



National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Withdraw a Claim

This Quick Reference Guide (QRG) will take you through the process required to withdraw a claim in the NRAS Portal. Only Statements of compliance with a status of 'Submitted' can be withdrawn.

Access Required:

• 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 <u>NRAS Portal</u>.
- 2. At the Disclaimer, click I agree.
- 3. There are two ways to navigate to the **Search Statement of compliance** screen from the main page: through the Statements of compliance tile (see step 4) or through the dropdown menu (see step 5).
- 4. Click the **Statements of compliance** tile. A list of Statements of compliance will be returned, then select the **Search SoCs** button.

Australian Gov Department of	rernment Social Services			0 About	Home FAQ Logout					
TDAs 🕶 Dwellings 🕇	Statements of compliance 👻	Payments 🕶	Information 🕶	Reports 🕶	My actions 👻 My	organisation 🕶				
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Hi Participant Claims Mgr. Welcome to the NRAS Portal										
	Tenant demograph	ic assessment	ts			Dwellings				
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TDAs 🔐

Dwellings ...

Hi Participa

Statements of compliance 👻

List of statements of compliance Search statements of compliance

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		Filter: **All SOCs	V	Apply Filter			📥 You	are logged in und	er:	
		🔳 Stateme	ent of compl	iance (SoC)						
		This page provides a list	of filtered statements of c	ompliance.						
								Submit new SoC	Search	SoCs
OR										
5. At the Welcome screen, select Statements of compliance>Search statements of compliance.										
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Information -

Reports ...

My actions 🐨

My organisation 👻

Dwellings

A You are logged in under:

Select the relevant NRAS Year for the claim you are searching for and set the Status field to Submitted. You 6. can further refine your search by typing in additional dwelling details.



Click the Advanced button to display additional search fields.

Tenant demographic assessments

The NRAS year field will default to the current NRAS claiming year.

Payments 👻

Submit new statements of compliance me to the NRAS Portal

Statement of compliance reference

NRAS year

N2017-2018

Dwelling ID

Amount

	of Social Services						<u>About</u>	<u>Home</u>	FAQ
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View SoC

Status

Submitted

- The Statement of compliance details screen displays. On the Statement of compliance details screen, 9. click the Withdraw SoC button.
- 10. A message will appear on the screen, select the **Yes** button.

Are yo	ou sure you war	nt to withdraw this sta	atement of compliance	?	х				
No	0				Yes				
The clai	im is now withdraw	'n							
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				📥 You are logged in ur	ider:				
Dwelling ID: NRAS year: N2017-2018	SoC status: Withdrawn Reference:	Statement of complia This page provides details of the selected statement	nce details of compliance.						
	 view dwelling 	82			Withdraw SoC				
		Statement of compliance details	-Statement of compliance details						
Statement of	compliance details	Statement of compliance ID:	NRAS year	Start date: dd/mm/ww					
Payments			N2017-2018	01/05/2017					
Tenant demo	graphic assessments								
Occupancy		Reference:	Organisation name:	End date: dd/mm/yyyy					
Conditions			510r	30/04/2018					
Conditions		Dwelling ID:							
Attachments		Dweinig D.							
Notes									
		Status details							
		Statement of compliance status:	All conditions met:						

Logging out of the NRAS Portal

Withdrawn

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



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