



Australian Government
Department of Agriculture,
Water and the Environment

New EPBC Act Business Portal user guide

Part 1: Access and overview



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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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1 Context

1.1 What the document covers

This document provides guidance on accessing the EPBC Act Business Portal. Part 1 of the guidance documents covers the following aspects:

- 1) Accessing the Business Portal
- 2) Creating an account and logging into the Business Portal
- 3) Accessing the dashboards

For more guidance on how to create and submit a new referral and managing a project, please refer to other guides.

1.2 Audience for this guidance document

This document is for:

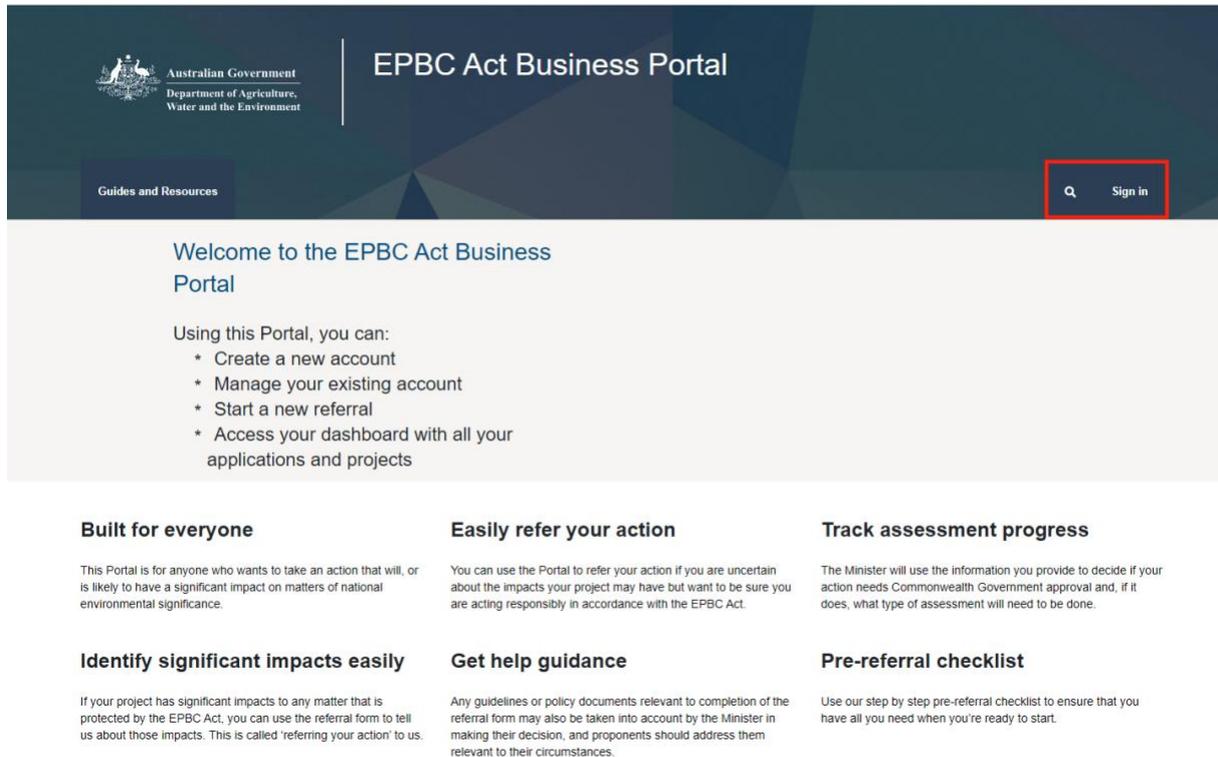
- those who submit EPBC Referrals to the Department
- those who are project contacts for EPBC Referrals that are submitted to the Department.

2 Guidance

2.1 Accessing the EPBC Act Business Portal

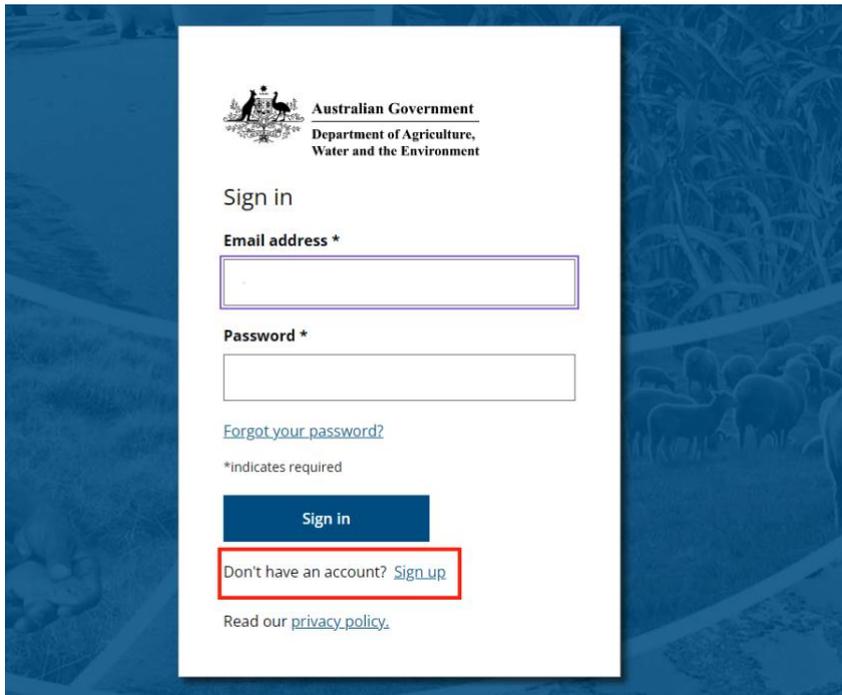
- 1) The new EPBC Act Business Portal can be accessed [here](#).
- 2) Select **Sign in** at the top-right to sign in or create an account.

Figure 1 Business portal home page



- 3) If you have an account already, you can enter your email address and password and sign in. If you do not have an account, you can create an account by selecting **Sign up**.

Figure 2 EPBC Business portal sign in page

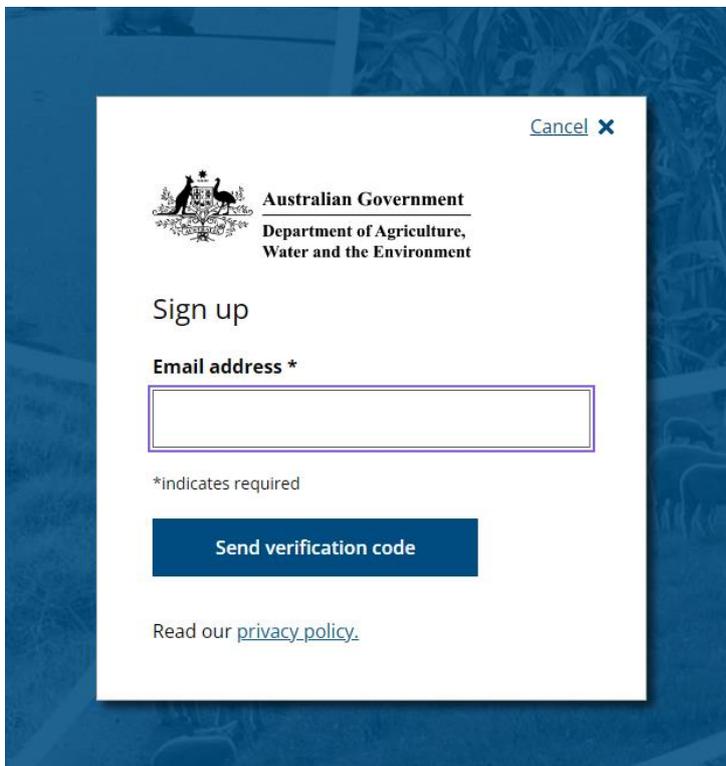


The screenshot shows the sign-in page for the Australian Government Department of Agriculture, Water and the Environment. At the top left is the Australian Government crest. To its right, the text reads "Australian Government" and "Department of Agriculture, Water and the Environment". Below this is the heading "Sign in". There are two input fields: "Email address *" and "Password *". A blue button labeled "Sign in" is positioned below the password field. Below the button is a red-bordered box containing the text "Don't have an account? [Sign up](#)". Above the "Sign in" button is a blue link "Forgot your password?". Below the "Sign in" button is the text "*indicates required". At the bottom of the form is a link "Read our [privacy policy](#)."

2.2 Create an account

- 1) When you have selected **Sign up**, you will have to provide your preferred email address. Then select **Send verification code**.

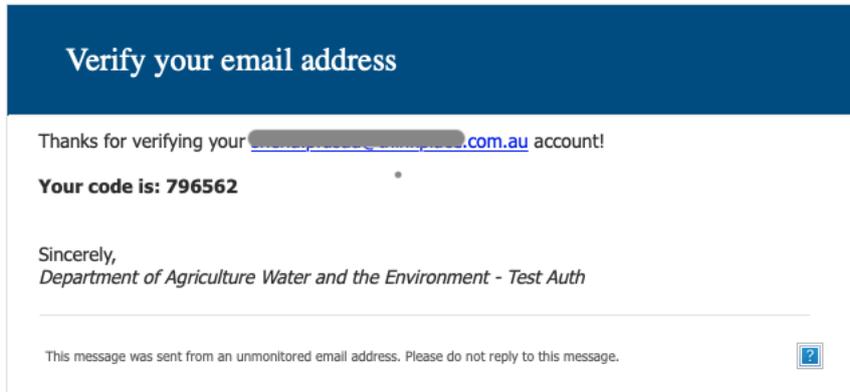
Figure 3 EPBC Business portal sign up page



The screenshot shows the sign-up page for the Australian Government Department of Agriculture, Water and the Environment. At the top right is a blue link "Cancel" with a close icon. Below this is the Australian Government crest. To its right, the text reads "Australian Government" and "Department of Agriculture, Water and the Environment". Below this is the heading "Sign up". There is one input field: "Email address *". Below the input field is the text "*indicates required". A blue button labeled "Send verification code" is positioned below the input field. At the bottom of the form is a link "Read our [privacy policy](#)."

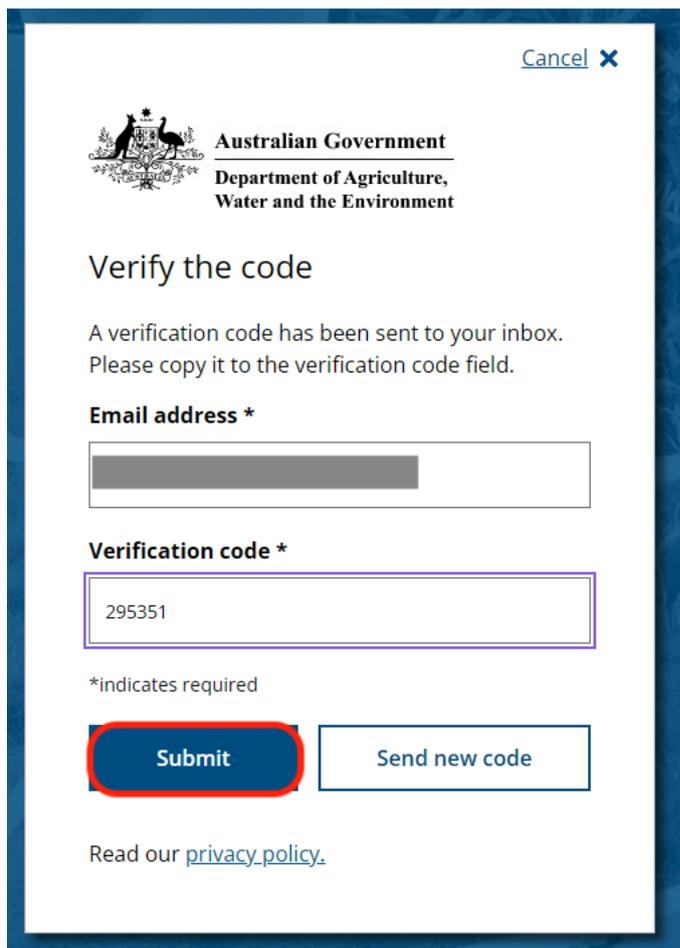
- 2) A verification code will be sent to the email provided, from the Department of Agriculture Water and the Environment. Please look for an email from msonlineserviceteam@microsoftonline.com

Figure 4 Screen shot of verification email with verification code



- 3) Type in the verification code provided and select **Submit**.

Figure 5 Code verification page



- 4) Create your account by providing a password, your first name and last name. Select **Create account**.

5) The password must be between 8-64 characters. The password must have at least 3 of the following:

- A lowercase letter
- An uppercase letter
- A digit
- A symbol

Figure 6 Account creation page

[Cancel](#) ✕

 **Australian Government**
Department of Agriculture,
Water and the Environment

Create an account

Your email address is verified. You can now create an account.

Email address *

Verification code *

New password *

Confirm new password *

First name

Last name

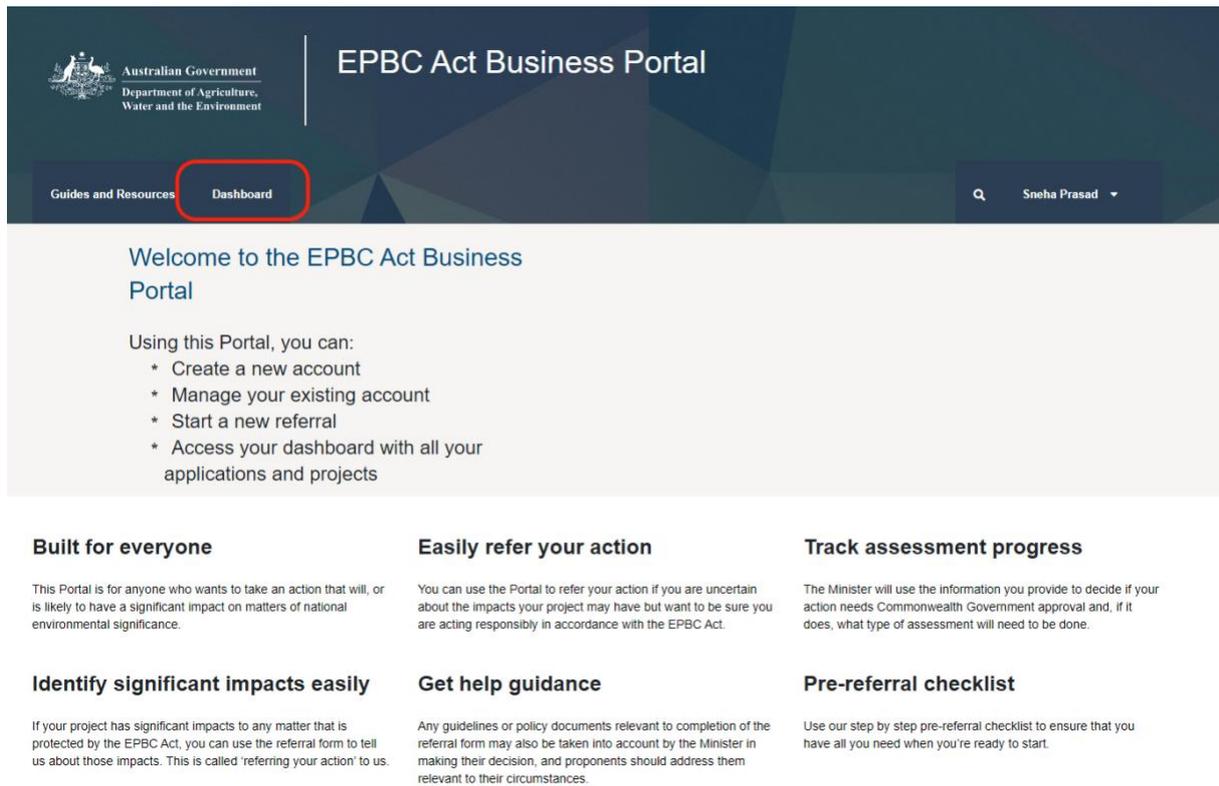
*indicates required

Create account

Read our [privacy policy](#).

Once you have created an account, you will be able to see the **Dashboard** tab.

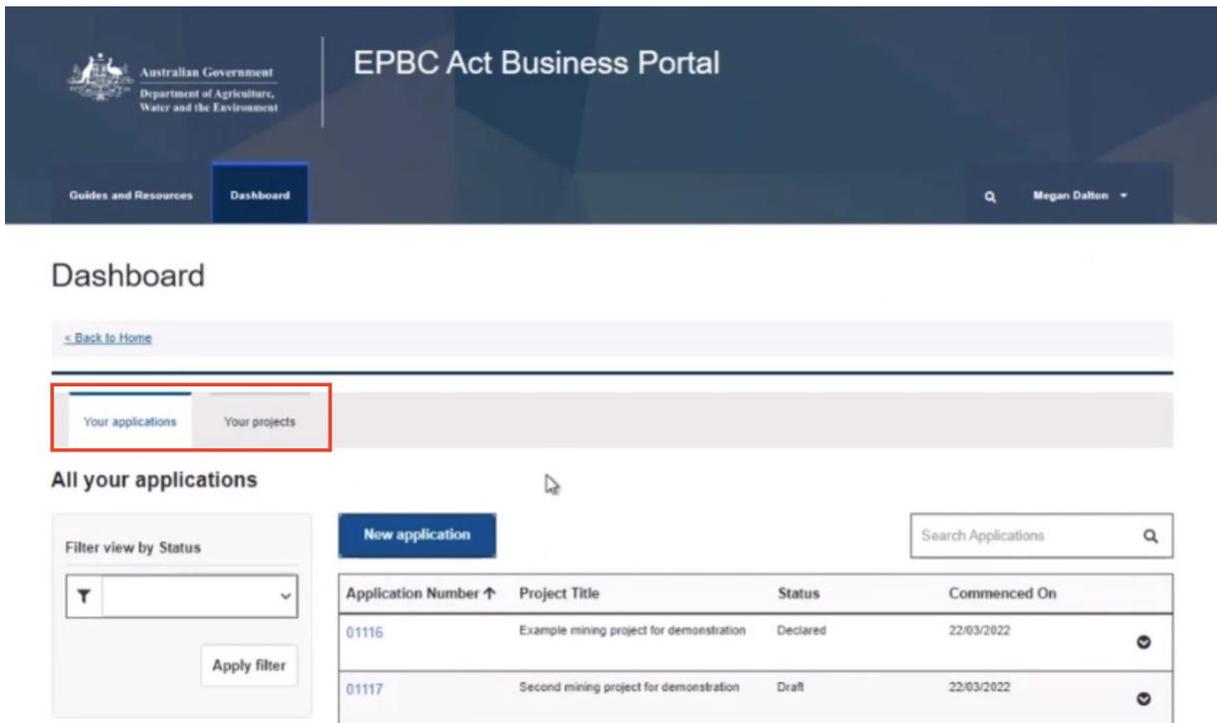
Figure 7 Dashboard accessible after successful log in



2.3 Overview of Dashboard

When you have successfully signed into your EPBC Business Portal account, you can access the Dashboard. The dashboard is the place where you can see your applications and your projects. Please note: You will have immediate access to see new projects you have submitted and existing projects where you are listed as a contact with the same email.

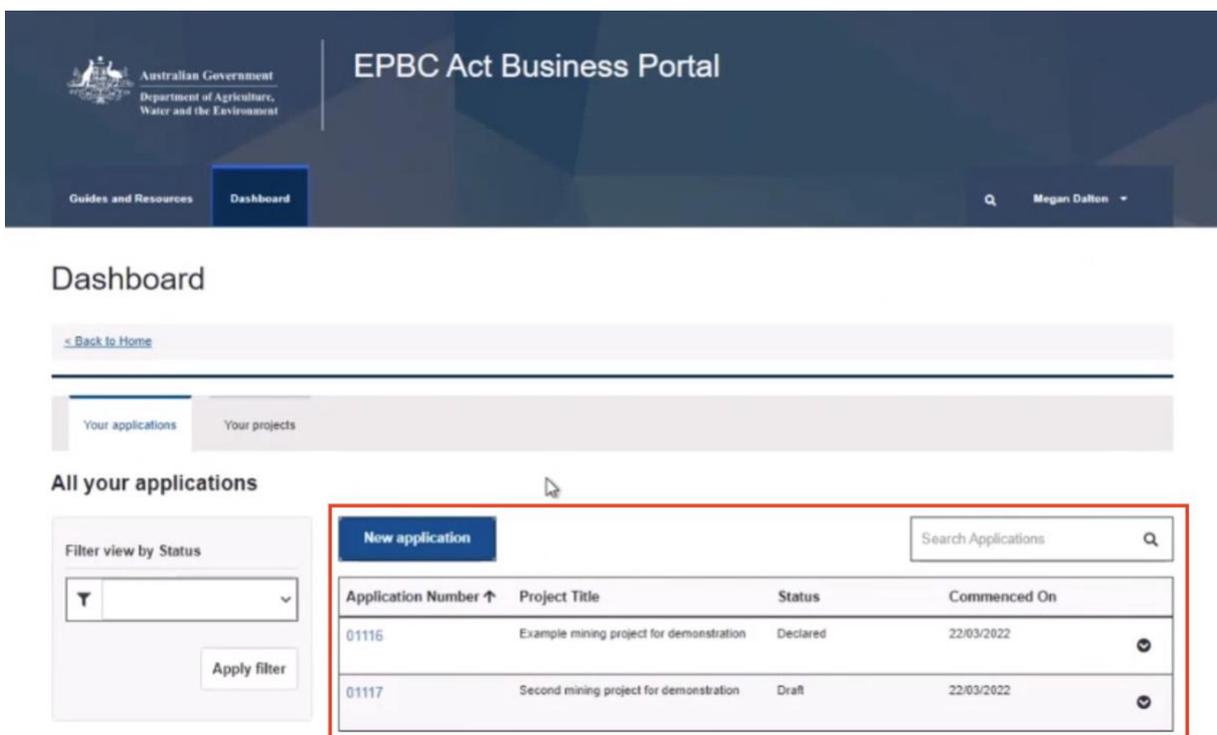
Figure 8 Applications and projects dashboards



2.3.1 The Applications dashboard

The **applications** dashboard area lets you start new referral applications, progress them and submit them to the Department. You can also see the progress of any referral applications that you have commenced.

Figure 9 Applications dashboard area

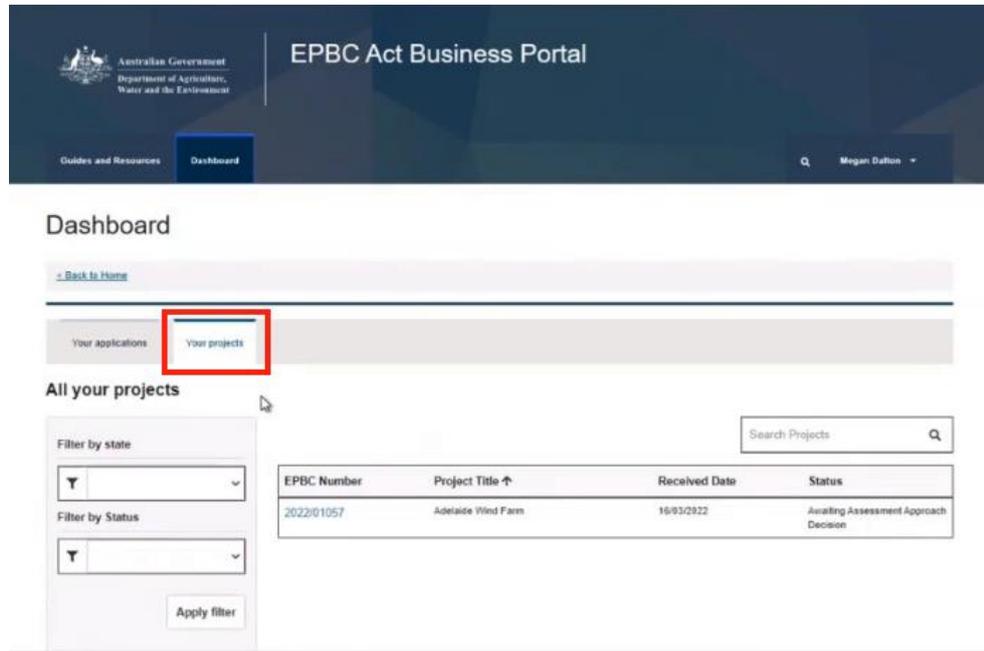


The creation of a new application will be covered in a separate guidance document.

2.3.2 The Projects Dashboard

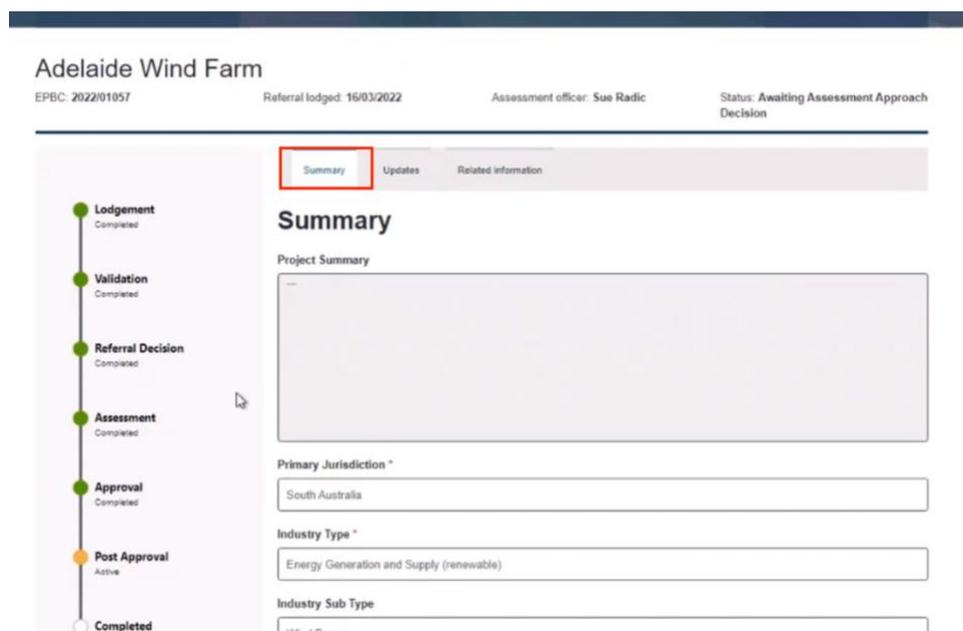
This is the dashboard that lets you see every project that has been submitted to the Department where you are registered as a project contact. In this dashboard, you will be able to see the general details of the project and a visual indicator of where your project is up to.

Figure 10 Projects dashboard



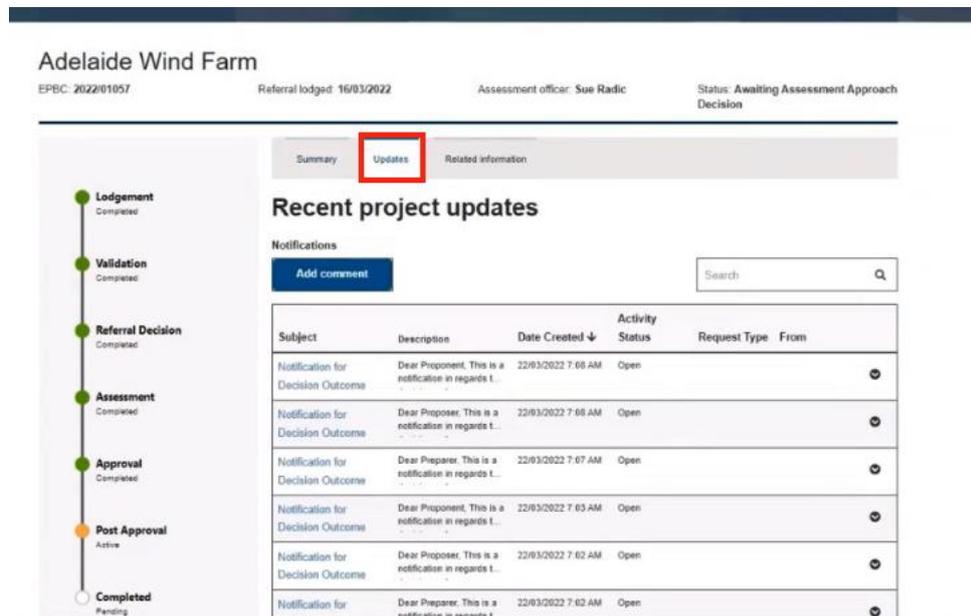
- 1) Select a project to see its summary. The summary page shows the project's name, EPBC number, assigned officer and its current status. There is also a visual indicator to show the progress and status of the project.

Figure 11 Project summary view



- 2) Select **Updates** (Figure 12). This view shows all notifications and emails between the project contacts and the Department related to this project.

Figure 12 Project updates view



- 3) Select **Related information** (Figure 13). This is where you will be able to see any links, documents and linked referrals related to the project.

Figure 13 Project related information

