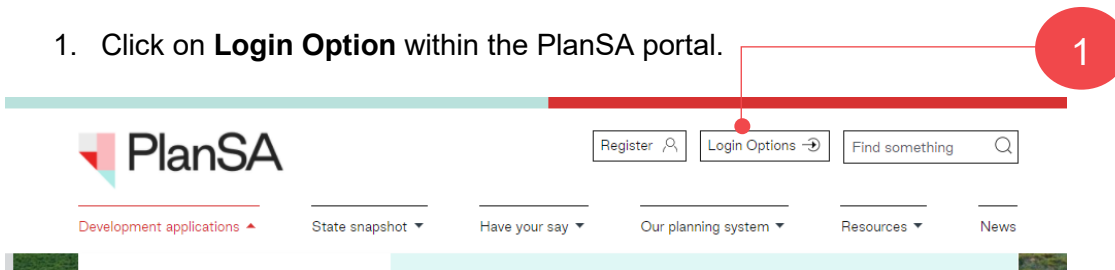


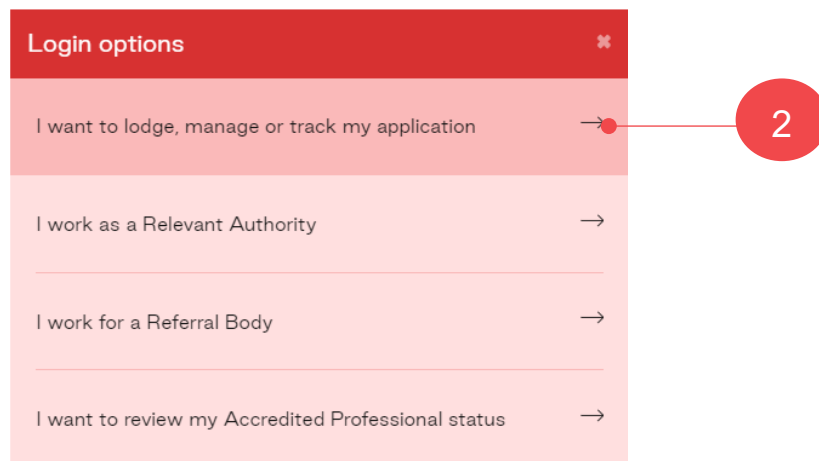
## Getting Started

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

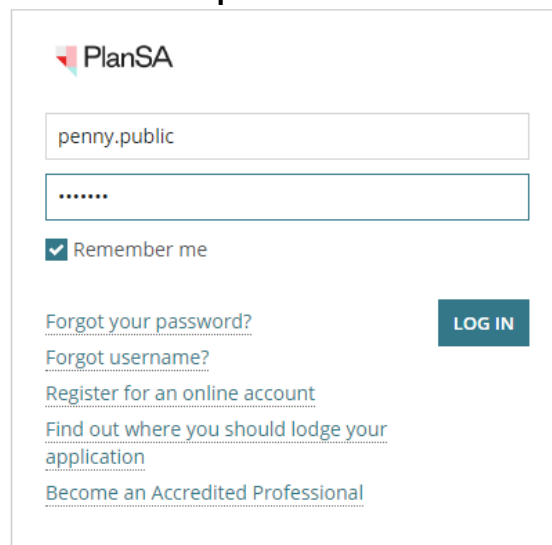
1. Click on **Login Option** within the PlanSA portal.



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

**Document search**

Search by Name | Search by Category | Search by Type

**Where was the document uploaded?**

Application  
 Planning Consent  
 Building Consent

**Additional document filters**

Snapshots  
 Invoices

Document	Type
<input type="checkbox"/> TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice
<input type="checkbox"/> FeeAdvice-Application20001551-PlanningConsent-1389-27894.pdf	Fee Advice

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

Document	Document Type
TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice
FeeAdvice-Application20001551-PlanningConsent-1389-27894.pdf	Fee Advice

Tax Invoice - Appli...pdf