




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

# Run a “Dwellings without a Valid Statement of Compliance Report”

This Quick Reference Guide (QRG) will take you through the steps to run a Dwellings without a Valid Statement of Compliance (SoC) Report.

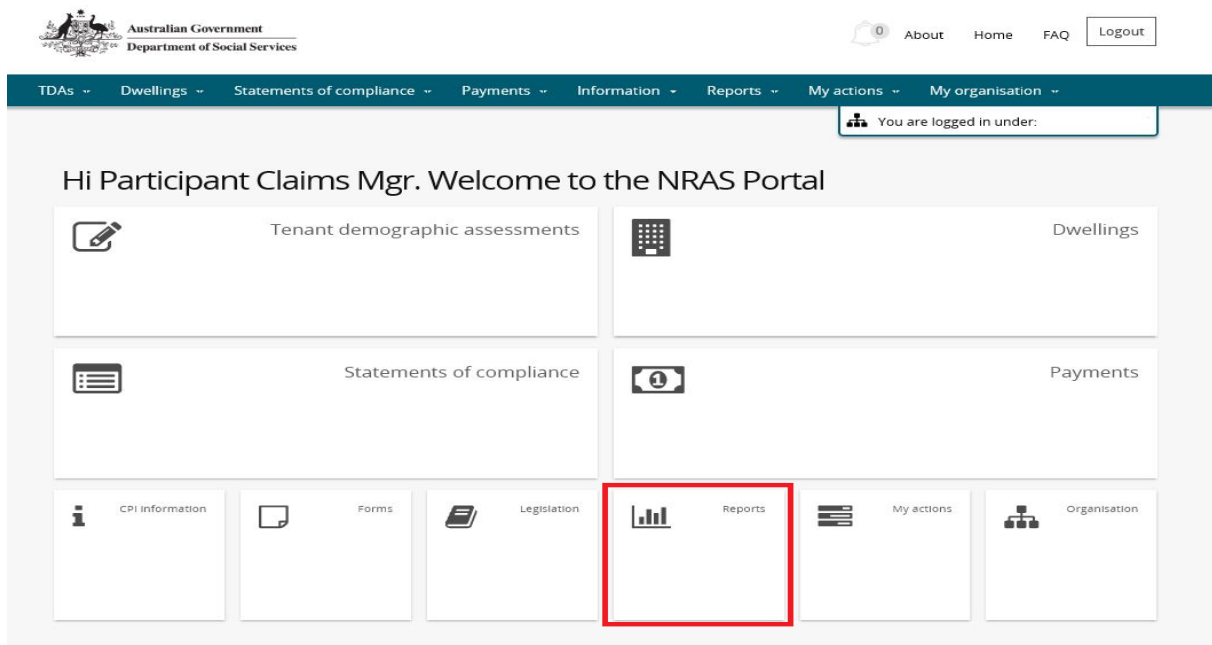
Access Required:

- 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.

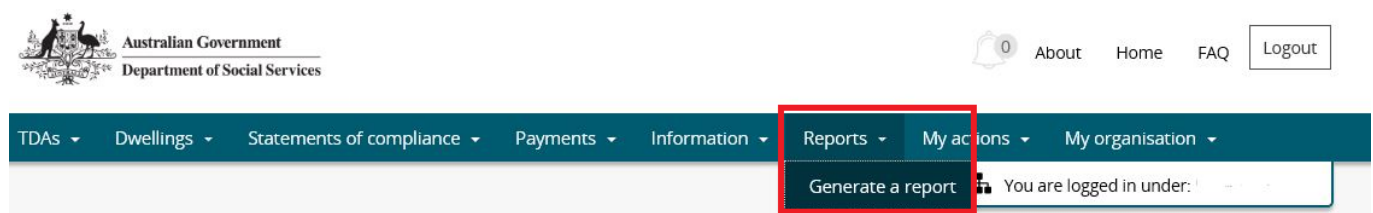
Use the **Back** and **Continue** buttons to move through the different sections.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. Click **Reports** or **Reports>Generate a report**.



The screenshot shows the NRAS Portal dashboard. At the top, there is a navigation bar with the following items: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. Below the navigation bar, there is a welcome message: "Hi Participant Claims Mgr. Welcome to the NRAS Portal". The main content area is divided into several sections: Tenant demographic assessments, Dwellings, Statements of compliance, and Payments. At the bottom, there is a row of menu items: CPI Information, Forms, Legislation, Reports, My actions, and Organisation. The Reports menu item is highlighted with a red box.

OR



The screenshot shows the NRAS Portal navigation bar. The 'Reports' menu item is highlighted with a red box, and the 'Generate a report' option is visible. The navigation bar also includes the following items: TDAs, Dwellings, Statements of compliance, Payments, Information, My actions, and My organisation. At the top right, there is a 'Logout' button.

4. At **Generate a report**, select **Dwellings Without a Valid SoC**.
5. At NRAS year, select the **NRAS year**.
6. Click **Generate report**.

Australian Government  
Department of Social Services

About Home FAQ Logout

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

You are logged in under:

### Generate report \* required

Report details

**Report type:\***  
Dwellings Without a Valid SoC

**NRAS year:\***  
N2017-2018

[Clear search](#) **Generate report**

[Return home](#)

Results will appear in the lower half of the window.

Australian Government  
Department of Social Services

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You are logged in under:

### Generate report \* required

Report details

**Report type:\***  
Dwellings Without a Valid SoC

**NRAS year:\***  
N2017-2018

[Clear search](#) **Generate report**

#### Results (604)

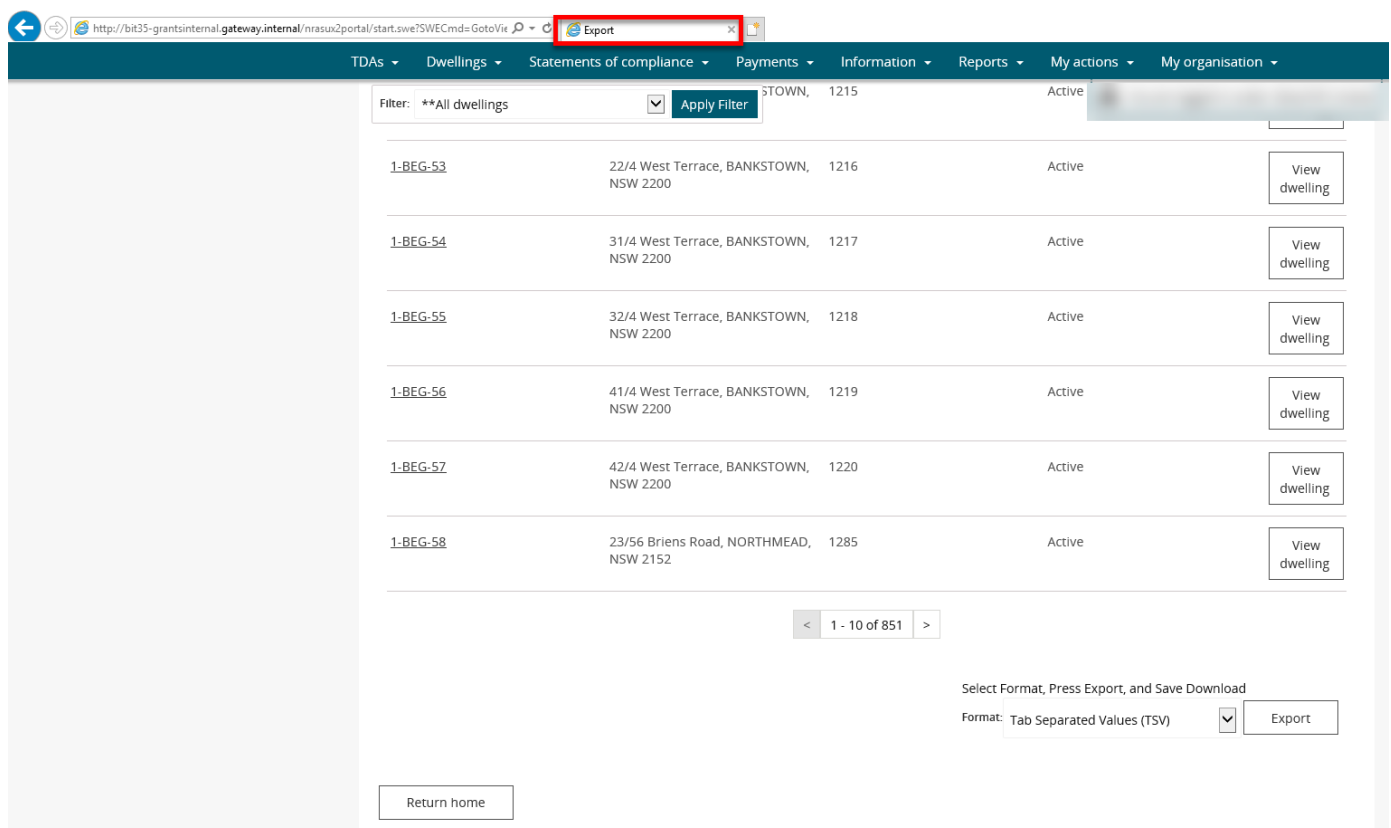
Dwelling ID	Address	Dwelling reference	Registration ID	Commonwealth incentive type
...	...	...	...	RTO
...	...	...	...	RTO
...	...	...	...	RTO

## NRAS – Run a Dwelling Without a Valid SoC Report

7. Click **Export** to export to Excel, or **Print** to print the report. To **Export**, select the type of file and then select **Export**. The recommended format is Tab Separated Values (TSV).



8. Where you are exporting data for more than one item, please allow the system time to process the request. Do not click **Export** again as this will override the request and only extract one line of data. To check if the export request is working the text on the browser tab changes to **Export**.



9. Once the Export process is complete, you will be prompted to either **Open** or **Save** the report.



10. Your report will either be opened or saved to the specified location.

## Logging out of the NRAS Portal

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



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