

NEATS Industry Portal guidance

The following provides guidance relating to the use of the NEATS Industry Portal.

For further information on the NEATS Public Portal see the NEATS info page on the NOPTA website at: <http://www.nopta.gov.au/neats-info.html>

- [Accessing the Industry Portal](#)
- [Using the Industry Portal](#)
- [The Industry Portal dashboard](#)
- [Lodge an application](#)
- [Payments](#)
- [Reporting](#)

Accessing the Industry Portal

The Industry Portal can be accessed through the NEATS website (<https://neats.nopta.gov.au>).

Titleholders who are registered with the Industry Portal can access this through the [Login](#) link located on the top right of the screen.

New titleholders/company users can register for access to the Industry Portal by clicking the [Industry User Registration](#) link.

Welcome to the National Electronic Approvals Tracking System (NEATS).

NEATS has been developed in response to a recommendation contained within the Productivity Commission (PC) Review of Regulatory Burden on the Upstream Petroleum (Oil & Gas) Sector (April 2009) to develop an electronic approvals tracking system, as part of the broader reform process to establish a single national regulator for offshore petroleum activities in Australia's Commonwealth waters. NEATS is administrated by the National Offshore Petroleum Titles Administrator (NOPTA), acting on behalf of the Australian Government.

NEATS currently provides access to publicly available information concerning offshore petroleum titles and applications and provides industry with portal access for the online payment of fees and the lodgment and tracking of applications.

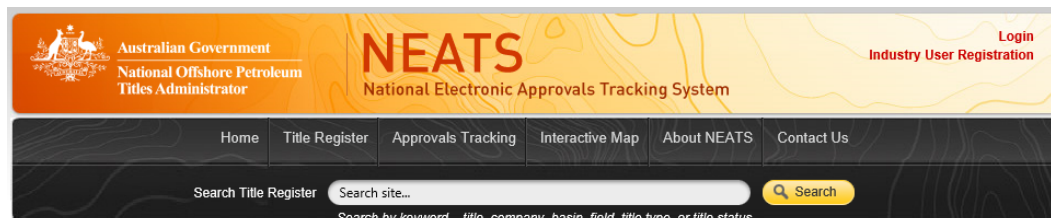
NEATS will continue to develop over time with future releases to further increase functionality. Key areas being considered for future development include reporting functionality and management and lodging of regular reporting.

Go to NOPTA.gov.au | [Copyright](#) | [Security Advice](#) | [Disclaimer](#) | [Privacy](#) | [Accessibility](#)

Login and Industry User Registration
<https://neats.nopta.gov.au/>

Industry user registration

Once the Industry User Registration link has been selected, the user will need to complete a [Create a New Account](#) form.



> [Home](#) > [Create A New Account](#)

Create a New Account

User Name:

- Should be between 9-15 characters and be (at a minimum) a mix of lower case (a-z) and upper case (A-Z).
- Can contain numerical (0-9)
- Cannot contain special characters.

User Registration

All fields with asterisks (*) are mandatory

To be able to associate to a company:
Select a company from the drop-down list. The company will appear in the Associated Company box. Repeat for all other associated companies

When associating to a company that is not in the list, please select "Register a New Company" from the Select Company drop-down.

To remove a company from the list
Select a company from the associated company list.
Click the Remove Company for List button.

Position specified should be your job title at the first company selected

I have read and accept the Terms and Conditions

User Name: *

First Name: *
Initials:
Position:

Company: -- Select a Company --

Associated Company: *

Question: -- Select a Question -- *
Question Answer: *

Telephone: *
Mobile: *

Email: *
Confirm Email: *

[Go to NOPTA.gov.au](#)

[Copyright](#) | [Security Advice](#) | [Disclaimer](#) | [Privacy](#) | [Accessibility](#)

<https://neats.nopta.gov.au/Account/Register>

Complete the form:

- 1 Enter a **User Name**: this should be between 9-15 alphanumeric characters including a mix of lower case (a-z) and upper case (A-Z) letters. It cannot contain special characters.
- 2 Enter your **personal and contact details**.
- 3 From the Company drop-down list, **select a company** (or companies) you are associated with. The selected companies will appear in the Associated Company box.
- 4 Select a security **Question** from the drop-down list and provide an answer in the field below.
- 5 View the **Terms and Conditions** and check the tick box to confirm you have read them before selecting the Submit button.
- 6 Once you have selected **Submit** you will receive an email acknowledging your registration.
- 7 The Company Administrator for your company will approve your registration, allocate you the appropriate role and the system will email you a temporary password.
Note: If you have requested access to more than one company, the administrator for each company will need to approve and assign a role for that company before you can access its data.
- 8 You will then need to **login** to the portal and will be prompted to change your password.

Using the Industry Portal

The Industry Portal is managed through the allocation of six roles, including:

- administrator
- read only
- create
- edit
- lodge
- payer.

Each role offers different levels of access within the Industry Portal. All roles can view a company's titles, current tasks, applications, and payment history. The Industry Portal also allows you to create a range of reports and maintain your own details via the [Dashboard](#).

Administrator

The Administrator approves and manages the access for all additional users associated with their company (including additional administrators) and has the authority to perform any function in relation to all six roles. A person nominated as an administrator can also be nominated as an administrator for other associated companies. In addition, an Administrator can:

- reset passwords
- register new companies associated with their companies
- maintain company details
- grant differing levels of access to the Industry Portal for their company(s).

Read only

The read only role can view company data, applications, invoices, payments and current tasks.

Create

The create role can create an application on behalf of a company, but not submit the application (see [Lodge](#)).

Edit

The edit role can edit a company's current application, but not submit the application on behalf of the company (see [Lodge](#)).

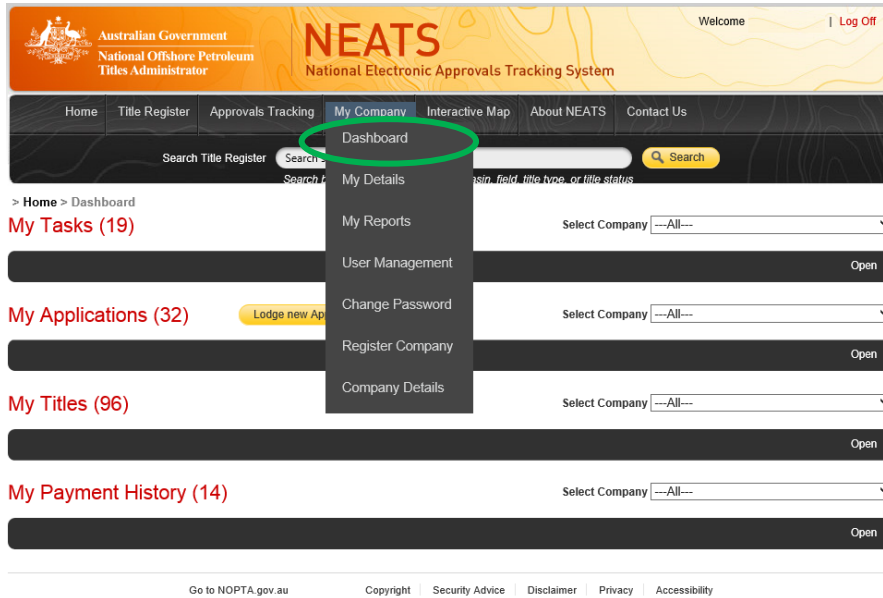
Lodge

The lodge role can submit applications on behalf of a company, and respond to requests within the dashboard tasks.

Payer

The payer role can respond to a 'make payment' task by lodging a credit card payment or submit payment details of a direct deposit or cheque payment.

The Industry Portal dashboard



Once you have a registered and approved account you can access the dashboard appropriate to your allocated role (see [Using the Industry Portal](#)).

You now have access to the four areas outlined below. The data you have access to will be dependent on the role you have been allocated.

My Tasks

By selecting the My Tasks section you can review both the current and completed tasks being:

- provide additional information
- assign roles
- make payment.

The task bar also provides additional information relating to the Title Number/Name, Application Reference, Application Type, the Date Task Raised, and the Task Due Date.

Under the Initiating Task column, the user will find additional information relating to the task (e.g. payment information).



Action a task

To action a task, select the relevant item in the 'Action Required' column (e.g. Make Payment). This will open a separate task related screen (see [Payments](#) below).

Note: while all users can view current and completed tasks, the ability to respond to these tasks is restricted to your allocated role (see [Using the Industry Portal](#)).

My Applications

By selecting My Applications you can review both current and completed applications. It also allows you to lodge certain applications (see [Lodge an application](#) below).

By selecting an application tracking number you can review a summary of the application and the application progress. The application progress in the Industry Portal provides a greater level of detail than the public NEATS website, including (if applicable) a breakdown of time spent with multiple decision makers.

Progress statuses under My Applications include:

- lodged
- under assessment
- further information required
- NOPTA for decision
- State Joint Authority for decision
- Commonwealth Joint Authority for decision
- offer.

> Home > Dashboard > My Applications

My Applications

Current Applications [Lodge new Application](#)

Title Number (s)	Application Ref	Title Type	Application Type	Date Lodged	Status	Days at Current Status	Actions
		Exploration Permit	Initial Application		Submitted	0	Withdraw

Completed Applications

Title Number(s)	Application Ref	Title Type	Application Type	Date Lodged	Status	Decision Date
-----------------	-----------------	------------	------------------	-------------	--------	---------------

My Applications

My Titles

The My Tiles section provides an overview of all titles relevant to your company and associated companies, including the title instrument.

By selecting the relevant title number, you will be presented with the Title Summary page from the NEATS Public Portal.

The Title Summary page provides key information relating to a title. This information will vary depending on the title type.

With an exploration permit, for example, you will find specific details on grant and renewal dates, locations and the graticular blocks, titleholder(s) and work program information – as well as a link to the interactive map.

NEATS Industry Portal guidance

For further information on the NEATS public portal see the range of tutorial videos on the NEATS info web page at: <http://www.nopta.gov.au/neats-info.html>.

My Payment History

The My Payment History section provides an overview of the past 18 months fees and levies that have been recorded as paid by the user and verified by NOPTA.

A history overview is only available when users record the payment in NEATS for direct debit and cheque by responding to a Payment Task. Payments made by credit card will automatically generate a payment record in the My Payment History section.

Once a payment has been verified by NOPTA, the Date Paid and Confirmation No. are updated. A Payment Confirmation (record of payment) is attached to each verified payment action (See [Payments](#)).

Title/Application	Fee Type	Date Paid	Payment Method	Payment Advice	Fee Amount	Amount Paid	Conf No.	Conf
	Annual Fee - Anniversary	29 Aug 2017	Direct Deposit	NOPTA221	\$20,000.00	\$20,000.00	C226	

My Payments

Lodge an application

Depending on the role allocated to a user they will have access to create, edit and/or lodge certain application types. The revised NOPTA application forms have come into effect on 1 December 2018, the revised forms contain new signature blocks. To avoid any confusion, the online application forms in NEATS have been withdrawn until further notice, except for change of company name.

Note: Acreage Release (Work-bid Exploration Permits and Cash-bid Exploration Permits) are to be submitted in the approved form as outlined in the relevant Gazette Notice.

At this stage the Industry Portal only permits the lodgement of application for approval and registration of change in name of company.

Lodge an application

- 1 To lodge a new application, select the [Lodge New Application](#) button located in the My Applications section.
- 2 At the Lodge New Application screen, you will be required to select the [Application Type](#) of company name.
- 3 Select [Create Draft Application](#).
- 4 You will then be required to complete the specific details of the application.
- 5 While in 'draft' the application can be cancelled at any time. Once submitted, the application can be withdrawn. Please review NOPTA's application fee – refunds policy for further information on withdrawing an application (see <http://www.nopta.gov.au/cost-recovery-and-fees.html>).

The screenshot shows the NEATS (National Electronic Approvals Tracking System) interface. At the top, there is a header with the Australian Government logo and the text 'NEATS National Electronic Approvals Tracking System'. Below the header is a navigation menu with links: Home, Title Register, Approvals Tracking, My Company, Interactive Map, About NEATS, and Contact Us. A search bar is located below the navigation menu. The main content area is titled 'My Applications' and contains a 'Lodge new Application' button, which is circled in green. Below the button is a table of 'Current Applications' with the following data:

Title Number (s)	Application Ref	Title Type	Application Type	Date Lodged	Status	Days at Current Status	Actions
		Exploration Permit	Initial Application		Submitted	0	Withdraw

Below the 'Current Applications' table is a section for 'Completed Applications' with an empty table header:

Title Number(s)	Application Ref	Title Type	Application Type	Date Lodged	Status	Decision Date
-----------------	-----------------	------------	------------------	-------------	--------	---------------

My Applications

The screenshot shows the NEATS (National Electronic Approvals Tracking System) interface. At the top, there is a header with the Australian Government logo and the text 'National Offshore Petroleum Titles Administrator'. The main title 'NEATS' is prominently displayed, along with the subtitle 'National Electronic Approvals Tracking System'. A navigation menu includes links for Home, Title Register, Approvals Tracking, My Company, Interactive Map, About NEATS, and Contact Us. A search bar is located below the navigation menu, with the text 'Search Title Register' and a search button. Below the search bar, there is a breadcrumb trail: '> Home > Application > Contact Details'. The main content area is titled 'Title: Change of Company Name Application'. Underneath, there is a section for 'Supporting Documentation' with the instruction 'Attach documents to support this application:'. A file upload area shows 'Choose File' and 'No file chosen' with an 'Add' button. A 'View Submission Instructions' button is also present. Below this, there is a table for 'Attached documents:' with columns for Document, Size, and Remove. The table currently shows 'No attachments to display.'. The next section is 'Contact Details' with the sub-heading 'Details of Contact person for this application'. This section contains several form fields: Company Name, Company Address, Contact Name, Phone, Email, Postal Address (with a checkbox for 'Same as business address'), Position Held, and Fax. At the bottom of the form, there is a note: 'Please refer to the guidelines on Offshore Petroleum Regulation and Legislation for rules around the documents required to support this application.'. A row of buttons includes Back, Print, Cancel, Save, and Submit.

Lodge Change of Company Name Application

Payments

To make or to advise of a payment, you must have been allocated the 'Administrator' or 'Payer' role (see [Using the Industry Portal](#)).

All outstanding payments are shown under My Tasks. An 'Administrator' or 'Payer' can notify a payment by either direct debit, or cheque and make a payment by credit card. A copy of the notification is attached in the Document column under My Tasks. The notification document provides detail on payment options.

See [Cost Recovery and Fees \(http://www.nopta.gov.au/cost-recovery-and-fees.html\)](http://www.nopta.gov.au/cost-recovery-and-fees.html) on the NOPTA website for further information on payments and NOPTA's cost recovery arrangements.

To action a task, select the 'Make Payment' link in the Action Required column under the My Tasks section then follow the prompts:

- **Credit card (for amounts less than \$95,000):** You will be redirected to a secure credit card payment page to make the payment. Making a credit card payment will automatically generate a payment record in the My Payment History section.
- **Direct deposit or cheque:** NOPTA strongly encourages recording your payment on NEATS where payment is made by direct deposit or cheque to ensure that an accurate and up-to-date payment record is maintained in the NEATS Industry Portal, My Payments History section.

The completed task/payment is then reflected in the My Payment History.

Note: a payment is not complete until it has been verified as received by NOPTA. The verification process will generate a Confirmation Number, Date Paid record and a Payment Confirmation (PDF document).

Australian Government
National Offshore Petroleum
Titles Administrator

NEATS

National Electronic Approvals Tracking System

Welcome | Log Off

Home | Title Register | Approvals Tracking | My Company | Interactive Map | About NEATS | Contact Us

Search Title Register Search site... Search

Search by keyword - title, company, basin, field, title type, or title status

> Home > Payment

Payment

Title Number	Annual Fee - Anniversary	Application Reference :
Fee (AS)	\$20,000.00	Due Date: 17/05/2017
Paid Amount (AS)	\$0.00	Payment Advice:
Total Amount Due (AS)	\$20,000.00	

To pay by Credit Card, please click here [Credit Card Payment](#)

OR

Please Advise if you had made payment by one of the following

Pay with Cheque
 Direct Deposit

Cheque Number

Date

Bank

Payee Name

Comments

[Submit](#)

Go to NOPTA.gov.au | Copyright | Security Advice | Disclaimer | Privacy | Accessibility

Payment

Reporting

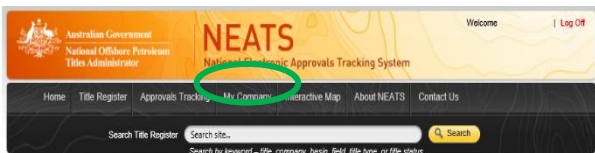
The Industry Portal allows users to generate reports, which includes:

- basic details report – a summary of title information including grant and expiry dates
- titleholders report – a summary of title details plus titleholder name(s)
- work program report – a summary of work program by title
- blocks report – a listing of blocks per title
- location report – a listing of locations by title.

Each report has a number of filter options available, based on dates, title type and operator.

To create a report, select **My Reports** under the **My Company** tab at the top of the page. You can then select from the range of previously saved reports or select the option to 'Create a New Report'.

Once the report has been run, it will be sent to your nominated email address.



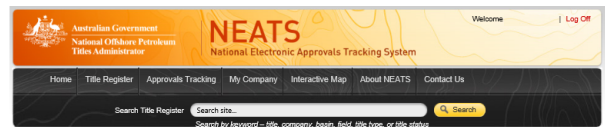
My Reports

[Create New Report](#)

Saved Reports

Query Name	Report Name	is Private	
Exploration Permits Basic	BasicDetails	<input type="checkbox"/>	Run Report
Permit Work Commitments	WorkProgram	<input type="checkbox"/>	Run Report

Saved Reports



My Reports

Query Name is Private

Select Report Type **Basic Details** Select Report Format **CSV**

Report Criteria

Field Name	Filter
Title Number	Select Filters
Title Holder Company	Select Filters
Title Type	Select Filters
Title Status	Select Filters
Offshore Area	Select Filters
Operator	Select Filters
Basin	Select Filters
Sub Basin	Select Filters
CurrentExpiryDate	From: <input type="text"/> To: <input type="text"/>
LastRenewalDate	From: <input type="text"/> To: <input type="text"/>
InitialGrantDate	From: <input type="text"/> To: <input type="text"/>
DateForAnniversary	From: <input type="text"/> To: <input type="text"/>

[Back](#) [Save Query](#) [Run Report](#)

Go to [NORTA.gov.au](#) Copyright | [Security Advice](#) | [Disclaimer](#) | [Privacy](#) | [Accessibility](#)

Create a New Report