcome message: "Hi Participant Claims Mgr. Welcome to the NRAS Portal". Below this are several tiles for different sections: Tenant demographic assessments, Dwellings, Statements of compliance, Payments, CPI Information, Forms, Legislation, Reports, My actions (highlighted with a red border), and Organisation.

OR

5. At the **Welcome** screen, select **My actions>Search Actions**



6. Complete fields you wish to search by and click **run search**.

Action Details

Dwelling ID: <input type="text"/>	Type: Please Select <input type="button" value="v"/>
Dwelling reference: <input type="text"/>	Street: <input type="text"/>
Suburb: <input type="text"/>	State: Please Select <input type="button" value="v"/>
Postcode: <input type="text"/>	

[Clear search](#)

7. A list of Actions will be returned for the Organisation.

Results (204)

Select all

Selected	Dwelling ID	Type	Description	Due date	Status	
<input type="checkbox"/>	4-5XA6AYB	Submit Dwelling for Activation	Submit Dwelling for Activation	03/02/2020 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-5IL6LUA	Yr 5 Market Rent Valuation Due	Market Rent Valuation Due	10/12/2019 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-5I3CUID	Yr 8 Market Rent Valuation Due	Market Rent Valuation Due	06/12/2019 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-3Q4M69F	Yr 5 Market Rent Valuation Due	Market Rent Valuation Due	19/07/2019 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-3Q4N6UU	Yr 8 Market Rent Valuation Due	Market Rent Valuation Due	19/07/2019 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-41EVET8	Submit Dwelling for Activation	Submit Dwelling for Activation	07/09/2018 12:00:00 AM	Not Started	Select
<input type="checkbox"/>	4-41F7SXB	Yr 5 Market Rent Valuation Due	Market Rent Valuation Due	07/09/2018 12:00:00 AM	Not Started	Select

8. You can complete and close these action individually, or you can select multiple records to close at one time by clicking select all or clicking select on the actions you wish to complete. Then click 'update selected'.

<input type="checkbox"/>		Activation	Activation	AM		Select
<input checked="" type="checkbox"/>	4-3QN8WR7	Submit Dwelling for Activation	Submit Dwelling for Activation	01/01/2015 12:00:00 AM	Not Started	Deselect
<input checked="" type="checkbox"/>	4-3PPBKNK	Submit Dwelling for Activation	Submit Dwelling for Activation	17/11/2014 12:00:00 AM	Not Started	Deselect
<input checked="" type="checkbox"/>	4-3PPBKVC	Submit Dwelling for Activation	Submit Dwelling for Activation	17/11/2014 12:00:00 AM	Not Started	Deselect
<input checked="" type="checkbox"/>	4-3PPBQN4	Submit Dwelling for Activation	Submit Dwelling for Activation	17/11/2014 12:00:00 AM	Not Started	Deselect
<input checked="" type="checkbox"/>	4-3PPBKLM	Submit Dwelling for Activation	Submit Dwelling for Activation	17/11/2014 12:00:00 AM	Not Started	Deselect
<input checked="" type="checkbox"/>	4-3PPBKZ8	Submit Dwelling for Activation	Submit Dwelling for Activation	17/11/2014 12:00:00 AM	Not Started	Deselect

Select Format, Press Export, and Save Download

Format:

9. It will then advise you that the status of the selected records have been updated to 'done'.



If the action you are updating to Done is Dwelling is Ceasing, the Dwelling is Ceasing field on the dwelling will be updated to Informed Tenants.

NRAS – View and complete Actions

Suburb:

State:

Postcode:

✓ Status of submitted action records is successfully updated to 'Done' ✕

[Clear search](#)

[Run search](#)

Actions



Market Rent Valuation and Submit for Activation Actions are created by the system at a specified period of time prior to the due date. Adding the Market Rent Valuation or submitting the Dwelling for activation will not remove the Action. You will need to manually complete the Action before it is removed from the My actions page.

10. To complete the records individually, select the **Update** button for the Action you wish to work on. The **Update action** window will be displayed with the Action status set to **Not Started**.

Update action

✕

Dwelling ID:	Status: <input type="text" value="Not Started"/>
Type: Yr 5 Market Rent Valuation Due	Priority: 3-Medium
Due date: 04/09/2018 12:00:00 AM	Comment: This dwelling requires a new market rent valuation. If you do not provide a valuation within 91 days of the last day of the 4th year of the dwelling, you may not be eligible to receive an NRAS incentive for the subsequent NRAS years.
Description: Market Rent Valuation Due	

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

11. Update the Status to **In Progress** and select **Save and return**.

Update action




Dwelling ID: 4-41EVEUW	Status: In Progress
Type: Yr 5 Market Rent Valuation Due	Priority: 3-Medium
Due date: 04/09/2018 12:00:00 AM	Comment: This dwelling requires a new market rent valuation. If you do not provide a valuation within 91 days of the last day of the 4th year of the dwelling, you may not be eligible to receive an NRAS incentive for the subsequent NRAS years.
Description: Market Rent Valuation Due	

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

The Action will now appear on the My actions screen with the status of 'In progress'.

12. Select the **Dwelling ID** link for the Action.

The Dwelling details page will be displayed for the Dwelling.

 Please refer to the QRG #14 - How to lodge a market rent valuation for further instructions on adding a Market Rent Valuation.

13. Once you have completed adding the Market Rent Valuation or Submission for Activation, return to the Actions page and select the Update button for the relevant Action.

14. Update the Status of the TDA to **Done** and then select the **Save and return** button.

Update action

X

<p>Dwelling ID: 4-41EVEUW</p> <hr/> <p>Type: Yr 5 Market Rent Valuation Due</p> <hr/> <p>Due date: 04/09/2018 12:00:00 AM</p> <hr/> <p>Description: Market Rent Valuation Due</p>	<p>Status: Done</p> <hr/> <p>Priority: 3-Medium</p> <hr/> <p>Comment: This dwelling requires a new market rent valuation. If you do not provide a valuation within 91 days of the last day of the 4th year of the dwelling, you may not be eligible to receive an NRAS incentive for the subsequent NRAS years.</p>
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[Discard changes and return](#) **Save and return**

Dwelling ID	Type	Description	Due date	Status	
	Yr 5 Market Rent Valuation Due	Market Rent Valuation Due	04/09/2018 12:00:00 AM	Done	Update

The Action will now appear on the **My actions** screen with the status of **Done**.



The Action will not be visible on the My Actions screen the next time you log on to the NRAS Portal.

Logging out of the NRAS Portal

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

Australian Government
Department of Social Services

About Home FAQ **Logout**

TDAs Dwellings Statements of compliance Payments Information Reports My actions My organisation



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