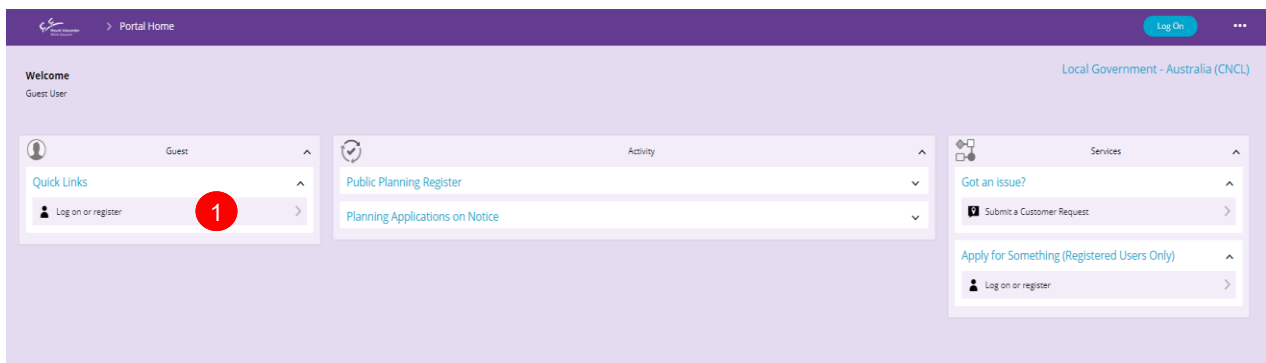


# My Mount Alexander - Lodge an Application or Amendment

## 1. Log into My Mount Alexander

A registered user account is required to submit an application or amendment. From the Portal Home screen select **1** Log on or Register. Follow steps to log in to your account.



Select to Login to the My Mount Alexander portal with your **2** user name or email and password

If you don't have an account you can register on one by clicking on **3** Don't have an account? followed by **4** Register using Email

## myMount Alexander

Log on using your details

**2** User name or email address

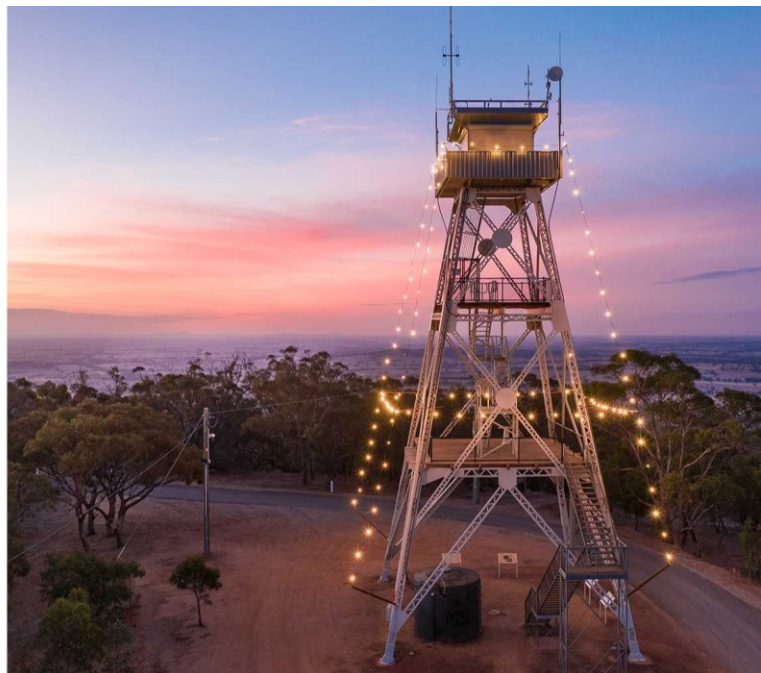
Password

Keep me logged on  Accessibility Mode ⓘ

**3** [Don't have an account?](#)

Register using Email **4**

[Terms and Conditions](#)

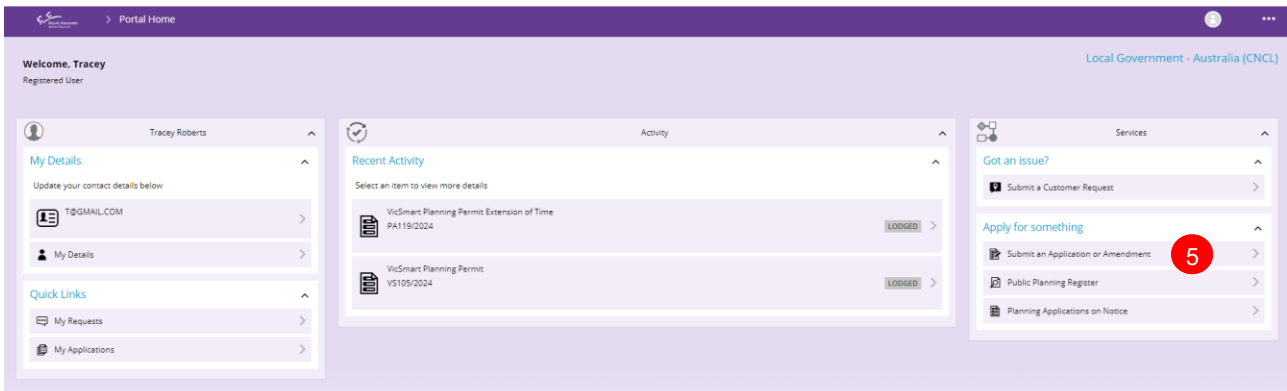


# My Mount Alexander - Lodge an Application or Amendment

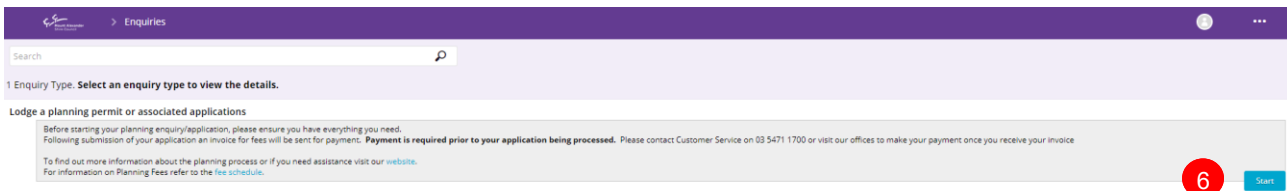
## 2. Submit an Application / Enquiry

To submit a new application or an amendment for an application that is not accessible via your account click on **5 Submit an Application or Amendment**.

Where the application type is an amendment you may be asked for the original planning application number if available.

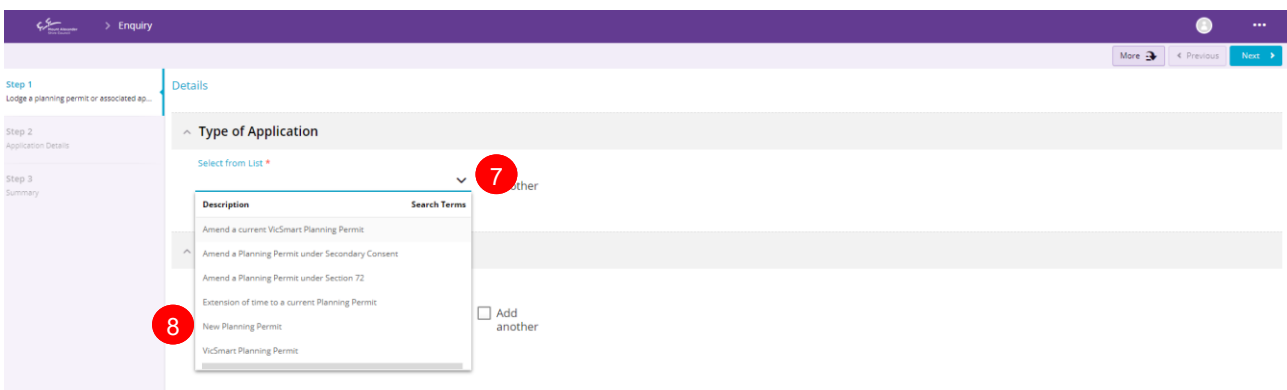


At the **Enquiries** screen click on the **6 Start** button to Lodge a planning permit or associated application



## 3. Type of Application

Use the **7 drop down** arrow to select the Type of Application to be submitted. ie **8 New Planning Permit**. Complete the questions, select the property the application relates to and select next. Follow the prompts to the **Application Lodgement** screen.



# My Mount Alexander - Lodge an Application or Amendment



## 4. Application Lodgement

On the **Application Lodgement** screen the **9 Actions Required** section lists items in Red that are mandatory requirements for completion prior to submission of the amendment. Click the **10 Go** button to access the mandatory screen for completion.

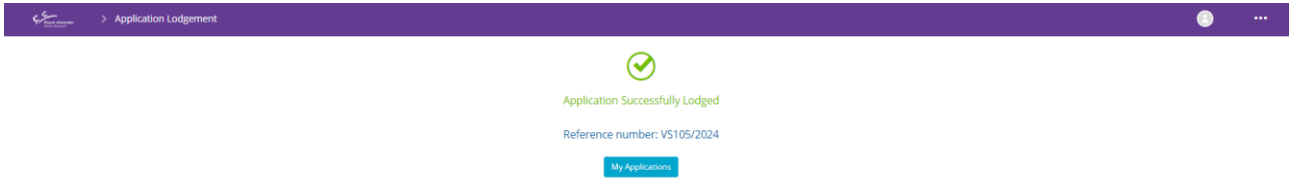
The screenshot shows the 'Application Lodgement' screen for a 'Planning Application Amendment (50, 50A, 57) (Default)'. The 'Actions Required' section on the right lists four items: 'Mandatory additional questions are required to be answered' (REQUIRED), 'Mandatory details questions have been answered' (COMPLETED), 'Applicant: Tracey Roberts' (COMPLETED), and 'Debtor account: Tracey Roberts' (COMPLETED). A red circle with the number '9' is placed over the 'Actions Required' header, and a red circle with the number '10' is placed over the 'Go' button. A red arrow points from the 'Go' button back to the 'Mandatory additional questions' item.

Answer questions, add attachments, and any additional requirements. When completed all Actions Required will turn **11 Green** and the **12 Finalise and Lodge** button will appear.

The screenshot shows the 'Application Lodgement' screen after completion. The 'Finalise and Lodge' button is now visible and highlighted with a red circle containing the number '12'. The 'Actions Required' section on the right now shows all four items as 'COMPLETED', with a red circle containing the number '11' placed over the 'Mandatory details questions have been answered' item. The 'Ready To Lodge' button is also visible in the left sidebar.

Your application or amendment has been lodged.

# My Mount Alexander - Lodge an Application or Amendment

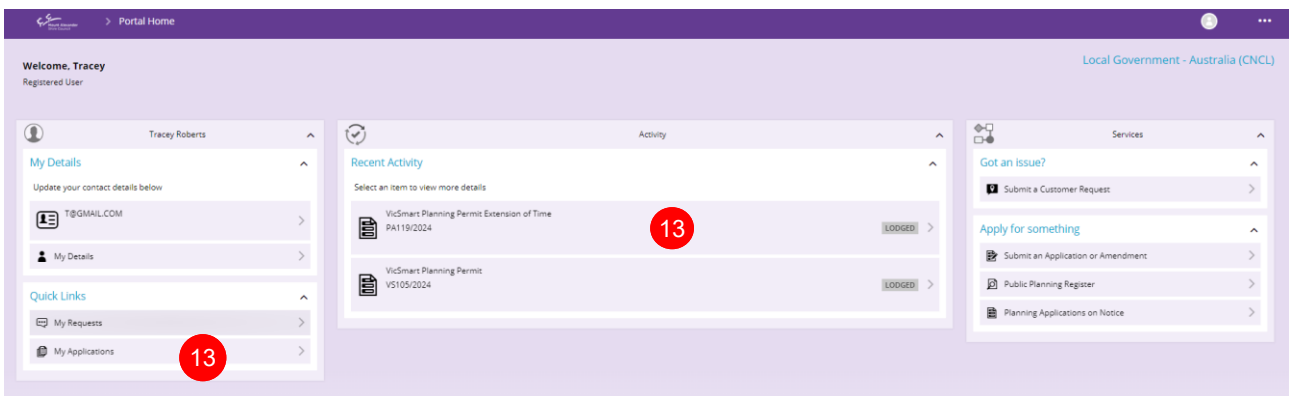


## 5. Amendment to an existing application

To assist with managing applications and amendments, applicants may submit amendments to applications online via the portal.

If you have a registered account and have submitted applications via the portal they will appear under **My Applications** in the **Quick Links** section of the portal home screen.

Navigate to and view the application to be amended via **13** My Applications or in the Recent Activity list



Click the **14** More button and select the type of amendment to be submitted.

