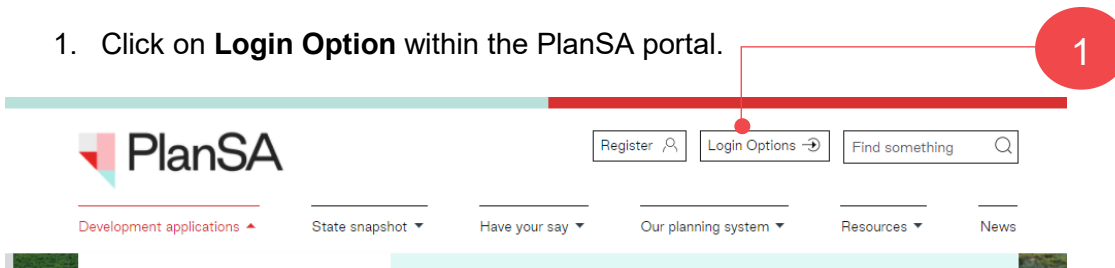


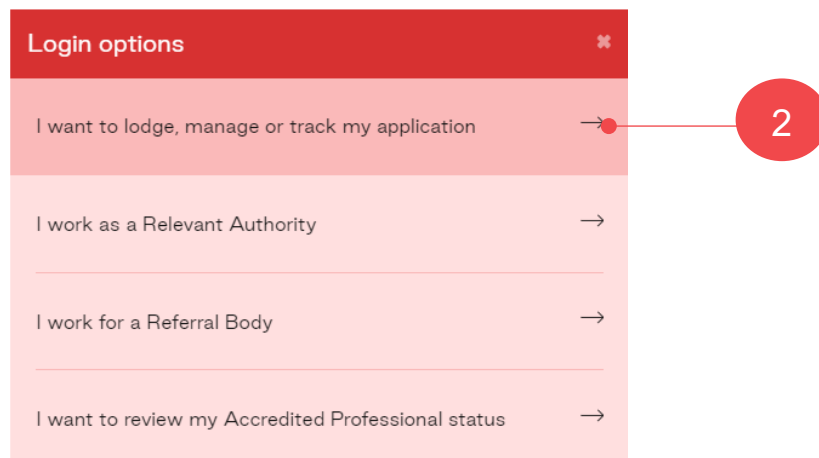
Getting Started

Open the PlanSA portal and complete the following instructions to login to 'your applications' and print the 'fee advice' and 'tax invoice' documents.

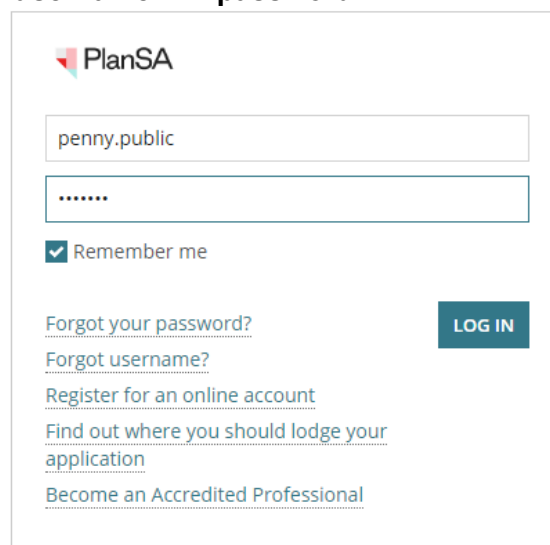
1. Click on **Login Option** within the PlanSA portal.



2. Select the login option: **'I want to lodge, manage or track my application'**.



3. Log in using your **username** and **password** within the PlanSA sign-in window.



- Click on the **Under Assessment** tab within the **Your Applications** dashboard.
- Click on the **ID** of the application to view the **Documents** store.

Your applications Search

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Sub...

FOR YOUR ACTION (114) | **UNDER ASSESSMENT (414)** | DRAFT (1) | LAND DIVISION CERTIFICATES (14) | CERTIFICATE OF OCCUPANCY (0) | FINALISED (193)

Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority
21000233	U Volume Applicant	38 CURRIE ST ADELAIDE SA 5000	fit-out	City of Adelaide

- Click on the **Documents** tab to view a list of application documentation.
- Click on the **Invoices** filter to view issued 'Fee Advices' and 'Tax Invoices'.

Development application: 21000233

Summary | **Documents** | Sharing access | Related Actions

Search by Name | Search by Type

Snapshots | **Invoices** | Decision Documents | All Documents

Document	Document Type	Date Created	Superseded
* Tax Invoice - Application 21000233 - Building Consent - 2837.pdf	Tax Invoice	25 Feb 2021 16:40	
* Fee Advice - Application 21000233 - Building Consent - 2837.pdf	Fee Advice	25 Feb 2021 16:27	

- Click on the **document name**, e.g. tax invoice and from the bottom of the page open the downloaded document.

Document	Document Type
* Tax Invoice - Application 21000233 - Building Consent - 2837.pdf	Tax Invoice
* Fee Advice - Application 21000233 - Building Consent - 2837.pdf	Fee Advice

Tax Invoice - Appli...pdf

- Click on the **Printer** icon within the open document, e.g. tax invoice, to print the document.