




National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Submit a Dwelling for Activation

This Quick Reference Guide (QRG) will take you through the process of submitting a dwelling for Activation in the NRAS Portal.

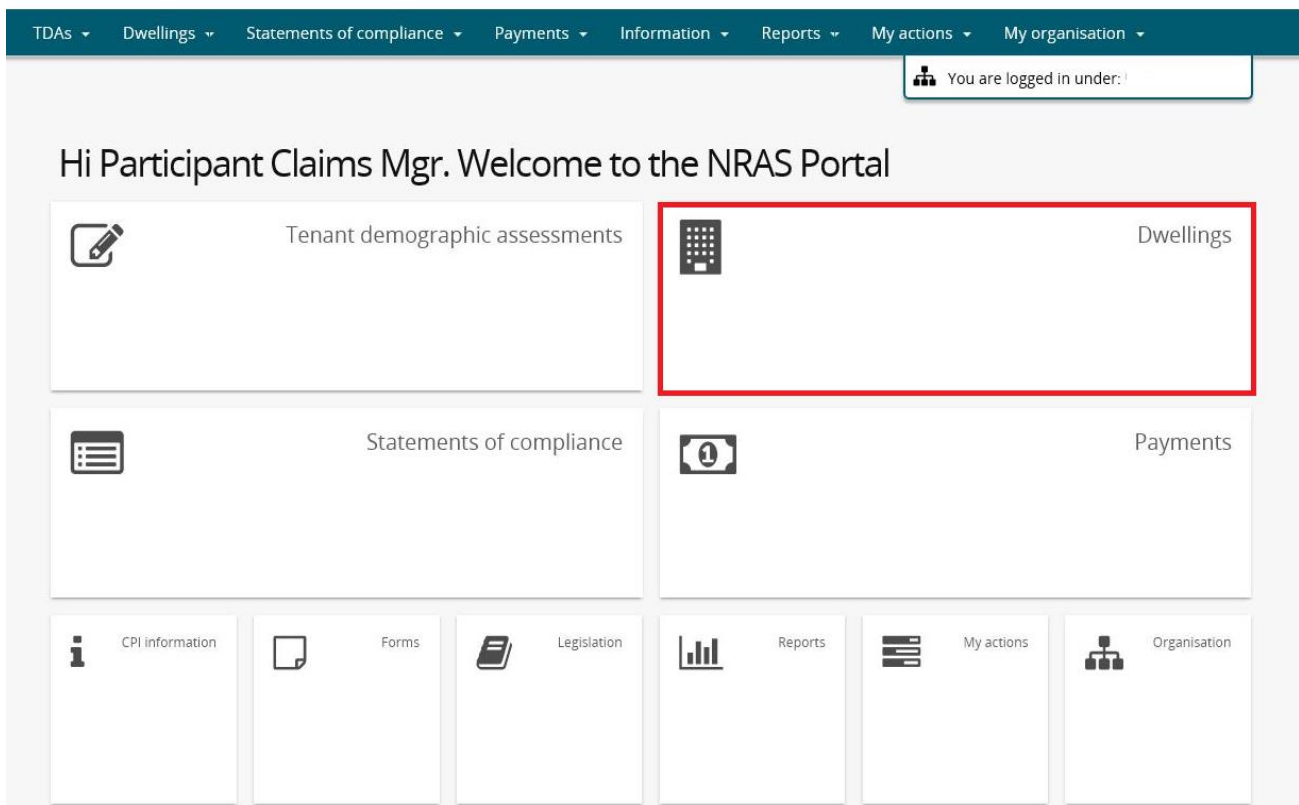
Access Required:

- Participant Read Write User or Participant Claims User.

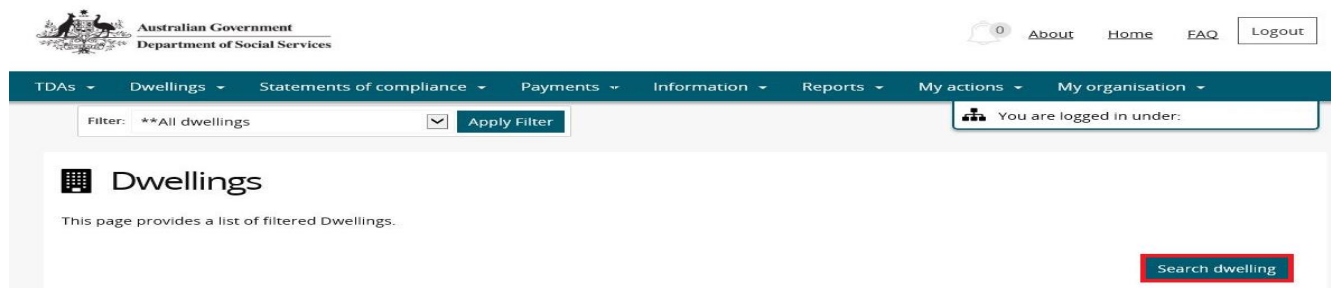
 Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

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 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.



NRAS – Submit a dwelling for Activation



Australian Government
Department of Social Services

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Filter: **All dwellings Apply Filter

You are logged in under:

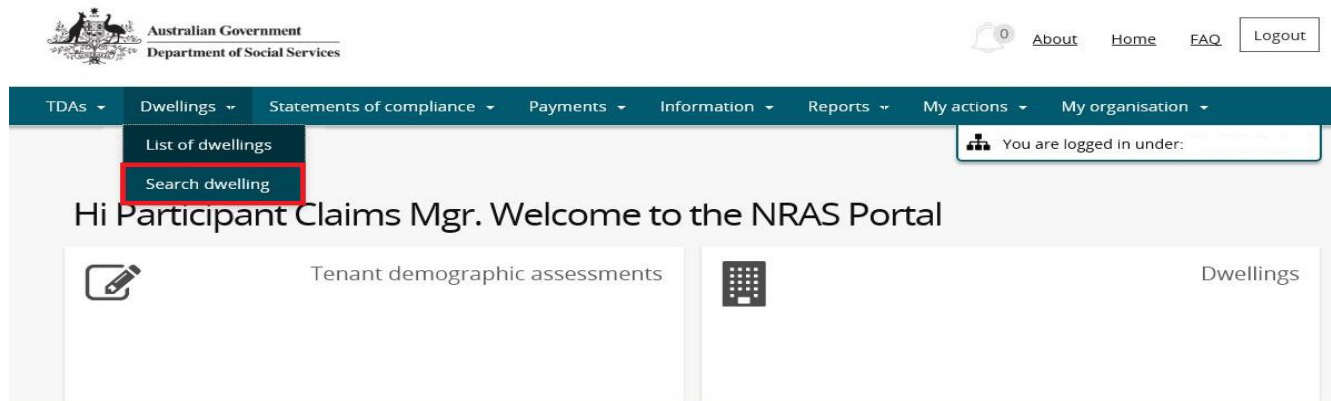
Dwellings

This page provides a list of filtered Dwellings.

Search dwelling

OR

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



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List of dwellings
Search dwelling

You are logged in under:

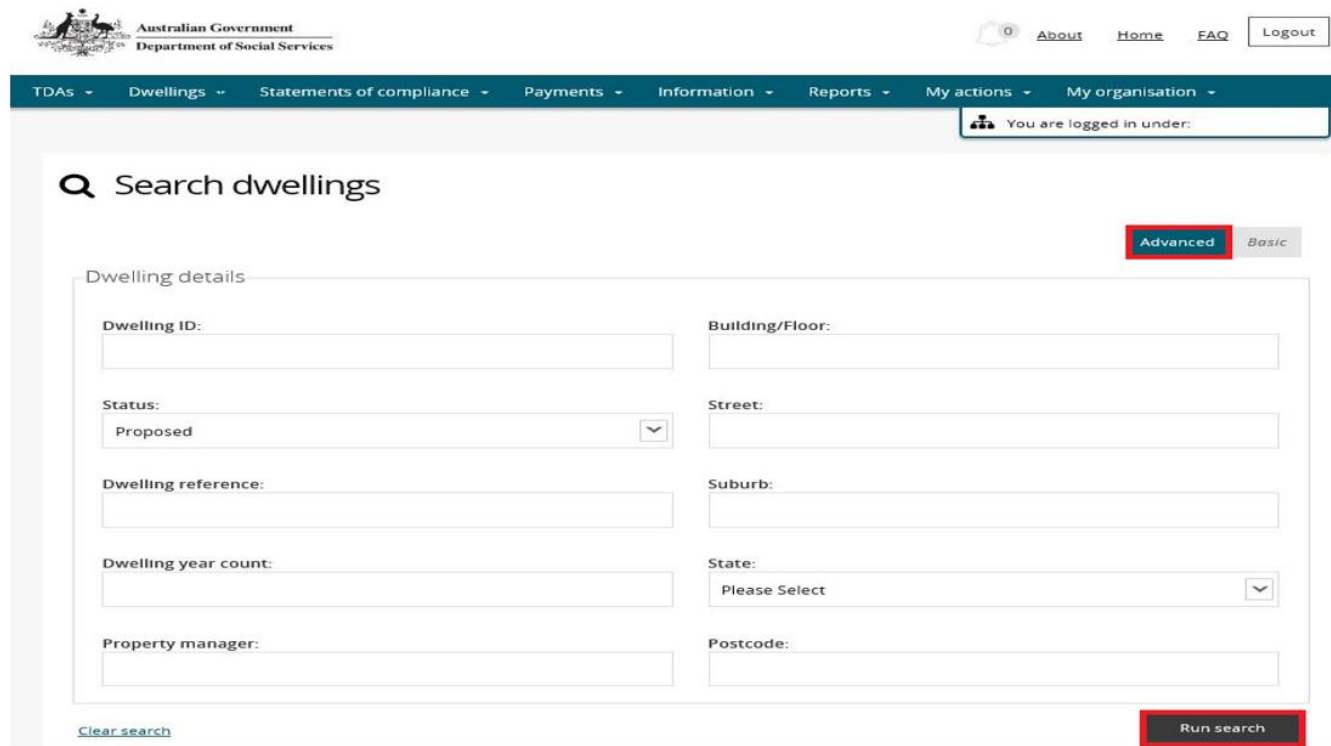
Hi Participant Claims Mgr. Welcome to the NRAS Portal

Tenant demographic assessments Dwellings

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.



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You are logged in under:

Search dwellings

Advanced Basic

Dwelling details

Dwelling ID: Building/Floor:


Status: Proposed Street:

Dwelling reference: Suburb:

Dwelling year count: State: Please Select

Property manager: Postcode:

Clear search Run search

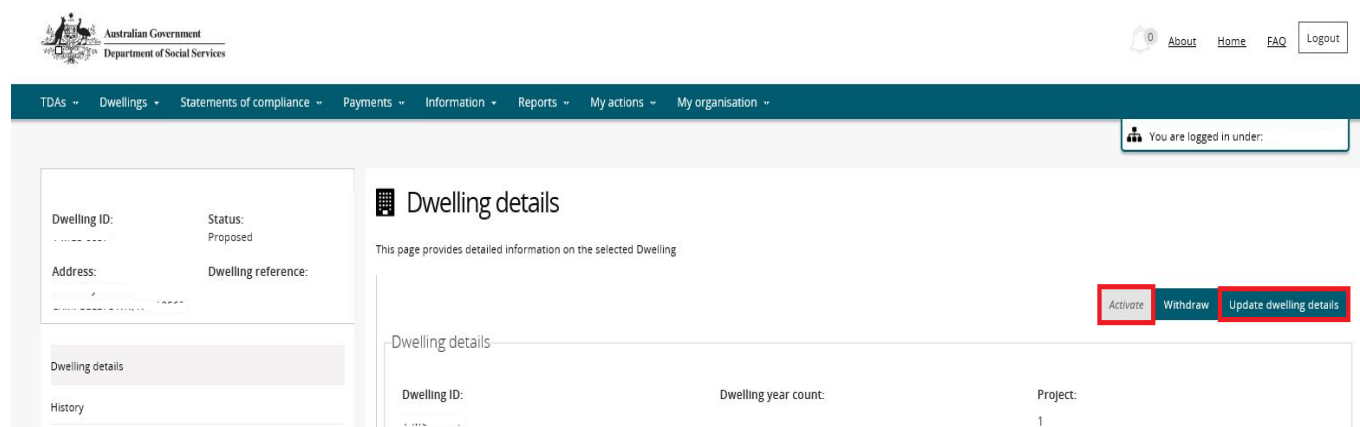
 To successfully submit a dwelling for activation, the dwelling must have a Dwelling Attribute status of Approved.

7. Results matching your entered search criteria will be returned.
8. Click **View dwelling** to select the dwelling you wish to submit for activation.

Results (82)

Dwelling ID	Address	Dwelling reference	Status	
			Proposed	View dwelling

9. If all information has been completed the **Activate** button will be enabled on the 'Dwelling details' page. (skip to step 14).
10. If all information has not been completed the **Activate** button will be disabled and you will need to update the details.
11. On the **Dwelling details** page, select the **Update dwelling details** button.




12. Ensure the following fields are complete:

Dwelling characteristics:

- Dwelling style and size; and
- Street address is complete, including all unit and street numbers.

Dwelling characteristics



Dwelling approval details:

- Development approval;
- Construction commenced;
- Certificate of Occupancy issued;
- Approved for rent checkbox;
- Property Manager type; and
- Actual first available for rent.

Dwelling approval details

Construction commenced: dd/mm/yyyy <input type="text"/>	<input checked="" type="checkbox"/> Approved for rent	Actual first available for rent: dd/mm/yyyy <input type="text"/>
Certificate of occupancy issued: dd/mm/yyyy <input type="text"/>	Agreed rental availability date: dd/mm/yyyy 01/01/2016	Property manager type: Please Select
Development approved: dd/mm/yyyy <input type="text"/>		

13. Click **Save and return**.

14. Select the **Attachments** menu item.



[TDAs](#) [Dwellings](#) [Statements of compliance](#) [Payments](#)

Dwelling ID:

Status: Proposed

Address:

Dwelling reference:

Dwelling details

History

Market rent

Statement of compliance

Payments

Tenant demographic assessments

Occupancy

Conditions

Attachments

Property managers

Investors information

15. Select the **Add Attachment** button and add a **Certificate of Occupancy** and **Independent Rental Valuation** for the dwelling.

The screenshot shows the 'Attachments' page in the NRAS system. The sidebar on the left has a red box around the 'Dwelling details' link. The main content area has a title 'Attachments' and a table with one row: 'Certificate of Occupancy for Dwelling 4-4123456'. A red box highlights the 'Add attachment' button in the top right corner of the attachments table.

Manage attachment details

The screenshot shows the 'Manage attachment details' form. The form has fields for 'Name' (Certificate of Occupancy for Dwelling 4-4123456), 'Attachment type' (Certificate of Occupancy), 'Period from', 'Period to', and 'Comments'. A red box highlights the 'Name' and 'Attachment type' fields. The 'Save and return' button is at the bottom right.

Select the appropriate **Attachment type** for each attachment.

The following is a list of accepted file types - BMP, DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, PPS, PPT, RTF, TXT, XLS, XLSX, TIFF, TIF, ZIP, SVG, DDS, MDI, WDP, EMF, ICO, WMF, PPTX.

16. Once you have completed adding the attachments, select the **Dwelling details** menu item.

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17. Select the **Activate** button.

The screenshot shows the 'Dwelling details' page in the NRAS system. The sidebar on the left has a red box around the 'Dwelling details' link. The main content area has a title 'Dwelling details' and a table with one row: 'Certificate of Occupancy for Dwelling 4-4123456'. A red box highlights the 'Activate' button in the top right corner of the dwelling details table.

18. The dwelling status changes to **Submitted for Activation**.

The screenshot shows the NRAS portal interface. At the top, the Australian Government Department of Social Services logo is on the left, and navigation links (About, Home, FAQ, Logout) are on the right. A dark blue header bar contains a menu with items: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. Below the header, a status bar indicates 'You are logged in under:'. The main content area is titled 'Dwelling details' and includes a sub-header 'This page provides detailed information on the selected Dwelling'. On the left, a sidebar lists various sections: Dwelling details (selected), History, Market rent, Statement of compliance, Payments, Tenant demographic assessments, Occupancy, Conditions, Attachments, Property managers, and Investors information. The main content area is divided into two sections: 'Dwelling details' and 'Status details'. The 'Dwelling details' section contains fields for Dwelling ID, Dwelling year count, Project, Dwelling reference, Source dwelling, Commonwealth incentive type, Registration ID, and Follow on dwelling. The 'Status details' section contains fields for Status (highlighted with a red box and showing 'Submitted for Activation'), Status change reason (Please Select), and Active property manager name. At the top right of the 'Dwelling details' section, there are buttons for 'Activate', 'Withdraw', and 'Update dwelling details'.

19. When the Department has reviewed the record for completion and accuracy, the Dwelling Status will change to **Active**.

Logging out of the NRAS Portal

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

The screenshot shows the top navigation bar of the NRAS portal. On the left is the Australian Government Department of Social Services logo. On the right are navigation links: About, Home, FAQ, and Logout (highlighted with a red box). Below the navigation bar is a dark blue header bar with a menu containing: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation.



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