



For further assistance please contact nrasithelpdesk@dss.gov.au


National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Saving, Finding and resuming submission of Draft TDAs.

This Quick Reference Guide (QRG) will take you through the process of saving a TDA as Draft, finding a Draft TDA and resubmission of a Draft TDA in the NRAS Portal.

Access Required:

- Participant Read Only User, 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.

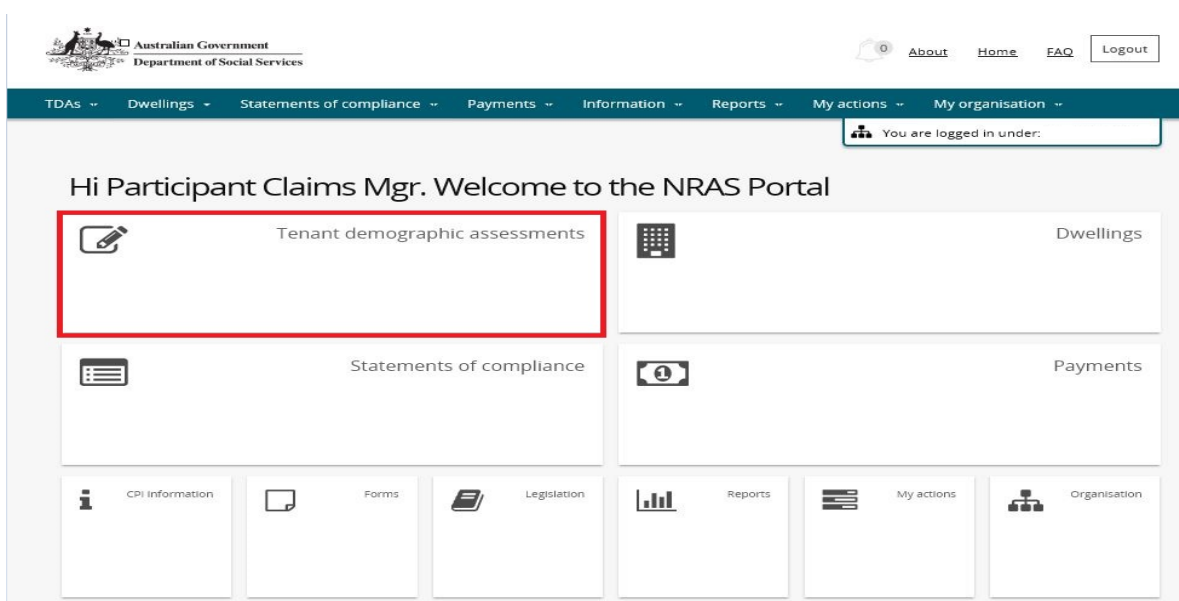
Use the **Back** and **Continue** buttons to move through the different sections.

Saving a TDA as Draft



Any field with a star/asterisk is a mandatory field and must be completed to move through the TDA.

1. Log in to the NRAS Portal.
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the Submit a TDA screen from the main page: through the Tenant demographic assessments tile (see steps 4 to 5) or through the drop down menu (see step 6).
4. Click the **Tenant demographic assessments** tile. A list of all TDAs will be displayed.



The screenshot shows the NRAS Portal dashboard. At the top left is the Australian Government Department of Social Services logo. To the right are navigation links: About, Home, FAQ, and Logout. Below this is a dark blue navigation bar with dropdown menus for TDA's, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. A user status box indicates 'You are logged in under:'. The main content area displays a grid of tiles. The 'Tenant demographic assessments' tile is highlighted with a red border. Other tiles include Dwellings, Statements of compliance, Payments, CPI Information, Forms, Legislation, Reports, My actions, and Organisation.

5. Select the **Submit new TDA** button.

Australian Government
Department of Social Services

0 About Home FAQ Logout

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

Filter: 1. Submitted TDAs ▾ Apply Filter

You are logged in under:

Tenant Demographic Assessments (TDAs)

This page provides a list of filtered TDAs.

Submit new TDA Search TDAs

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions▾
43770	111 NIA ACT 2515	11111111	22/05/2018 09:23:11 AM	Submitted	01/05/2022	03/05/2022	Actions▾
43770	111 NIA ACT 2515	11111111	21/05/2018 04:40:02 PM	Submitted	01/05/2020	02/05/2020	Actions▾
43770	111 NIA ACT 2515	11111111	21/05/2018 04:36:50 PM	Submitted	10/06/2019	10/06/2019	Actions▾

OR

6. At the **Welcome** screen, select **TDAs>Submit new TDA**.

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0 About Home FAQ Logout

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

List of TDAs
Search TDAs
Submit new TDA

You are logged in under:

Participant Claims Mgr. Welcome to the NRAS Portal

Tenant demographic assessments

Dwellings

Statements of compliance

Payments

CPI information

Forms

Legislation

Reports

My actions

Organisation

7. Select:

- a. **New lease With New Tenants** if the tenants were not living in this dwelling in a previous lease or this is the first time you are tenanting the dwelling.
- b. **New lease With Same Tenants** if the same tenants are renewing the previous lease.
- c. **Same Lease** if the same tenants are continuing their previous lease and there is a change in household composition, income or rent charged.

8. Select the **Start** button.

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: [User Name]

Submit new TDA * required


You can submit a new TDA to NRAS using this process. A new TDA must be submitted for each new lease or if there is a change in household circumstances.

I would like to submit a new TDA as:*

- New Lease With New Tenants**
Tenants not at dwelling in previous lease
- New Lease With Same Tenants**
Renewing lease with same tenants in previous lease
- Same Lease**
Do NOT use this pathway if there is a new lease. Only use this pathway if the current lease is continuing and there is a change in the household composition, income or rent charged

[Return home](#) **Start**

9. To search for a dwelling, enter the **Dwelling details**.

 The Dwelling ID search field on the 'Select a Dwelling' page is not case sensitive. If you do not have the Dwelling Id or you wish to view all Dwellings you have access to, leave the search details blank.

 Click **Advanced** to display additional search fields.

Australian Government
Department of Social Services

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

You are logged in under: [User Name]

1 Select a dwelling 2 Consent 3 Lease details 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 Finish

1. Select a dwelling

Advanced Basic

Dwelling ID: [Text Box] Status: Active [Dropdown]

Dwelling reference: [Text Box] Street: [Text Box]

Property manager: [Text Box] Suburb: [Text Box]

Building/Floor: [Text Box] State: Please Select [Dropdown]

Postcode: [Text Box]

Clear search Run search

Cancel Continue

10. Click **Run search**.

11. Dwellings matching the entered search criteria will be returned.

12. Scroll down and select the dwelling.

Australian Government
Department of Social Services

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

You are logged in under: [User Name]

1 Select a dwelling 2 Consent 3 Lease details 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 Finish

1. Select a dwelling

Advanced Basic

Dwelling ID: [Text Box] Status: Active [Dropdown]

Dwelling reference: [Text Box] Street: [Text Box]

Property manager: [Text Box] Suburb: [Text Box]

Building/Floor: [Text Box] State: Please Select [Dropdown]

Postcode: [Text Box]

Clear search Run search

Results (1)

Dwelling ID	Dwelling address	Dwelling reference	Registration ID	Status
[ID]	[Address]	[Reference]	[Registration ID]	Active

Cancel Continue

13. Click **Continue**.

14. Select **Yes** or **No** on the Consent screen.



Tenant consent must be obtained to create a TDA. If you choose No, you will need to begin the process again after you have received tenant consent.

1 Select a dwelling 2 **Consent** 3 Lease details 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 Finish

✓ **2. Consent** * required

You are required to attach evidence of weekly rent charged, signed lease agreements, income details and compliance with NRAS conditions. It is best to have this information ready before starting this process.

Did you obtain consent from the tenants to disclose and use their personal information?*

Yes
 No

Back Cancel Continue

15. Click **Continue**.

16. The **Lease details** screen displays.



The Lease details screen will display any existing leases for the dwelling.

17. Select the **New lease** button (for New Lease New Tenant or New Lease Same Tenant pathways).



For more assistance submitting new TDAs refer to Quick Reference Guide #2 to #4.

1 Select a dwelling 2 Consent 3 **Lease details** 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 Finish

📄 **3. Lease details** * required

▼ Lease details

The List shows all the lease records associated to the selected dwelling.

Type	Start date	End date	Actual end date
Lease	16/02/2014	01/12/2014	01/12/2014

New lease Update

► Vacancy (Optional)

Attachments

A lease must be attached before continuing submission of this TDA.

Name	Attachment type	Period from	Period to	Attached date
Add attachment_Claim	Lease	16/02/2014	01/12/2014	22/05/2018 11:03:51 AM

Attach lease Actions+

Cancel Continue

18. For New lease new tenants or New lease same tenants pathways, on the **New lease** screen enter a start and end date for the lease then select the **Save and return** button.



If a previous lease exists the 'Start date' will default to the previous leases end date plus one day.

New lease



For an ongoing lease do not enter an end date.

* required

Type:

Lease

Start date:*

02/12/2014

End date:

[Discard changes and return](#)

Save and return



You can either use the date picker or directly enter a date.



For an ongoing lease, do not enter an end date.



For more assistance creating TDAs refer to Quick Reference Guide #2 to #4.

19. The **Lease details** screen will be redisplayed.

20. For New lease new tenants or New lease same tenant pathways and if required, enter a vacancy period by expanding the **Vacancy (Optional)** section and selecting the **Add Vacancy** button.

▼ Vacancy (Optional)

You must complete coverage of the NRAS year before you can submit a statement of compliance for the dwelling. You may optionally record a period of vacancy now.

Add vacancy

21. Enter **Start date**, **End date** and **Reason** and then select **Save and return** button.



Start date, End date and Reason are mandatory fields when entering a Vacancy.

Manage vacancy



* required

Type:

Vacancy

Start date:*

End date:*

Reason:*

Maximum of 250 characters

[Discard changes and return](#)

Save and return

22. The attachment of a Lease document is mandatory for New lease new tenant and New lease same tenant pathways. To attach the lease, click **Attach Lease**.

- 23. On the **Manage attachment details** screen select a file then enter the Lease period date and any comments.
- 24. Select the **Save and return** button.

3. Lease details * required

▼ Lease details

The List shows all the lease records associated to the selected dwelling.

Type	Start date	End date	Actual end date	
<input checked="" type="radio"/> Lease	02/12/2014			<input type="button" value="Update"/>
<input type="radio"/> Lease	16/02/2014	01/12/2014	01/12/2014	<input type="button" value="Update"/>

▶ Vacancy (Optional)

Attachments

A lease must be attached before continuing submission of this TDA.

There are currently no records to display.

The **Period from** date will default to the Lease start date from Step 18 (above). The 'Period to' and 'Comments' fields are not mandatory.

Manage attachment details X

* required

Name: *

Attachment type: *

Period from: *dd/mm/yyyy

Period to: dd/mm/yyyy

Comments: Maximum of 250 characters

25. The document will appear in the **Attachments** section of the **Lease details** screen.

Attachments

A lease must be attached before continuing submission of this TDA.

Name	Attachment type	Period from	Period to	Attached date	Actions
Add attachment_Claim	Lease	02/12/2014		22/05/2018 11:20:45 AM	

Cancel Continue

26. Select the **Continue** button.

27. The **Rent details** screen is displayed.



The **What date do changes to the TDA start from** field will default to the Lease start date.

28. Enter a **TDA end date** into the **to** field.



You are now able to create multiple TDAs by entering a TDA end date that is after the NRAS year end date. This will create multiple 'split' TDAs based on the TDA Start and End dates entered. These additional TDAs will be created with the 'Same Lease' pathway.

29. Enter the current rent charged in the **What is the current rent being charged?** field.

1 Select a dwelling 2 Consent 3 Lease details 4 **Rent details** 5 Household demographics and income 6 Conditions 7 Review 8 Finish

4. Rent details * required

What date do changes to this TDA start from: *dd/mm/yyyy
02/12/2014

to: *dd/mm/yyyy
01/12/2020

What is the current rent being charged? *
\$380.00

i Rent information displayed below is for the current NRAS Year only. Future rent information can be viewed in subsequent TDA/s.

Weekly market rent 1: \$450.00	Period 1 start: dd/mm/yyyy 02/12/2014	Period 1 end: dd/mm/yyyy 15/02/2015
Weekly market rent 2: \$518.00	Period 2 start: dd/mm/yyyy 16/02/2015	Period 2 end: dd/mm/yyyy 30/04/2015

The last rent charged for this dwelling was:
\$250.00

Back Cancel Save as draft **Continue**



The **Rent details** screen is the first opportunity to save the TDA as a draft. Clicking **Save as Draft** will exit you from the TDA process. You can return to the draft and complete it at a later date. All screens from this point onward will provide the **Save as Draft** functionality.



You will find the **Save as draft** option at the bottom of each of the following screens:

- Rent
- Household Demographics and Income
- Conditions
- Review.



Mandatory fields must be completed on each page before the TDA can be saved as a draft.



For more assistance creating TDAs refer to Quick Reference Guides.

30. Ensuring all mandatory fields have been entered, select **Save as draft**. The TDA will be saved with a status of **Draft**.

Finding a Draft TDA

1. There are two ways to navigate to the Search TDAs screen from the main page: through the Tenant demographic assessments tile (see steps 2 to 4) or through the dropdown menu (see step 4).
2. Click the **Tenant demographic assessments** tile. A list of all TDAs will be displayed.

The screenshot shows the NRAS Portal dashboard. At the top, there is the Australian Government Department of Social Services logo and navigation links for About, Home, FAQ, and Logout. Below this is a dark blue navigation bar with dropdown menus for TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. A user login box indicates 'You are logged in under:'. The main content area features a welcome message: 'Hi Participant Claims Mgr. Welcome to the NRAS Portal'. Below the message is a grid of tiles. The 'Tenant demographic assessments' tile, which includes a pencil icon, is highlighted with a red rectangular border. Other tiles include 'Dwellings', 'Statements of compliance', 'Payments', 'CPI Information', 'Forms', 'Legislation', 'Reports', 'My actions', and 'Organisation'.

3. On the **Tenant Demographic (TDAs)** screen, select **Search TDAs**.

OR

4. At the **Welcome screen** select **TDAs>Search TDAs**.

Australian Government
Department of Social Services

About Home FAQ Logout

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

List of TDAs
Search TDAs
Submit new TDA

You are logged in under: Tenant Claims Mgr. Welcome to the NRAS Portal

Tenant demographic assessments Dwellings

Statements of compliance Payments

CPI information Forms Legislation Reports My actions Organisation

5. The **Search TDAs** screen will be returned.

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Department of Social Services

About Home FAQ Logout

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

You are logged in under: Tenant Claims Mgr.

Search TDAs

Advanced Basic

Dwelling ID:

TDA ID:

Dwelling status: Please Select ▾

TDA status: Draft ▾

Dwelling reference:

Property manager:

Submitted by:

Submitted date: dd/mm/yyyy

Effective date: dd/mm/yyyy

Pathway: Please Select ▾

Lease start date: dd/mm/yyyy

[Clear search](#) **Run search**

[Return home](#)

The Dwelling ID and TDA ID search fields on the 'Search TDAs' page are both case insensitive. If you do not have the Dwelling or TDA details or you wish to view all TDAs you have access to, leave the all search criteria blank.

Click **Advanced** to display additional search fields.

6. Enter search criteria and select **Draft** in the **TDA status** field.
7. The TDA is returned in the search results.
8. Select **Actions>View TDA** for the relevant TDA.

Results (20)

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
[REDACTED]	[REDACTED]	[REDACTED]	07/11/2017 08:45:40 AM	Draft	01/05/2016	30/10/2016	<ul style="list-style-type: none"> View TDA Delete TDA
[REDACTED]	[REDACTED]	[REDACTED]	09/11/2017 10:16:59 AM	Draft	01/05/2015	30/04/2016	

9. The Lease and TDA details screen will be returned with the **Resume submission** button enabled.

Resuming submission of a draft TDA

Following on from Step 9 in the **Finding a Draft TDA** section above.

1. Select the **Resume submission** button.

The screenshot shows the 'Lease and TDA details' page. On the left, there are input fields for TDA ID, Source TDA, Dwelling ID, and Effective date (01/05/2016). Below these is a 'View dwelling' button. The main content area is titled 'Lease and TDA details' and contains a table of details:

TDA ID:	TDA pathway:	Created by:
[REDACTED]	New Lease With New Tenants	FISCOTTB
Dwelling ID:	Last updated date:	Created date:
[REDACTED]	07/11/2017 08:58:21 AM	02/11/2017 03:05:30 PM
Dwelling address:	Last updated by:	
[REDACTED]	FICMGR	
Status:	Submitted by:	Submitted date:
Draft	Bess Scott	07/11/2017 08:45:40 AM

At the top right of the details section, there are three buttons: 'Withdraw TDA', 'Resume submission' (highlighted in red), and 'Update'.

2. The **Rent details** page will be displayed.

If you need to update lease start and end dates, refer to the Updating or deleting a lease section of QRG #5 Withdrawing a TDA and Lease.

3. Continue submission of the TDA to the **Finish** screen.
4. Click **Finish**. The Tenant Demographic Assessments (TDAs) screen is displayed.

The screenshot displays a horizontal progress bar with eight steps: 1. Select a dwelling, 2. Consent, 3. Lease details, 4. Rent details, 5. Household demographics and income, 6. Conditions, 7. Review, and 8. Finish. Step 8 is highlighted with a blue circle and a checkmark. Below the progress bar, the text '8. Finish' is displayed with a refresh icon. A blue information box contains the message 'TDA Successfully submitted to NRAS.' A dark grey button labeled 'Finish' is located in the bottom right corner of the interface.



For more assistance creating TDAs refer to Quick Reference Guides.

Logging out of the NRAS Portal

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



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