

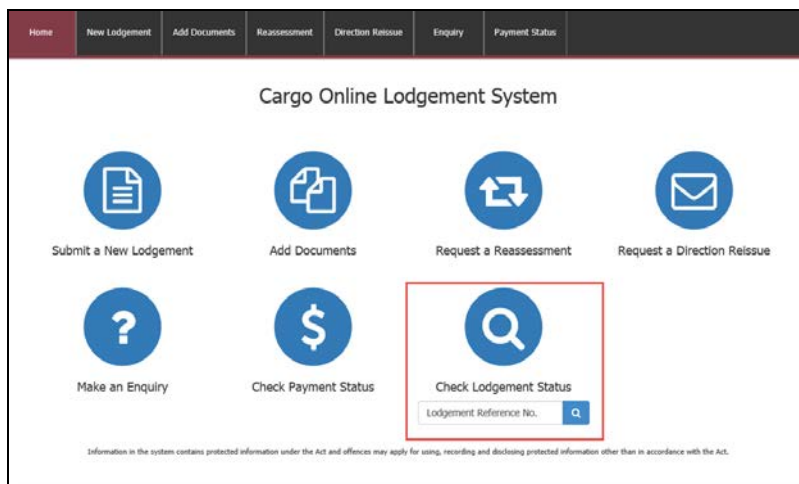
# How do I check my lodgement status?

This task card demonstrates how to check the progress of your lodgement assessment. Statuses will appear as Lodged, Escalated to Team Leader, Awaiting Assessment by Team Leader or Completed if the assessment has been escalated either manually or by the system. If the assessment has not been escalated the status will appear as Lodged, Awaiting Assessment, Assessment in Progress or Completed. You will receive real time progress advice on the status of your lodgement.

## 1. Lodgement status

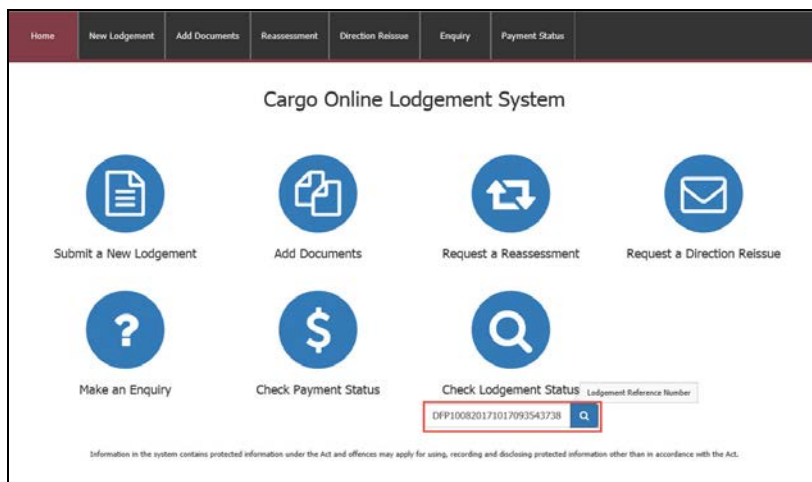
### 1.1 Home page

Go to the Cargo Online Lodgement System



Select **Check Lodgement Status**

### 1.2 Enter your Lodgement Reference Number



Enter your **Lodgement Reference Number (LRN)**

The LRN will be the number given at the time of the original lodgement.

It is a 26 digit number.

*You can copy and paste the LRN from your email notification that you received at the time of initial lodgement.*

Select 

### 1.3 Lodgement Status

The screenshot shows a window titled "Lodgement Status" with a close button in the top right corner. The main content area has a light blue background and contains the following text:

Assessment request received on Tue 14 November 2017 at 14:33:19 AEDT has a status of **Awaiting Assessment**

Please [click here](#) to have the original lodgement email, including coversheet, resent to your email address.  
Please [click here](#) to have attachments lodged with this LRN, including any additional documents, resent to your email address.

Below the text is a horizontal progress bar with four stages: "Lodged", "Awaiting Assessment", "Assessment in Progress", and "Completed". Each stage is represented by a circle. The "Awaiting Assessment" circle is blue and highlighted with a red square, while the other circles are grey.

From this screen you will see the current status of your lodgement.

Select **click here** to have an email with the original lodgement details sent to you.

Select **click here** to have any attachments that have been lodged sent to the email address nominated on your original lodgement.

*The status that the lodgement has moved through will be shown by a blue dot.*

*You will receive real time progress advice on the status of your lodgement.*