

## Background

1

Updating applicant or contact information for an application may be needed when;

- an email notification has 'bounced' due to an email address being incorrect
- a letter has been 'returned to sender'
- a contact has advised a change of postal address and/or email
- a contact has been replaced by another person / business.

## Locate the application contacts

1. On logging in, the **Assessment** dashboard will display.
2. Search for the development application using the **ID** number.
3. Remove the **Assigned to me only** checkbox to view **all** applications.

### Important!

For applicants following these instructions the **Assigned to me only** checkbox will not display within the **Your Applications** screen.

### Development application processing

This is the

# TRAINING

Submit mandatory building notification

Submit mandatory Re-Inspection notification

FOR YOUR ACTION (58)

ASSESSMENT IN PROGRESS (132)

WAITING (31)

UPCOMING (9)

COMPLETED (76)

BUILDING NOTIFICATIONS

0 results for: "21000141"

Assigned to me only

4. Click on the **ID** of the application to view more details.

1 results for: "21000141"

Assigned to me only

ID	Owner	Location	Nature of Development
21000141	Big Business	LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 O..	tourist accommodation

# How to...

## Update contact details for an application contact



## Update contact details

### Important!

The contact details cannot be updated when the status of the development application is 'Awaiting Payment'.

5. The **development application – summary** screen is shown. Scroll down to the **Applicant contacts**.
6. Click on **Edit** against the applicable contact.

> [View team workload](#) [Help for this section](#) [SAVE USER ALLOCATION](#)

Application contacts

<b>Applicant</b> <a href="#">Edit</a>	
<b>Name:</b> Big Business <b>Type:</b> Business <b>Address:</b> 1 KING WILLIAM ROAD UNLEY	<b>Preferred Contact Method:</b> Email <b>Email:</b> sascha.woods@sa.gov.au
<b>Primary Contact</b> <a href="#">Edit</a>	
<b>Name:</b> Big Business <b>Type:</b> Business <b>Address:</b> 1 KING WILLIAM ROAD UNLEY	<b>Preferred Contact Method:</b> Email <b>Email:</b> belinda.monier@sa.gov.au
<b>Land Owner</b> <a href="#">Edit</a>	
<b>Name:</b> Big Business <b>Type:</b> Business <b>Address:</b> 1 KING WILLIAM ROAD UNLEY	<b>Preferred Contact Method:</b> Email <b>Email:</b> sascha.woods@sa.gov.au
<b>Invoice Contact</b> <a href="#">Edit</a>	
<b>Name:</b> Miss Penny Money <b>Type:</b> Individual <b>Address:</b> 1 KING WILLIAM ROAD UNLEY	<b>Preferred Contact Method:</b> Email <b>Email:</b> woodssash@gmail.com

[Add new application contact](#)

7. The **Edit Invoice Contact** screen is showing and then overwrite the applicable fields with the details provided. \* Indicates mandatory fields.

- **Contact details\***: Title – First Name – Last Name
- **Postal Address\***
- **Preferred Contact Method:** Email or Post
- **Phone**
- **Alternative Phone**
- **Email\***

8. Click on **Save** to keep the changes.