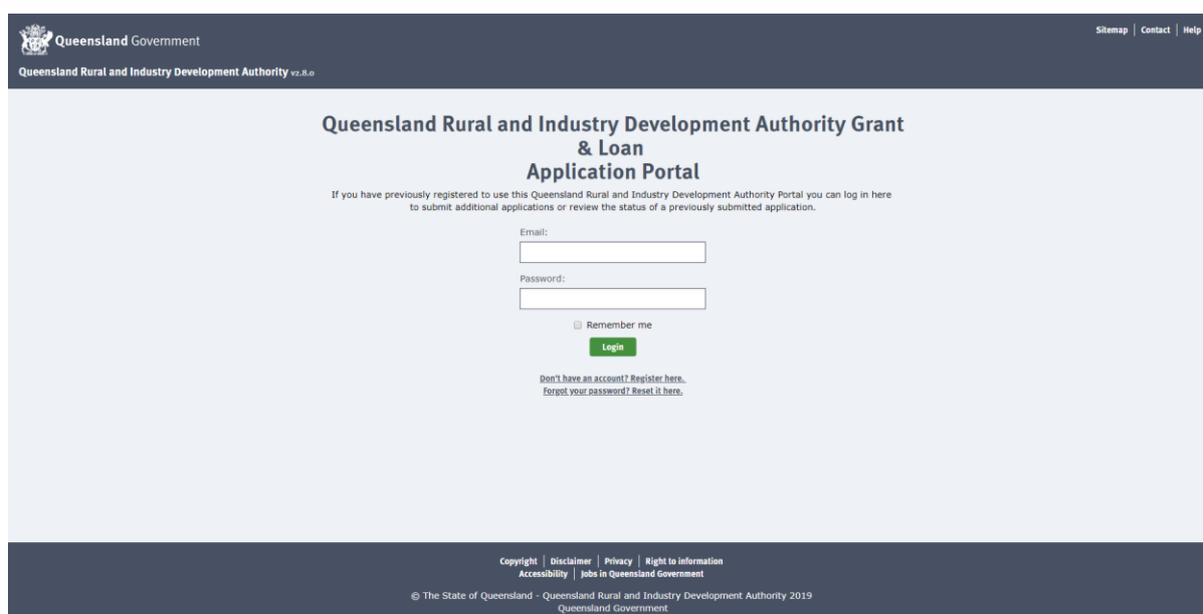


Queensland Rural and Industry Development Authority (QRIDA) Application Portal – Instructions for New Users

How to Register

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



The screenshot shows the login page for 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). The main content area is light blue and contains the following text and form elements:

Queensland Rural and Industry Development Authority Grant & Loan Application Portal

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.

Email:

Password:

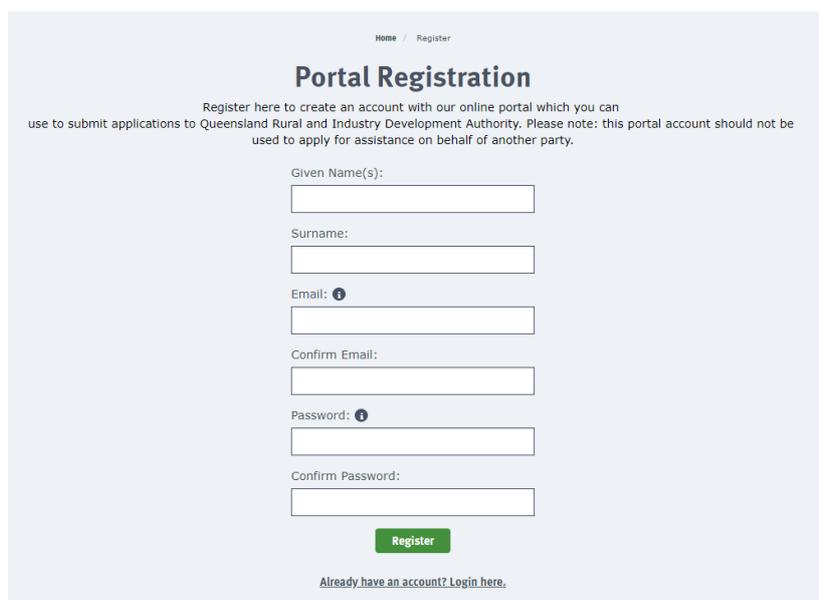
Remember me

[Don't have an account? Register here.](#)
[Forgot your password? Reset it here.](#)

At the bottom, there is a footer with copyright information: © The State of Queensland - Queensland Rural and Industry Development Authority 2019, Queensland Government.

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 for the QRIDA Application Portal. The page has a light blue background and contains the following text and form elements:

Home / Register

Portal Registration

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.

Given Name(s):

Surname:

Email:

Confirm Email:

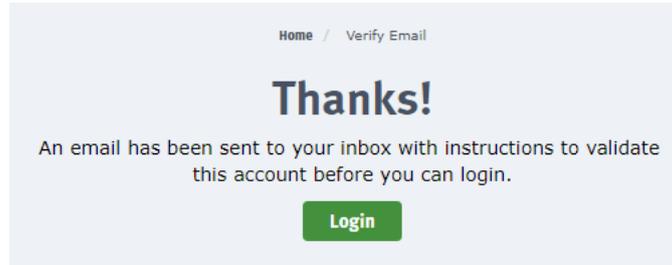
Password:

Confirm Password:

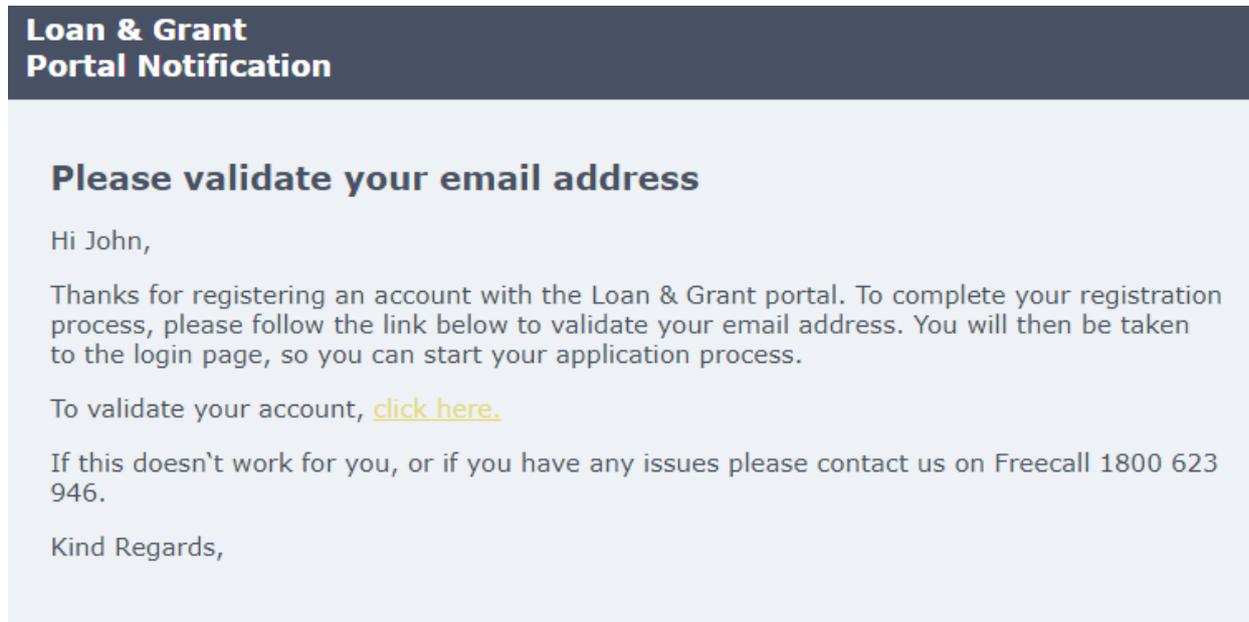
[Already have an account? Login here.](#)

- (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.

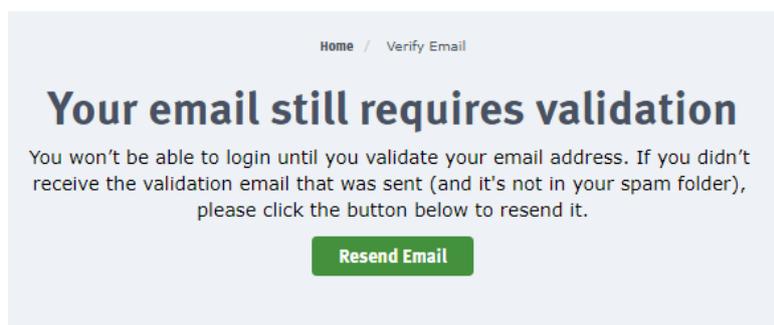


Step 5: Log into your email account and find the verification email. It will most likely be in your Inbox. The email will be from **noreply@qrida.qld.gov.au** and will look like the below:



- (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.

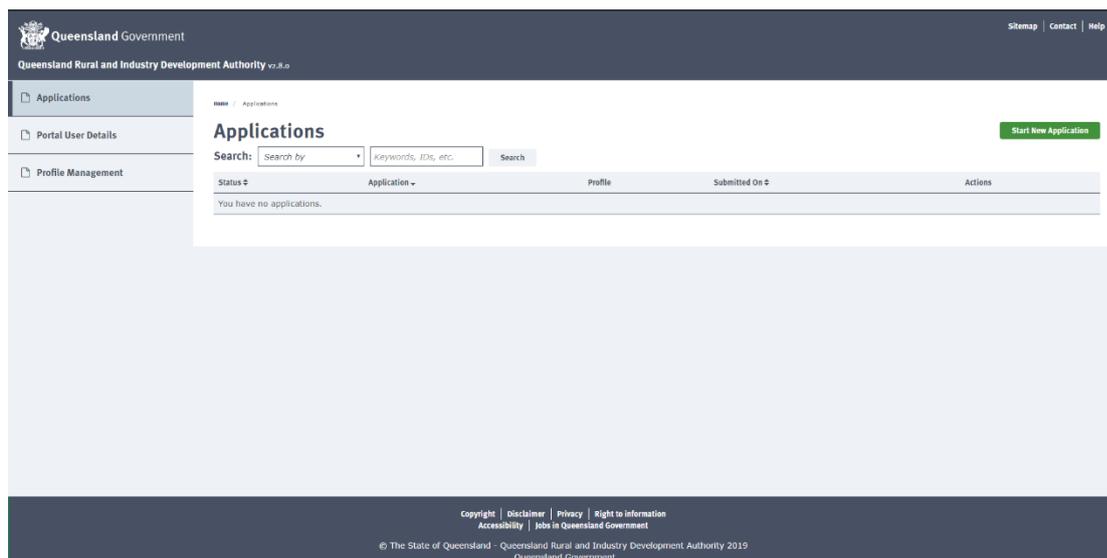
- (i) You can also log into the portal with the email and password of the account to request the email be resent. If you need to, click the 'Resend Email' button.



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

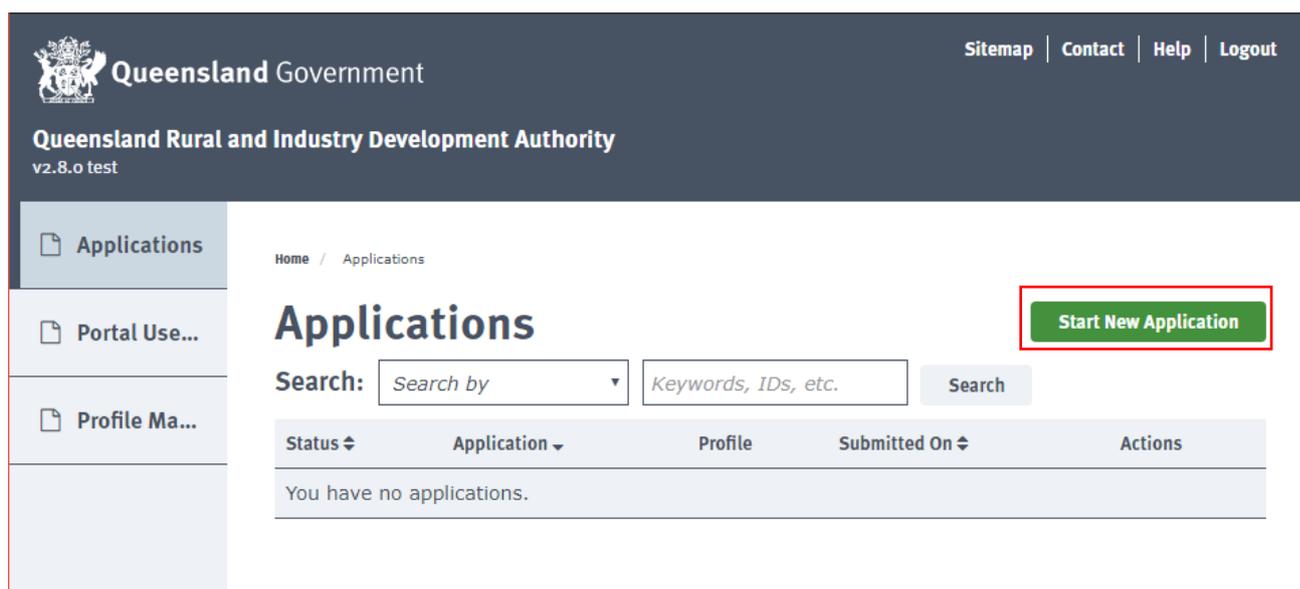
Start New Application

Search: Search by Keywords, IDs, etc. Search

Status	Application	Profile	Submitted On	Actions
You have no applications.				

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Accessibility | Jobs in Queensland Government
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Queensland Government

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

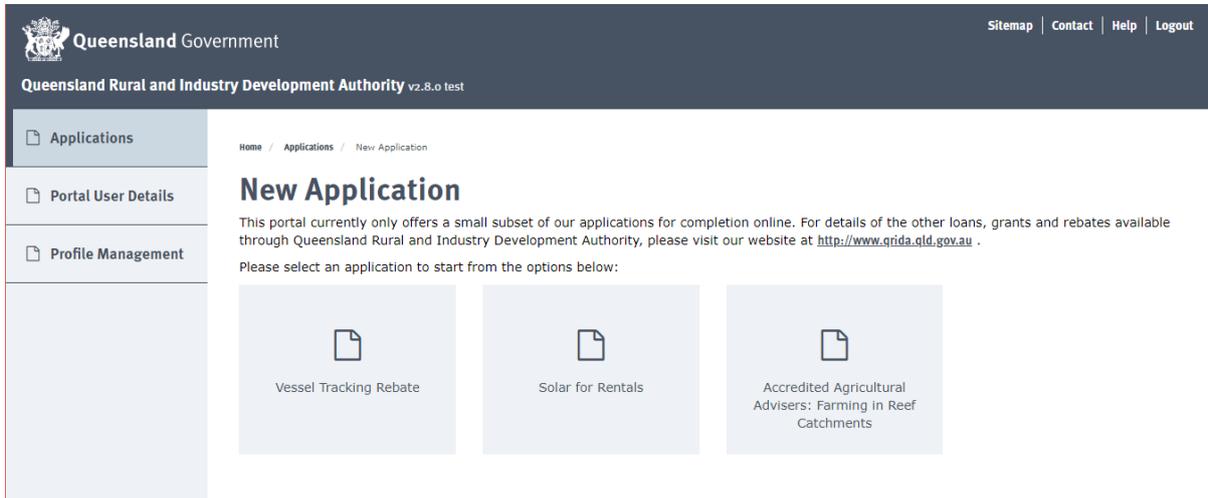
Applications

Start New Application

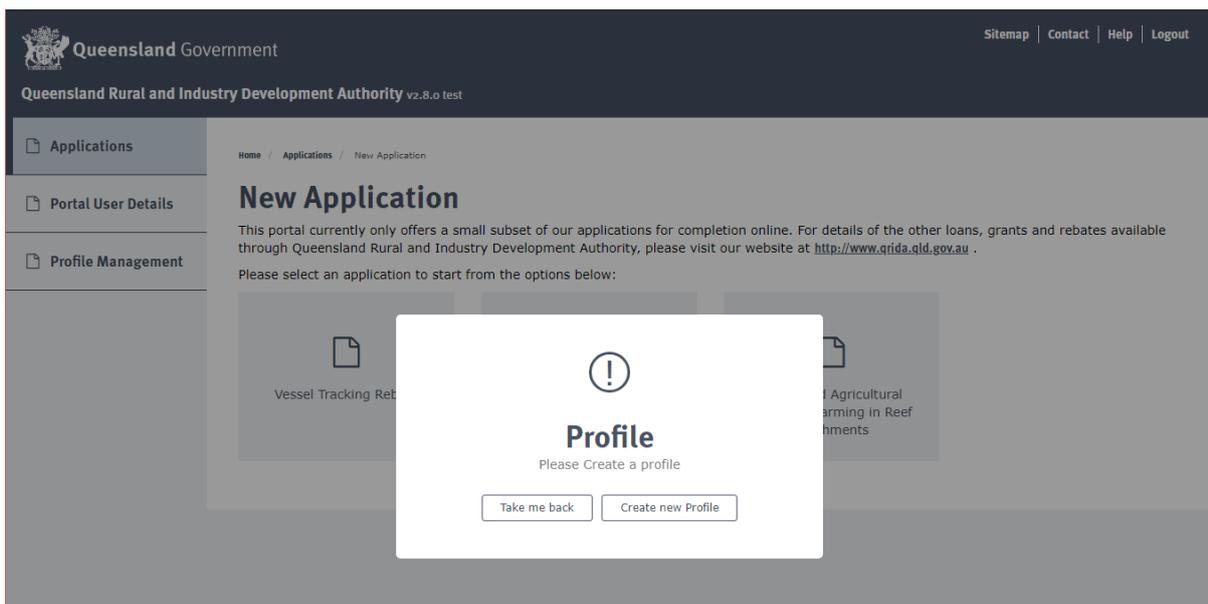
Search: Search by Keywords, IDs, etc. Search

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: You will be taken to create a profile. Name the profile and fill out the required information. The profile name can be anything but is most useful when it describes you as the applicant. For example, if you are applying as a partnership entity, you may use the names of the partners. The rest of the profile information is basic applicant details.

- Applications
- Portal User Details
- Profile Management

Home / Profile Management / New Profile

New Profile

Profile

Please provide a name for this profile *

Client ID (if an application has been submitted using this profile previously)

Profile Entity Information

Entity Type * Individual(s)
 Sole Trader
 Company
 Trust
 Partnership

ABN

Profile Contact Details

Nominated contact person: *

Land Line No: *

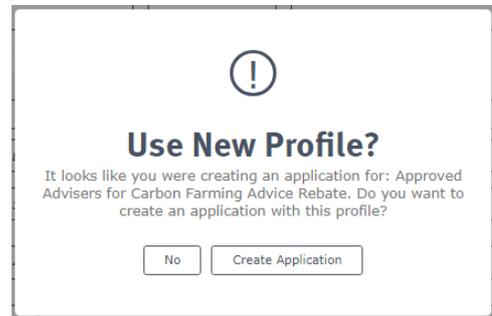
Mobile No: *

Email Address: *

Step 11: Click ‘Save’ in the bottom right hand corner of the page to save your profile.

Step 12: Once you have completed your profile, a message box will appear asking whether you wish to continue with the application for the tile you selected.

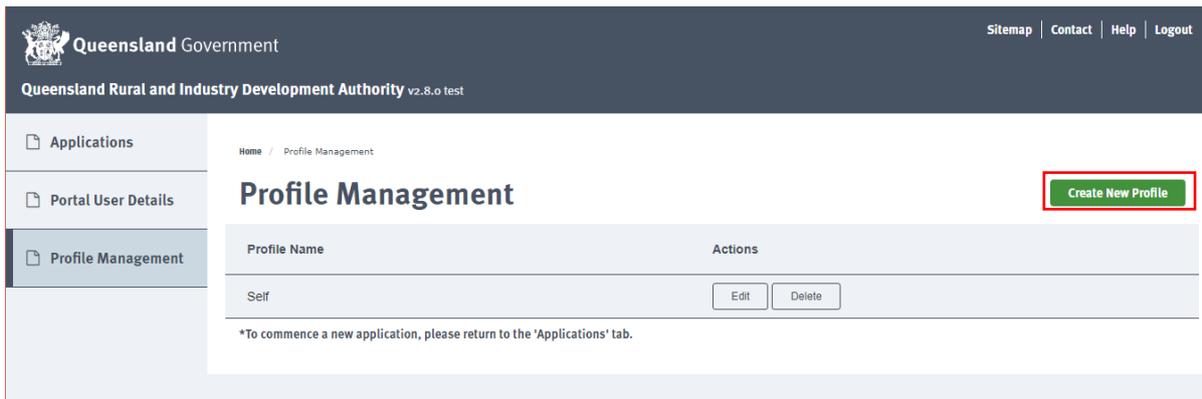
Clicking ‘Create Application’ will return you directly to the application form. (Refer page 13)



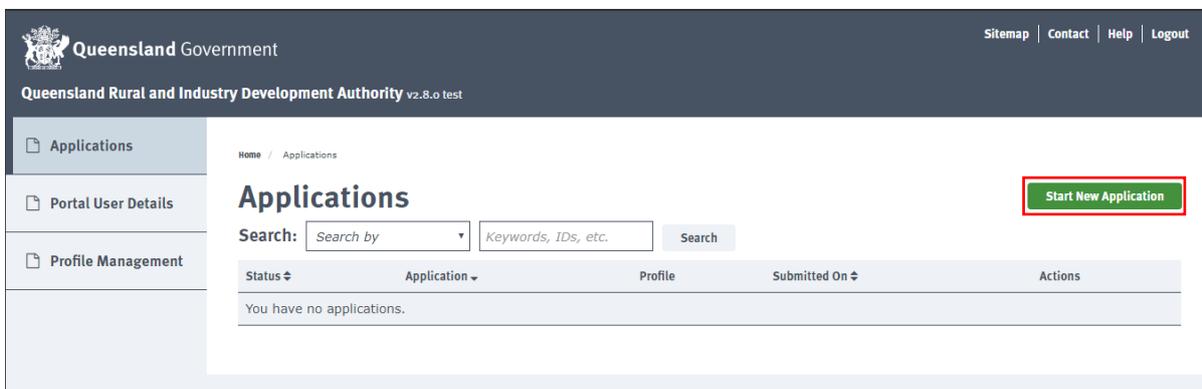
Creating multiple profiles

If you are not applying using multiple profiles, you may skip these steps and proceed directly to step 13.

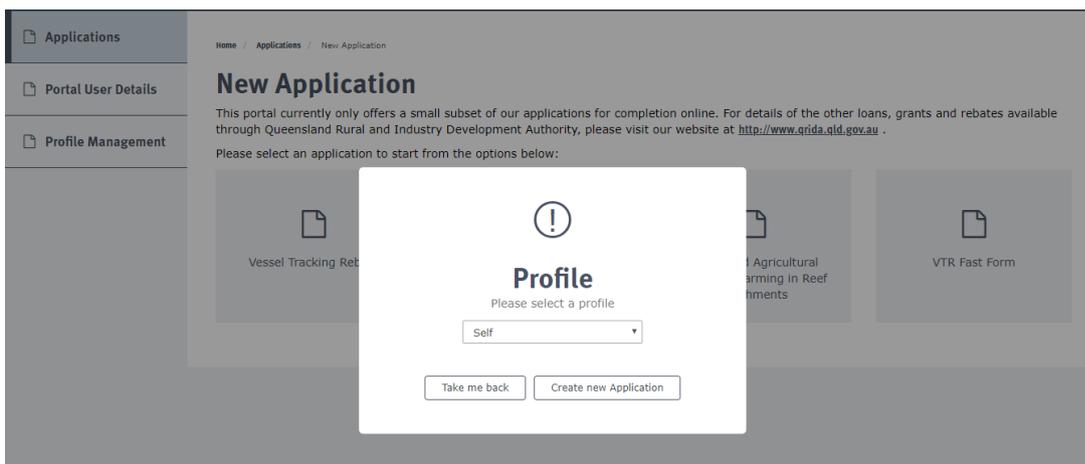
Step 1: If you need to create several profiles, you may navigate back to the Profile Management tab on the left and create a new profile by clicking ‘Create New Profile’ as required.



Step 2: 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.



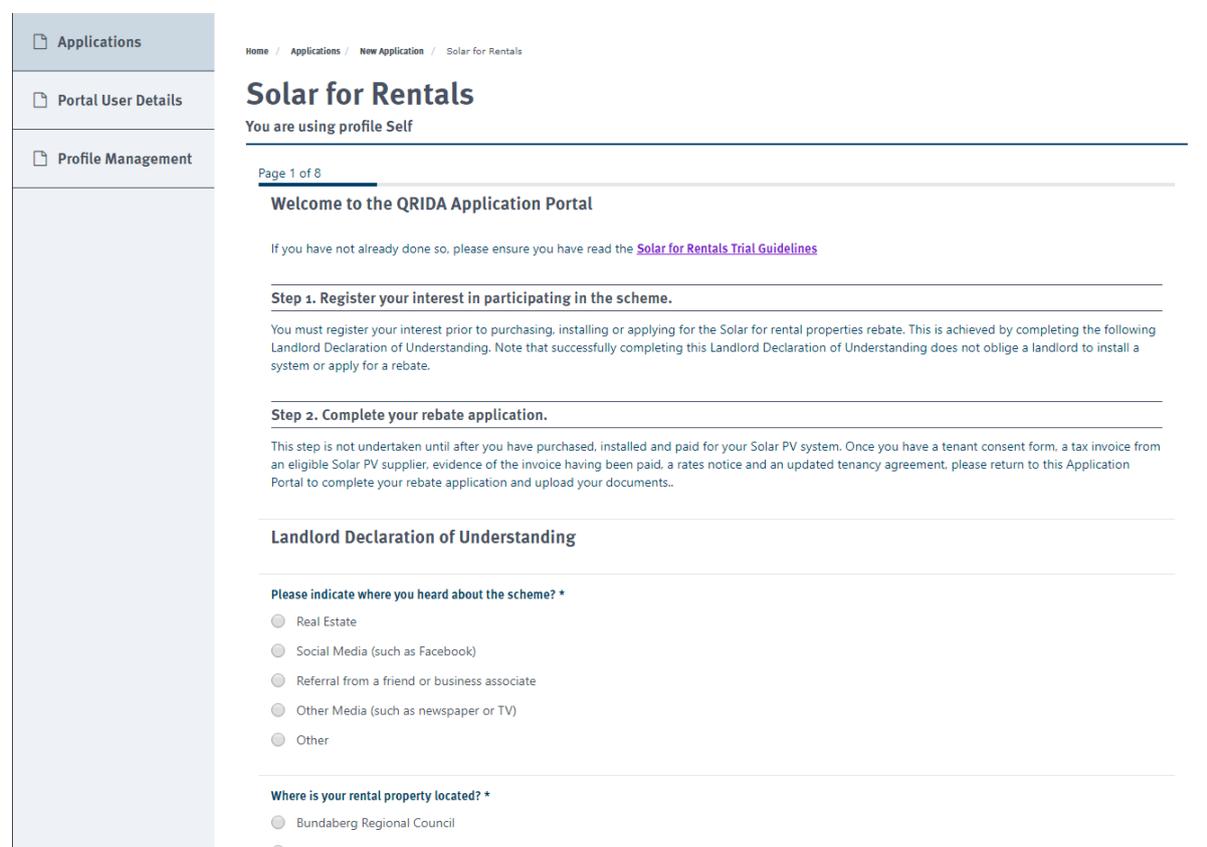
Step 3: This time, when you click on the scheme you wish to apply for, you will be prompted to choose a profile to make the application.



Choose a profile 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 13: 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 a web application interface for 'Solar for Rentals'. On the left is a navigation menu with 'Applications', 'Portal User Details', and 'Profile Management'. The main content area has a breadcrumb trail: 'Home / Applications / New Application / Solar for Rentals'. The title is 'Solar for Rentals' and it indicates 'You are using profile Self'. Below this is a 'Page 1 of 8' indicator and a 'Welcome to the QRIDA Application Portal' message. A link to 'Solar for Rentals Trial Guidelines' is provided. The form contains two main steps: 'Step 1. Register your interest in participating in the scheme.' and 'Step 2. Complete your rebate application.' Below these is a 'Landlord Declaration of Understanding' section with two questions: 'Please indicate where you heard about the scheme? *' and 'Where is your rental property located? *'. The first question has radio button options for Real Estate, Social Media, Referral, Other Media, and Other. The second question has radio button options for Bundaberg Regional Council and Gladstone Regional Council.

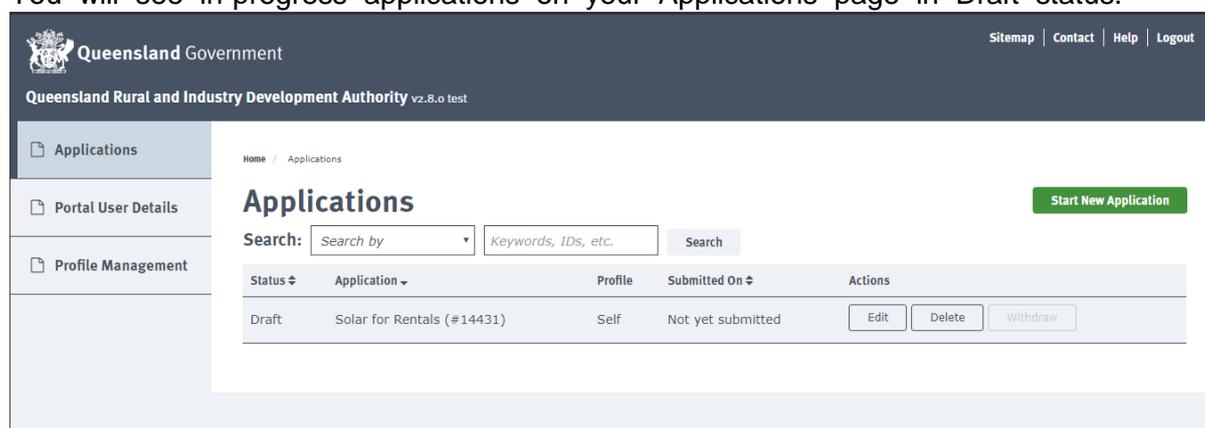
Fill in each question, following the directional text as required.

(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.



The screenshot shows the 'Applications' page in the QRIDA portal. The header includes the Queensland Government logo and navigation links for Sitemap, Contact, Help, and Logout. The page title is 'Applications' and it shows 'v2.8.0 test'. A search bar is present with a dropdown for 'Search by' and a 'Search' button. A 'Start New Application' button is in the top right. Below is a table of applications:

Status	Application	Profile	Submitted On	Actions
Draft	Solar for Rentals (#14431)	Self	Not yet submitted	<button>Edit</button> <button>Delete</button> <button>Withdraw</button>

- 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.

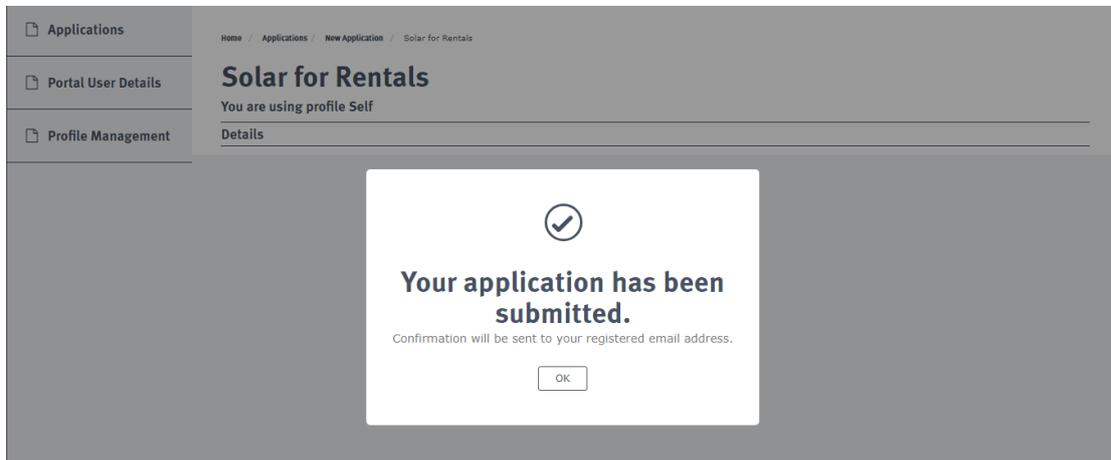
- (i) If you are unable to continue through the form, check whether there are any errors in the fields above, as some questions may show error messages.

Submitting your application

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



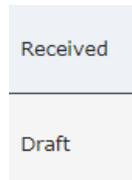
Once you click this button, a message confirming you have submitted will appear.



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

Application status changes

Each application on the 'Applications' page will have a status that changes depending on where your application is in the process.



Applications in 'Draft' status are applications you have not yet submitted and may edit until you do. 'Received' applications are ones which have been submitted and are currently with QRIDA to be picked up for assessment.

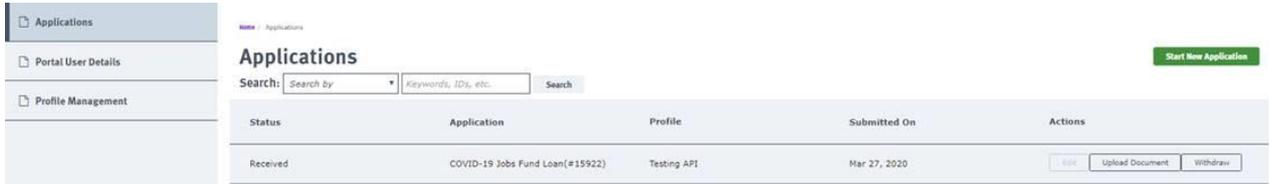
Applications in 'Pending' status are currently being assessed, and once assessment is completed, the status will then further update to reflect the decision depending on the outcome of the application.

You may check back at any time to view the status of your application(s).

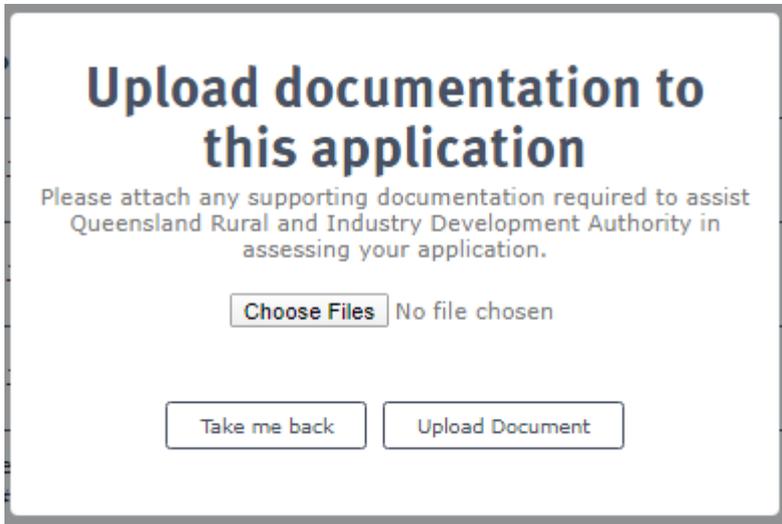
If you require further information regarding the application process or any of our schemes, you may contact us on 1800 623 946.

Uploading additional documents after submitting

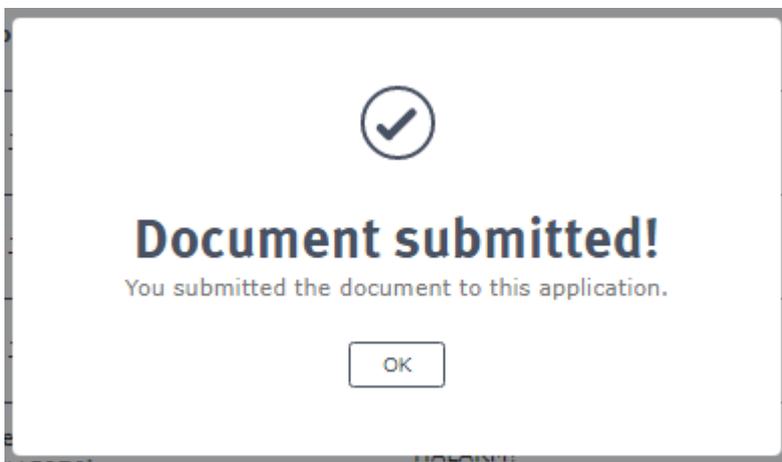
1. Navigate to the applications page and find the application you wish to upload associated documents under. Note the 'Upload Document' option under 'Actions'



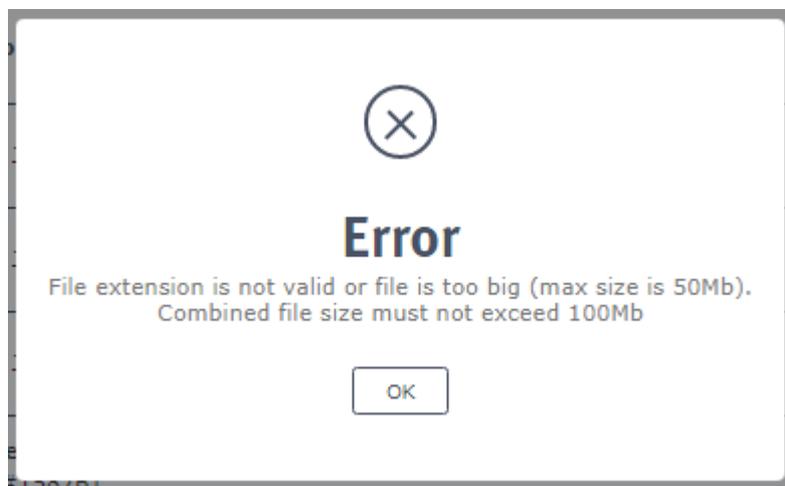
2. Select 'Upload Document' and you will be presented with the following upload option:



3. Select 'Choose Files' and select a file from your file system to upload. (You may hold the Ctrl key to select multiple files).
4. Once the files have been chosen, hit the "Upload Document" button you will see the following success message:



If you upload a document that is not accepted, the following message will appear.



Documents uploaded using this method will be available to an assessor assessing your application, along with all other documents you have uploaded.