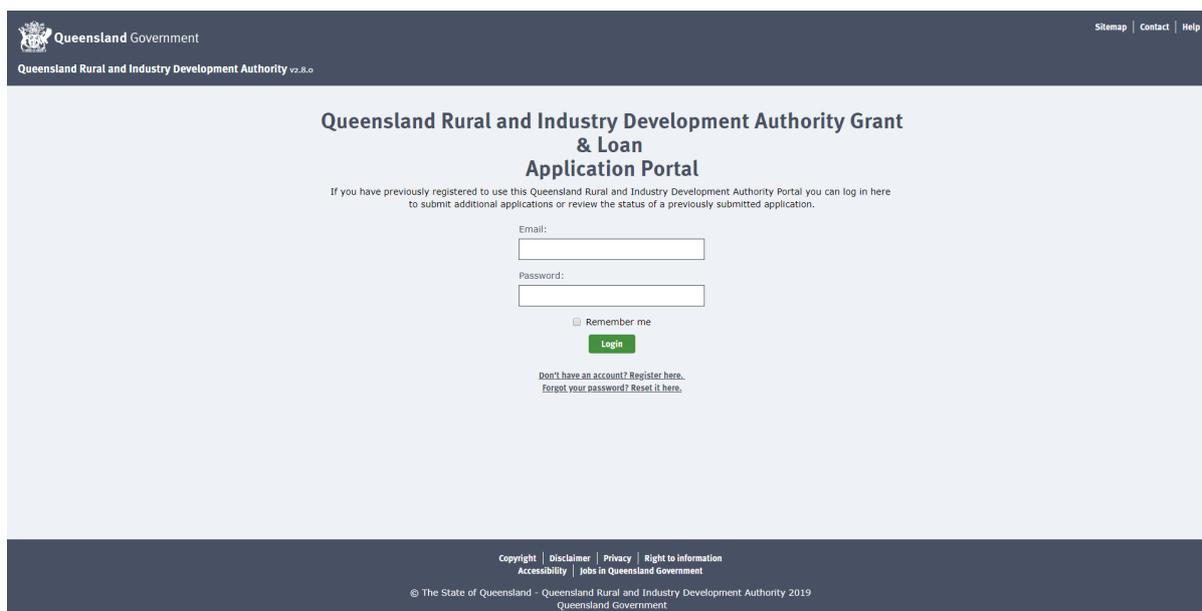


Queensland Rural and Industry Development Authority (QRIDA) Application Portal – Instructions for New Users

How to Register

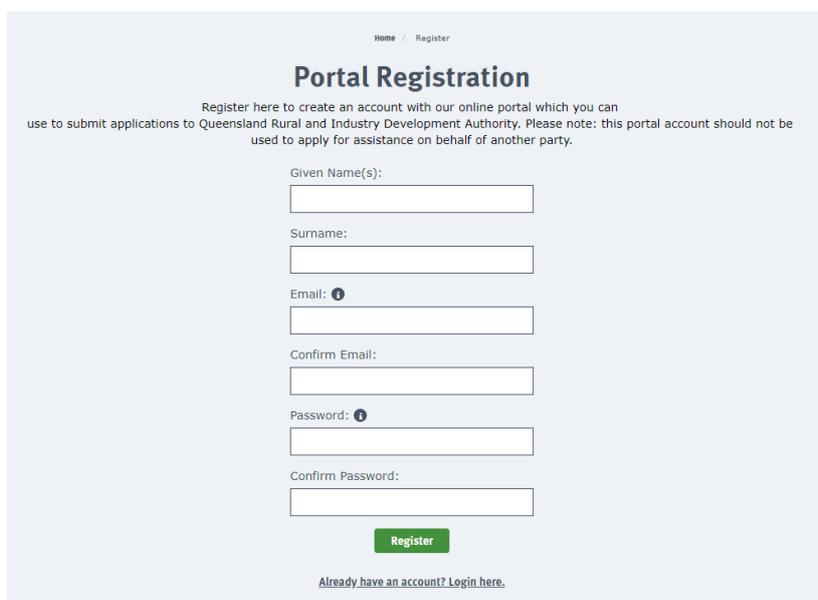
Step 1: Visit the QRIDA portal at <https://applyonline.qrida.qld.gov.au/login>



The screenshot shows the login page of the Queensland Rural and Industry Development Authority Grant & Loan Application Portal. The page has a dark blue header with the Queensland Government logo and navigation links (Sitemap, Contact, Help). Below the header, the title "Queensland Rural and Industry Development Authority Grant & Loan Application Portal" is centered. A message states: "If you have previously registered to use this Queensland Rural and Industry Development Authority Portal you can log in here to submit additional applications or review the status of a previously submitted application." The login form includes fields for "Email:" and "Password:", a "Remember me" checkbox, and a green "Login" button. Below the button are links for "Don't have an account? Register here." and "Forgot your password? Reset it here." The footer contains copyright information and a 2019 date.

Step 2: Click "[Don't have an account? Register here.](#)" below the Login button. You can also click this link.

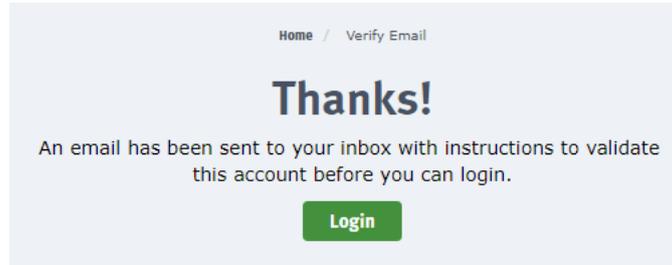
Step 3: Fill in your name, email and nominate a password on the Portal Registration screen.



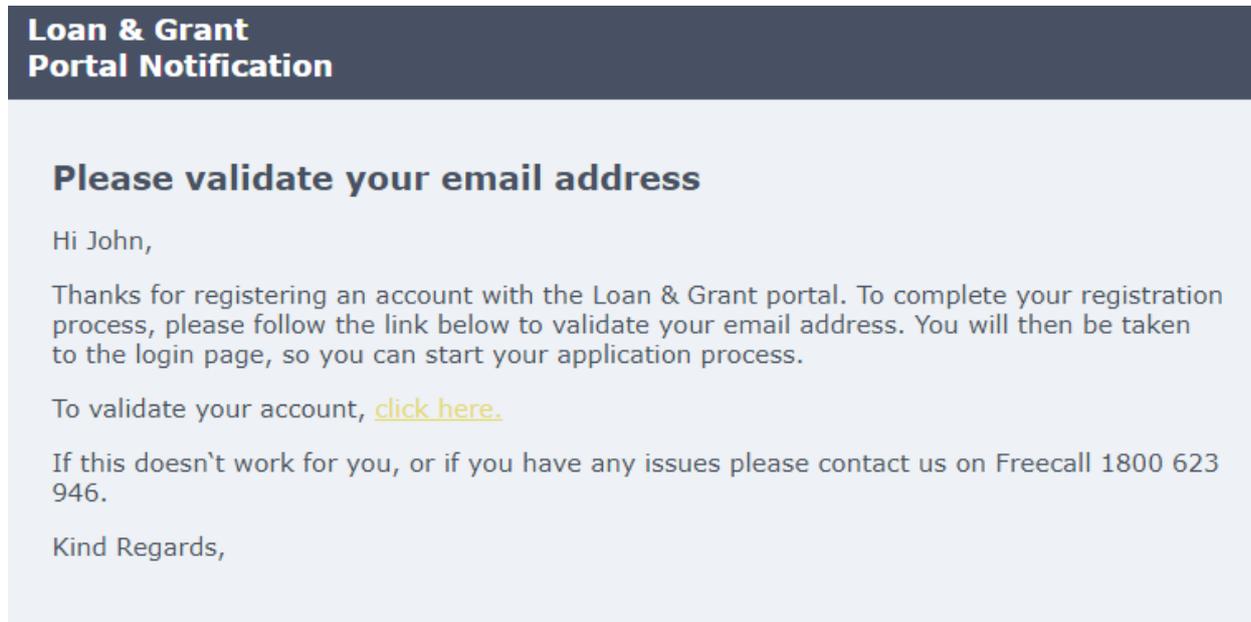
The screenshot shows the registration page of the QRIDA Application Portal. The page has a light blue background and a dark blue header with "Home / Register" navigation. The title "Portal Registration" is centered. A message states: "Register here to create an account with our online portal which you can use to submit applications to Queensland Rural and Industry Development Authority. Please note: this portal account should not be used to apply for assistance on behalf of another party." The registration form includes fields for "Given Name(s):", "Surname:", "Email:" (with an information icon), "Confirm Email:", "Password:" (with an information icon), and "Confirm Password:". A green "Register" button is at the bottom. Below the button is a link: "Already have an account? Login here."

- (i) For security purposes your password must be at least 10 characters long and must contain at least one of each of the following: an uppercase letter, a lowercase letter, a special character (e.g. &) and one digit.

Step 4: You will receive a message saying your email will need to be validated prior to logging in.

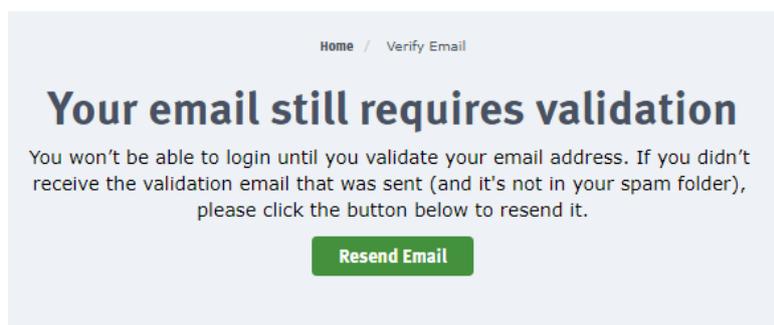


Step 5: Log into your email account and find the verification email. It will most likely be in your Inbox. The email will be from **noreply@qrida.qld.gov.au** and will look like the below:



- (i) If you are unable to find this email in your inbox, check your junk or spam folders. Some email providers may mark the email as junk meaning it won't appear in your inbox.

- (i) You can also log into the portal with the email and password of the account to request the email be resent. If you need to, click the 'Resend Email' button.

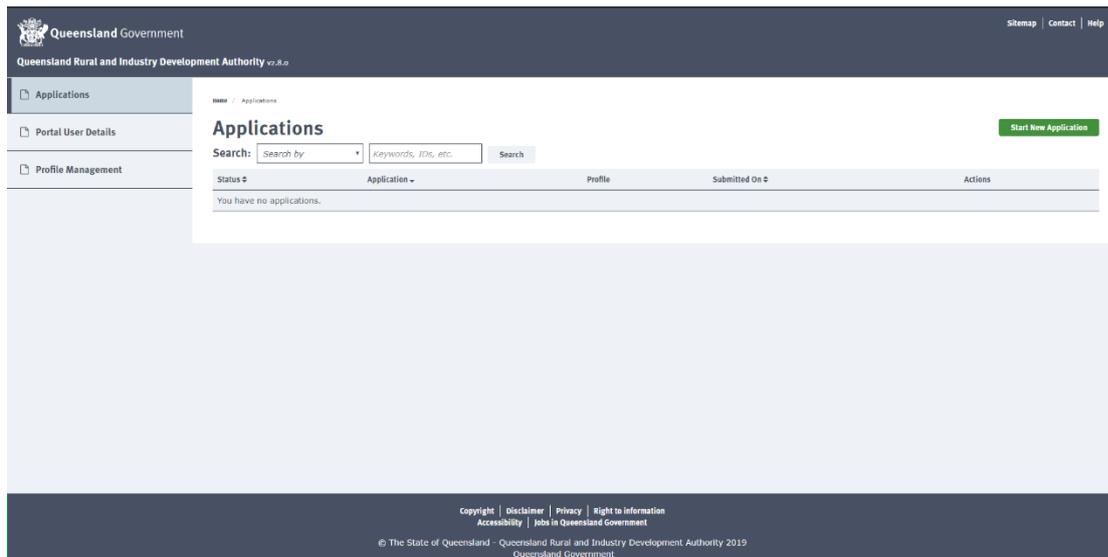


Queensland Rural and Industry Development Authority

Step 6: Click on the link in the email: To validate your account “click here”. Once you have clicked the link, a new page will open with the portal and you will be logged in.

- (i) If you are not logged in automatically, you may have cookies disabled. In this case you can log in manually, by using your email address and nominated password on the main screen and pressing ‘Login’.

You will see the following page. This page will allow you to see all of your current applications. As a new user you won't have any yet.



Queensland Government
Queensland Rural and Industry Development Authority v2.8.0

Applications

Portal User Details

Profile Management

Applications

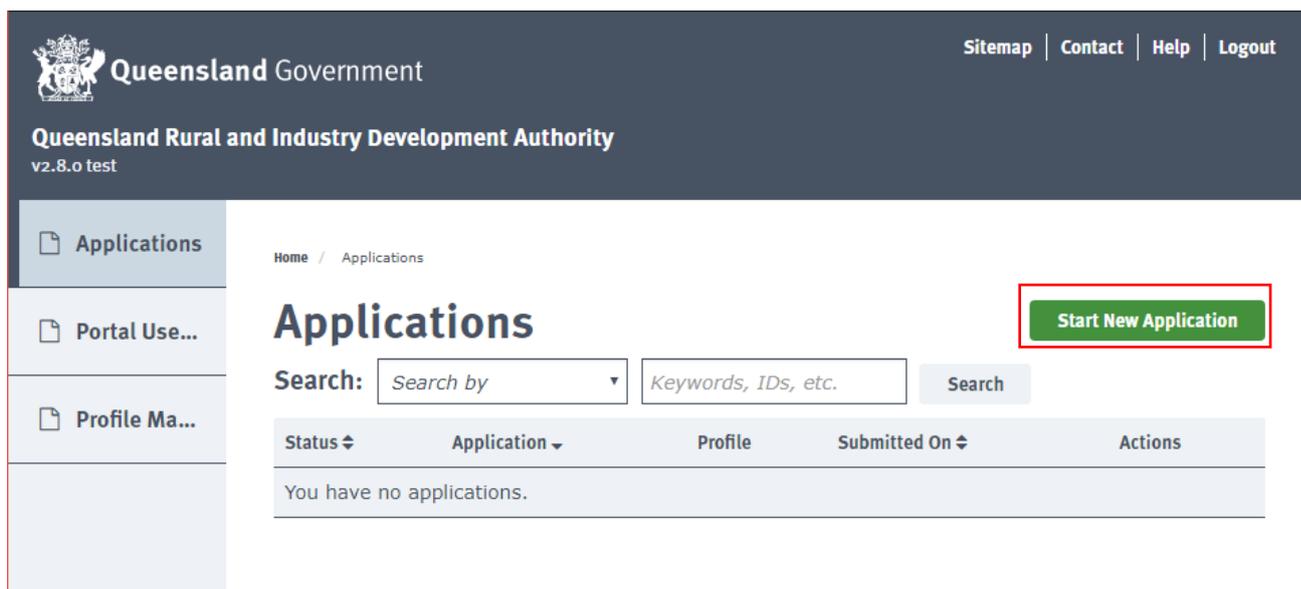
Start New Application

Search: Search by Keywords, IDs, etc. Search

| Status | Application | Profile | Submitted On | Actions |
|---------------------------|-------------|---------|--------------|---------|
| You have no applications. | | | | |

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Step 7: Click the green “Start New Application” button on the right hand side of the page.



Queensland Government
Queensland Rural and Industry Development Authority
v2.8.0 test

Applications

Portal Use...

Profile Ma...

Home / Applications

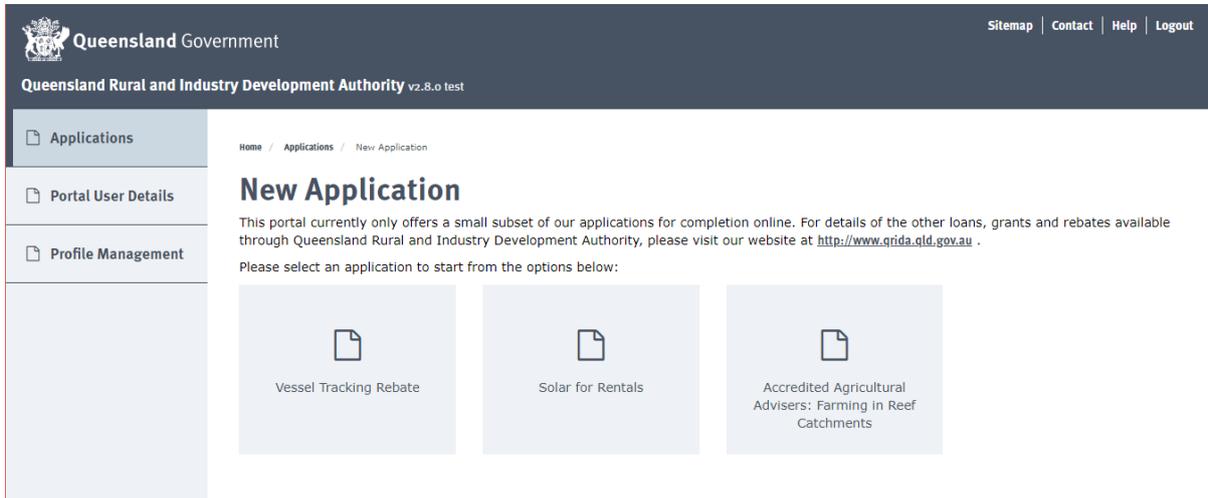
Applications

Start New Application

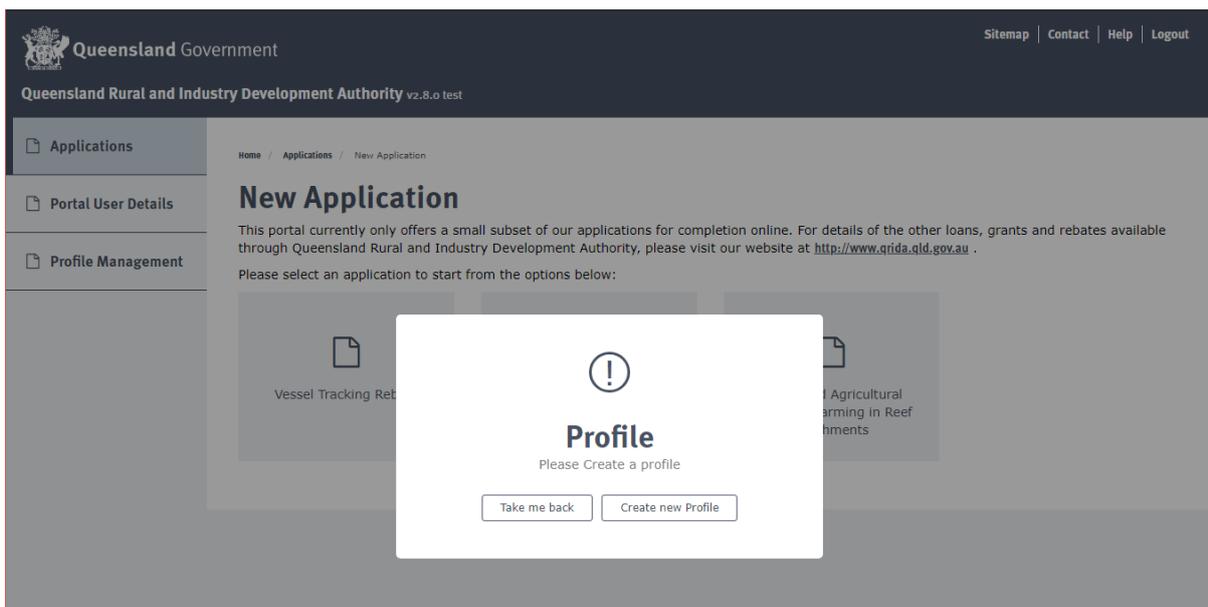
Search: Search by Keywords, IDs, etc. Search

| Status | Application | Profile | Submitted On | Actions |
|---------------------------|-------------|---------|--------------|---------|
| You have no applications. | | | | |

Step 8: On the New Application Screen, you will see a selection of schemes open for online application. Choose the scheme you wish to apply for and click the associated tile here.

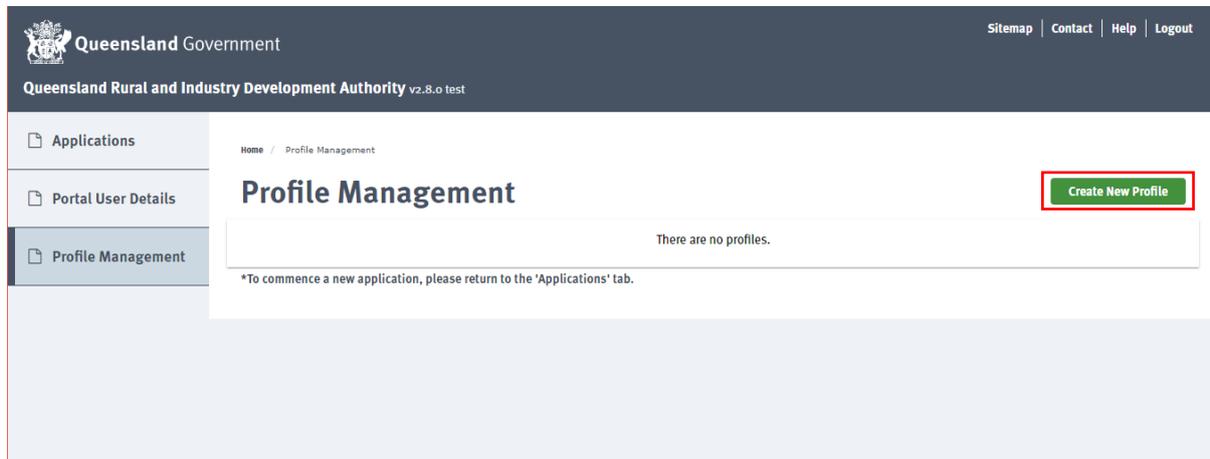


Step 9: A message will appear asking you to create a profile. Click “Create New Profile” to be taken to the Profile Management page.



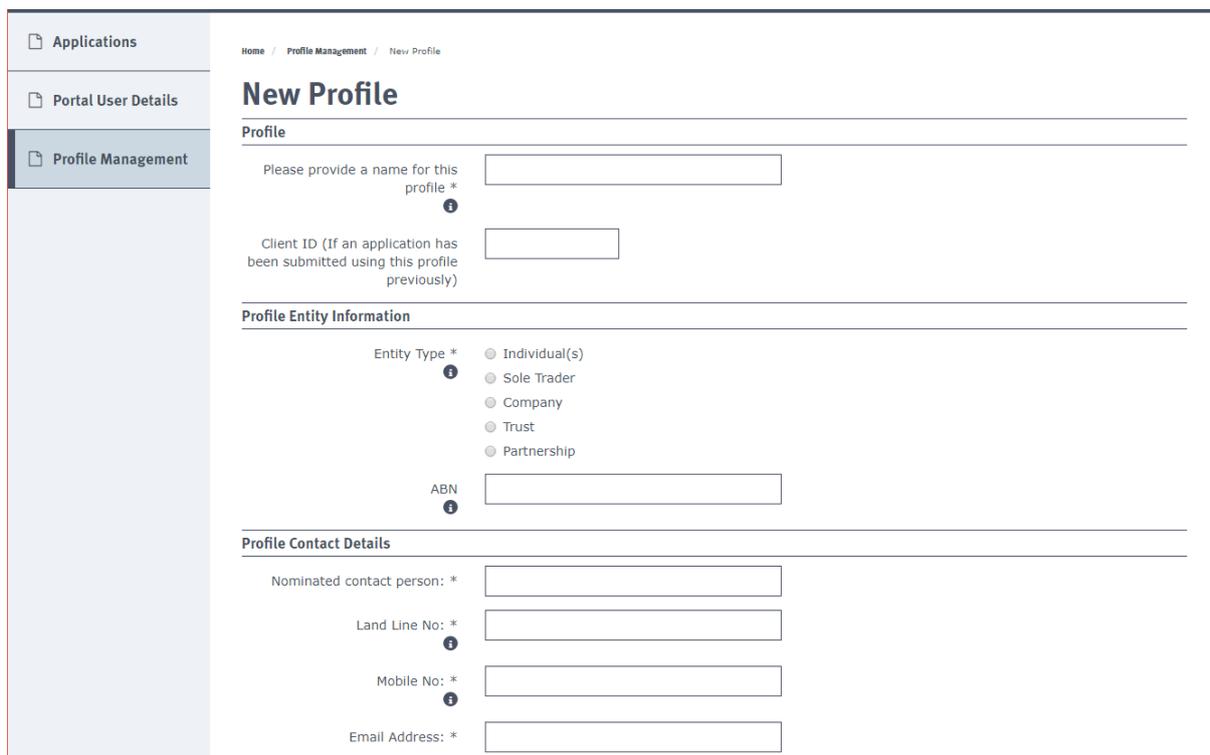
(i) Creating a profile allows you to record your basic applicant details such as names, legal structure, address and communication details without having to re-enter it each time you may wish to apply. You may re-use a profile multiple times, and you can also develop new profiles as required.

Step 10: Once you are taken to the Profile Management page, click Create New Profile on the right hand side of the page.



The screenshot shows the Queensland Rural and Industry Development Authority website. The header includes the Queensland Government logo and navigation links for Sitemap, Contact, Help, and Logout. The main navigation menu on the left has 'Applications', 'Portal User Details', and 'Profile Management'. The 'Profile Management' page is active, displaying a breadcrumb trail 'Home / Profile Management' and a large heading 'Profile Management'. A green button labeled 'Create New Profile' is highlighted with a red rectangular box. Below the heading, a message states 'There are no profiles.' and a note advises: '*To commence a new application, please return to the 'Applications' tab.'

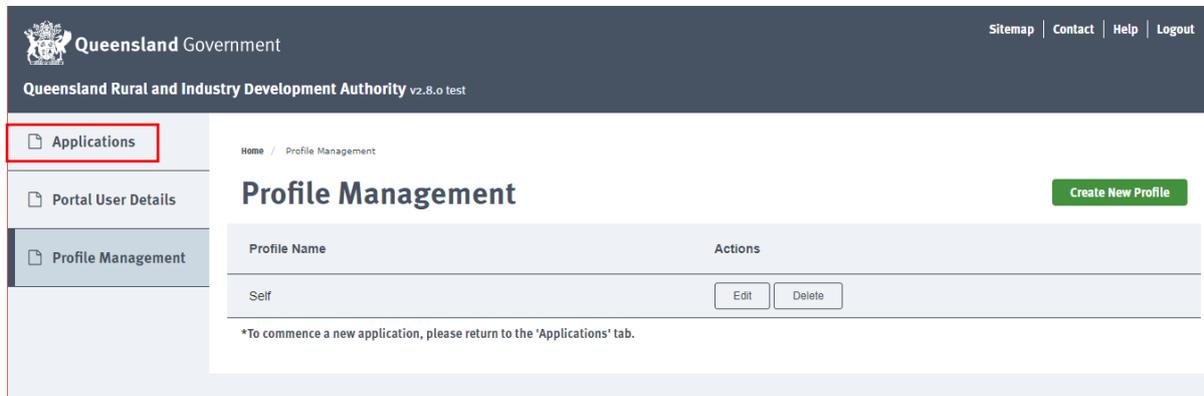
Step 11: Name the profile and fill out the profile information. The profile name can be anything but is most useful when it describes you as the applicant. E.g. if you are applying as a partnership entity, you may use the names of the partners. The rest of the profile information is simply the basic applicant details.



The screenshot shows the 'New Profile' form on the website. The breadcrumb trail is 'Home / Profile Management / New Profile'. The form is divided into several sections: 'Profile' with fields for 'Please provide a name for this profile *' and 'Client ID (If an application has been submitted using this profile previously)'; 'Profile Entity Information' with radio buttons for 'Entity Type *' (Individual(s), Sole Trader, Company, Trust, Partnership) and an 'ABN' field; and 'Profile Contact Details' with fields for 'Nominated contact person: *', 'Land Line No: *', 'Mobile No: *', and 'Email Address: *'. Each field has a small information icon (i) next to it.

Step 12: Click 'Save' in the bottom right hand corner of the page to save your profile.

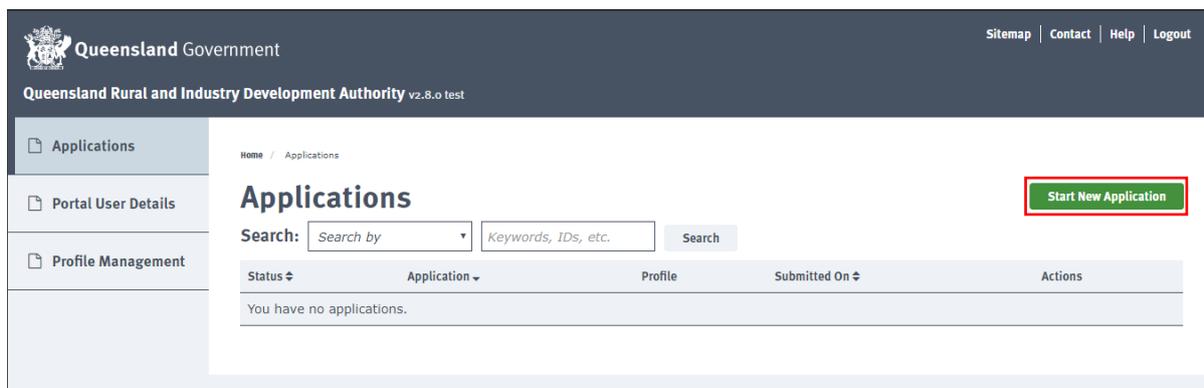
Step 13: You will now see the profile you created on the Profile Management page. This means you now can apply for any scheme.



The screenshot shows the 'Profile Management' page. The left sidebar has three items: 'Applications' (highlighted with a red box), 'Portal User Details', and 'Profile Management'. The main content area has a breadcrumb 'Home / Profile Management', a 'Create New Profile' button, and a table with one row: 'Self' with 'Edit' and 'Delete' buttons. A note at the bottom says: '*To commence a new application, please return to the 'Applications' tab.'

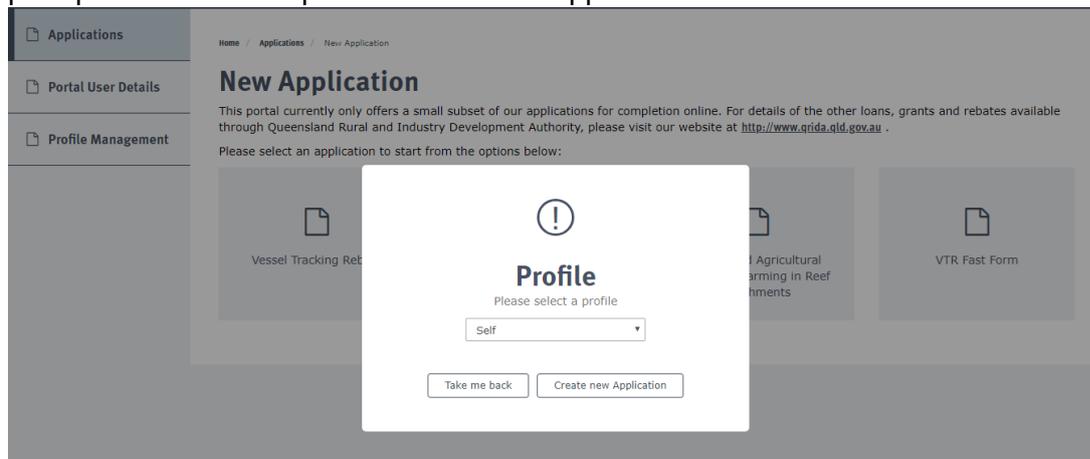
(i) If you need to create several profiles, this can be done by clicking 'Create New Profile' as required.

Step 14: Click the 'Applications' heading on the left side of the screen to navigate back to the tile selection page. Click 'Start New Application' same as before.



The screenshot shows the 'Applications' page. The left sidebar has three items: 'Applications' (highlighted with a red box), 'Portal User Details', and 'Profile Management'. The main content area has a breadcrumb 'Home / Applications', a 'Start New Application' button (highlighted with a red box), a search bar with a dropdown menu and a search button, and a table with columns: 'Status', 'Application', 'Profile', 'Submitted On', and 'Actions'. The table content shows 'You have no applications.'

Step 15: This time, when you click on the scheme you wish to apply for, you will be prompted to choose a profile to make the application.

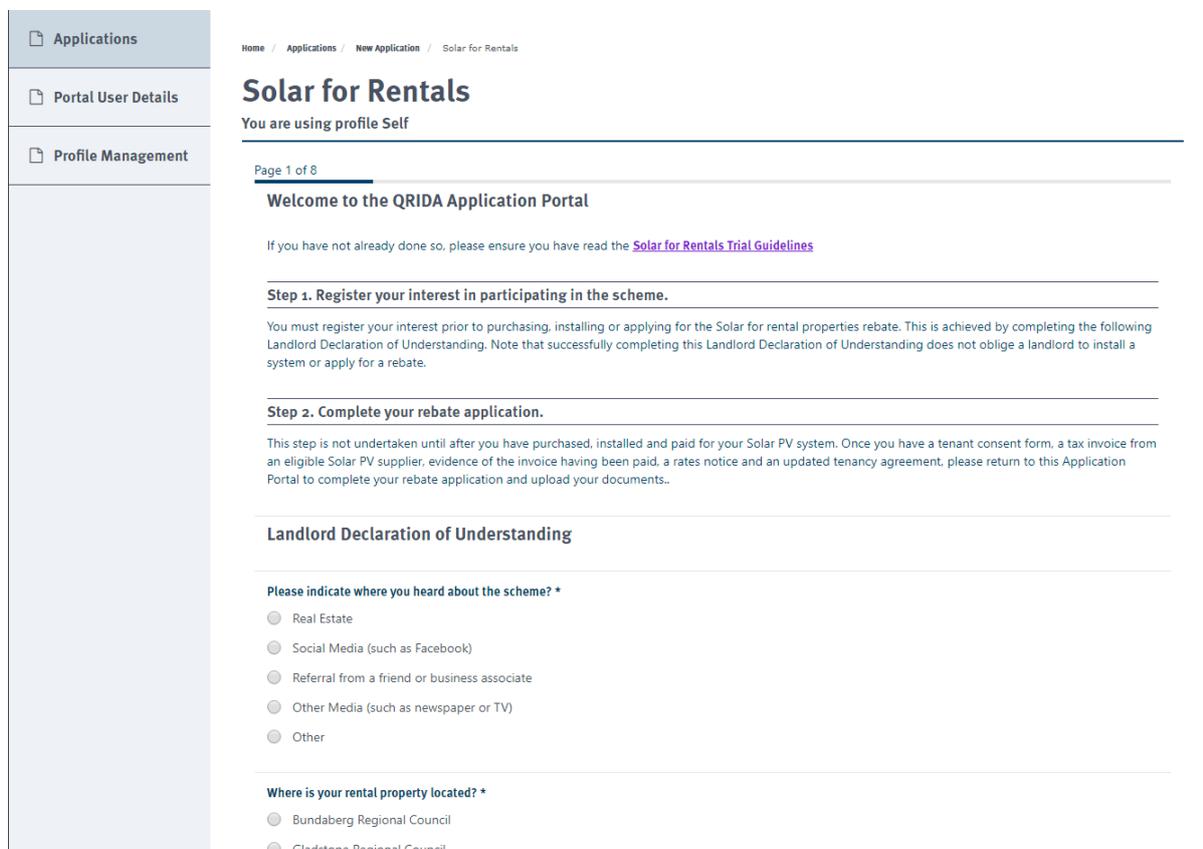


The screenshot shows the 'New Application' page. A modal box titled 'Profile' is centered on the screen, prompting the user to 'Please select a profile'. A dropdown menu is set to 'Self'. Below the dropdown are two buttons: 'Take me back' and 'Create new Application'. The background shows a sidebar with 'Applications', 'Portal User Details', and 'Profile Management'. The main content area has a breadcrumb 'Home / Applications / New Application' and a heading 'New Application'. Below the heading is a paragraph of text and a list of application options, including 'Vessel Tracking Rebate', 'Agricultural Farming in Reef Catchments', and 'VTR Fast Form'.

Choose a profile, likely the one you just created, and click create new application on this box.

(i) The portal should automatically select the most recent profile you created, however, if this is not the one you wish to use, you can change the selection using the dropdown.

Step 16: The application form will open, and you will be able to fill it out to apply. You will also be able to see which profile you are using. At the top of the form.



The screenshot shows the 'Solar for Rentals' application form. The breadcrumb is 'Home / Applications / New Application / Solar for Rentals'. The heading is 'Solar for Rentals' and it says 'You are using profile Self'. Below this is a progress indicator 'Page 1 of 8'. The main content area has a heading 'Welcome to the QRIDA Application Portal' and a link to 'Solar for Rentals Trial Guidelines'. There are two steps: 'Step 1. Register your interest in participating in the scheme.' and 'Step 2. Complete your rebate application.'. Below the steps is a section titled 'Landlord Declaration of Understanding' with two questions: 'Please indicate where you heard about the scheme? *' and 'Where is your rental property located? *'. The first question has five radio button options: 'Real Estate', 'Social Media (such as Facebook)', 'Referral from a friend or business associate', 'Other Media (such as newspaper or TV)', and 'Other'. The second question has two radio button options: 'Bundaberg Regional Council' and 'Gladstone Regional Council'.

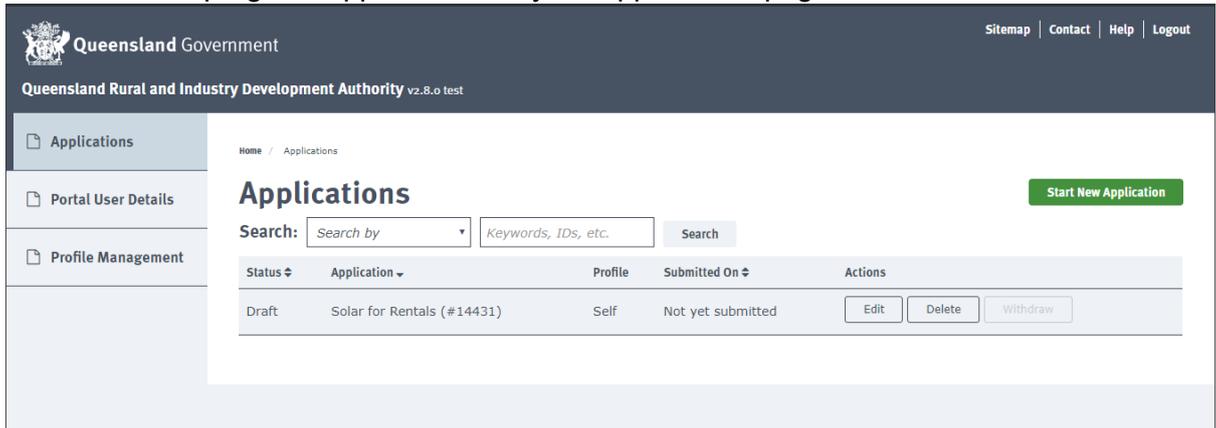
Fill in each question, following the directional text as required.

(i) When you navigate to the next page using button at the end of the page, the information you entered will be automatically saved.



To save and return to the application later

1. Click the next or previous button on a page to save the information you entered. Once you successfully navigate pages, you can close the browser window.
2. To return to an application, log back into the QRIDA portal.
3. You will see in-progress applications on your Applications page in Draft status.



4. Click 'Edit' next to the Draft application to continue to fill it in.

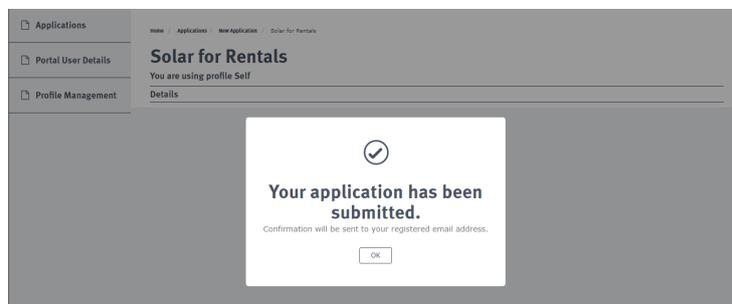
Please note that for the Solar for Rentals scheme, you will initially only need to complete the first page of the form as part of your registration for the scheme. Once you are ready to progress with your full application, you will need to use the method on the previous page to return to this application to complete it.

(i) If you are unable to continue through the form, check whether there are any errors in the fields above, as some questions may show error messages.

When you reach the end of the last page on the application form, you will need to click the 'Submit' or 'Complete' button.



Once you click this button, a message confirming you have submitted will appear.



At this point, your application will sync through to be assessed by the team.

If you require further information regarding the application process or any of our schemes, you may contact us on 1800 623 946.