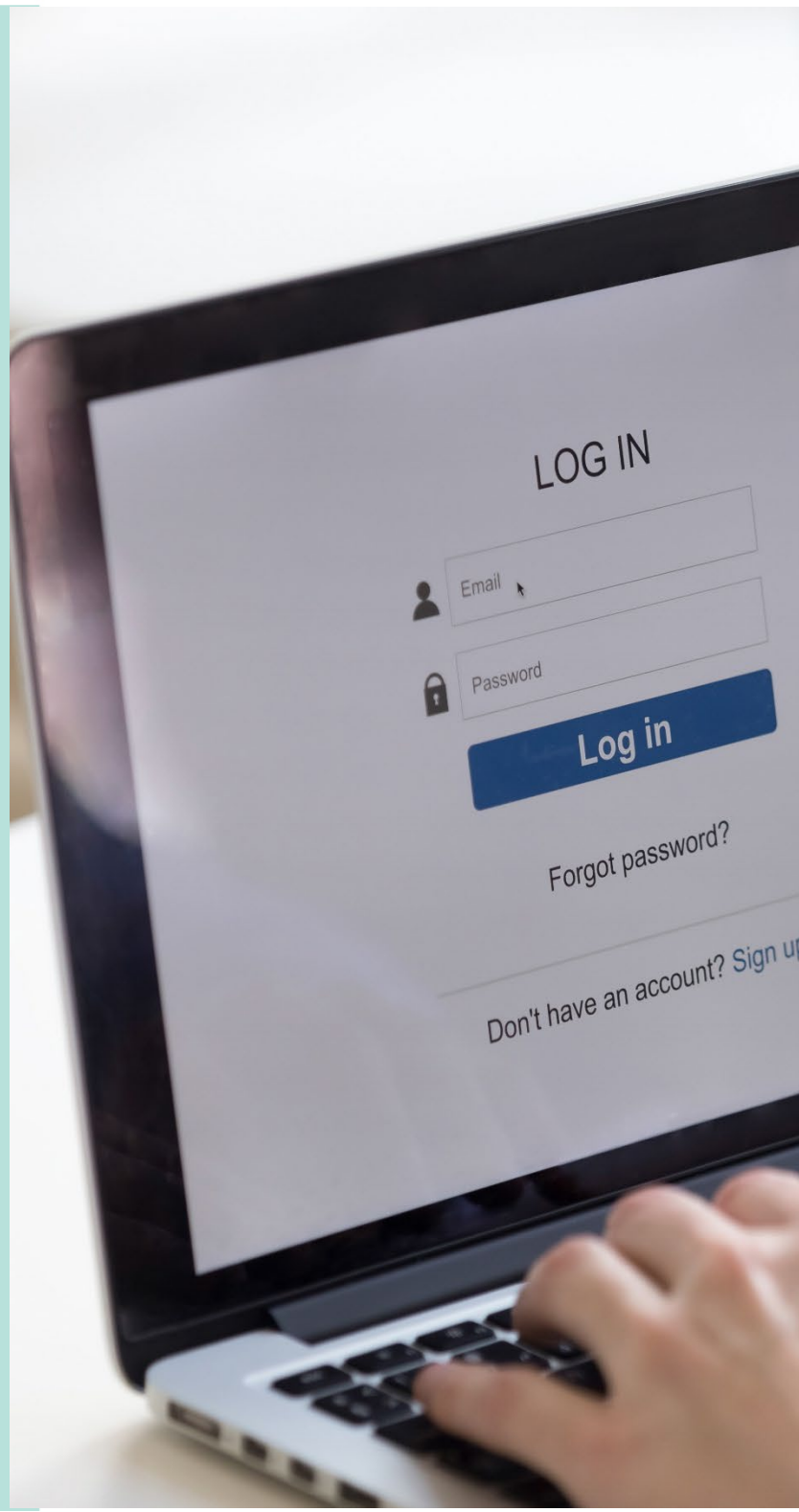


Create an online account to lodge an application


Version 1.0
24 July 2020

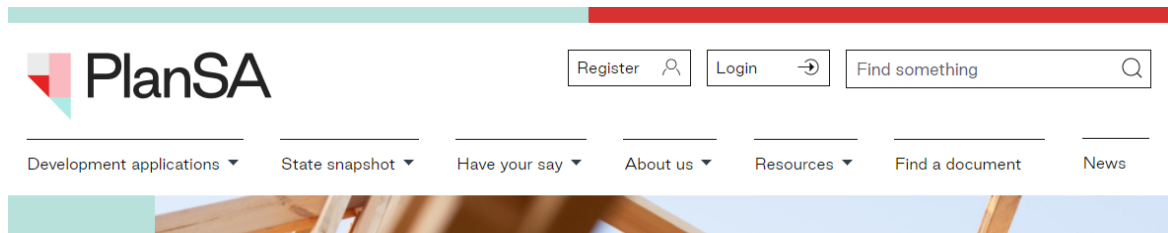


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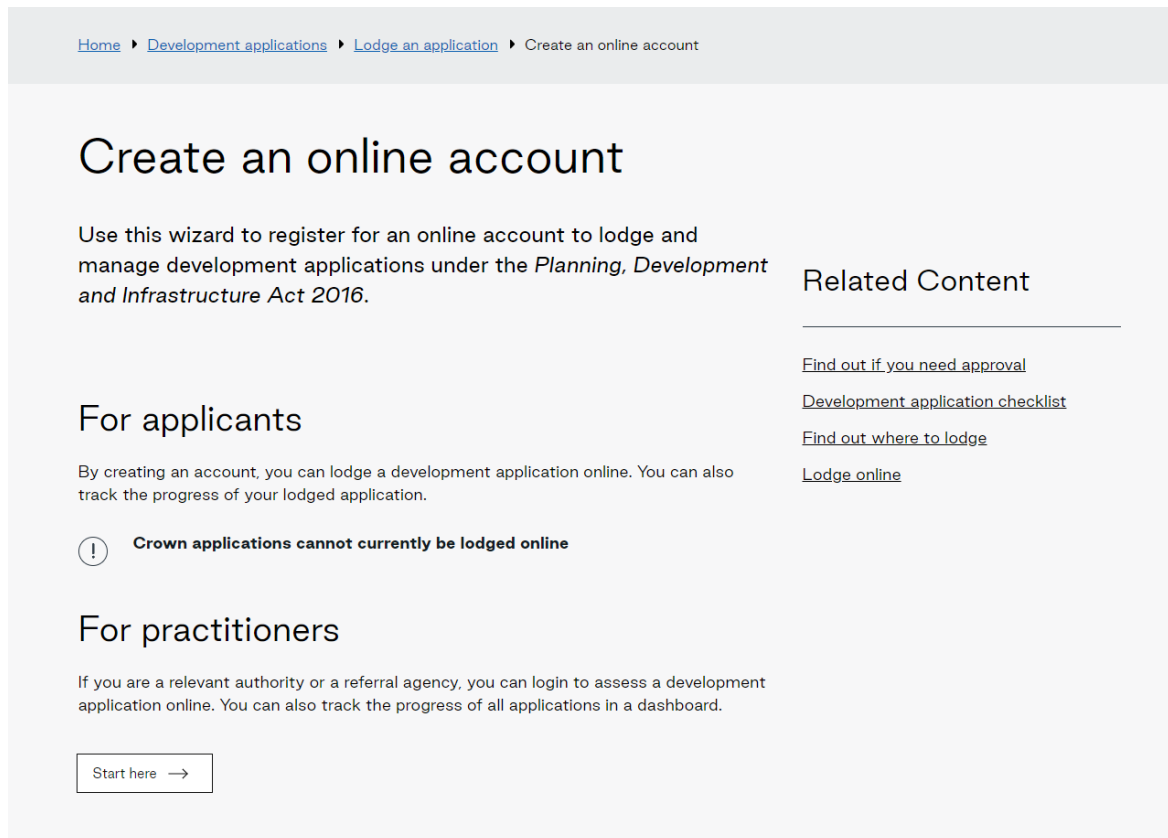


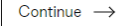
1. Complete Online Account Registration

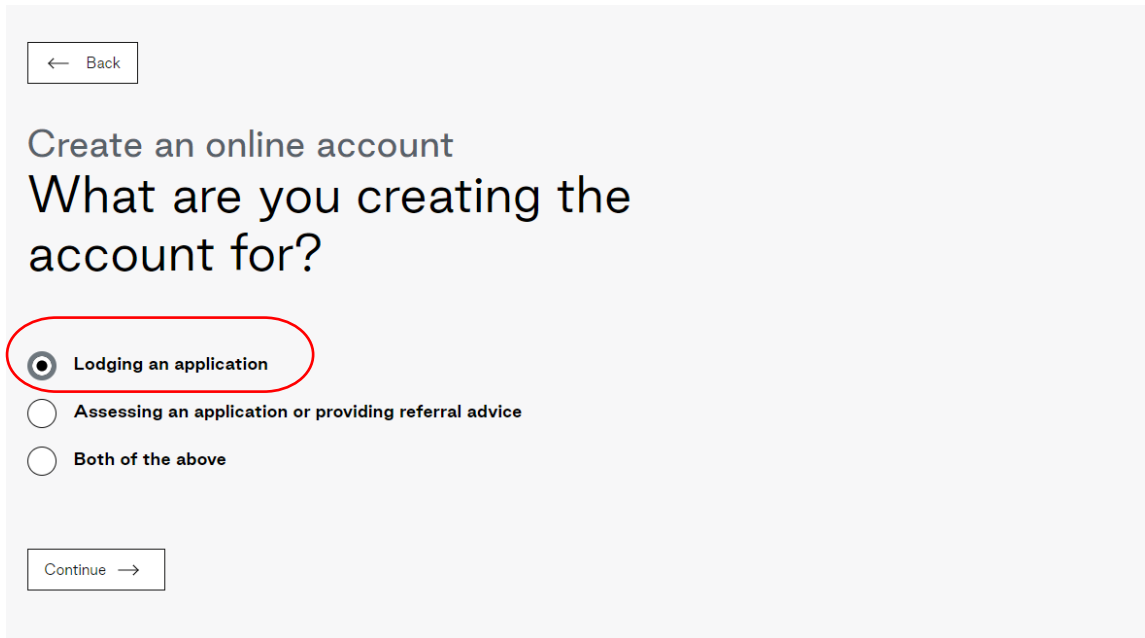
1. Go to the **PlanSA** website and select the  **Register**.



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



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



← Back

Create an online account

What are you creating the account for?

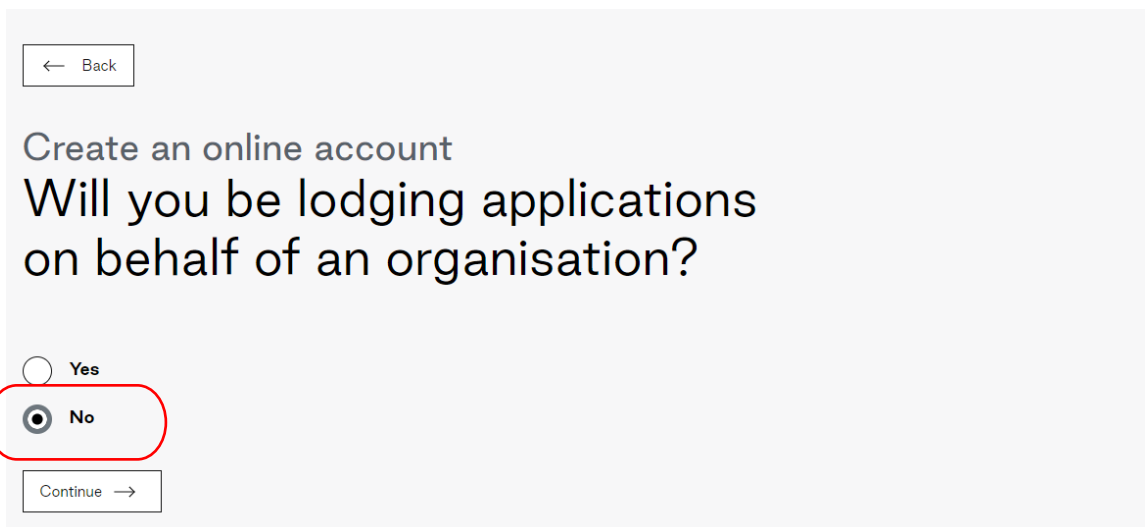
☒ Lodging an application

☐ Assessing an application or providing referral advice

☐ Both of the above

Continue →

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



← Back

Create an online account

Will you be lodging applications on behalf of an organisation?

☐ Yes

☒ No

Continue →

5. Complete the registration and then click

Create account →

Create account.

← Start again

Create an online account

Register yourself

Create your account to manage development applications online.

Title *

Miss ▼

Given name

Hayley

Family name

Public

Email address

learningexample@gmail.com

Phone number

Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678

0411000568

Alternate phone

Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678

Postal Address

Street

UNIT 2 608 ANZAC HIGHWAY

[Let me search for an address](#)

City

GLENELG EAST

State

SOUTH AUSTRALIA ▼

Postcode


5045

Preferred contact method

☒ Email

☐ Post

✓ I'm not a robot


reCAPTCHA
[Privacy](#) · [Terms](#)

Create account →

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

Create an online account Register yourself

Create your account to manage development applications online.

Your account has been created.

You will receive an email shortly to sascha.woods@sa.gov.au to confirm your online account.

Once you have confirmed your account, you will receive another email with your username, temporary password and a link to log in.

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.



Dear Hayley,

We have received a request from you to create an online account.


Please confirm your account by navigating to the following link:




[https://plan.sa.gov.au/dev/dap_-_user_creation/confirm_email?
reguid=8a5ac79e-8af5-4396-b9a7-fb75458ede2b](https://plan.sa.gov.au/dev/dap_-_user_creation/confirm_email?reguid=8a5ac79e-8af5-4396-b9a7-fb75458ede2b)

Thank you,

PlanSA

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



Register  Login  Find something 

Development applications ▾ State snapshot ▾ Have your say ▾ About us ▾ Resources ▾ Find a document ▾ News

Create an online account

Register yourself

Create your account to manage development applications online.

Create an online account

Thank you for confirming your email address. Your online account is now created.

You'll receive another email shortly from *Appian for Dept. of Planning* containing your username, temporary password and a link to log in.

If you have any questions about the DAP, please contact us at DPTI.PlanningReform@sa.gov.au.

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:

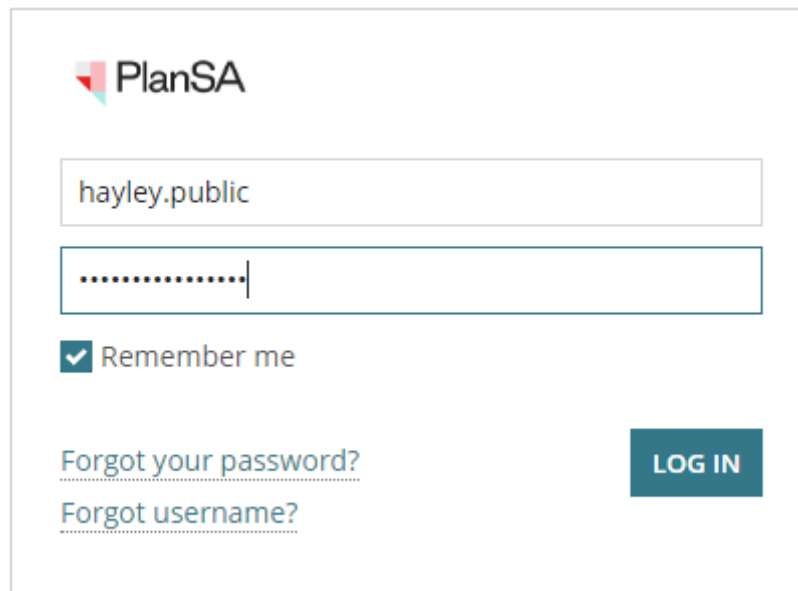
User Name: hayley.public

Temporary Password: h1i3S2JaqQ7hbX3z

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

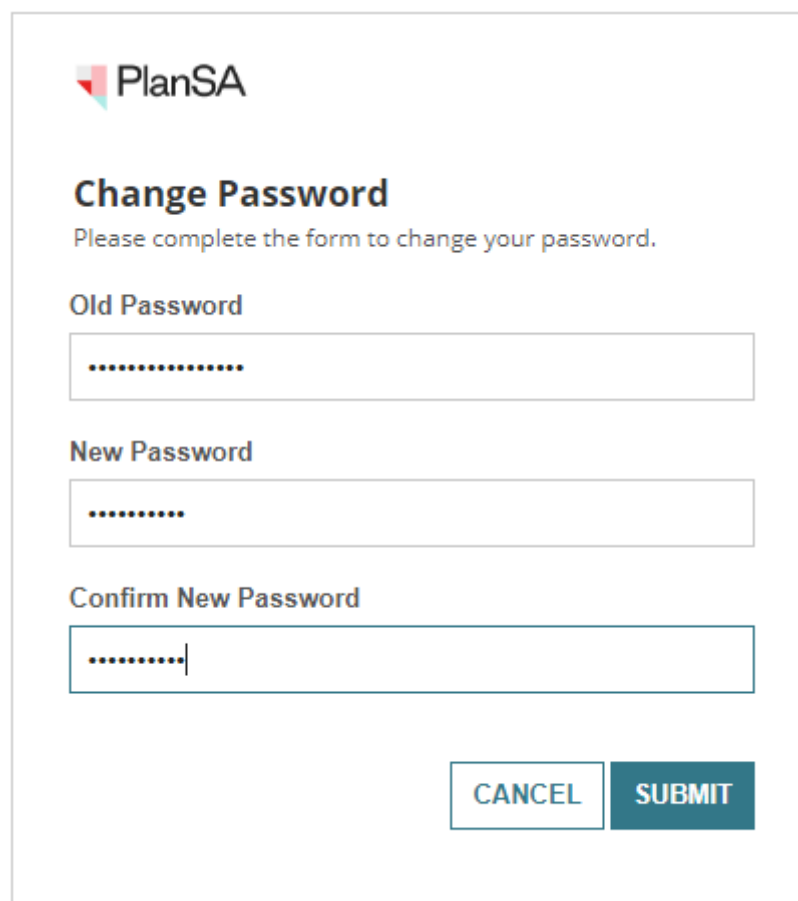
If you have any questions, please speak to your Organisation Administrator or contact us at dpti.eplanningservicedesk@sa.gov.au or 08 8456 4840.

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



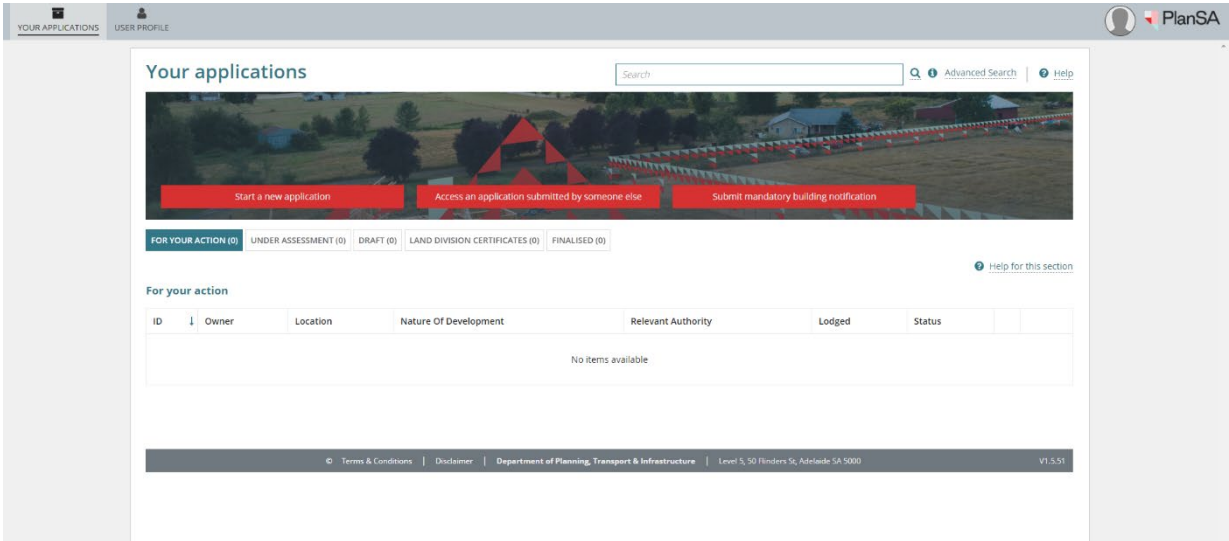
The image shows the PlanSA login interface. At the top left is the PlanSA logo. Below it are two input fields: the first contains the text 'hayley.public' and the second contains a series of dots representing a masked password. Below the password field is a checkbox labeled 'Remember me' which is checked. To the right of the input fields is a dark blue button labeled 'LOG IN'. Below the input fields are two links: 'Forgot your password?' and 'Forgot username?'. The entire form is enclosed in a light gray border.

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.



The image shows the PlanSA 'Change Password' screen. At the top left is the PlanSA logo. Below it is the heading 'Change Password' followed by the instruction 'Please complete the form to change your password.' There are three input fields: 'Old Password' (containing dots), 'New Password' (containing dots), and 'Confirm New Password' (containing dots). At the bottom right are two buttons: 'CANCEL' and 'SUBMIT'. The entire form is enclosed in a light gray border.

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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