




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

# Attaching a Document to an NRAS Dwelling

This Quick Reference Guide (QRG) will take you through the process required to attach a Document on an NRAS Dwelling.

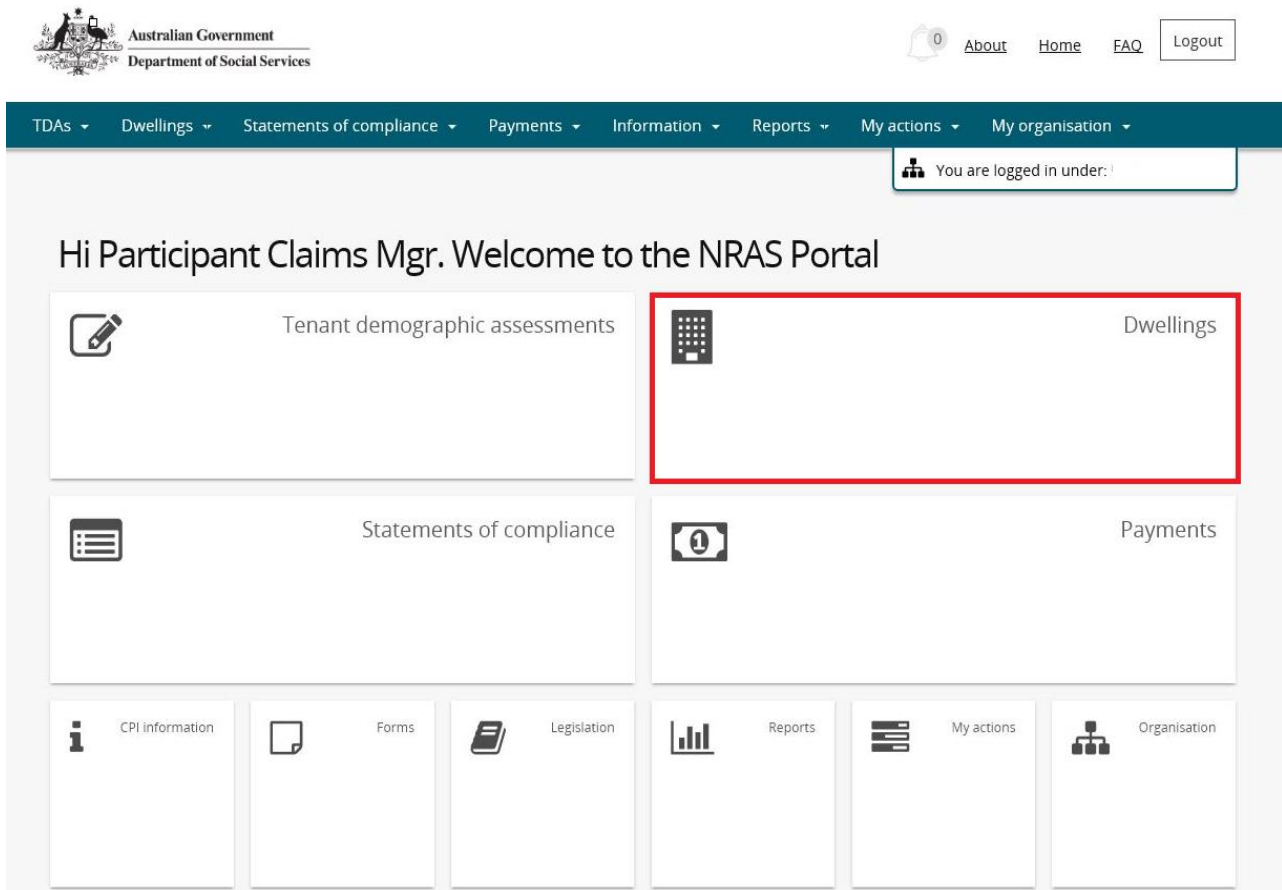
Access Required:

- 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.

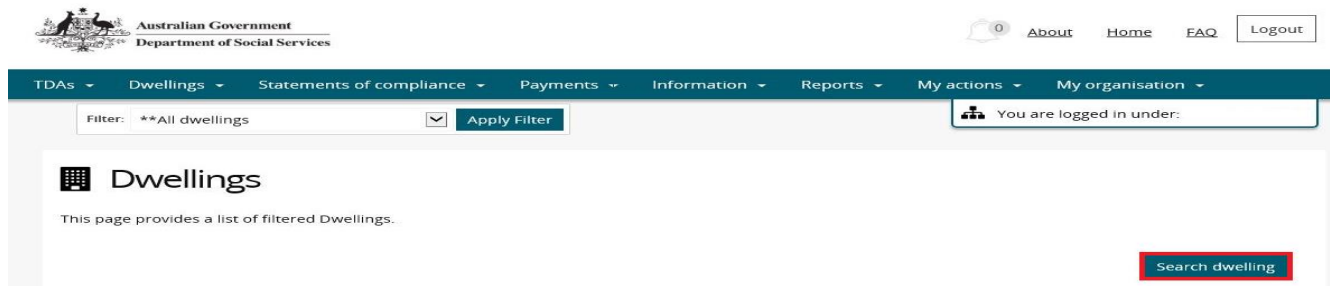
Use the **Back** and **Continue** buttons to move through the different sections.

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.



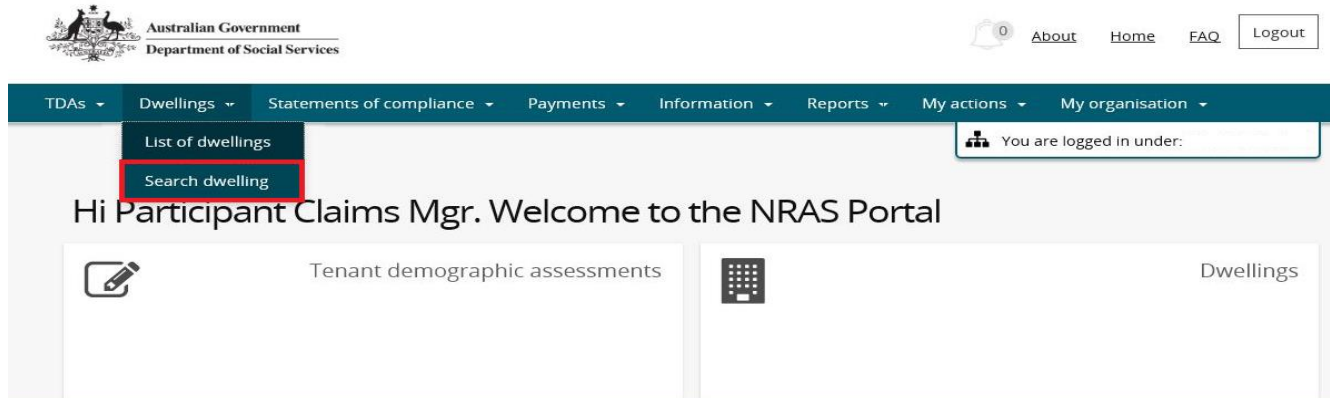
The screenshot shows the NRAS Portal interface. At the top left is the Australian Government Department of Social Services logo. On the top right, there are links for 'About', 'Home', 'FAQ', and a 'Logout' button. Below the navigation bar is a dropdown menu with options: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. A notification box indicates 'You are logged in under:'. The main content area displays a welcome message: 'Hi Participant Claims Mgr. Welcome to the NRAS Portal'. Below this, there are several tiles: 'Tenant demographic assessments', 'Dwellings' (highlighted with a red border), 'Statements of compliance', and 'Payments'. At the bottom, there are six smaller tiles: 'CPI information', 'Forms', 'Legislation', 'Reports', 'My actions', and 'Organisation'.

# NRAS - Attaching a Document to a NRAS Dwelling



OR

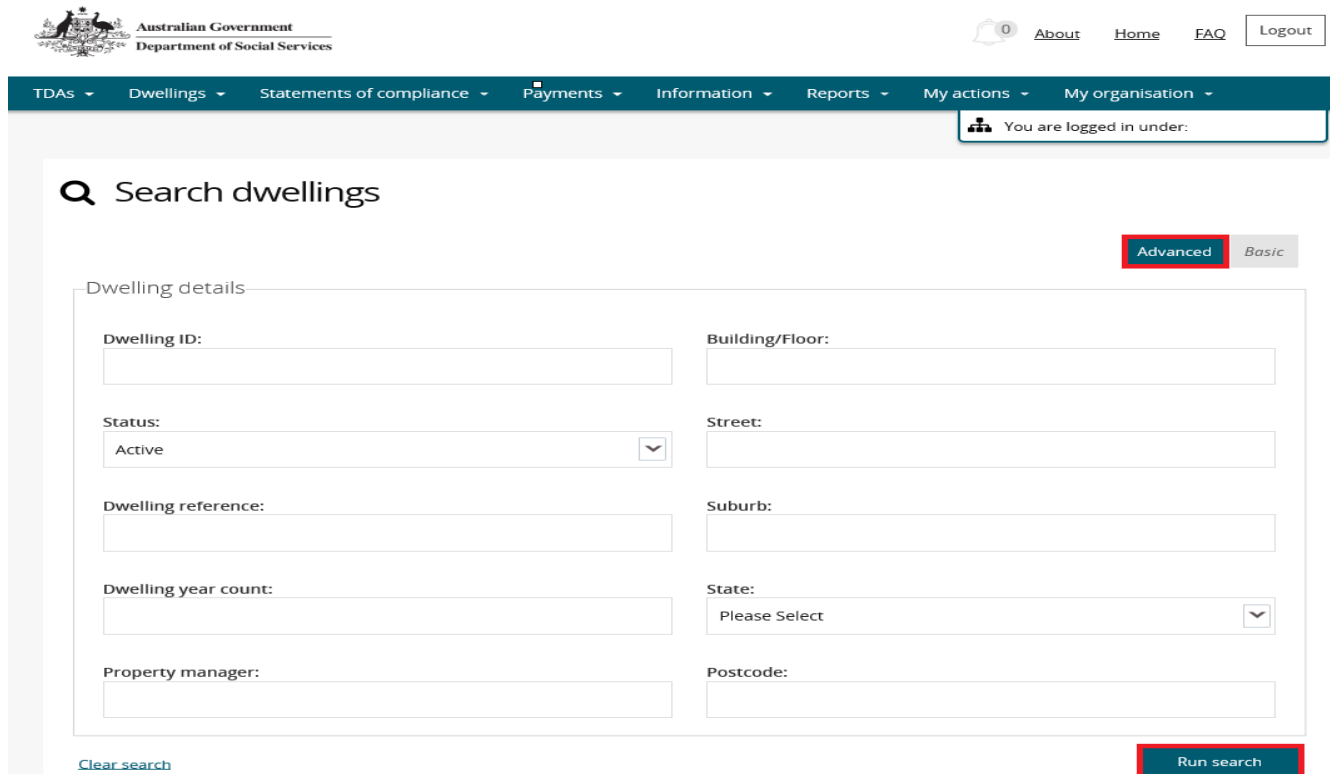
5. At the **Welcome** screen, select **Dwellings>Search dwelling**.



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.



- 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

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

- On the View dwelling page, select the **Attachments** link from the menu bar.

- Dwelling details
- History
- Market rent
- Statement of compliance
- Payments
- Tenant demographic assessments
- Occupancy
- Conditions
- Attachments**
- Property managers
- Investors information

- The Attachments page will be returned listing all existing attachments for the Dwelling. Select the **Add attachment** button and select the file you wish to upload.

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About Home FAQ Logout

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

You are logged in under:

**Attachments**

Name	Attachment type	Period from	Period to	Attached date	Comment
Zip File containing all File Types	Certificate of Occupancy			11/05/2018 11:46:08 AM	

## NRAS - Attaching a Document to a NRAS Dwelling

11. On the **Manage attachment details** screen, edit the file name (if required) and select an Attachment type.



The Name and Attachment type fields are mandatory.



You can also enter the Period From, Period to and any comments on the Manage attachment details screen.

Manage attachment details



\* required

<b>Name:*</b> You can change the name of the uploaded file or leave as selected	<b>Attachment type:*</b> Correspondence
Period from: <i>dd/mm/yyyy hh:mm</i> <input type="text"/>	Period to: <i>dd/mm/yyyy hh:mm</i> <input type="text"/>
Comments: <span style="float: right;"><i>Maximum of 250 characters</i></span> <input type="text"/>	

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

12. Select the **Save and return** button.

Your document will now be displayed in the Attachments section.



Leases can also be attached when submitting a TDA, please check Quick Reference guides available for submitting a TDA:

- New lease with New Tenants
- New lease with Same Tenants
- Same Lease

## Logging out of the NRAS Portal

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

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 [About](#) [Home](#) [FAQ](#) **Logout**

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



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