

# NEATS Secure Portal – What does it do?

NEATS Public Portal Home Title Search Application Tracking Interactive Map Secure Login <sup>12</sup> NOPTA <sup>12</sup> NOPIMS <sup>12</sup> Title Search

Australian Government  
National Offshore Petroleum Titles Administrator

### Welcome to the National Electronic Approvals Tracking System

The National Electronic Approvals Tracking System (NEATS) provides access to publicly available information concerning offshore petroleum Titles and Applications.

The key features of NEATS include:

- The ability to search for Titles using a range of search criteria,
- Individual Title pages, with key details relating to the Title and a chronological order of memorials and Title ownership for each Title,
- Application tracking in relation to current Applications and search capability in relation to completed Applications over the past two years,
- An interactive map of all offshore Titles.

Titleholders also have access to a Secure Portal for a consolidated view of the Titles in which they participate.

NEATS will continue to be enhanced over time.

Please visit [www.nopta.gov.au](http://www.nopta.gov.au) <sup>12</sup> to learn more about NOPTA and to access links to legislation, regulations and guidance material.

#### Contact Details

General Enquiries Telephone: +61 8 6424 5300 Email: <a href="mailto:info@nopta.gov.au">info@nopta.gov.au</a>	NEATS Technical and Data Queries Email: <a href="mailto:NEATS.admin@nopta.gov.au">NEATS.admin@nopta.gov.au</a>
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The NEATS Secure Portal allows titleholders and applicants to submit applications and relevant Legislative Forms (2-7) and track the progress of applications. The NEATS Secure Portal can be accessed via <https://secure.neats.nopta.gov.au/> or through the NEATS website (<https://neats.nopta.gov.au>).

The NEATS secure portal will continue to be developed and additional functionality will continue to be added. To be part of the NEATS working group, please email [NEATS.Admin@nopta.gov.au](mailto:NEATS.Admin@nopta.gov.au).

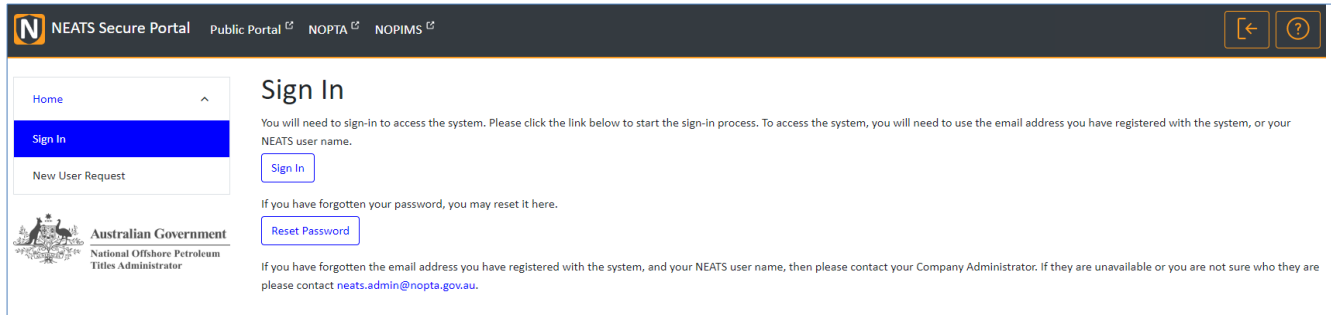
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# Using the NEATS Secure Portal

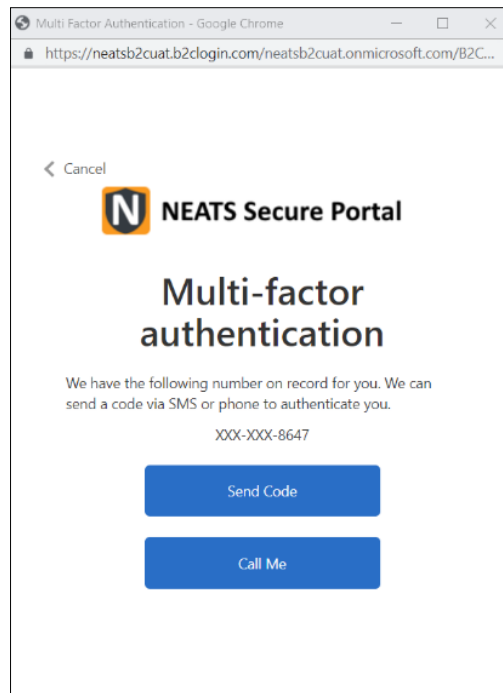
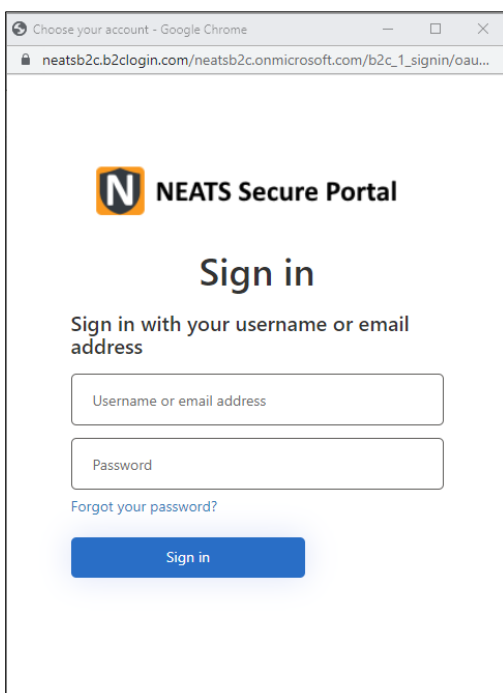
## Existing user access

From the public NEATS website, click the “[Secure Login](#)” and a new tab will open, Titleholders who already have an account, login via the [Sign In](#) link. If you have forgotten your Password, click the **Reset Password** button:



## Sign in and Multi-factor Authentication

- Enter your email and password, click **Sign In**
- The Multi-factor Authentication (MFA) pop up will appear,
- Click the **Send Code** button or **Call Me**.
- You will receive a text with the code or a phone call
- If using the text, enter the code or if receiving the call, follow the instructions
- Click the **Verify Code**.



# NEATS Secure Portal User registration

## Roles within NEATS Secure Portal:

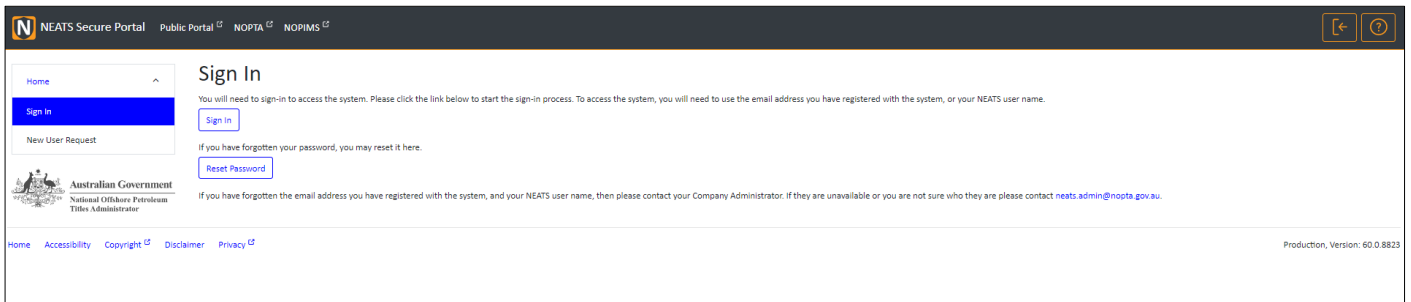
The NEATS Secure Portal has the following roles, all users must be associated with a Company and can have one or more of the following roles.

**Table 1: Roles within NEATS Secure Portal**

	Role	Description
Company	Company Administrator	A Company Administrator is a role that is approved by Company Directors, and needs to be executed in accordance with NOPTA's <a href="#">signatures fact sheet</a> . The Company Administrator includes all roles except for the Company Signer.  A Company Administrator can approve all permissions within NEATS for their company except for Company Application Signer or another Company Administrator and can edit existing user roles.
	Company Signer	A Company Signer has the authority to digitally sign Applications on behalf of the company within this portal. The form needs to be executed in accordance with NOPTA's <a href="#">signatures fact sheet</a> .
Application	Reader	The Reader can view in-progress and draft applications
	Creator	The Creator can view and create in-progress and draft applications
	Submitter	The Submitter can view, create, and submit applications
Finance	Payer	The Payer can view and pay financial notifications
Legislative Forms	Manager	The Forms Manager can view, create, and submit Legislative forms ( <a href="#">Forms 2 – 7</a> ).

## New User Request:

To create a new account: Select **New User Request** from the Home menu on the left pane. If you already have an account and want to request access to a new company, sign in and go to [My Account – Request additional access](#).

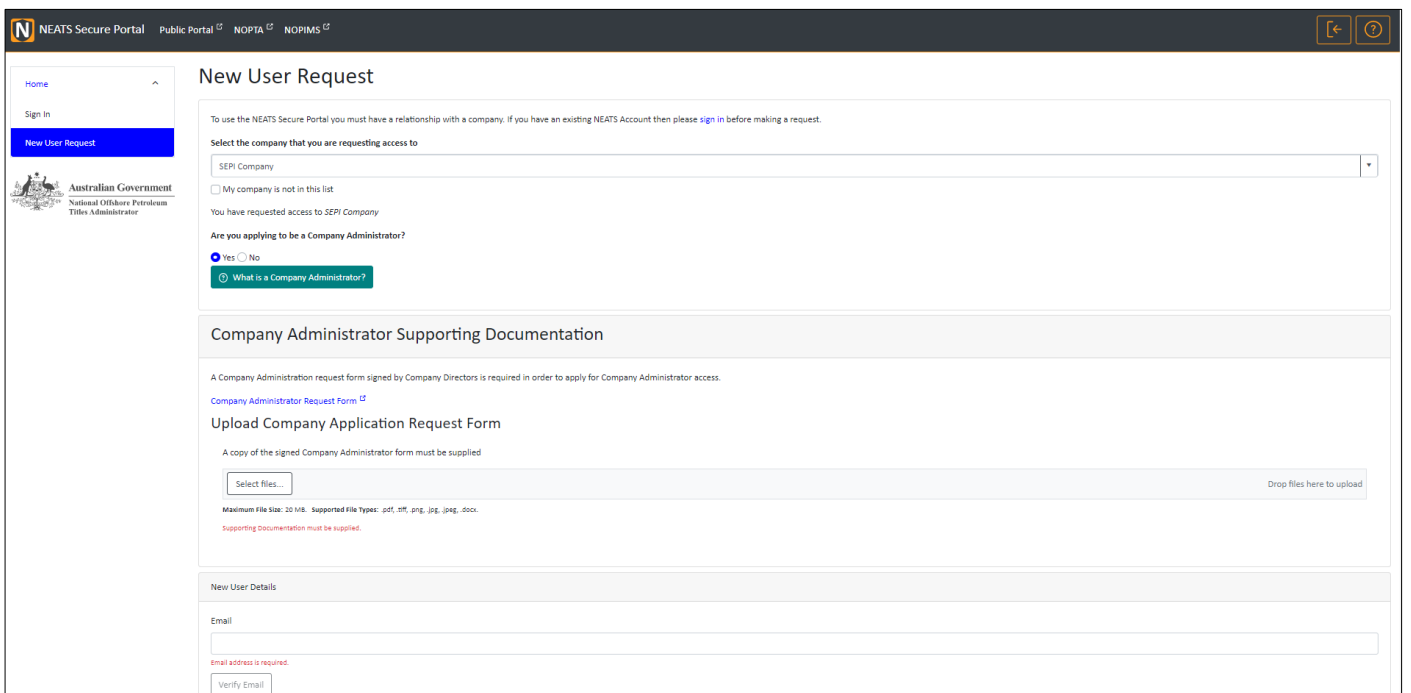


The screenshot shows the 'Sign In' page of the NEATS Secure Portal. The page has a dark header with the NEATS logo and navigation links for Public Portal, NOPTA, and NOPIMS. A left-hand navigation menu includes Home, Sign In, and New User Request. The main content area is titled 'Sign In' and contains instructions for logging in, a 'Sign In' button, and links for 'Reset Password' and 'Reset Email'. The footer includes the Australian Government logo and various accessibility and privacy links.

From the Company drop-down list, select the **company** that you wish to have access to or tick the 'My company is not in the list' if your company is not available.

The first user to register for any Company, including when adding a new company, will be required to be the Company Administrator to manage all further user requests.

If you are going to be the Company Administrator, you will be presented with additional panels to upload the Company Administrator supporting documentation, the required form is found on in the upload section. This needs to be executed in accordance with NOPTA's [signatures fact sheet](#)



The screenshot shows the 'New User Request' page. It features a left-hand navigation menu with Home, Sign In, and New User Request. The main content area is titled 'New User Request' and includes instructions for users. A dropdown menu for 'Select the company that you are requesting access to' is shown with 'SEPI Company' selected. Below this are radio buttons for 'My company is not in this list' and 'Are you applying to be a Company Administrator?' with 'Yes' selected. A link for 'What is a Company Administrator?' is provided. The 'Company Administrator Supporting Documentation' section contains instructions and a link to the 'Company Administrator Request Form'. An upload section for the 'Upload Company Application Request Form' includes a file selection button and a 'Drop files here to upload' area. The 'New User Details' section has an 'Email' input field with a 'Verify Email' button below it.

## Company Signer

If you are not the Company Administrator, you will be asked if you are going to be the Company Signer. A New User Request cannot be for both the Company Administrator and Signer, in one request.

The Company Signer has the authority to digitally sign on behalf of the company within the NEATS secure portal. The form needs to be executed in accordance with NOPTA's [signatures fact sheet](#).

Upload the completed form in the upload section and, you need select Yes or No, if you are signing as a Power of Attorney. If yes, you must upload a copy of the Power of Attorney.

## General permissions

The next panel allows you to select any general roles, if you are the Company Administrator, you will automatically inherit all these roles. Refer to the NEATS roles table to determine which roles you should apply for, see **Table 1: Roles within NEATS Secure Portal**

## New User Details

Enter your email address and then proceed to the **Verify Email** button, a verification code will be sent to your email address.

Please **enter the code** and continue to enter the rest of the fields, including creating a password which you will need to log in once approved.

## User Agreement

Download and read the User Agreement and check the **tick box** to confirm you have read it before selecting **Submit Request**, you will receive an email acknowledging your request.

The screenshot shows the 'New User Details' form in the NEATS Secure Portal. The form includes a table for selecting permissions, followed by input fields for Email, First Name, Last Name, Contact Number, Job Position, Password, and Password Confirmation. A 'Verify Email' button is present next to the email field. At the bottom, there is a 'User Agreement' section with a checkbox and a link to the agreement document.

Finance		Applications		Legislative Forms	
Payer	Reader	Creator	Submitter	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**New User Details**

Email:   
Email address is required.  
  
Email address must be verified.

First Name:   
First Name is required.

Last Name:   
Last Name is required.

Contact Number:   
Contact Number is required.

Job Position:

Password:   
Password is required.

Password Confirmation:   
Password is required.

**User Agreement**

By clicking this checkbox, I acknowledge and agree to all of the terms of the [NEATS Secure Portal User Agreement](#).  
To agree to this User Agreement you must first download and read the document.

## New User Approval process

For the Company Administrator role requests, these will go to NOPTA for Approval.

The Company Signer will be approved first by the Company Administrator and then set to NOPTA for approval.

All General roles will be approved by the Company Administrator.

Once your request has been approved, you will receive an email with a link to the **Sign In** page.

The screenshot shows the 'Sign In' page in the NEATS Secure Portal. It features a 'Sign In' button, a 'Reset Password' button, and a link to contact the Company Administrator. The page also includes a footer with navigation links and a version number.

**Sign In**

You will need to sign-in to access the system. Please click the link below to start the sign-in process. To access the system, you will need to use the email address you have registered with the system, or your NEATS user name.

If you have forgotten your password, you may reset it here.

If you have forgotten the email address you have registered with the system, and your NEATS user name, then please contact your Company Administrator. If they are unavailable or you are not sure who they are please contact [neats.admin@nopta.gov.au](mailto:neats.admin@nopta.gov.au).

Home Accessibility Copyright Disclaimer Privacy

User Acceptance Test, Version: 61.0.8973

Click the **Sign in** button to open the Sign in pop up below. Enter your details and the password you created at the User Request stage

You will be prompted to set up **multi-factor authentication** using your phone number, ensure you select the right Country. Refer to the [Sign in and MFA section](#) for more details

# The Secure Portal dashboard

Once you have signed in, you will see your Company Dashboard as the landing page. Depending on your permissions, information related to your applications in progress, Outstanding Financial Notifications and Titles Expiring in the next 6 months will be listed. If you have the permissions, you can navigate to any of these through the relevant hyperlinks.

The dashboard displays the following sections:

- My Applications:**

Tracking Number	Application Type	Application Status	Status Date	Title Number	Title Type	Applicant
88SSMQ	Renewal	Lodged	04/10/2022	AC/P70		SEPI Company
K5MM9H	Change of Company Name	Lodged	20/09/2022			SEPI Company
- Outstanding Financial Notifications:**

Due	Notification	Issue Date	Title Number	Company	Notification Type	Tracking Number	Total Amount	Balance	Notification Status
04/10/2022	FN005806	04/10/2022	AC/P70	SEPI Company	Application Fee - Renewal	88SSMQ	\$8,250.00	\$0.00	Awaiting Confirmation
07/10/2022	FN005814	07/10/2022	AC/P70	SEPI Company	Application Fee - Renewal	68CV6Z	\$8,250.00	\$0.00	Awaiting Confirmation
- Titles Expiring in the next 6 Months:**

Title Number	Title Type	Current Expiry Date	Anniversary	Titleholders	Title Status
WA-41-R	Retention Lease	19/09/2022	20/09/2023	SEPI Company	Pending Application

**Contact Details:**

- Payment Enquiries:** Email: [corporates@nopta.gov.au](mailto:corporates@nopta.gov.au), Telephone: +61 8 6424 5300
- Application Enquiries:** Email: [titles@nopta.gov.au](mailto:titles@nopta.gov.au), Telephone: +61 8 6424 5317
- NEATS Technical and Data Queries:** Email: [neats.admin@nopta.gov.au](mailto:neats.admin@nopta.gov.au)

## Applications

If you have any of the Application roles, when you select **Applications** on the left side menu, you can view details on either Draft or In-progress Applications.

The Draft Applications page displays the following table:

Tracking Nu...	Application Type	Application Name	Draft Status	Title Number	Title Type	Applicant	Created Date
KZQ6J	Exploration Permit Renewal	AC/P70	Paying	AC/P70	Exploration Permit	SEPI Company	20/09/2022
HBFQPC	Retention Lease Renewal	Equus	For Signing	WA-70-R	Retention Lease	SEPI Company	20/09/2022
88SSMQ	Exploration Permit Renewal	AC/P70	For Signing	AC/P70	Exploration Permit	SEPI Company	21/09/2022
SWWLBS	Retention Lease Renewal	Equus	For Signing	WA-70-R	Retention Lease	SEPI Company	27/09/2022

# Draft Applications

Draft Applications have a hyperlink on the Tracking Number to open the application details and continue with the submission process.

Tracking Nu...	Application Type	Application Name	Draft Status	Title Number	Title Type	Applicant	Created Date
KZQ6LU	Exploration Permit Renewal	AC/P70	Paying	AC/P70	Exploration Permit	SEPI Company	20/09/2022
8855MQ	Exploration Permit Renewal	AC/P70	For Signing	AC/P70	Exploration Permit	SEPI Company	21/09/2022
SWWLBS	Retention Lease Renewal	Equus	For Signing	WA-70-R	Retention Lease	SEPI Company	27/09/2022

## Create an application

To create or progress a draft application you need to have the Application create or submit roles or be the Company Administrator.

Currently to create a new application, you need to start from the Title. To do this navigate to the **Titles** menu, on the left hand pane, to see a list of your Titles, and click the relevant **Title** hyperlink.

Click the **Create Applications** button located under the **Online Submissions** tab.

The pop-up below will appear, select the Company you are submitting the Application for, and the relevant Application Type. There is a link to the Application Guide on the bottom left-hand corner to assist you with the requirements of the application. Once you have selected the relevant details click **Create** to continue.

Create Application

Title  
WA-70-R

Applicant  
SEPI Company

Application Type  
Retention Lease Renewal

Application Guide

Create Cancel

While the application is in Draft state, it can be deleted prior to the payment being made. If you decide you no longer wish to submit it once you have paid for it, please contact NOPTA to organise reallocation or a refund of the application fee. Once it is submitted, the application can only 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 **Required Steps** shown in the table on the top right-hand side, will guide you through what needs to be completed, and the **check list** will show you where the application is in the submission process.

Note: Each Application form will have different required panels, this is a guide to the common panels. For more information on how to complete the relevant Application form, there is the link to the [NOPTA Forms Guidance - Petroleum](#) above the Details tab.

In the **Details** and **Work Program** tab, if applicable, complete all the fields by selecting **Edit** in each panel and **Save**, when completed.



The screenshot displays the 'Retention Lease Renewal (N28V86)' application interface. On the left is a navigation menu with options like Home, Applications, Draft Applications, In Progress Applications, Finance, Titles, User Management, and My Account. The top navigation bar includes 'NEATS Secure Portal', 'Public Portal', 'NOPTA', and 'NOPIMS'. A progress bar at the top shows stages: Created, Preparing, Signing, Paying, Submission, and Submitted. A 'Required Steps' panel on the right lists: Renewal Details, Application Contact Details, EVA Option Selected, Work Program, Supporting Documentation, and Signing Option Selected. The main content area shows 'Retention Lease Renewal Application Details' with fields for Title Number (WA-41-R), Field (Corowa), and Expiry Date (19/09/2022). A note at the bottom states: 'Unless a request for extension of time to lodge has been accepted by the Titles Administrator, an application to renew a petroleum retention lease should be made at least 180 days before the expiry date of the lease.'

The **Application Details** has information from the Title the application relates to, with additional fields for you to complete.

The **Application Contact Details** draws information from your user account, please ensure all fields have been completed.

The **Eligible Voluntary Action (EVA)** draws information from the valid Form 6, that NOPTA has against the Title, you need to select if you wish to use it or not. If your company is not the EVA nominated titleholder, then for not the Applicant, then the EVA cannot be used.

The screenshot shows the 'Eligible Voluntary Action (EVA)' form. It features a dropdown menu for 'Nominated Titleholder for Eligible Voluntary Action (Form 6)' with the selected option 'No Nominated Titleholder'. Below it is a dropdown for 'Application made under a valid EVA Nomination (under subsection 775B(2) of the OPGGS Act)'. A red error message 'A selection is required.' is visible below the second dropdown. 'Cancel' and 'Save' buttons are at the bottom right.

The Supporting Documentation panel, allows you to upload the documentation to support the application, select **Edit**, then **Select files** to upload.

**Each Partner company can upload their own documents and if required mark them as sensitive to their company. This will result in those files not being accessible by any other company.**

There is also the **Checklist** to complete, outlining the required information to be supplied with the Application.

If you have uploaded the incorrect document, you can select the tick box next to the file and **delete** it, when in Edit mode.

**Supporting Documentation**

Please upload all required supporting documentation and ensure the checklist is completed.

Documentation to support application.

<input type="checkbox"/>	File Name ↑	Sensitivity	File Size	Uploaded
<input type="checkbox"/>	NEATS (3).pdf	<input type="text" value="A selection is required."/>	0.12MB	
<input type="checkbox"/>	NEATS (4).pdf	<input type="text" value="A selection is required."/>	0.12MB	

Please check all pages to ensure Sensitivity is provided for all uploaded files.

**File Upload**

Drop files here to upload

Supported File Types: ai, eps, bmp, cgm, doc, docx, dot, emf, gdt, jpeg, jpg, lyr, pdf, png, pptx, ppt, psd, shx, stl, tiff, xls, zip. **Maximum File Size: 200 MB.**

**Checklist**

Attached	Description
<input type="checkbox"/>	A block listing detailing the blocks to be renewed has been included.
<input type="checkbox"/>	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s). Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.
<input type="checkbox"/>	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided. Note: If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided.

**Please note:** the payment of the Application Fee is required once the Application has been signed. The Payment section will show you the amount you need to pay prior to submitting

**Application Payment**

Payment of Application Fee is required after Signing the Application, subject to any changes to the CRIS prior to submission.

Application Fee Estimate

\$8,250.00

The **Signing Options** panel allows you to select the method by which you will be signing the Application form.

Select **Edit** and then tick your signing method from the options. Please ensure that your signature method is compatible with NOPTA's [signatures fact sheet](#).

To be able to use the Digital Signature within the NEATS Secure Portal, all Titleholders that are signing, must have a user assigned to the Company Signer role. If not, you will get a warning message and will not be able to process till the role has been assigned.

Once you have selected the signature method, click **Save** and click **Progress to Signing**

**Note** - Prior to **Progress to Signing**, please ensure if using a **Power of Attorney**, and it hasn't been submitted to NOPTA already. That the document is uploaded with the Supporting documentation.

**Signing Options**

If you are signing using a Power of Attorney, please ensure that a copy of the Power of Attorney has been provided to NOPTA. If you haven't already provided it, upload a copy to the Supporting Documentation section before progressing to Signing.

Signing Method

Secure Portal Digital Signatures

Wet signatures or other Digital signature platform

Digital Signature option is not available to foreign registered companies.

## Work Program tab (if applicable)

If the Application you are submitting requires a Work Program, go to the **Work Program** Tab, press **Edit** and **Add New**. Add the required information into the pop up and when ready select **Save**.

NEATS Secure Portal Public Portal NOPTA NOPIMS

### Exploration Permit Renewal (LPGBH5)

Home Applications Draft Applications In Progress Applications Finance Titles User Management My Account

Required Steps

- Renewal Details
- Application Contact Details
- EVA Option Selected
- Block Details
- Work Program
- Supporting Documentation
- Signing Option Selected

Status: Draft - Preparing Title: AC/P70  
In making an application please refer to Petroleum Guidance

Details Work Program

Work Program

A Work Program is required to progress the Application.

The titleholder(s) should outline all activities proposed for the renewal term with detailed information of each proposed activity. The indicative expenditure of each activity proposed should be provided.

Enter the primary term work program as a single block of three years (i.e. years 1-3). The secondary term work program must be entered as individual years (i.e. years 4 and 5). Additional rows may be added for multiple activities within a permit year(s).

Add New

Year	Quantity	Unit	Activity	Description	Indicative Expenditure (AUD)
No records available					

Cancel Save

Home Accessibility Copyright Disclaimer Privacy User Acceptance Test, Version: 61.0.897

## Progress to Signing

Once all the information has been populated on the Preparing page, the **Progress to Signing** button will be enabled. If it isn't, refer to the **Required Steps** at the top of the application page to see what still needs to be completed.

Click the **Progress to Signing** button, and you will be prompted to ensure all the information you have entered is correct, once you progress you won't be able to make any changes. However, you can revert if required.

Progress to Signing

You won't be able to make any more changes to the Application.

OK Cancel

If you opted to sign by Wet signature or other Digital signature platform, select **Generate** to download the prepopulated form. The Application Form must be signed and uploaded when complete, it cannot be edited in any other way. To upload, click **Edit** and **Select files** to load the signed document.

### Application Form

Generate a prepopulated Application Form document.

Generate

The document must be downloaded, signed and uploaded when complete. The information on the document must not be edited, you may only sign the document.

0 - 0 of 0 items

<input type="checkbox"/>	File Name ↑	File Size	Updated
No records available			

Edit

## Using the Digital signature within NOPTA Secure Portal

Once you have completed all the required information and progressed to Signing, the additional Signing Progress panel will show.

NEATS Secure Portal Public Portal NOPTA NOPIMS

### Exploration Permit Renewal (6BCV8Z)

✓ The Application is now ready for signing.

Required Steps

- Renewal Details
- Application Contact Details
- EVA Option Selected
- Block Details
- Work Program
- Supporting Documentation
- Signing Option Selected
- Signed Application Form Provided

Status: Draft - For Signing Title: AC/P70  
In making an application please refer to [Petroleum Guidance](#)

Details Work Program

#### Exploration Permit Renewal Application Details

Title Number  
AC/P70

Expiry Date  
14/02/2028

Select the company you are signing on behalf of, and how you will be signing the document, then **Click to Sign** button. The Signing Progress table will be updated to reflect the signing status if your signing method required two signatures, it will show what the first signature was and limit the selection for the second one, to be in line with the NOPTA signing guide.

Application Form

Signing options selected for Application

- Signing via Secure Portal Digital Signature
- All Applicants to Sign or only Nominated Titleholder if EVA in use

Download a prepopulated Application Form. The digitally signed copy will be available once all signatures have been provided.

Download

Signing Progress

Applicant	Progress	Signed By	Date (AWST)
SEPI Company	Awaiting Signature		

Signing Options

I am signing this document for

This field is required.

I am signing this document as a

This field is required.

I/We confirm that the information provided in this form is true and correct. Please note that giving false or misleading information is an offence under Part 7.4 of the Criminal Code Act 1995 (see in particular sections 136.1 and 137.1 of the Criminal Code).

Cancel Click to Sign

Delete Application Revert to Preparing Progress to Paying

Progressed by Melanie Webb from SEPI Company on 07/10/2022 10:09:05am (AWST)

NEATS Secure Portal Public Portal NOPTA NOPIMS

Home Applications **Draft Applications** In Progress Applications Finance Titles User Management My Account

Australian Government National Offshore Petroleum Titles Administrator

Application Fee Estimate  
\$8,250.00

Signing Options  
Signing Method  
 Secure Portal Digital Signatures  
 Wet signatures or other Digital signature platform  
 Digital Signature option is not available to foreign registered companies.  
 Last Modified by Melanie Webb from SEPI Company on 04/10/2022 08:23:11am (AWST)

Application Form  
Signing options selected for Application  

- Signing via Secure Portal Digital Signature
- All Applicants to Sign or only Nominated Titleholder if EVA in use

 Download a prepopulated Application Form. The digitally signed copy will be available once all signatures have been provided.  
 Download

Applicant ↑	Progress	Signed By	Date (AWST)
SEPI Company	Awaiting Signature		

Delete Application

Progressed by Melanie Webb from SEPI Company on 07/10/2022 10:09:05am (AWST)

Revert to Preparing Progress to Paying

Once all the required signatures have been completed, the panel will update to show the signed Application Form, which can be downloaded for your records. You are now able to progress the application via the **Progress to Paying** button.

NEATS Secure Portal Public Portal NOPTA NOPIMS

Home Applications **Draft Applications** In Progress Applications Finance Titles User Management My Account

Australian Government National Offshore Petroleum Titles Administrator

Signing Options  
Signing Method  
 Secure Portal Digital Signatures  
 Wet signatures or other Digital signature platform  
 Digital Signature option is not available to foreign registered companies.  
 Last Modified by Melanie Webb from SEPI Company on 10/10/2022 01:06:27pm (AWST)

Application Form  
Signing options selected for Application  

- Signing via Secure Portal Digital Signature
- All Applicants to Sign or only Nominated Titleholder if EVA in use

 Signing Progress

Applicant ↑	Progress	Signed By	Date (AWST)
SEPI Company	Signed	Sole Director and Secretary (one signature)	10/10/2022 01:08:01pm

File Name ↑	File Size	Updated
WA41R REN N28V96 20221010.docx	0.19MB	10/10/2022 01:08:01pm

Download

Last Modified by Melanie Webb from SEPI Company on 10/10/2022 01:08:01pm (AWST)

Delete Application

Progressed by [redacted] from SEPI Company on 10/10/2022 01:07:19pm (AWST)

Revert to Preparing **Progress to Paying**

**Note:** You will not be able to revert the application once you have progressed to paying

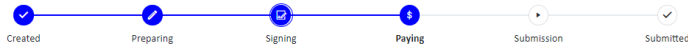
### Progress to Paying

The Checklist will be updated to reflect your current state and a notification email will be sent to the users who have the Payer role, notifying them the application is ready for payment.

- Home
- Applications
- Draft Applications**
- In Progress Applications
- Finance
- Titles
- User Management
- My Account

## Exploration Permit Renewal (6BCV8Z)

✓ The Application is now ready for payment.



### Required Steps

- Renewal Details
- Application Contact Details
- EVA Option Selected
- Block Details
- Work Program
- Supporting Documentation
- Signing Option Selected
- Signed Application Form Provided



Status: Draft - Paying Title: AC/P70  
In making an application please refer to [Petroleum Guidance](#)

**Details** Work Program

### Exploration Permit Renewal Application Details

Title Number

AC/P70

Expiry Date

14/02/2028

The Financial Notification can be accessed 2 ways, via the hyper link in the **Application Payment** section:

NEATS Secure Portal Public Portal NOPTA NORIMS

Home Applications **Draft Applications** In Progress Applications Finance Titles User Management My Account

Australian Government National Offshore Petroleum Titles Administrator

Attached Description

- A block listing detailing the blocks to be renewed has been included.
- In relation to each titleholder, provide details of technical advice that is or will be available to the titleholder(s). Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.
- In relation to each titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following:
  - a copy of (or link to) the titleholder(s) current annual report including financial statements, or
  - a copy of the most recent financial statements for each titleholder.
 Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided. Note: If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided.

Additional supporting document has been sent to NOPTA separately  
Companies providing supporting documentation separately

Additional information for supporting documentation sent separately

Last Modified by Melanie Webb from SEPI Company on 04/10/2022 08:23:01am (AEST)

**Application Payment**

Payment of Application Fee is required to progress the Application.

Notification ID  
FN005814

Notification Status  
Outstanding

Or via the **Outstanding Financial Notifications** menu, under **Finance**, in the left-hand menu. For instruction on how to make or record the payment using the NEATS Secure Portal, please refer to the **Payment** section below.

NEATS Secure Portal Public Portal NOPTA NORIMS

Home Applications Finance **Outstanding Financial Notifications** Payment History Titles User Management My Account

Australian Government National Offshore Petroleum Titles Administrator

**Outstanding Financial Notifications**

Awaiting Confirmation 1 - 4 of 4 items

Due	Notification	Issue Date	Title Number	Company	Notification Type	Anniversary Da...	Tracking Number	Total Amount	Balance	Notification Status
21/09/2022	FN0005790	21/09/2022	WA-70-R	SEPI Company	Application Fee - Renewal		B67K67	\$8,250.00	\$0.00	Awaiting Confirmation
28/09/2022	FN0005798	28/09/2022	WA-70-R	SEPI Company	Application Fee - Renewal		HBFQPC	\$8,250.00	\$0.00	Awaiting Confirmation
04/10/2022	FN0005805	04/10/2022	WA-70-R	SEPI Company	Application Fee - Renewal		SWWLBS	\$8,250.00	\$0.00	Awaiting Confirmation
04/10/2022	FN0005806	04/10/2022	AC/P70	SEPI Company	Application Fee - Renewal		B8SSMQ	\$8,250.00	\$0.00	Awaiting Confirmation

Requiring Payment 1 - 2 of 2 items

Due	Notification	Issue Date	Title Number	Company	Notification Type	Anniversary Da...	Tracking Number	Total Amount	Balance	Notification Status
04/10/2022	FN0005809	04/10/2022	WA-70-R	SEPI Company	Application Fee - Renewal		L87DSM	\$8,250.00	\$8,250.00	Outstanding
07/10/2022	FN0005814	07/10/2022	AC/P70	SEPI Company	Application Fee - Renewal		68CV82	\$8,250.00	\$8,250.00	Outstanding

[Make/Record Payment](#)

Home Accessibility Copyright Disclaimer Privacy User Acceptance Test, Version: 61.0.8973

Once the payment has been recorded in the NEATS Secure Portal, you will be able to Submit the Application, via the **Submit Application** button, at the bottom of the Draft Application page.

NEATS Secure Portal [Public Portal](#) [NOPTA](#) [NOPIMS](#)

- [Home](#)
- [Applications](#)
- [Draft Applications](#)
- [In Progress Applications](#)
- [Finance](#)
- [Titles](#)
- [User Management](#)
- [My Account](#)

Australian Government  
National Offshore Petroleum  
Titles Administrator

Note: If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided.

Last Modified by Melanie Webb from SEPI Company on 27/09/2022 10:20:11am (AEST)

#### Application Payment

Notification ID  
**FN0005805**

Notification Status  
Awaiting Confirmation

#### Signing Options

Signing Method

Secure Portal Digital Signatures

Wet signatures or other Digital signature platform

Digital Signature option is not available to foreign registered companies.

Last Modified by Melanie Webb from SEPI Company on 27/09/2022 10:22:58am (AEST)

#### Application Form

1 - 1 of 1 items

	File Name ↑	File Size	Updated
<input type="checkbox"/>	WAT0R REN SWWILBS 20220927.docx	0.19MB	27/09/2022 10:22:58am

Last Modified by Melanie Webb from SEPI Company on 27/09/2022 10:22:57am (AEST)

[Delete Application](#)
[Submit Application](#)

Home [Accessibility](#) [Copyright](#) [Disclaimer](#) [Privacy](#)
User Acceptance Test, Version: 61.0.8973



# Payment – How to make a payment

## Outstanding Financial Notifications

All outstanding financial notifications are shown under **Finance**, on the left-hand side menu. As a user with the Payer or Company Administrator role, you can view any Outstanding Financial Notifications and make a payment by credit card or advise of a payment that has been made by either direct debit, or cheque.

You can also see any recent Financial Notifications that you have made payments against but are still awaiting confirmation by NOPTA.

To make a payment, click the **Notification ID** link on a Financial Notification that requires payment or to pay multiple, tick the boxes next to the Financial Notification record, then click **Make/Record Payment** button.

**Outstanding Financial Notifications**

**Awaiting Confirmation**

Due ...	Notificatio...	Issue Date	Title Number	Company	Notification Type	Anniversary Da...	Tracking Number	Total Amount	Balance	Notification Status
21/09/2022	FN0005790	21/09/2022	WA-70-R	SEPI Company	Application Fee - Renewal		B67K67	\$8,250.00	\$0.00	Awaiting Confirmation
28/09/2022	FN0005798	28/09/2022	WA-70-R	SEPI Company	Application Fee - Renewal		HBFGPC	\$8,250.00	\$0.00	Awaiting Confirmation
04/10/2022	FN0005805	04/10/2022	WA-70-R	SEPI Company	Application Fee - Renewal		SWWLBS	\$8,250.00	\$0.00	Awaiting Confirmation
04/10/2022	FN0005806	04/10/2022	AC/P70	SEPI Company	Application Fee - Renewal		B8SSMQ	\$8,250.00	\$0.00	Awaiting Confirmation

**Requiring Payment**

Due ...	Notificatio...	Issue Date	Title Number	Company	Notification Type	Anniversary Da...	Tracking Number	Total Amount	Balance	Notification Status
<input type="checkbox"/>	04/10/2022	FN0005809	04/10/2022	WA-70-R	SEPI Company	Application Fee - Renewal	LB7DSM	\$8,250.00	\$8,250.00	Outstanding
<input type="checkbox"/>	07/10/2022	FN0005814	07/10/2022	AC/P70	SEPI Company	Application Fee - Renewal	6BCV8Z	\$8,250.00	\$8,250.00	Outstanding

[Make/Record Payment](#)

**Application Fee - Renewal - FN0005814**

**Details**

Notification ID: FN0005814  
Company: SEPI Company

Issue Date: 07/10/2022  
Total Amount: \$8,250.00  
Notification Status: Outstanding

Notification Document: [\[D\]](#)

Title Number (Title Type): AC/P70  
Notification Type: Application Fee - Renewal  
Tracking Number: 6BCV8Z  
Due Date: 07/10/2022  
Balance: \$8,250.00  
Payment Reference(s):  
Payment Statement: [\[D\]](#)

[Make/Record Payment](#)

Created by Malenia Webb from SEPI company on 07/10/2022 11:47:40am (AWST)

For **Credit Card Payments**, enter your credit card information and select **Verify Details**

Your credit card details will be verified, the surcharge amount will be calculated and shown in the information message.

NEATS Secure Portal Public Portal NOPTA NDRIMS

### Application Fee - Renewal - FN0005819

**Details**

Notification ID: FN0005819  
Company: SEP Company

Title Number (Title Type): WA-41-R  
Notification Type: Application Fee - Renewal

Issue Date: 10/10/2022  
Total Amount: \$8,250.00  
Notification Status: Outstanding  
Notification Document: [D]

Tracking Number: N28V86  
Due Date: 10/10/2022  
Balance: \$8,250.00  
Payment Reference(s):  
Payment Statement: [D]

#### Choose Payment Method

Credit Card  Direct Deposit  Cheque

Comments

#### Credit Card Details

⚠ Please enter and verify the credit card details.

Card Number  
Card Number

Expiry  
MM / YY

CVV  
CVV

Verify Details

Submit Cancel

#### Credit Card Details

✓ The credit card has been successfully verified.

ⓘ Total Amount Payable is \$8,292.65, which includes a Surcharge of \$42.65. Press Submit to proceed with payment.

Press **Submit** to proceed with payment. A credit card payment receipt will be generated shortly and will be available for download from the Details screen.

For payments made via Direct deposit or cheque: NOPTA strongly encourages recording your payment on NEATS secure portal.

For a direct deposit or cheque, choose the payment method and enter the **Payment Made** date. The Payment Amount field will be pre-populated, enter the rest of the information and click Submit.

#### Choose Payment Method

Credit Card  Direct Deposit  Cheque

Payment Made  
27/9/2022

Payment Amount  
\$8,250.00

Bank Receipt Number

Bank

Comments

Submit Cancel

### Choose Payment Method

Credit Card  Direct Deposit  Cheque

Payment Made

27/9/2022

Payment Amount

\$8,250.00

Cheque Number

Comments

Submit

Cancel

**Note:** a payment is not complete until it has been confirmed as received by NOPTA. Once confirmed, the Financial Notification status will be updated.

# Payment History

The Payment History provides a view of the financial notifications that have been paid to NOPTA. To view paid fees and levies, select **Payment History** and view a financial notifications detail via the hyperlink.

The screenshot displays the 'Payment History' section of a web application. On the left is a navigation menu with options: Home, Applications, Finance, Outstanding Financial Notifications, **Payment History** (highlighted), Titles, User Management, and My Account. The main content area shows a table with the following data:

Due ...	Payment Confirm...	Notificatio...	Issue Date	Title Number	Company	Notification Type	Anniversary Da...	Tracking Number
01/06/2022	22/08/2022	<a href="#">FN0005725</a>	23/08/2022	<a href="#">WA-548-P</a>	Secure Portal Test	Application Fee - Transfer		NGGF52

An arrow points from the 'FN0005725' link in the table to a detailed view of the notification. The detailed view is titled 'Application Fee - Transfer - FN0005725' and includes the following information:

- Notification ID: FN0005725
- Company: Secure Portal Test
- Issue Date: 23/08/2022
- Total Amount: \$8,250.00
- Notification Status: Paid
- Notification Document: [D](#)
- Title Number (Title Type): [WA-548-P](#) (Exploration Permit)
- Notification Type: Application Fee - Transfer
- Tracking Number: NGGF52
- Due Date: 01/06/2022
- Balance: \$0.00
- Payment Reference(s): PR0006503
- Payment Statement: [D](#)

At the bottom of the detailed view, it states: 'Created by: NOPIA on 23/08/2022 12:06:42pm (AWST)' and 'Last Modified by: NOPIA on 23/08/2022 12:10:45pm (AWST)'. The Australian Government National Offshore Petroleum Titles Administrator logo is visible in the footer of both views.

# Titles

The Titles section provides an overview of all titles associated to your companies. The list of Titles can be filtered by using the filter option in each heading.

**Titles**

Title	Title Type	Title Status	Titleholders	Expiry	Renewal	Grant	Offshore Area	Basin	Sub-Basin
WA-70-R	Retention Lease		Company	13/10/2026	14/10/2021	30/03/2016	Western Australia	Northern Carnarvon Basin	
WA-41-R	Retention Lease		Company	19/09/2022	20/09/2017	03/10/2011	Western Australia	Northern Carnarvon Basin	
AC/P70	Exploration Permit		Company, CSIRO Energy	14/02/2028		15/02/2022	Territory of Ashmore and Carter Islands	Bonaparte Basin	Vulcan Sub-basin

By selecting the relevant **Title**, you will be presented with the Title Summary page.

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

**Retention Lease WA-70-R**

**Title Summary**

Status	Active	Offshore Area	Western Australia	Basin	Northern Carnarvon Basin	Number of Renewals	1
Initial Grant Date	30/03/2016	Original Expiry Date	29/03/2021	Current Expiry Date	13/10/2026	Number of Blocks	19
Last Renewal Date	14/10/2021	Related Titles	WA-390-P	Field	Equus	Field Type	Gas
Area	1,526.72 km <sup>2</sup>						

**Title Map**

## Legislative Forms – How to view and create Forms 2-7

To view or create a new Legislative Form, go to the **Titles** details, **Legislative Forms** tab. You can view the current Forms 2-7 that NOPTA has against that Title for your company.

To be able to create legislative forms, you need to have the Legislative Forms, Manager or be the Company Administrator role. If you have these permissions, you will have the **New Form Request** button.

The screenshot shows the 'Retention Lease WA-70-R' page. The left sidebar contains navigation links: Home, Applications, Finance, Titles (selected), User Management, and My Account. The main content area is titled 'Retention Lease WA-70-R' and includes a 'Legislative Forms' tab. Below the title, there are three 'Active Forms' sections: Form 2, Form 4, and Form 6. Each form section displays details such as Registered Titleholder, Effective Date, and Contact Details. At the bottom, there is a 'Pending Form Requests' table with one entry: Form 1 (Lodged By 2), Status: Screening (NOPTA), Submitted Date: 04/10/2022. A 'New Form Request' button is located at the bottom left of the main content area.

Select the Legislative Form you wish to create from the drop-down box and complete all the information fields. Once you have completed all the fields, select **Create**.

You will be provided with a summary of the information entered and any information messages, reporting issues that might stop you from being able to submit the Form Request. Please [contact NOPTA](#) if you have any questions about the warning message.

The screenshot shows the 'Form 2 Request: WA-70-R' form. The form is titled 'Form 2 Request: WA-70-R' and is divided into 'Details' and 'Head office, registered office or a principal office address (if body corporate)'. The 'Details' section includes fields for Legislative Form (2), Title (WA-70-R), Registered Titleholder (SEPI Company), ACN/ARBN, Date of becoming a Registered Titleholder (09/09/2022), Registered Titleholder's Phone, Registered Titleholder's Email, Registered Titleholder's Phone, and Registered Titleholder's Fax. The 'Head office, registered office or a principal office address (if body corporate)' section includes fields for Business Address (selected), Street Address, Town/Suburb, Postcode, State/Territory, and Country. Red error messages indicate that Street Address, Town/Suburb, Postcode, State/Territory, ACN/ARBN, Registered Titleholder's Phone, and Registered Titleholder's Email are required. A 'Create' button is located at the bottom left of the form.

To progress the Form to be ready to sign, click the **Ready to Sign** button. The Form will be locked down once you progress to the Signing state, select **OK** to confirm details

NEATS Secure Portal Public Portal NOPTA NOPIMS

Home Applications Finance Titles Titles User Management My Account

### Form 4 Request: WA-70-R

There is a valid Form 4, a Form 5 will need to be submitted first. Please contact Titles@nopta.gov.au, if you have any questions. (FR05)

#### Details

Legislative Form	Title
4	WA-70-R
Nominee Titleholder	Status
SEPI Company	Draft
List of all Titleholders	
SEPI Company	

Ready for Signing Delete Form Request

Created by Melanie Webb from SEPI company on 07/10/2022 02:45:13pm (AWST)

Home Accessibility Copyright Disclaimer Privacy User Acceptance Test, Version: 61.0.8973

Generate the **Prepopulated Document**, via the **Generate** button, the form needs to be signed and then load into the **Document Signing** section. Once you have done this, click the **Submit to NOPTA for Approval** button.

NEATS Secure Portal Public Portal NOPTA NOPIMS

Home Applications Finance Titles Titles User Management My Account

### Form 4 Request: WA-70-R

The Form 4 Request is now ready for signing.

#### Details

Legislative Form	Title
4	WA-70-R
Nominee Titleholder	Status
SEPI Company	For Signing
List of all Titleholders	
SEPI Company	

#### Prepopulated Document

Generate a prepopulated document based on this Form Request.

Generate

#### Document Signing

The Form document must be downloaded, signed and uploaded when complete. The information on the document must not be edited, you may only sign the document.

Select Files... Drop files here to upload

Maximum Number of Files: 1 Maximum File Size: 20 MB Supported File Types: .pdf, .tif, .png, .jpg, .jpeg, .docx

Existing document:

No existing file

Document must be supplied.

Download

Submit to NOPTA for Approval Delete Form Request

Australian Government National Offshore Petroleum Titles Administrator

User Acceptance Test, Version: 61.0.8973

**Note:** digital signatures will be coming soon for the Legislative Forms

The Form Request will appear in the **Pending Form Requests** section while being prepared or with NOPTA for approval. Once Approved it will appear in the **Active Forms** section.

NEATS Secure Portal
Public Portal <sup>Ⓒ</sup> NOPTA <sup>Ⓒ</sup> NOPIMS <sup>Ⓒ</sup>

- [Home](#)
- [Applications](#)
- [Finance](#)
- [Titles](#)
- [Titles](#)
- [User Management](#)
- [My Account](#)

Australian Government  
National Offshore Petroleum  
Titles Administrator

## Retention Lease WA-70-R

Title Summary
Titleholders
Work Program
Memorial
Blocks
Legislative Forms
Online Submissions

### Active Forms

**Form 2**

Registered Titleholder: SEPI Company ACN/ARB#: 888 999 900	Effective Date: 21/09/2022
Address Details test_perth Western Australia 88888 Australia	Titleholder Registration Date: 09/09/2022
	Contact Details Phone: 09 8788999 Email: m@t1

**Form 4**

Nominee Titleholder: SEPI Company

Effective Date: 27/09/2022

**Form 6**

Nominee Titleholder: SEPI Company

Effective Date: 21/09/2022

### Pending Form Requests

Form #	Lodged By	Status	Submitted Date
5	SEPI Company	Screening (NOPTA)	04/10/2022
5	SEPI Company	For Signing	

[New Form Request](#)

Home [Accessibility](#) [Copyright](#) [Disclaimer](#) [Privacy](#)
User Acceptance Test, Version: 61.0.8973



# My Account

## Manage My Details

The My Details section allows you to view and edit your details, reset your password, view your existing permissions and any pending requests.

By selecting the **Edit Details** button under **My Details** you can update your Position, Contact Number and Correspondence Email address. Select **Update Details** to finalise your changes.

The screenshot displays the 'My Details' page in the NEATS Secure Portal. The page is divided into several sections:

- Navigation:** A sidebar on the left contains links for Home, Applications, Finance, Titles, User Management, My Account, and Manage My Details (highlighted in blue). Below the sidebar is the Australian Government logo and the text 'National Officers Petroleum Titles Administrator'.
- My Details:** The main heading for the section.
- User Details:** A box containing user information:
  - Username: melanie.webb
  - Full Name: Melanie Webb
  - Position: [Redacted]
  - Last Login (AWST): 07/10/2022 01:33:31pm
  - Email: melanie.webb@nopta.gov.au
  - Correspondence Email: melanie.webb@nopta.gov.au
  - Contact Number: 0418944547
  - Registration Date (AWST): 20/09/2022 07:54:44pmButtons for 'Edit Details' and 'Reset Password' are located below this section.
- Existing Permissions:** A table listing permissions for the user.

Company	Admin Contact(s)	Finance		Applications			Legislative Forms		Updated By	Updated Date (AWST)	Information
		Admin	Signer	Payer	Reader	Creator	Submitter	Manager			
SEPI Company	Melanie Webb	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NEATS Admin	20/09/2022 09:11:11pm	
- Pending Requests:** A section titled 'The following requests are pending approval.' containing a table of requests.

Request ID	Request Date (AWST)	Company	Finance		Applications			Legislative Forms	
			Admin	Signer	Payer	Reader	Creator	Submitter	Manager
SR00002221	30/09/2022 02:10:11pm	G Pty Ltd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the page, there are links for Home, Accessibility, Copyright, Disclaimer, and Privacy. The version number '61.0.8973' is also displayed.

## Request Additional Access

This section allows you to request additional access or permission. If you are requesting to be a Company Administrator or Company Signer, you must upload the supporting documentation. Please see [NEATS Secure Portal User registration](#) for more details.

Select **Request Additional Access** under the **My Account** menu, select the relevant company.

If there is no Company Administrator for the selected Company, you will be required to sign up as that role. Otherwise, you will be asked if you are applying for the Company Signer role. If you are, completed the additional fields and upload the signed request form. Or select the appropriate roles from the general roles table and submit your request, via the **Submit Request** button.

The screenshot shows the 'Existing User Access Request' form. On the left is a navigation menu with 'Request Additional Access' highlighted. The main content area has the following sections:

- Select the company that you are requesting access to:** A dropdown menu showing 'Secure Portal Demo'.
- My company is not in this list
- You have requested access to *Secure Portal Demo*
- Are you applying to be a Company Administrator?**  
 Yes  No  
[What is a Company Administrator?](#)
- Are you applying to be a Company Signer?**  
 Yes  No  
[What is a Company Signer?](#)
- General Permissions Request**  
Select the permissions that you are requesting.

	Finance	Applications		Legislative Forms	
	Payer	Reader	Creator	Submitter	Manager
Existing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At least one permission must be requested.

Once your additional roles request has been approved, you will receive an email notification and additional permissions or companies will be visible in your portal.

# User Management

## View My Requests

The User Management menu and page is only visible to the Company Administrators. It allows the Company Administrator to view and manage their requests, all the NEATS Secure Portal user for their Companies, and to view their companies.

The **View My Requests** page allows them to **Approve** or **Reject** user requests, if there is multiple to approve or reject, it can be done via the Batch option, with the except for batch approving Company Signer.

**My Requests**

Company Signer requests cannot be batch approved.

**Manage Requests**

The following requests are awaiting your approval.

	Request ID	Request Date (AWST)	Company	Full Name	Signer	Payer	Reader	Creator	Submitter	Manager	Information
<input type="checkbox"/>	SR00002213	20/09/2022 09:28:25pm	SEPI Company	test user	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	SR00002221	30/09/2022 02:10:11pm	G Pty Ltd	Melanie Webb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Batch Reject](#) [Batch Approve](#)

**NOPTA Requests**

Request ID	Request Date (AWST)	Role Requested	Company	Full Name	Information
No records available					

To approve a request, click on the hyperlink and view the request details, select **approve** or **reject** and then the **Submit** button. The Company Administrator can also assign additional roles or approve only a selection of the roles requested, via the **Granted** row in the **Permissions Request** table.

**Review User Request**

**Request Details**

Request ID: SR00002213  
Status: Pending  
Company: SEPI Company  
Comments:  
Request Date (AWST): 20/09/2022 09:28:25pm

**New User Details**

Full Name: test user  
Position:  
Email: [test.user@test.au](mailto:test.user@test.au)  
Contact Number:

Approving this request will create a new Secure Portal user account.

**Permissions Requested**

Company: SEPI Company

	Finance	Applications	Legislative Forms		
	Payer	Reader	Creator	Submitter	Manager
Requested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Granted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approve  Reject  
Approve or Reject must be selected.

[Submit](#)

## Batch Approve/Reject

The Company Administrator can also batch approve or reject general roles, select one or more of the requests to enable the **Batch Reject/Approve** buttons. You will be prompted to confirm the Batch Approval and if you proceed the user requests will be approved.

### My Requests

#### Manage Requests

The following requests are awaiting your approval.

<input checked="" type="checkbox"/>	Request ID	Request Date (AWST)	Company	Full Name	Signer	Payer	Reader	Crea
<input checked="" type="checkbox"/>	SR00002213	20/09/2022 09:28:25pm	SEPI Company	test user	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Batch Reject
Batch Approve

If you are rejecting the request, select **Batch Reject**, and you will be prompted, to confirm the rejection, if the requests are suspicious, you can flag this and NOPTA will investigate.

#### Batch Reject ✕

This will reject the selected requests and remove them from this list. Do you wish to proceed?

Reason

This request appears to be suspicious

OK
Cancel

The Company Signer requests, required additional verification before it can be approved. The Company Administrator needs to verify the identification of the Company Signer and complete the declaration shown below before the request is submitted to NOPTA for review and approval.

NEATS Secure Portal [Public Portal](#) [NOPTA](#) [NOPIMS](#)

- [Home](#)
- [Applications](#)
- [Finance](#)
- [Titles](#)
- [User Management](#)
- [View My Requests](#)
- [View My Users](#)
- [View My Companies](#)
- [My Account](#)

### Review Access Request

#### Request Details

Request ID: SR00002213 Request Date (AWST): 30/09/2022 02:10:11pm  
 Status: Pending  
 Company: G Pty Ltd  
 Comments:

#### Existing User Details

Username: melanie webb  
 Full Name: Melanie Webb Email: melanie.webb@nopta.gov.au  
 Position: Contact Number:  
 Last Login (AWST): 07/10/2022 01:33:31pm Registration Date (AWST): 20/09/2022 07:54:44pm

ⓘ Approving this request will send the Company Signer request to NOPTA for approval.

#### Company Signer Requested

Identification and Verification

I confirm that I have taken measures to validate the identity of the authorised signatory named on this form. Confirmation required.

Acknowledgement and Signatures

Company Signer Form Request: [NEATS \(4\).pdf](#)  
Confirmation required. You must first download and read the document.

I confirm that the stated role/position of the authorised signatory is correct.  
 I confirm that the authorised signatory named on this form has authority from the titleholder to execute documents on behalf of the titleholder (for information on who may bind a titleholder on NOPTA forms see [NOPTA's Signature Guidance](#)).  
 I confirm that the authorised signatory is specifically permitted to execute NOPTA forms on behalf of the titleholder by use of an electronic signature.

Approval

The information I have provided above is accurate, complete and not misleading in accordance with section 137.1 of the Schedule to the Criminal Code 1995 (Cth). It is an offence for a person to knowingly give false or misleading information to the Commonwealth.

Approve  Reject  
Approve or Reject must be selected.

Submit

# View My Users

This section provides the Company Administrator an overview of all the users registered with their Company's. You can filter by any of the headings or view more details about that user by clicking on their username hyperlink.

**My Users**

Username	Full Name	Last Login (AWST)	Companies	Account Status	Email Address	Info
<a href="#">test.usera</a>	test usera	21/09/2022 11:16:17am	SEPI Company	Active	test.user2@test.au	

To edit permission select **Edit Access** button and add or remove the additional permission by ticking the permission boxes for the appropriate company.

**Manage User Access**

**User Details**

Username: test.usera      Account Status: Active  
 Full Name: test usera      Email: [test.user2@test.au](mailto:test.user2@test.au)  
 Position:      Contact Number:  
 Last Login (AWST):      Registration Date (AWST): 21/09/2022 11:16:17am

**View Permissions**

Company	Finance		Applications			Legislative Forms		Information	Updated By
	Admin	Signer	Payer	Reader	Creator	Submitter	Manager		
SEPI Company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin

[Edit Access](#)

To save these changes select **Update Access**.

**Edit Permissions**

Company	Finance		Applications			Legislative Forms		Information	Updated By
	Admin	Signer	Payer	Reader	Creator	Submitter	Manager		
SEPI Company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin

Allow removal of Company Admin or Signer Permissions

[Update Access](#)   [Cancel](#)   [Remove All Access](#)

# View My Companies

This section provides the Company Administrator an overview of all the Companies they are administrators for.

- Home
- Applications
- Finance
- Titles
- User Management
- View My Requests
- View My Users
- View My Companies**
- My Account

## My Companies

Company Name ↑	ABN	ACN / ARBN	No. of Administrators
SEPI Company			2

Australian Government  
National Offshore Petroleum  
Titles Administrator

Clicking on the Company name hyperlink will show the **Company Details** page, listing all the users and their roles with the Company.

**Manage Company Access**

**Company Details**  
Company Name: SEPI Company  
ACN / ARBN:  
ABN:

**View Permissions**

Username	Full Name			Finance	Applications			Legislative Forms	Information	Updated By	Updated Date (AWST)
		Admin	Signer	Payer	Reader	Creator	Submitter	Manager			
test.use	test use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	04/10/2022 09:03:07am
test.	test.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NEATS Admin	03/10/2022 04:27:58pm
me	Me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	20/09/2022 09:11:11pm
test.users	test users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	04/10/2022 04:01:45pm

[Edit Access](#)

The Company Administrator can also edit the access, via the **Edit Access** button. By ticking on or off the required roles for each user. To also enable the removal of other Company Administrators or Company Signers roles, tick the box above the **Update Access**, and the additional section of the grid will be enabled.

**Manage Company Access**

**Company Details**  
Company Name: SEPI Company  
ACN / ARBN:  
ABN:

**View Permissions**

Username	Full Name			Finance	Applications			Legislative Forms	Information	Updated By	Updated Date (AWST)
		Admin	Signer	Payer	Reader	Creator	Submitter	Manager			
test.use	test use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	04/10/2022 09:03:07am
test.	test.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NEATS Admin	03/10/2022 04:27:58pm
me	Me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	20/09/2022 09:11:11pm
test.users	test users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		NEATS Admin	04/10/2022 04:01:45pm

Allow removal of Company Admin or Signer Permissions

[Update Access](#) [Cancel](#)