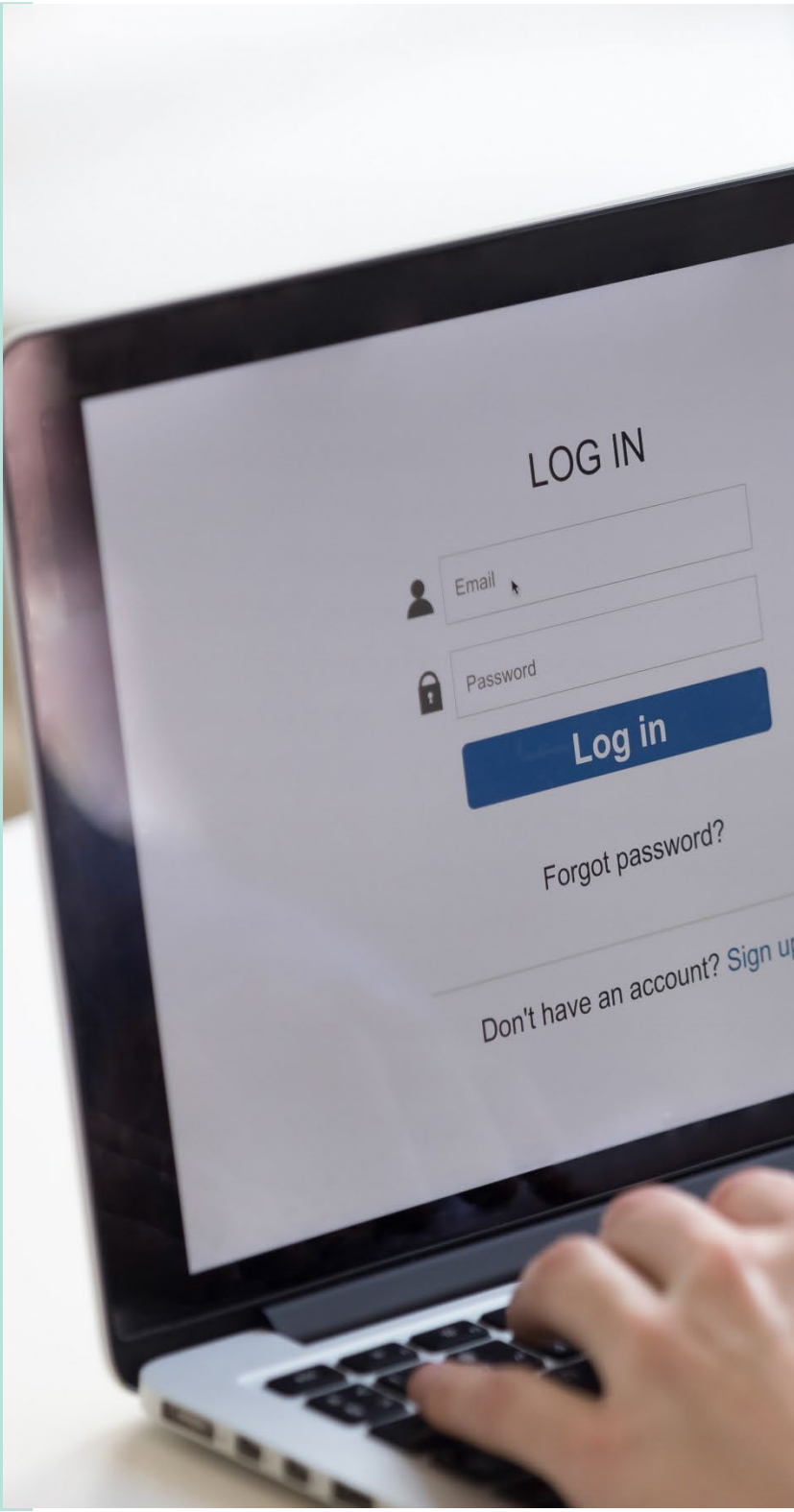
Instructions for Applicants

Create an online account to lodge an application

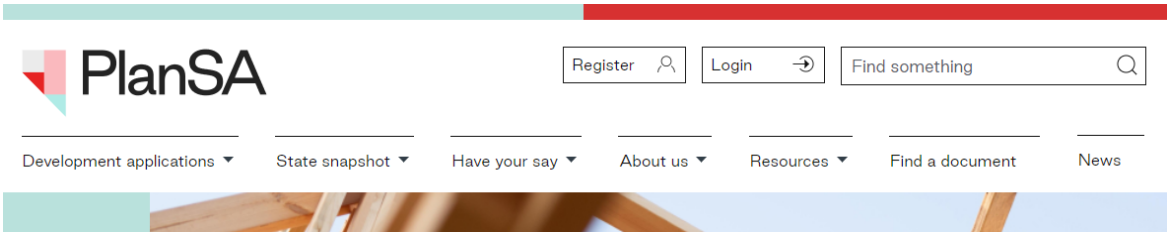


Version 1.0
24 July 2020

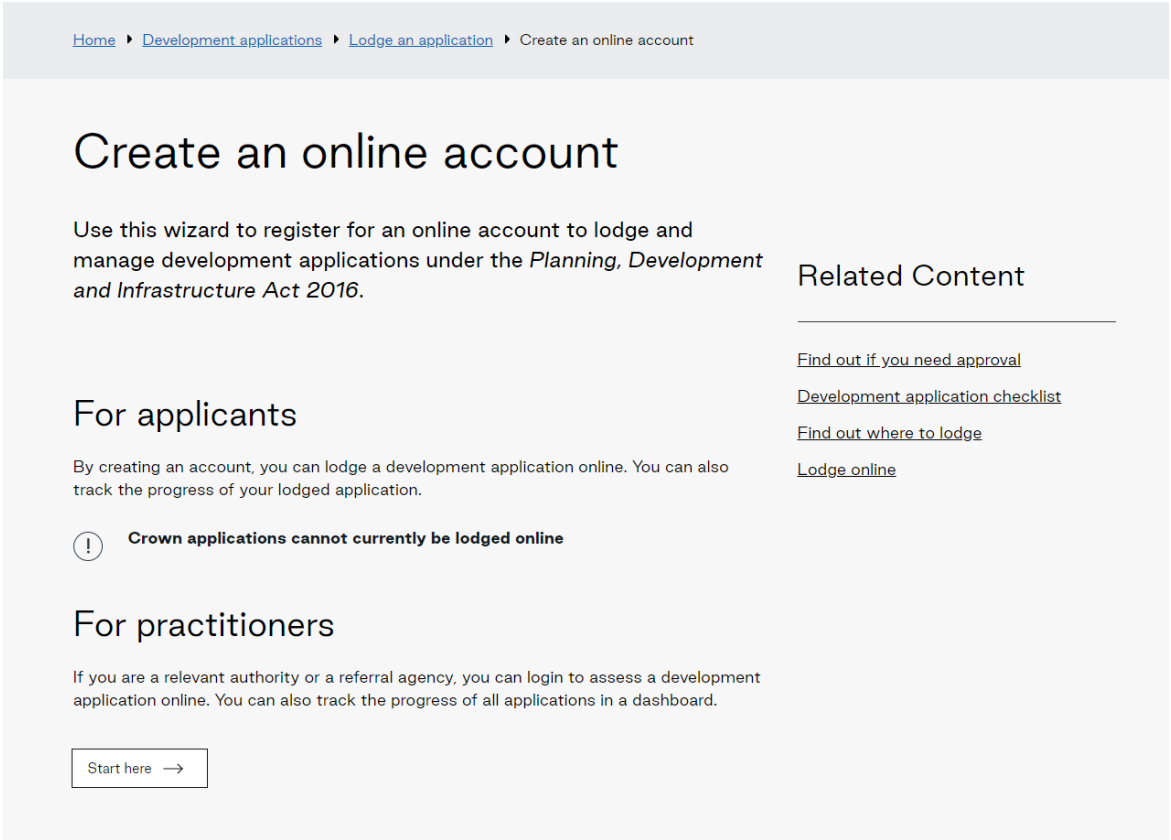
Government of South Australia
Department of Planning, Transport and Infrastructure

1. Complete Online Account Registration

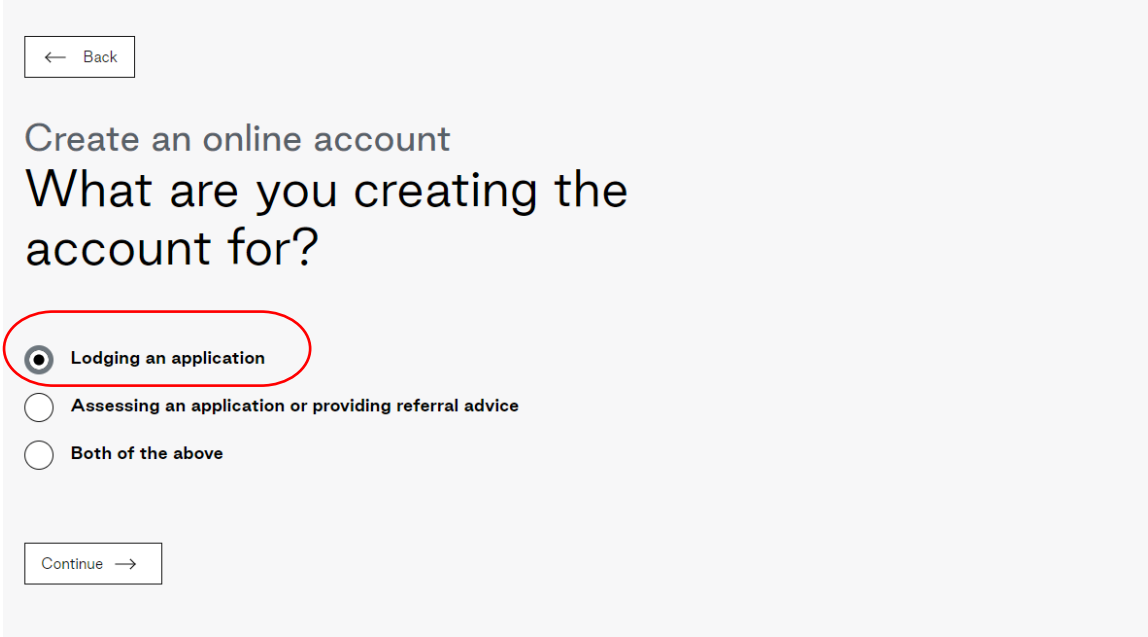
1. Go to the **PlanSA** website and select the Register **Register**.



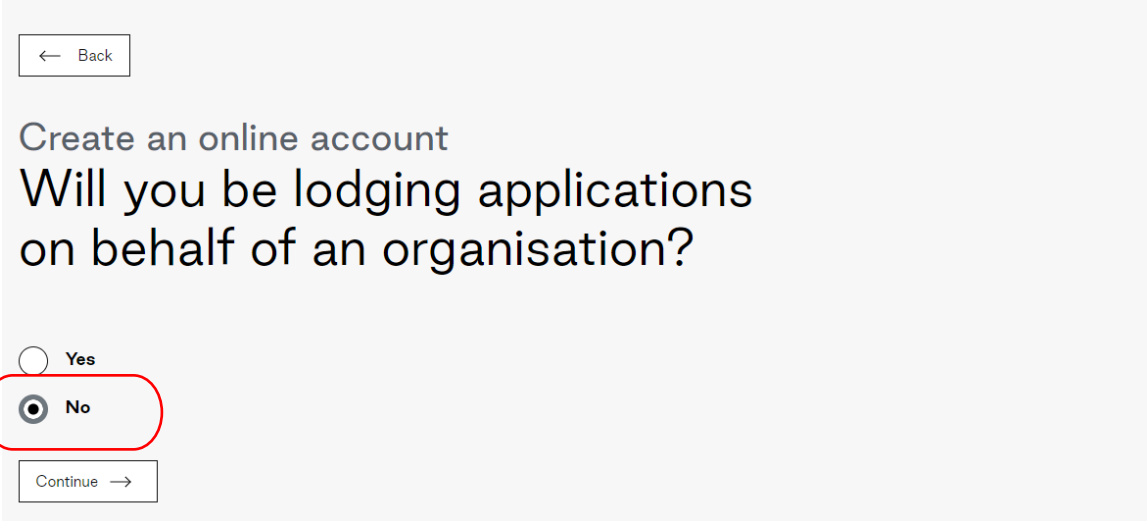
2. Select Start here **Start here** to commence your registration.



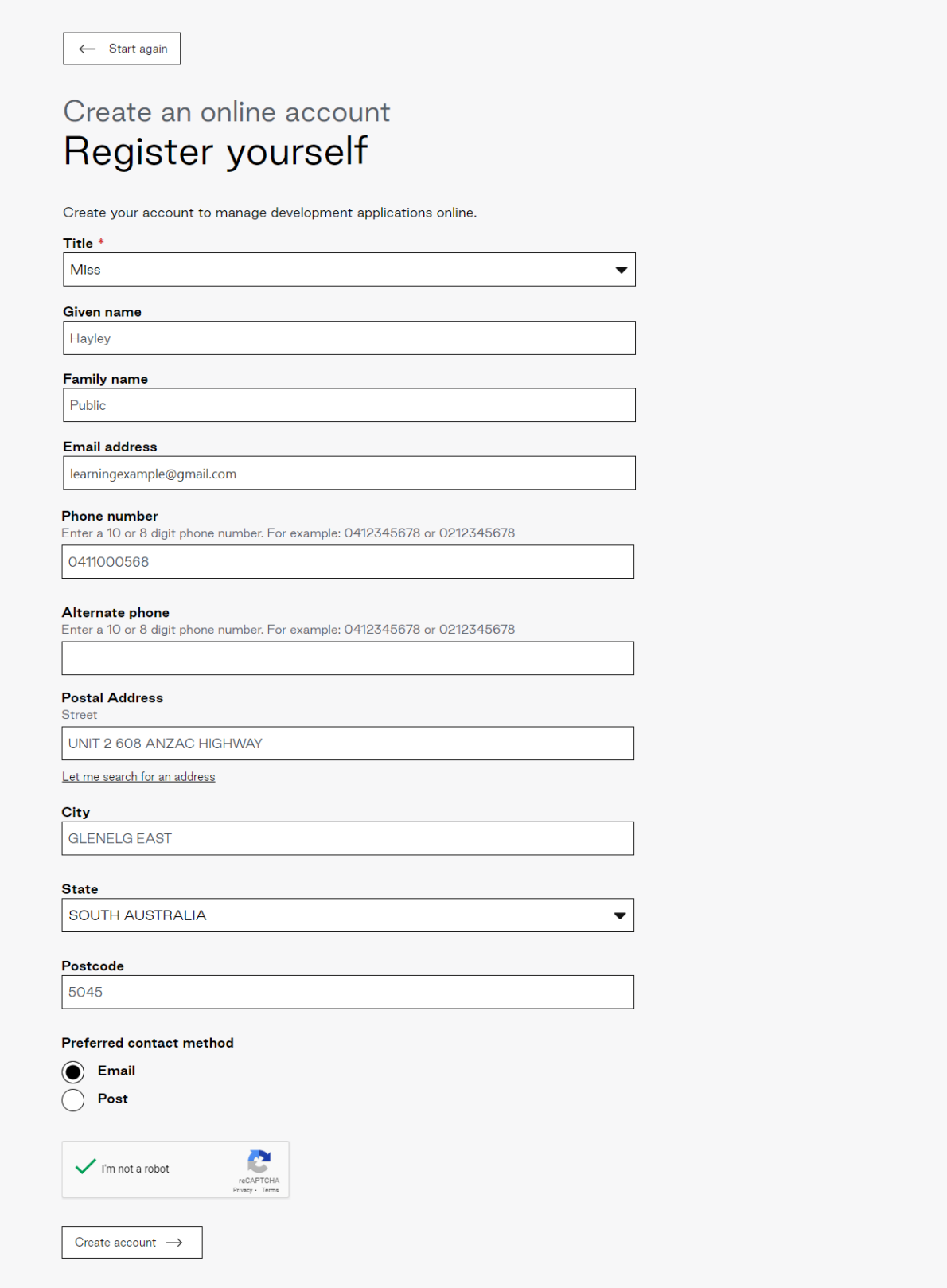
3. Select **Lodging an application** account and then Continue → **Continue**.



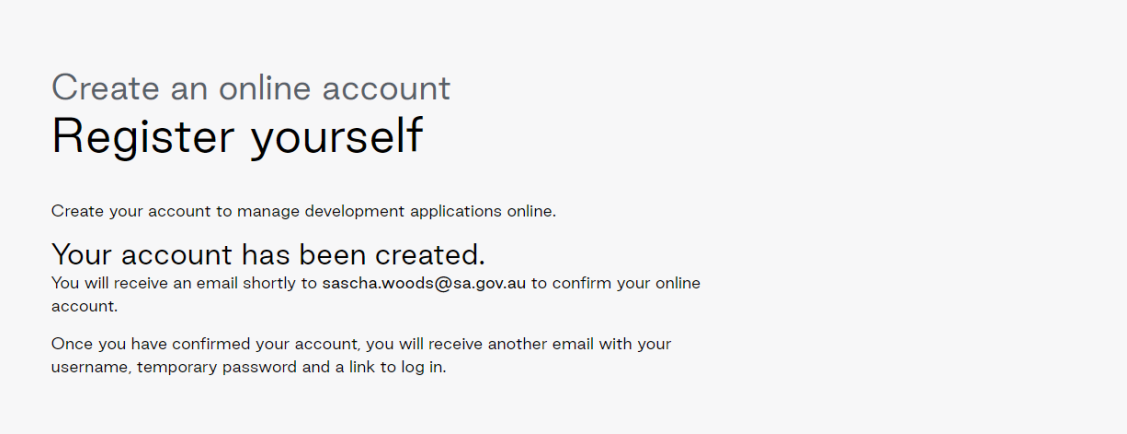
4. Select **No** to lodging on behalf of an organisation and then click Continue → **Continue**.



5. Complete the registration and then click Create account → **Create account**.



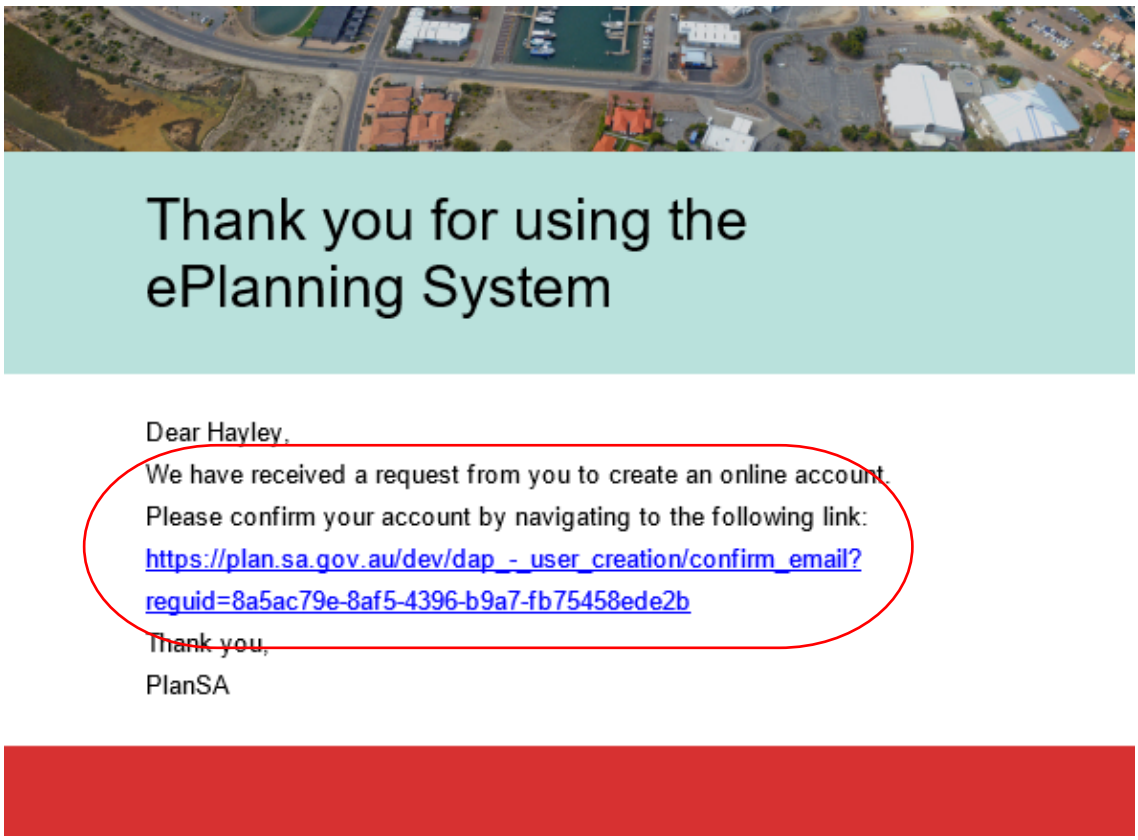
6. A message confirms the ‘creation of your online account’ and a second email is sent to confirm your online account.



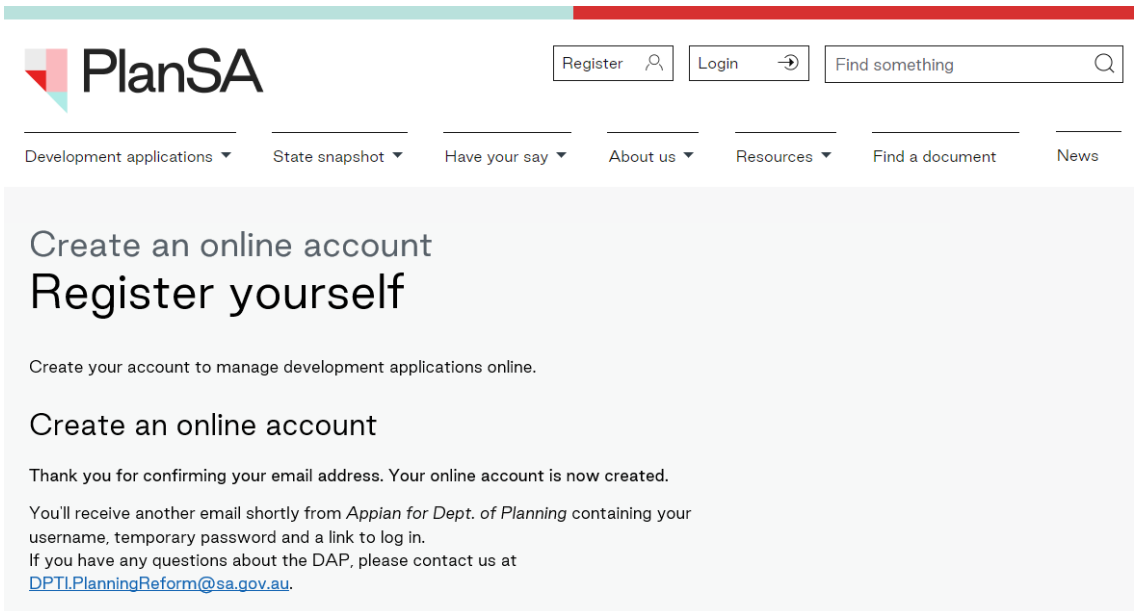
2. Confirm your account

1. Go to your email inbox where an email from dpti.noreply@sa.gov.au is available with a subject line of 'Confirmation of user account creation'.

2. Click on the embedded **link** to confirm your account.



3. A thank you message confirms 'your email address' and a second email is sent with your username and temporary password.



3. Login for the first time

1. Go to your email inbox where an email from dpti.noreply@sa.gov.au is available with a subject line of 'Confirmation of user account creation'.

2. Click on the embedded **link** to log in with your temporary password.

Thank you for using the ePlanning System

Your ePlanning account has been created.

Please use the following link to log in with your temporary password:

View the Login Page.

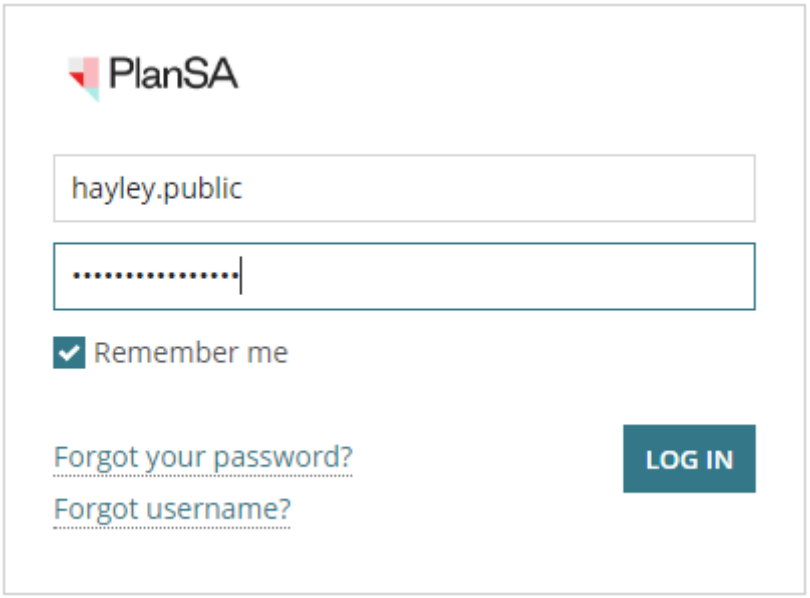
Your user name and temporary password are:

User Name: hayley.public
Temporary Password: h1i3S2JaqQ7hbX3z

You will be asked to select a new password when you log in.

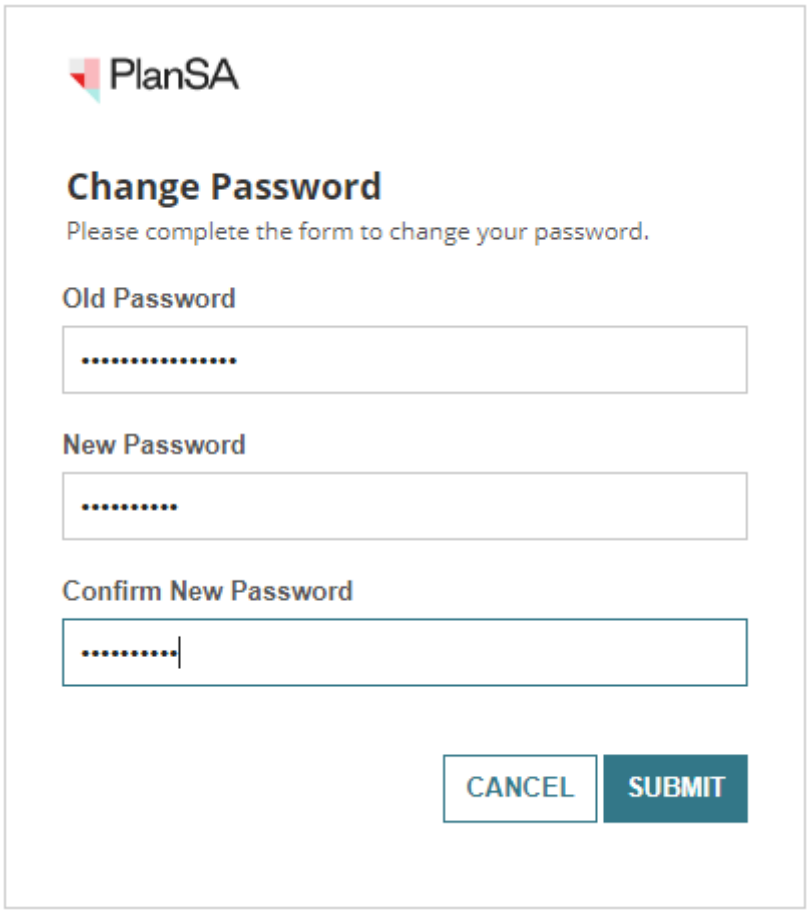
If you have any questions, please speak to your Organisation Administrator or contact us at dpti.eplanningservicedesk@sa.gov.au or 08 8456 4840.

3. Enter the **User Name** and **Temporary Password** provided into the PlanSA login screen and click **Log In** to proceed.

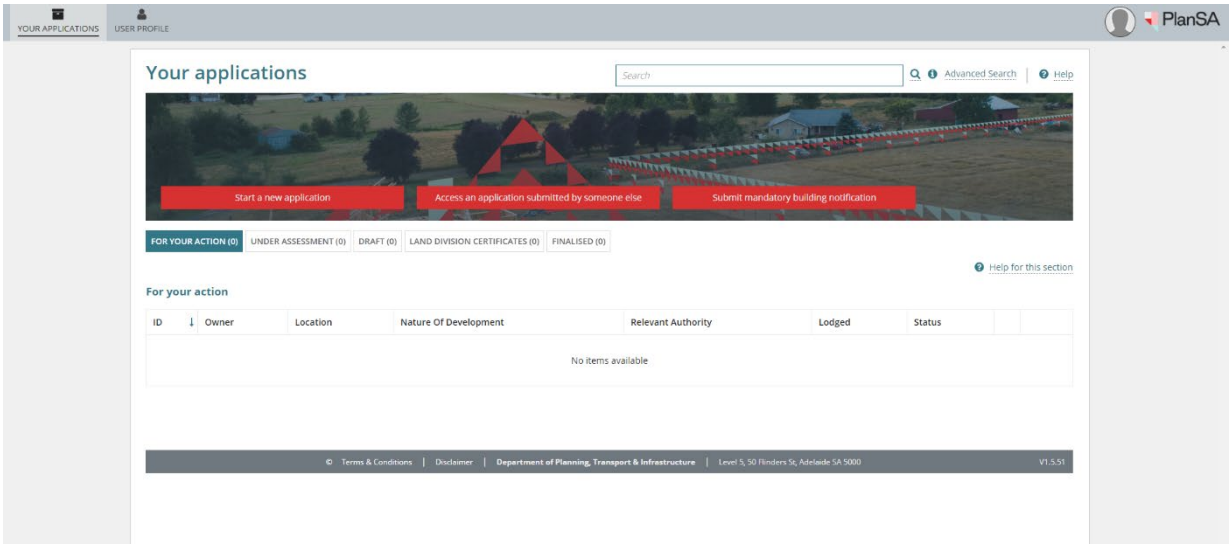


4. Change your password by entering the temporary password provided (**Old Password**) and then enter a **New Password**, and re-enter to **Confirm New Password**.

5. Click **Submit** to make the change.



6. Your applications screen displays, and you are ready to start a new application.



For more information visit

saplanningportal.sa.gov.au

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Department of Planning,
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