

# Connections Portal User Guide

Version 1.1 August 2023



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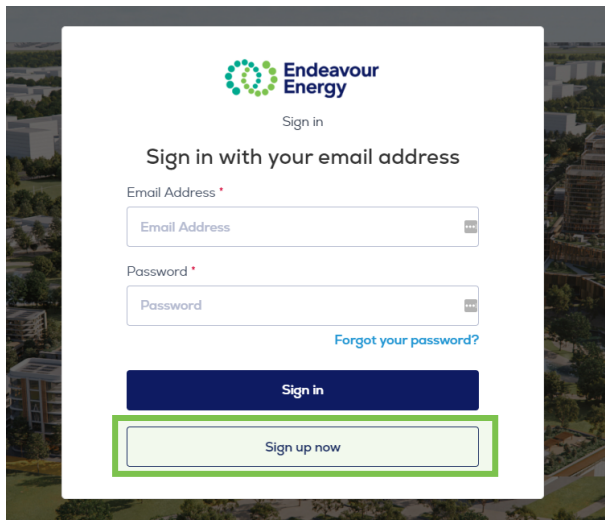
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# Accessing Connections Portal

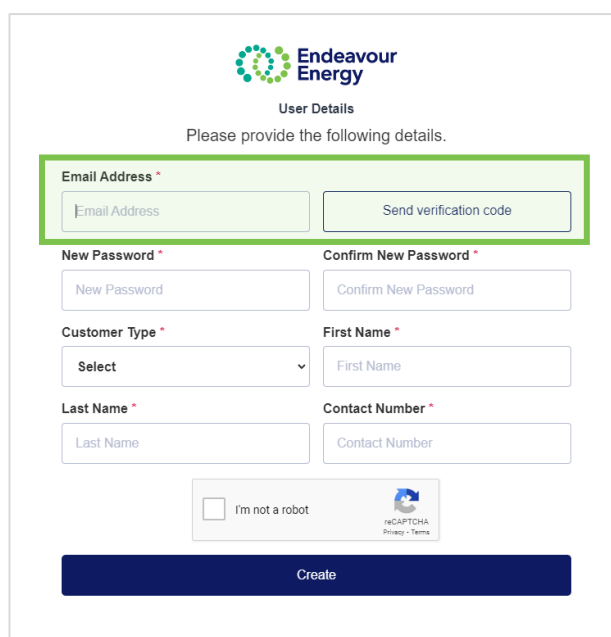
Link for Connection Portal: [Click here](#) to access the **Connections Portal log in page**. The steps to log in are detailed below for a new user and for an existing user.

## New user (to complete self-registration)



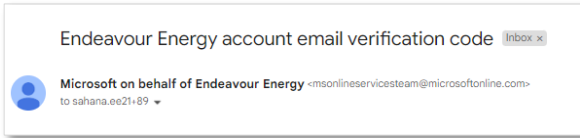
Complete the following steps if you are a new user and have not previously registered on the Connections Portal:

1. Click **Sign up now**

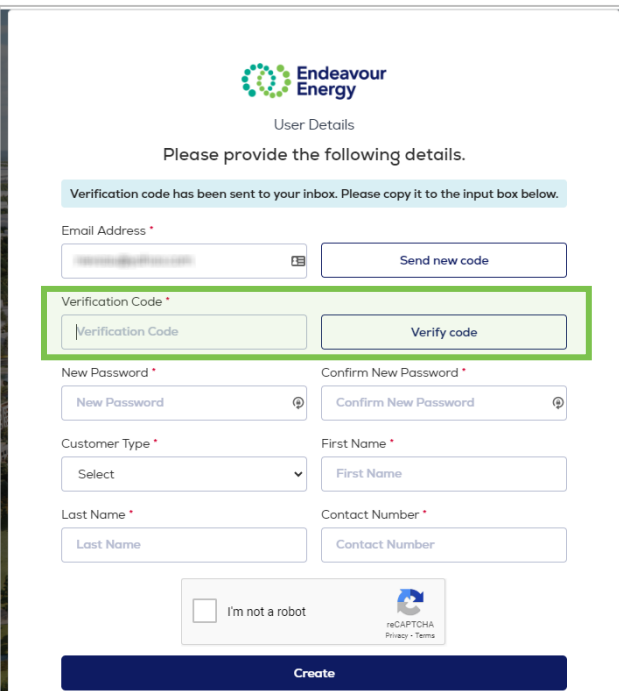
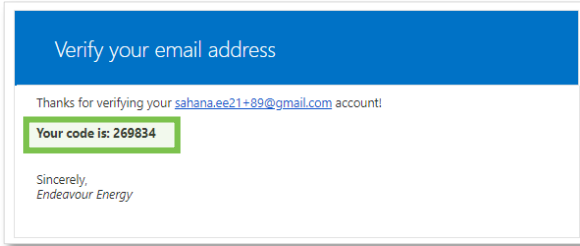


2. Enter your **Email Address** and click **Send verification code**

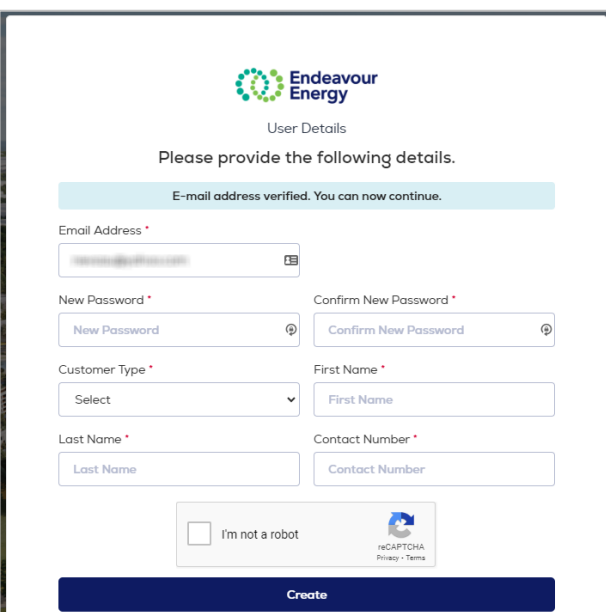
Do not close this login screen, as you will need to come back to it once you have your verification code



3. You will receive an email with your verification code



4. Enter the **Verification Code** (as per the email) and click **Verify code**



5. Continue to complete the following:

- **New Password** and **Confirm New Password** – enter the password you want to set and repeat the password
- **Customer Type** – select from the list
- **First Name** – enter your first name
- **Last Name** – enter your surname
- **Contact Number** – enter your mobile number

6. Select **I'm not a robot**

7. Click **Create**

You are then prompted to complete Multi-factor authentication.

8. **Phone Number** - enter the same mobile number that you used on the registration step.
9. Select your preferred Multi-factor authentication method:

**Send Code** - to receive the verification code via SMS

**Call Me** – to complete authentication via a call (the call will be from Microsoft – when you hear the prompt to hit the pound key - press #. The call will end and you will be logged in to the Connections Portal).

10. If you have selected Send Code – enter the **verification code** you received via SMS and click **Verify Code**.

**Note:** The Verify Code button is not active until you have entered the six digit verification code.

It may take a **few seconds for the screen to refresh**. You will then be logged in to the Connections Portal and your [Home](#) page displays.



**Note:** You will also receive an email (**Registration Successful**) confirming that your account is activated.

## Existing User

The screenshot shows the Endeavour Energy sign-in page. At the top is the Endeavour Energy logo. Below it, the text reads "Sign in" and "Sign in with your email address". There are two input fields: "Email Address \*" containing "james.elliott@gmail.com" and "Password \*" containing ".....". A link "Forgot your password?" is located below the password field. At the bottom, there are two buttons: a dark blue "Sign in" button and a white "Sign up now" button.

Complete the following steps if you have already registered on the Connections Portal and have set up your user ID and password:

1. Enter your **Email Address** and **Password**
2. Click **Sign In**

The screenshot shows the multi-factor authentication page. It features the Endeavour Energy logo and the heading "Multi-factor authentication". The text says: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." Below this, the phone number "XXX-XXX-9496" is displayed. There are two buttons: "Send Code" and "Call Me".

3. Select your preferred Multi-factor authentication method:

**Send Code** - to receive the verification code via SMS

OR

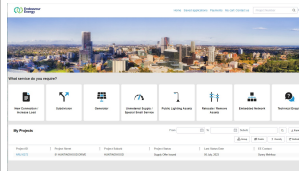
**Call Me** – to complete authentication via a call (the call will be from Microsoft – when you hear the prompt to hit the pound key - press #)

The screenshot shows the multi-factor authentication page where a verification code is entered. It features the Endeavour Energy logo and the heading "Multi-factor authentication". The text says: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." Below this, the phone number "XXX-XXX-9496" is displayed. A link "send a new code" is present. A text input field contains the verification code "708563". A "Verify Code" button is at the bottom.

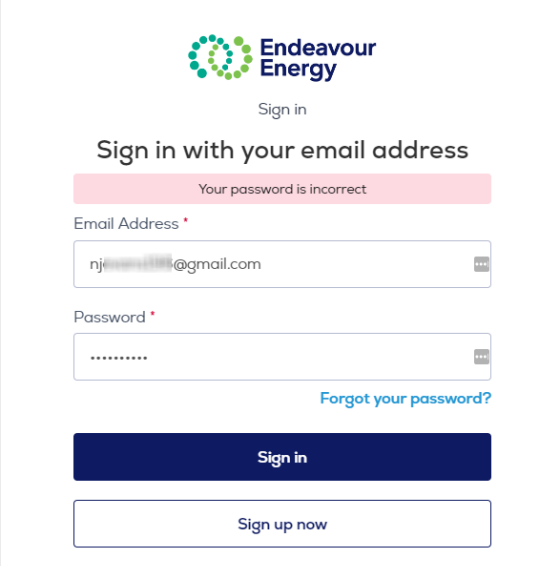
4. If you have selected Send Code – enter the **verification code** you received via SMS (from *msverify*) and click **Verify Code**.

**Note:** The Verify Code button is not active until you have entered the six digit verification code.

It may take a **few seconds for the screen to refresh**. You will then be logged in to the Connections Portal and your [Home](#) page displays.



## Forgot Password or Reset Password



Endeavour Energy

Sign in

Sign in with your email address

Your password is incorrect

Email Address \*

nj...@gmail.com

Password \*

.....

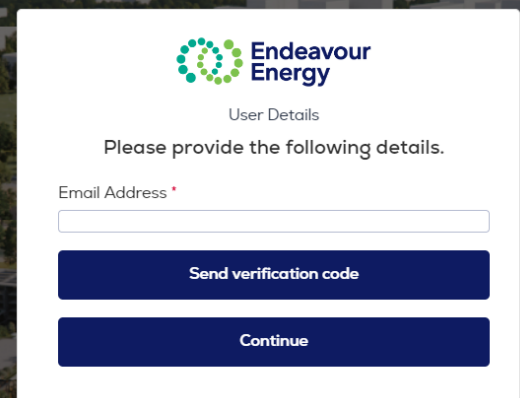
[Forgot your password?](#)

Sign in

Sign up now

Complete the following steps if you have forgotten your password or if you want to reset your password for the Connections Portal:

1. Click **Forgot your password**



Endeavour Energy

User Details

Please provide the following details.

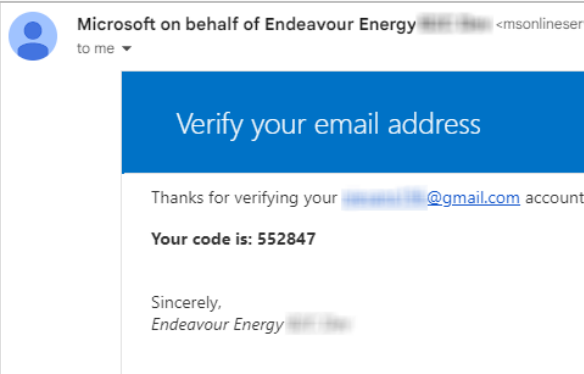
Email Address \*

Send verification code

Continue

2. Enter your **Email Address** and click **Send verification code**

Do not close this login screen, as you will need to come back to it once you have your verification code



Microsoft on behalf of Endeavour Energy

Verify your email address

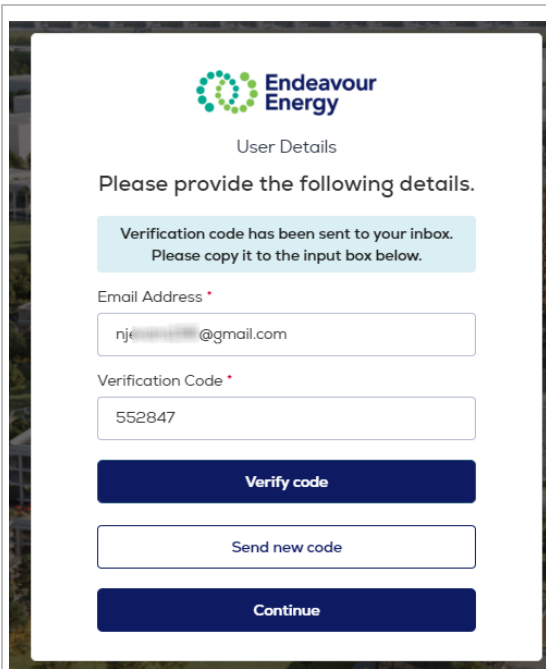
Thanks for verifying your [redacted]@gmail.com account!

**Your code is: 552847**

Sincerely,  
Endeavour Energy

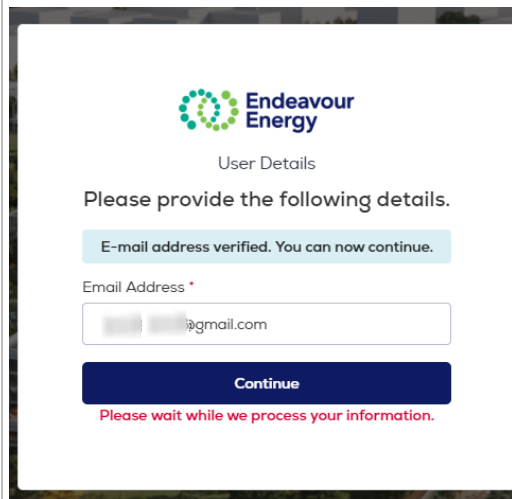
3. You will receive an email with your verification code





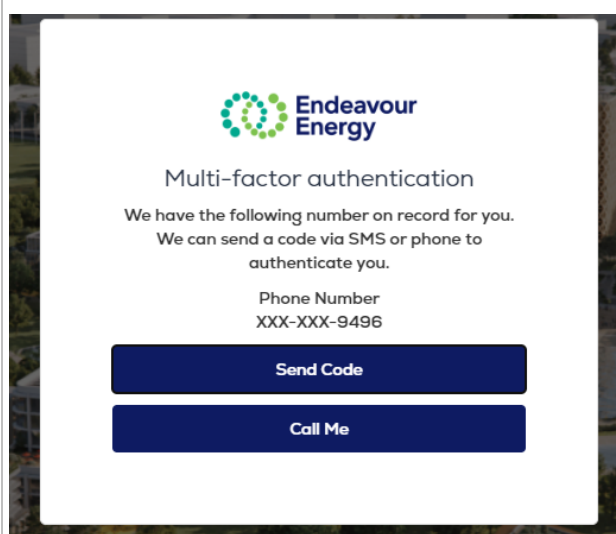
It may take a few seconds for the dialog box to update.

4. Enter the **Verification Code** (as per the email) and click **Verify code**



A system message confirms your email address has been verified.

5. Click **Continue**

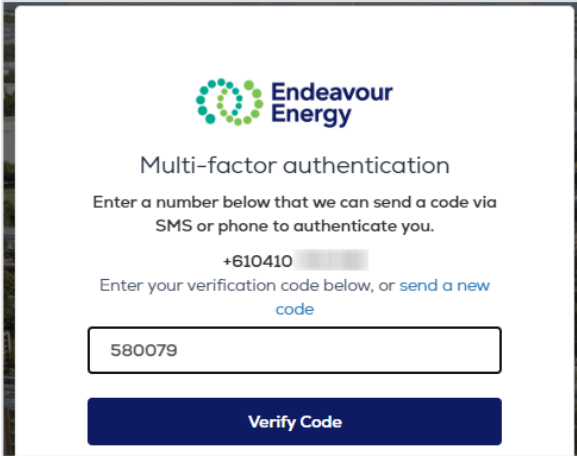
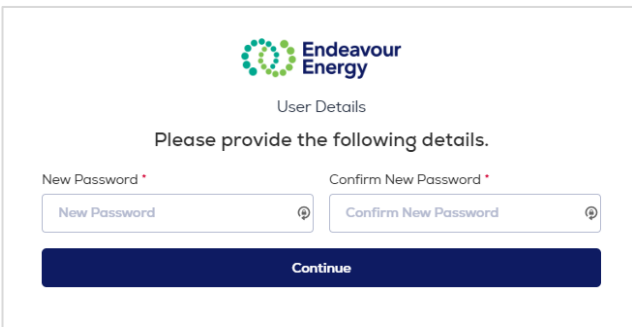


You are then prompted to complete Multi-factor authentication.

6. Select your preferred Multi-factor authentication method:

**Send Code** - to receive the verification code via SMS

**Call Me** – to complete authentication via a phone call prompt (the *call will be from Microsoft – when you hear the prompt to hit the pound key - press #*).

	<p>7. If you have selected Send Code – enter the <b>verification code</b> you received via SMS and click <b>Verify Code</b>.</p> <p><b>Note:</b> The Verify Code button is not active until you have entered the six digit verification code.</p>
	<p>8. Enter the password you want to set in <b>New Password</b> and repeat in <b>Confirm New Password</b>.</p> <p>9. Click <b>Continue</b></p>

# Home page

Endeavour Energy

Home Saved applications Payments My cart Contact us Project Number  Q NE

What service do you require?

New Connection / Increase Load Subdivision Generator Unmetered Supply / Special Small Service Public Lighting Assets Relocate / Remove Assets Embedded Network Technical Enquiry

My Projects From  To  Suburb  Q

Project ID	Project Street	Project Suburb	Project Status	Last Status Date	EE Contact
NRL16272	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	Supply Offer Issued	05 July, 2023	Sunny Mehfooz

1

## What service do you require?

The Application tiles are displayed here. You can click on any of the service icons to apply for a specific service

2

## My Projects

Any project associated with your user email address will be displayed here. You can use the various filters to list specific projects

3

**Home** – to return to this page when you are in any other screen in the Connections Portal

**Saved applications** – all applications that you have started but not proceeded to payment (*i.e. you have saved or cancelled between steps 1 Site Details to 6 Legal Disclaimer - before reaching the Payment Lodgement screen*)

### Payments:

- **Payments Pending** – applications where you have moved past the Payment Lodgement screen by clicking the Proceed to Payment button but have not yet completed the payment. Also, project fees that have been issued that you have not yet successfully paid
- **Payment History** – all completed payments

**My cart** – application fees and project fees that you have added to your cart (*when you are lodging a new application, it is automatically added to your cart*).

# Lodge Application

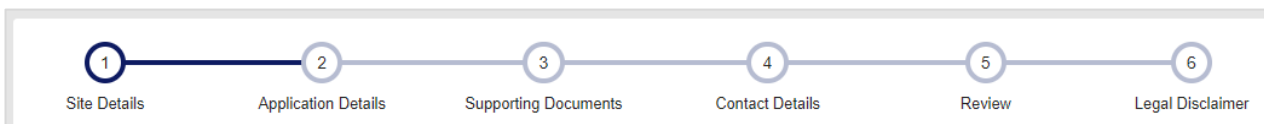
Endeavour Energy

Home Saved applications Payments My cart Contact us Project Number

What service do you require?

- New Connection / Increase Load
- Subdivision
- Generator
- Unmetered Supply / Special Small Service
- Public Lighting Assets
- Relocate / Remove Assets
- Embedded Network
- Technical Enquiry

1. To lodge an application, click the relevant icon to **select the service**
2. You are then guided through the required steps to lodge the application (*Steps 1 – 6 and Payment Lodgement*)



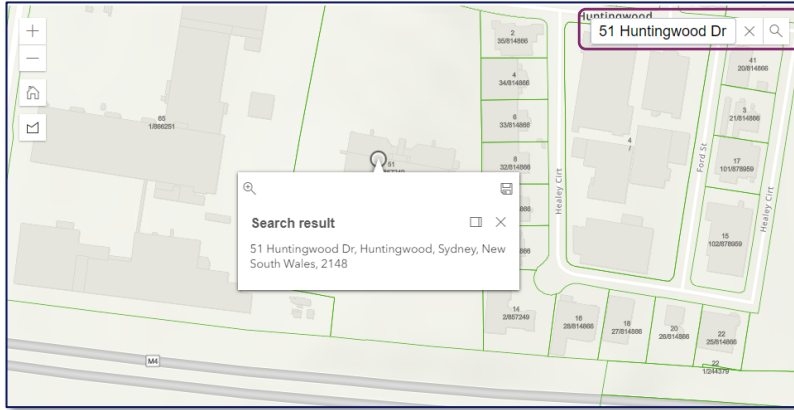
This user guide provides instructions for each of these steps.

# 1 – Site Details

The first step (for all application types) is to enter or search for the site address or site addresses.

1	Use the map buttons to zoom in/out, return to the home location and toggle the polygon feature on/off
2	Enter the address to search for the site address
3	You can either save your progress to return to it later, or continue now

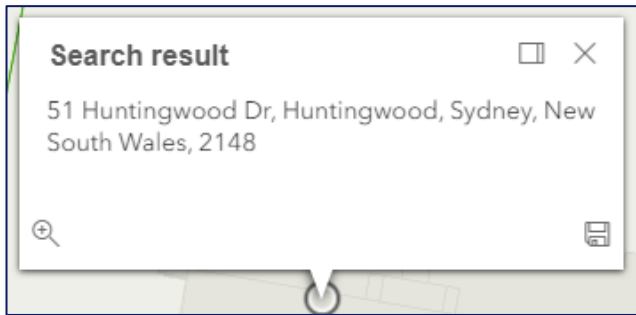
## Find Site Details



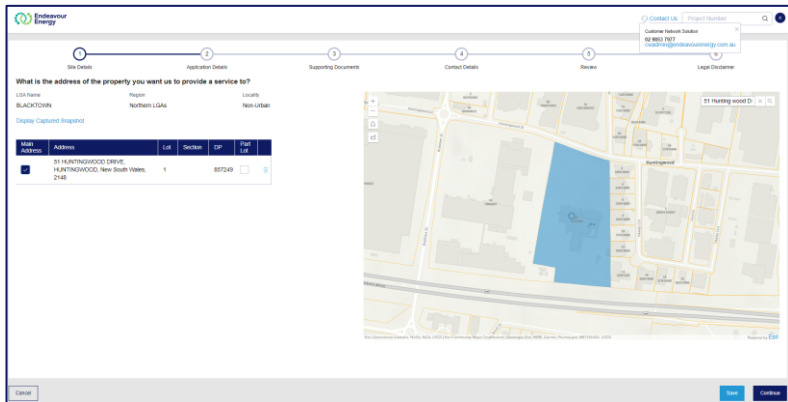
Enter the address into the Find Site Details search bar and click the search button (magnifying glass).

The address is displayed on the map.

You can select *Show more results* if the address pictured is not the address required.



Once you find the correct address, click the **Save** icon at the bottom right-hand corner of the pop-up box.



Once the address is selected, the map will colour the property blue and display:

- LGA
- region
- locality
- whether the site is the main address
- address
- lot number and section
- DP.

1 Site Details 2 Application Details

What is the address of the property you want us to provide a service to?

LGA Name: BLACKTOWN Region: Northern LGAs Locality: Non-Urban

[Display Captured Snapshot](#)

Main Address	Address	Lot	Section	DP	Part Lot
<input checked="" type="checkbox"/>	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	1		857249	<input type="checkbox"/>

**Note:** You can choose the check box to indicate partial selection of an address.

A part of the address can be associated to the project by selecting the **Part Lot** checkbox.

**Multiple Addresses**

If needed, you can select multiple addresses, however at least one address should be marked as the **Main Address**.

1 Site Details 2 Application Details 3 Supporting Documents 4 Contact Details 5 Review 6 Legal Disclaimer

What is the address of the property you want us to provide a service to?

LGA Name: BLACKTOWN Region: Northern LGAs Locality: Non-Urban

[Display Captured Snapshot](#)

Main Address	Address	Lot	Section	DP	Part Lot
<input checked="" type="checkbox"/>	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	1		857249	<input type="checkbox"/>
<input type="checkbox"/>	65 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	1		866251	<input type="checkbox"/>
<input type="checkbox"/>	2 HEALEY CIRCUIT, HUNTINGWOOD, New South Wales, 2148	35		814866	<input type="checkbox"/>

Map showing 51 Hunting wood Dr and surrounding area.

Buttons: Cancel, Save, Continue

## Update Address

1 Site Details      2 Application Details      3 Supporting Documents      4 Contact Details

What is the address of the property you want us to provide a service to?

LGA Name: BLACKTOWN      Region: Northern LGAs      Locality: Non-Urban

[Display Captured Snapshot](#)

Main Address	Address	Lot	Section	DP	Part Lot
<input checked="" type="checkbox"/>	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	1		857249	<input type="checkbox"/>

### Update Address

Street Number: 51      Street Name\*: HUNTINGWOOD DRIVE

Suburb\*: HUNTINGWOOD      State\*: New South Wales

Postcode\*: 2148      LGA Name\*: BLACKTOWN

Lot\*: 1      DP\*: 857249

Zone Type\*: Infrastructure

If you need to edit the address for any reason:


1. Click the **Address** and a pop-up window will display
2. Edit the sections of the address that need to be updated (*all mandatory fields indicated with \* need to be populated*)
3. Click **Submit** to save the address changes.

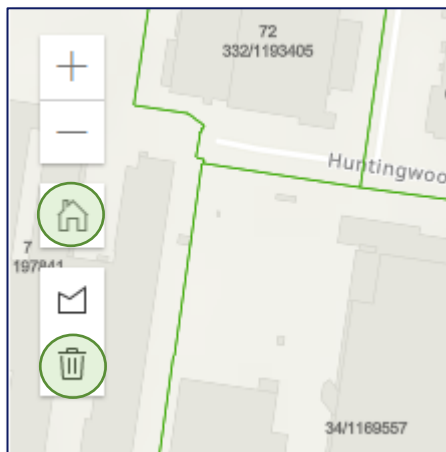
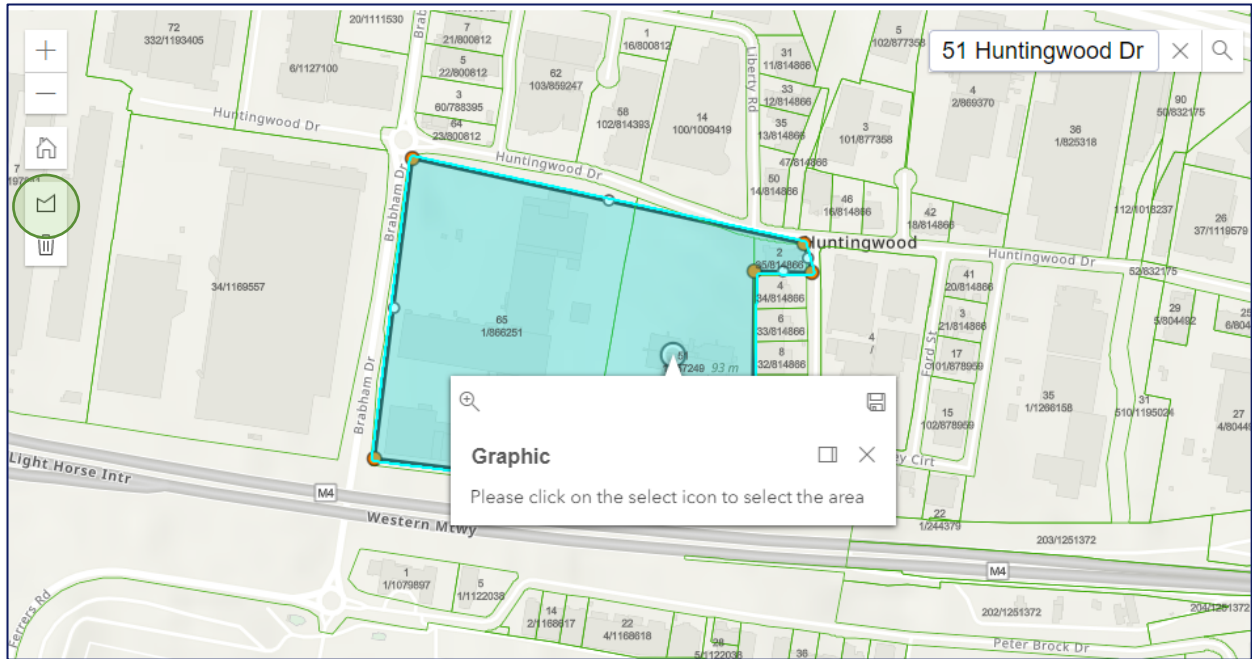


## Select Site using Polygon Function

You can also select the site with the polygon feature.

To do this:

1. Select the polygon icon
2. Outline the shape by one click until you traverse all the lots you would like to select then close the polygon with a double click
3. Click Save icon  for the lots to be added to the list of addresses.



- If you make a mistake and want to start again, select the delete/rubbish bin icon
- If you would like to return to the default map view, select the home icon.

## 2 – Application Details

When lodging a new application, the next step (for all application types) is Application Details.

This guide details the information required for each application type.

## 2 – Application Details - New Connection / Increase Load

When you select **New Connection / Increased Load** application, you are prompted to select the type of connection:

- Additional load to an existing connection
- A New Permanent Connection
- A temporary builder supply
- Upgrade an existing service to 3 phase.

### Additional Load to an existing connection

1. Select the *Additional load to an existing connection* tab

The screenshot displays the 'Application Details' step in a multi-step process. The steps are: 1. Site Details (checked), 2. Application Details (current), 3. Supporting Documents, 4. Contact Details, 5. Review, and 6. Legal Disclaimer. The user's contact information is shown as 02 9853 7977 and c.wadmin@endeavourenergy.com.au.

Under the heading 'What type of connection service do you require?', four options are presented as tabs: 'Additional load to an existing connection' (selected), 'A New Permanent Connection', 'A temporary builder supply', and 'Upgrade an existing service to 3 phase'.

Below this, 'What type of development are you applying for?' is set to 'Residential: Individual dwellings'.

The section 'Please provide your load details' includes a 'Select Phase' dropdown with 'Single Phase' selected and 'Three Phase' as an alternative.

	Phase A	Phase B	Phase C
Existing Load	1234 Amps		
Removed Load	1234 Amps		
New Load	1234 Amps		
Total	0 Amps		

Site Details Application Details

What type of connection service do you require?\*

Additional load to an existing connection

What type of development are you applying for?\*

Residential: Individual dwellings

Please provide your load details

Select Phase\* **Single Phase** Three Phase

	Phase A	Phase B	Phase C
Existing Load	1234 Amps		
Removed Load	1234 Amps		
New Load	1234 Amps		
Total	0 Amps		

- From the drop down, select the **type of development** you are applying for. Only 1 value can be selected from the drop-down list
- Select the **load details** as Single Phase or Three Phase:
  - If **Single phase** is selected, only Phase A is displayed
  - If **Three Phase** is selected, the values in Phase A are applicable to Phase B & C
- Click **+Add NMI** and enter the NMI associated with the site(s). Click outside the field and the NMI is validated.

For further information on this section, go to [Application Details - National Meter Identifier \(NMI\)](#)

When do you need your connection by?\*

17/11/2022

Please provide any further details regarding your application\*

Remaining: 3000 characters

- Enter or select the date you **need your connection by**.
- When you have entered the date (and clicked outside the field), the text box (for **further details**) displays. Any further details on the application must be provided here.

- Click **Continue**.
- The next step in the application is [3 – Supporting Documents](#)

## New Permanent Connection

### 1. Select the *A New Permanent Connection* tab

Site Details Application Details Supporting Documents Contact Details Review Legal Disclaimer

What type of connection service do you require?\*

Additional load to an existing connection **A New Permanent Connection** A temporary builder supply Upgrade an existing service to 3 phase

What type of development are you applying for?\*

Residential: Individual dwellings

Please provide your load details

Select Phase\* **Single Phase** Three Phase

	Phase A	Phase B	Phase C
Existing Load	100 Amps		
Removed Load	20 Amps		
New Load	30 Amps		
Total	110 Amps	0 Amps	0 Amps

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments *
No items		

+ Add NMI

Back Save Continue

- From the drop down, select the **type of development** you are applying for. Only 1 value can be selected from the drop-down list
- Select the **load details** as Single Phase or Three Phase
  - If Single phase is selected, only Phase A is displayed
  - If Three Phase is selected, the values in Phase A are applicable to Phase B & C
- Click **+Add NMI** and enter the NMI associated with the site(s). Click outside the field and the NMI is validated . For further information on this section, go to [Application Details - National Meter Identifier \(NMI\)](#)
- Enter or select the date you **need your connection by**.  
  
When you have entered the date (and clicked outside the field), the text box (for **further details**) displays. Any further details on the application must be provided here.
- Click **Continue**.

The next step in the application is [3 – Supporting Documents](#)

# Temporary Builder Supply

## 1. Select the *Temporary Builder Supply* tab

2. Enter the **decommission date** for the temporary builder supply or select the date from the calendar.
3. Select the **load details** as Single Phase or Three Phase.
  - If **Single phase** is selected, only Phase A is displayed
  - If **Three Phase** is selected, the values in Phase A are applicable to Phase B & C
4. Enter the NMI associated with the site. Click **+Add NMI** and enter the NMI. Click outside the field and the NMI is validated

For further information on this section, go to [Application Details - National Meter Identifier \(NMI\)](#)

7. Enter or select the date you **need your connection by**. When you have entered the date (and clicked outside the field), the text box (for **further details**) displays. Any further details on the application must be provided here.
8. Click **Continue**. The next step in the application is [3 – Supporting Documents](#)

# Upgrade an Existing Service to 3 Phase

1. Select the *Upgrade an existing connection to 3 phase* tab

Progress: 1 Site Details, 2 Application Details, 3 Supporting Documents, 4 Contact Details, 5 Review, 6 Legal Disclaimer

What type of connection service do you require? \*

Additional load to an existing connection | A New Permanent Connection | A temporary builder supply | **Upgrade an existing service to 3 phase**

What type of development are you applying for? \*

Residential: Individual dwellings

Please provide your load details

	Phase A	Phase B	Phase C
Existing Load	100 Amps		
Removed Load	20 Amps		
New Load	30 Amps	30 Amps	30 Amps
Total	110 Amps	30 Amps	30 Amps

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments *
No items		

+ Add NMI

Reason for NMI unavailability \*

Back | Save | Continue

What type of development are you applying for? \*

Residential: Individual dwellings

Please provide your load details

	Phase A	Phase B	Phase C
Existing Load	100 Amps		
Removed Load	20 Amps		
New Load	30 Amps	30 Amps	30 Amps
Total	110 Amps	30 Amps	30 Amps

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments *
No items		

+ Add NMI

Reason for NMI unavailability \*

Back

1. Select the **type of development** you are applying for.  
**Note:** Only 1 value can be selected from the drop-down list
2. Provide the **new load** to upgrade the connection to three phase
3. Click **+Add NMI** and enter the NMI associated with the site. Click outside the field and the NMI is validated.

For further information on this section, go to [Application Details - National Meter Identifier \(NMI\)](#)

4. Enter or select the date you **need your connection by**.

When you have entered the date (and clicked outside the field), the text box (for **further details**) displays. Any further details on the application must be provided here.

5. Click **Continue**.

The next step in the application is [3 – Supporting Documents](#)

## 2 – Application Details – Sub-Division

All fields in this section are mandatory to proceed.

How would you best describe your subdivision?\*

Residential

Are suitable electricity supply arrangements already in place for each lot in your subdivision?\*

Yes No Not Sure

Please provide additional details regarding your subdivision

Single Dwelling Lots*	Quantity of Single Dwelling Lots*
1-10	7
Multiple Dwelling Lots*	Quantity of Multiple Dwelling Lots*
1-10	5
Residue Lots*	Quantity of Residue Lots*
1-10	7
Public Reserves*	Quantity of Public Reserves*
110-111	5
Road Reserves*	Quantity of Road Reserves*
111-123	6

How would you best describe your subdivision?\*

Residential

Are suitable electricity supply arrangements already in place for each lot in your subdivision?\*

Please provide additional details regarding your subdivision

Single Dwelling Lots*
1-10
Multiple Dwelling Lots*
1-10
Residue Lots*
1-10
Public Reserves*
110-111
Road Reserves*
111-123

Quantity of Single Dwelling Lots\*

7

Quantity of Multiple Dwelling Lots\*

5

Quantity of Residue Lots\*

7

Quantity of Public Reserves\*

5

Quantity of Road Reserves\*

6

Note the following validations on this step:

- The fields on the left hand side of the page will accept entries entered as a range e.g. “1-100”
- The fields on the right hand side of the page will accept single entries such as “5”, “25” or “100”
- If **Single Dwelling Lots** is populated, then **Quantity of Single Dwelling Lots** (*on the right*) is mandatory
- If **Multiple Dwelling Lots** is populated, then **Quantity of Multiple Dwelling Lots** (*on the right*) is mandatory.

Enter or select the date you **need your connection by**. When you have entered the date (and clicked outside the field), the text box (for **further details**) displays. Any further details on the application must be provided here.

Click **Continue**.

The next step is [3 – Supporting Documents](#)

## 2 – Application Details – Generator

When you have completed [1 – Site Details](#), the next step for a Generator application is 2 – Application Details.

What type of generator are you connecting? \*

Standby generator only

Please provide change over details for your standby generator \*

Manual break before make Synchronous close transfer trip Other

Is there an associated load application or technical enquiry with your generator application? \*

Yes No

Please provide the Endeavour Energy reference number for the associated application \*

Ref123

What type of generator are you connecting? \*

Combined Solar + Battery

Please provide details of your generator system

	Generator Capacity	Inverter Rating
Existing kW	111	100
New kW	100	100
Removed kW	19	100
Total	192	100

Inverter Details

Select phase \* Single phase Three phase

Manufacturer Name \*

Test

CEC Certificate Number \*

EE1234566

Select the **type of generator** you are connecting from the drop down list (Combined Solar + Battery, Solar, Wind, Battery)

Enter the **Generator Capacity and Inverter Rating** details for:

- Existing
- New
- Removed

**Phase** - select Single or Three Phase.

Enter the **Manufacturer Name**.

Enter the **CEC Certificate Number**. This accepts alphanumeric entries.

Is there an associated load application or technical enquiry with your generator application? \*

Yes No

Please provide the Endeavour Energy reference number for the associated application \*

If you select **Yes**, you have to include the Endeavour Energy reference number in order to proceed with the application.

The next step is [3 – Supporting Documents](#)



## 2 – Application Details – Un Metered Supply / Special Small Services

When you have completed [1 – Site Details](#), the next step for an Un Metered Supply / Special Small Services application is 2 – Application Details.

1. Select **New unmetered connection** or **Alter an existing connection** tab
2. Select the **type of device** you are connecting from the drop-down list

### Unmetered Supply National Meter Identifier (NMI) Validation

3. Enter a valid NMI. Step off the record for validation (*i.e. click outside the field*) or provide a reason for NMI unavailability
  4. Enter the **Customer Asset Identifier or Number**
  5. Enter the **Maximum demand** in Amps. Maximum demand allowed is not more than 10 Amps
  6. Select the **Duty cycle** from the drop-down list
- The Daily Energy consumption is auto calculated
7. Select the **date** by when you need the connection
  8. Provide **further details** on the application

The next step is [3 – Supporting Documents](#)

## 2 – Application Details – Public Lighting Assets

**Please provide a description of the public lighting works\***

Need the public lighting works for an event

Remaining: 2957 characters

**Please provide details of the public lighting customer**

Company Name\*

ABV

Contact Person Name\*

Sahana


Contact Number\*

0435262428

Contact Email Address\*

sahana.prakash@gmail.com

**When do you need your connection by?\***

24/11/2022 

Please provide a description of the public lighting works. This field accepts 3000 characters.

All fields in this section are mandatory

The next step is [3 – Supporting Documents](#)

## 2 – Application Details – Relocate / Remove Assets

Progress bar: 1 Site Details (checked), 2 Application Details (active), 3 Supporting Documents, 4 Contact Details, 5 Review

**Please provide a description of the relocation or removal works\***

Need the connection to be relocated

Remaining: 2964 characters

**Is there an associated load application with your relocation application?\***

Yes  No

**Please provide the Endeavour Energy reference number for the associated application\***

EEE12345

**When do you need your relocation works by\***

24/11/2022

All fields are mandatory.

Enter a **description of the relocation/removal works**. The field accepts 3000 characters.

Enter the **Endeavour Energy reference number**. The format for this number is 3 letters followed by 4 or 5 digits (e.g., EEE12344)

The next step is [3 – Supporting Documents](#)

## 2 – Application Details – Embedded Network

Progress: 1 Site Details (checked), 2 Application Details (active), 3 Supporting Documents

Is your application related to a new connection or upgrade of a “generator” e.g. solar system, battery storage etc.  Yes  No

Please provide a description of your embedded network request \*

Remaining: 2981 characters

Please enter your Parent - National Meter Identifier (NMI) associated with the site (first 10 digits).

NMI	Status	Comments
No items		

[+ Add NMI](#)

Reason for NMI unavailability \*

Is there an associated load application with your embedded network application? \*  Yes  No

Please provide the Endeavour Energy reference number for the associated application \*

Please provide details of the nominated Embedded Network Manager (ENM)

Company Name \*

Contact Person Name \*

Contact Number \*

Email \*

When do you need the Embedded Network registration by? \*

Enter details of the embedded network request

For assistance with National Meter Identification (NMI) validation, click [here](#)

All fields in are mandatory and you will need your Endeavour Energy Reference Number. The format for this number is 3 letters followed by 4 or 5 digits (e.g. EEE12344)

The next step is [3 – Supporting Documents](#)

## 2 – Application Details – Technical Enquiry

Please provide a description of your request\*

Have a technical enquiry.

Remaining: 2975 characters

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments
No items		

[+ Add NMI](#)

Reason for NMI unavailability\*

Please enter details of the technical enquiry

For assistance with National Meter Identification (NMI) validation, [click here](#)

The next step is [3 – Supporting Documents](#)

## Application Details - National Meter Identifier (NMI)

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

NMI	Status	Comments
No items		

+ Add NMI

Reason for NMI unavailability\*

1. Click **+ Add NMI** to enter the NMI

**Note:** If NMI is unavailable, you must provide a **reason for unavailability**. It is a mandatory field to proceed with the application.

Please enter your National Meter Identifier (NMI) associated with your site/s (first 10 digits)

NMI	Status	Comments
1	<input type="text"/>	

+ Add NMI

2. Enter a valid **NMI** in the field and step off the record/click the mouse outside of the table

The NMI is validated, and the status of NMI is displayed in the status field.

### NMI Validation Errors

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments
1	4311310327	Valid
2	411111111	

+ Add NMI

If you enter an NMI with invalid number of characters (less than 10) and step off the record, a red triangle is displayed. An error message will also be displayed at the top of the page.

Please enter your National Meter Identifier (NMI) associated with your site/s

NMI	Status	Comments
1	4311310327	Valid
2	411111111	Invalid NMI <input type="text"/>

+ Add NMI

When you enter an invalid NMI (with correct number of characters) and step off the record, the status of the NMI is populated as **Invalid NMI** under the **Status** column.

A text box is displayed with comments on the usage of Invalid NMI.

## Connection Date & Further Details

When do you need your connection by? \*



When do you need your connection by is a mandatory field.

1. Enter the date or select the date using the calendar icon.

When do you need your connection by? \*

17/11/2022



Please provide any further details regarding your application \*

Remaining: 3000 characters

2. When you have entered the date (and clicked outside the field), the text box for further details displays.

Any further details on the application must be provided here. The text area accepts up to 3,000 characters

When you have completed all required information in 2 – Application Details, the next step is [3 – Supporting Documents](#).

## 3 – Supporting Documents

Site Details Application Details **Supporting Documents** Contact Details Review Legal Disclaimer

**Please provide supporting documents**

No attachments

Please attach the minimum required documents(\*) from the below checklist for assessment

Site Plan\*  AS3000 Maximum Demand Calculations\*  Development Agreement (DA) or Complying Development Certificate (CDC)

Reason for Required Documents Unavailable\*

Remaining: 250 characters

## Attach Documents

Site Details Application Details **Supporting Documents**

**Please provide supporting documents**

No attachments

Please attach the minimum required documents(\*) from the below checklist for assessment

Site Plan\*  AS3000 Maximum Demand Calculations\*  Development Agreement (DA) or Complying Development Certificate (CDC)

Reason for Required Documents Unavailable\*

Remaining: 250 characters

1. Click the **Attach** button to attach documents

**Upload Documents**

Drag and drop files here

or

Requirements:

1. File size should not be more than 15 MB per attachment
2. Allowable/Acceptable file types : PDF, DOC, DOCX, DWG, XLS, XLSX, JPEG, PNG

When you have clicked Attach, the **Upload Documents** dialog box displays.

2. **Drag and drop** documents into the box for uploading documents  
OR  
**Click Select files** to select the files from your drive and upload the documents

The **file extensions** allowed for the upload are pdf, doc, docx, xls, dwg, xlsx, jpeg, png.

The **file limit** is up to 15MB for each document.



**Upload Documents**

Drag and drop files here

or

Select file(s)

Name *	File	Category
CDU Demo	CDU Demo.pptx	Application Documents

Requirements:  
 1. File size should not be more 15 MB per attachment  
 2. Allowable/Acceptable file types : PDF, DOC, DOCX, DWG, XLS, XLSX, JPEG, PNG

Cancel Attach

Uploaded documents are listed.

The **Category** of the documents will be **Application Documents**.

The name of the document can be edited and can be up to 59 characters.

You cannot upload two files with the same name.

The uploaded document can be deleted by clicking on the delete icon (trash can).

3. Click **Attach**

Site Details Application Details

**Please provide supporting documents**

Attach P CDU Demo.pptx 1m ago

Please attach the minimum required documents(\*) from the below checklist for assessment

Site Plan \*  AS3000 Maximum Demand Calculations \*  Development Agreement (DA)

4. After the documents are uploaded, select the mandatory check boxes.

To proceed with the application, **Site Plan** and **AS3000** must be checked.

5. If there are no documents uploaded, you will need to be populate the reason for not uploading the required documents. The text area can accept 250 characters.

Site Details Application Details Supporting Documents Contact Details

**Please provide supporting documents**

Attach P CDU Demo.pptx 1m ago

Please attach the minimum required documents(\*) from the below checklist for assessment

Site Plan \*  AS3000 Maximum Demand Calculations \*  Development Agreement (DA) or Complying Development Certificate (CDC)

Reason for Required Documents Unavailable \*

Value cannot be blank  
Remaining: 250 characters

If the mandatory checkboxes are not selected and you try to proceed with the application, an error message will be displayed. The **Reason for Required Documents Unavailable** text box will also be highlighted.

6. Click **Continue**

## 4 – Contact Details

The screenshot shows a progress bar at the top with six steps: 1. Site Details, 2. Application Details, 3. Supporting Documents, 4. Contact Details (highlighted), 5. Review, and 6. Legal Disclaimer. Below the progress bar, the text "Please review applicant details" is displayed. The form contains several input fields: Contact Name (Sahana Prakash), Company Name (ASP12347), Contact Number (0435262428), Email (sahana.ee21+96@gmail.com), Address (8/66 Acres Road, Kellyville NSW, Australia), Street Number (66), Street Name (Acres Road), Suburb (Kellyville), and Post Code (2155). A "State" dropdown menu is set to "NSW". A link "Can't find your address? Click here" is located below the main address field.

### Applicant Contact Details

The Contact name, Company name, Contact number, Email and Address will prepopulate from your user profile.

The screenshot shows a user profile dropdown menu. At the top left is a "Contact Us" button with a speech bubble icon. To its right is a search bar containing "Project Number" and a magnifying glass icon. Further right is a circular profile icon with the initials "MC". Below the search bar, a dropdown menu is open, showing two options: "Edit Profile" and "Log off".

Where this information has not been prepopulated, you will need to enter the information manually **or** update your profile to save your address so for your next application it will be included on the prepopulated information

### Applicant Address – Auto Search

Once you start typing the address into the address bar, a selection of addresses will appear in a drop-down list. You can either click on the suggested address, or add the address manually

The screenshot shows the address input fields from the previous form. The "Address" field is active, with "8/66" entered. A dropdown menu is open below the field, showing a list of suggested addresses. Below the main address field are the "Street Number", "Street Name", "Suburb", and "Post Code" fields, all of which are currently empty. The "State" dropdown menu is also visible and set to "NSW". A link "Can't find your address? Click here" is located below the main address field.

## Developer Contact details

If the developer details are the same as the applicant details, check the box *Same as Applicant*. If the details are different, you will need to manually populate the fields.

**Please provide Developer's detail's**

The Developer is an individual or company on whose behalf the building or electrical work is being done. This may be the owner of the land for new or modified building works.

Same as Applicant

Contact Name \*  Company Name \*  Contact Number \*  Email \*

Address \*

[Can't find your address? Click here](#)

Street Number \*  Street Name \*  Suburb \*  Post Code \*

State \*

## Accredited Service Provider (ASP) Contact Details

Is there an Accredited Service Provider associated with this application? \*

Yes

No

If there is an ASP associated with your application, click Yes. You are then prompted to enter the ASP details.

Is there an Accredited Service Provider associated with this application? \* Yes No

ASP1 - Construction	ASP2 - Connection	ASP3 - Design
<p><input checked="" type="checkbox"/> ASP1 - Construction</p> <p>Contact Name * <input type="text"/></p> <p>Company Name * <input type="text"/></p> <p>Contact Number * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>ASP Accreditation number <input type="text"/></p> <p>Address * <input type="text"/></p> <p>Street Number * <input type="text"/></p> <p>Street Name * <input type="text"/></p> <p>Suburb * <input type="text"/></p> <p>Post Code * <input type="text"/></p> <p>State * <input type="text"/></p>	<p><input checked="" type="checkbox"/> ASP2 - Connection</p> <p>Contact Name * <input type="text"/></p> <p>Company Name * <input type="text"/></p> <p>Contact Number * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>ASP Accreditation number * <input type="text"/></p> <p>Address * <input type="text"/></p> <p>Street Number * <input type="text"/></p> <p>Street Name * <input type="text"/></p> <p>Suburb * <input type="text"/></p> <p>Post Code * <input type="text"/></p> <p>State * <input type="text"/></p>	<p><input type="checkbox"/> ASP3 - Design</p> <p>Contact Name * <input type="text"/></p> <p>Company Name * <input type="text"/></p> <p>Contact Number * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>ASP Accreditation number * <input type="text"/></p> <p>Address * <input type="text"/></p> <p>Street Number * <input type="text"/></p> <p>Street Name * <input type="text"/></p> <p>Suburb * <input type="text"/></p> <p>Post Code * <input type="text"/></p> <p>State * <input type="text"/></p>

If there is an Accredited Service Provider, select the ASP1, 2 and 3 check boxes as appropriate. Populate all the mandatory fields marked with \*

Click **Continue**.

## 5 – Review

Site Details   Application Details   Supporting Documents   Contact Details   Review   Legal Disclaimer


**Site Details**

Street Number: 51   Street Name: HUNTINGWOOD DRIVE   Suburb: HUNTINGWOOD   Postcode: 2148

**LOT, DP and Section Details**

LGA Name: BLACKTOWN

Main Address	Address	Lot	Section	DP	Part Lot
<input checked="" type="checkbox"/>	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	1		857249	<input type="checkbox"/>



The Review page is a summary displaying all the fields/values populated in the previous pages.

## 6 – Legal Disclaimer

Site Details   Application Details   Supporting Documents   Contact Details   Review   Legal Disclaimer

**Legal Disclaimer**

By submitting this application, as the Applicant you agree to the following:

1. I have read and understood the terms of Endeavour Energy's Model Standard Offers as published on our website ([www.endeavourenergy.com.au](http://www.endeavourenergy.com.au)).
2. If Endeavour Energy is satisfied that the service requested by me falls within the terms of Endeavour Energy's Model Standing Offers, then I will have taken to have accepted a connection offer by Endeavour Energy on the terms of the relevant Model Standing Offer on the date that Endeavour Energy receives this application.
3. I am requesting an expedited connection as per the terms contained within the applicable Model Standard Offer.
4. I consent to the release of my contact details to other customers with similar works in progress nearby to facilitate co-operation in design and construction activities.
5. I accept that all correspondence relating to my application will be sent to my nominated email address.

If you need to discuss any of the above points, please contact us at Customer Network Solutions on 02 9853 7977 or email [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

Accept

Accept the *Legal Disclaimer* and click **Submit** to proceed.

# Payment Lodgement

**Note:** The **Payment Lodgement** screen is the last step where you are still able to edit your application.

### Payment Lodgement

Thank you for your Application Submission.  
To progress your application to assessment, please complete your payment for Standard Connection Offer .  
Once payment is completed, we will assess your application and we will provide you with an appropriate response which will address your requirements.

**⚠** Once you proceed to payment, the details of your saved application will no longer be editable.

Endeavour Energy will not call you directly or ask for your bank account details.

**Total amount to be paid** **\$310.02**

✔ Site Details   ✔ Application Details   ✔ Supporting Documents   ✔ Contact Details

[✎ Edit Application](#)   [➔ Proceed To Payment](#)

[Cancel](#)   [Delete Application](#)

1. Click **Proceed to Payment**.

**Tip!** If you are planning to lodge more applications and want to combine in one payment, click *Proceed to Payment*. On the next screen (shown below), click *Confirm & Make Payment* and then click *Save* on the next screen – the *Payment Details* screen. You can then add the payments to your cart using *Add Additional Items* or via *Pending Payments*

## Review Cart screen

### Review Cart

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due(\$)
> 5103002		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW,	25 July 2023	Payment	\$273.37

**Total amount to be paid including GST** **\$273.37**

[Add Additional Items](#)   [Clear Cart](#)   [Confirm & Make Payment](#)

The payment cart lists the application reference ID, status, created date and amount due. Click > to expand the row if you want to display additional details.

2. Click **Confirm & Make Payment**

The next steps differ depending on the payment method you select. If you want to pay your application fee via:

- Credit card – go to [Payment via Credit Card](#)
- BPAY – go to [Payment via BPAY](#)

**Tip!** If you click *Save* at this step, you can continue the steps at a later date by selecting *Payments > Pending Payments* on the portal Home page.

## Payment via Credit Card

### Payment Details screen

#### Payment Details

Order ID	Site Address	Amount
S-126002	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales,	273.37

**Total Amount to be paid  
(Inc GST)**  
**\$273.37**

#### Payment Method

Credit Card  BPAY

#### Bill To Details (Invoice)

First Name	Last Name	Company Name
Nicola	Evans	NA
Email	Address	Suburb
@gmail.com	51 Huntingwood Drive	Huntingwood
Post Code		
2148		

3. Select the Payment Method - click **Credit Card** and click **Proceed**

**Note:** if you click *Save* or *Cancel* at this step, your application is saved and the payment is a *Pending Payment* (refer to [Pay Fees via Pending Payments Page](#)).

#### Thank you for choosing Credit Card as your payment option.

⚠ When you click the **Pay** button you will be redirected to the ANZ Secure Gateway powered by CyberSource® to securely complete your online credit card payment.

Following successful payment, you will receive a receipt via email from CyberSource to confirm your payment.

Shortly after that, we will issue your tax invoice and email it to you for your records.

Please note, if any fee included within this payment is related to an application lodgement, the application will now progress to assessment unless all required documents have not been received.

Click *Back To Review* if you want to select a different payment method.

4. Click **Pay**

#### Non Refundable Fee

You are about to proceed to make a payment. Any payments made as part of the application submission are non-refundable. Please ensure that:

1. The application has not already been submitted and paid. All submitted projects will be shown in your dashboard. It may take up to 24 hours for the payment to be reflected in the dashboard.
2. The type of application you are about to submit is correct. If you are unsure or need further information, please contact us at [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au) or on 02 9853 7977.

**Non Refundable Fee** dialog box displays.

5. If you are happy to continue, click **Proceed**.

### Payment Details 🔒

\* Required field

Card Type \*

VISA Visa
  Mastercard

Card Number \*

Expiry Month \* Month
 Expiry Year \* Year

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

Cancel
Pay

### Your Order

Subtotal AUD 248.52

GST AUD 24.85

**Total amount**


AUD 273.37

6. Select the **Card Type**, enter your **Card Number**, select the **Expiry Month**, **Expiry Year** and enter the **CVN**.

**Note:** If you click **Cancel** at this step, the application will be available under **Payments > Pending Payments** on the Home page.

7. Click **Pay** to complete the payment.

### Thank you for your Payment screen



[Home](#)
[Saved applications](#)
[Payments](#)
[My cart](#)
[Contact us](#)

Project Number  🔍

**Thank you for your Payment.**

Payment reference details are provided below.

Once this payment is fully processed we will notify you via email confirming details of the individual Endeavour Energy reference numbers associated with this payment and provide your Tax Invoice with details of fees paid.

Additionally, if any fee included within this payment related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received. The email referred to above will also provide a copy of the unsubmitted Application form(s) for your reference.

To follow the progress of your submitted application / connection project, please visit the Endeavour Energy Connections Portal.

✓

Payment Successful

Date of Payment

25/07/23 5:30 PM

Payment Receipt No.

b3b2dee9-5151-49ca-8013-410857fdbbab

Amount Paid

\$273.37

For any enquiries, please don't hesitate to contact us.

Customer Network Solutions

P: 02 9853 7977

E: [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

Close

8. Click **Close**.


### Email notifications:

You will receive an email with your receipt for the credit card payment

Endeavour Energy Payment Reference Details: P-115003

Inbox x

support@cybersource.com 17:30 (5 minutes ago)




---

**Receipt** Date: 25-07-2023  
Order Number: P-115003

---

Nicola Evans

---

**Billing Information**

Nicola Evans  
Account number: 10007172  
Invoice number: P-115003  
AU

xxxxxx@gmail.com

---

Payment Details	Order Total	
Visa xxxxxxxxxxxx1111	Subtotal	AUD 248.52
	GST	AUD 24.85
	Total amount	AUD 273.37

---

Please keep a copy of this receipt for your records

You will receive an email confirming your credit card payment with the tax invoice attached

#[001000148016] – Thank you for your Credit Card Payment

Inbox x

cwadmin\_sit@endeavourenergy.com.au 17:33 (5 minutes ago)

Thank you for your payment of fees relating to the below listed standard connection service(s) - your Tax Invoice is attached for your records and provides further detail of all the individual fees included in the payment.

Reference	Description
S-126002	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales,

Please quote the relevant Endeavour Energy reference number in future communications with us.

If any fee included within this payment is related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please [Click here](#) on the link.




Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.

With Thanks,  
Customer Network Solutions  
P 02 9853 7977  
E [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

**We have moved:** Level 40-42, 8 Parramatta Square, 10 Darcy Street  
Parramatta NSW 2150. Dharug Country

[endeavourenergy.com.au](http://endeavourenergy.com.au) | [in](#) [f](#) [v](#) [t](#)



You will receive an email with your reference number for your application submission. A copy of the submitted application form is attached to the email.

[UCS0614] - Thank you for your Application Submission Inbox x

 cwadmin\_sit@endeavourenergy.com.au  
to me ▾

Thank you for your payment of fees relating to the below listed standard connection service – a copy of the submitted Application form is attached for your reference..

Reference	Description
UCS0614A1	51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales,

Please quote the relevant Endeavour Energy reference number in future communications with us.

Your application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please click on the link [Click here](#)

Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.



## Payment via BPAY


### Payment Details screen


#### Payment Details

Order ID	Site Address	Amount
> N-132010	100 GEORGE STREET, PARRAMATTA, New South Wales, 2150	310.02

Total Amount to be paid  
( Inc GST)  
**\$310.02**

#### Payment Method

 Credit Card

 BPAY

#### Bill To Details (Invoice)

First Name	Last Name	Company Name
<input type="text" value="Nicola"/>	<input type="text" value="Evans"/>	<input type="text" value="NA"/>
Email	Address	Suburb
<input type="text" value="*****@gmail.com"/>	<input type="text"/>	<input type="text" value="Huntingwood"/>
Post Code	<input type="text" value="2148"/>	

CancelSaveProceed

3. Select the Payment Method - click **BPAY**
4. **Bill To Details (Invoice)** – if another party is going to pay the application fee via BPAY, enter their details. Ensure the email address is accurate
5. Click **Proceed**

**Note:** if you click Save or Cancel at this step, your application is saved and the payment is a Pending Payment (refer to [Pay Fees via Pending Payments Page](#)).

**Tip!** If you are planning to lodge more applications and want to combine in one payment, click Save on this screen. You can then add the payments to your cart using Add Additional Items or via Pending Payments

### BPAY Payment Details screen

#### BPAY Payment Details

**BPAY Payments can take up to 3 business days to process. If you wish to select an alternate payment method, please click the Back button to change your chosen payment option.**

If you proceed with this request, we will email the billing party a Tax Invoice that will include BPAY payment details for the payment to be completed.

If any fee included within this invoice relates to a new application lodgement, the application will not progress to assessment until payment is received and all required documents provided.

If any fee relates to an active project, any further action on our project will remain on hold until payment is successfully completed.

Your Order	
Sub Total	\$281.84
GST	\$28.18
<b>Total Amount</b>	<b>\$310.02</b>

CancelBackSaveProceed

6. Click **Proceed**

## Non Refundable Fee



You are about to proceed to make a payment. Any payments made as part of the application submission are non-refundable. Please ensure that:

1. The application has not already been submitted and paid. All submitted projects will be shown in your dashboard. It may take up to 24 hours for the payment to be reflected in the dashboard.
2. The type of application you are about to submit is correct. If you are unsure or need further information, please contact us at [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au) or on 02 9853 7977.

Cancel

Proceed

**Non Refundable Fee** dialog box displays.

7. If you are happy to continue, click **Proceed**.

The last screen advises **We have confirmed BPAY as your payment option**. An email will be sent to the nominated billing party with the BPAY details to use for the payment.

### We have confirmed BPAY as your payment option - Thank you!

We will shortly email the billing party a Tax Invoice that will include BPAY payment details for the payment to be completed.

To make a BPAY payment you need to complete the payment process from your online banking account.

For any enquiries, please don't hesitate to contact us.

Customer Network Solutions

P: 02 9853 7977

E: [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

Close

8. Click **Close**.

## Email notifications:

The billing party receives the BPAY Payment Pending email notification. The tax invoice is attached.

### **Important!**

When you are making the BPAY payment, please quote the **Reference Number** (below the Biller Code in the Payment Options) in the tax invoice (*it is also in the subject line of the email*). This reference number only applies to this application. A different BPAY reference number is generated for other applications / fee payments.

[001000148015] – BPAY Payment Pending Inbox x

to me 16:20 (2 minutes ago) ☆ ↶ ⋮

Thank you for confirming BPAY as your payment method for payment of fees relating to the below listed standard connection services - your Tax Invoice is attached for you to initiate payment via your chosen financial institution and provides further detail of all the individual fees that you have selected for payment.

Reference	Description
N-132010	100 GEORGE STREET, PARRAMATTA, New South Wales, 2150

Please quote the relevant Endeavour Energy reference number in any future communications.

If any fee included within this invoice relates to a connection application lodgment, the application will not progress to assessment until payment is received and all required documents provided. If any fee relates to an in-progress connection project, this may result in us pausing any further action on your project until payment is successfully completed.





For a status update on your project(s) please [Click here](#) on the link.




If you have any enquiries, please do not hesitate to contact us.


With Thanks,  
Customer Network Solutions

P 02 9853 7977  
E [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

**We have moved:** Level 40-42, 8 Parramatta Square, 10 Darcy Street  
Parramatta NSW 2150, Dharug Country

[endeavourenergy.com.au](http://endeavourenergy.com.au)    



**Endeavour Energy**  
ABN 11 247 365 823  
T 133 718  
Level 40-42, 8 Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150  
PO Box 811, Seven Hills NSW 1730


## TAX INVOICE

Invoice Number: **001000148015** Invoice Date: **25 Jul 2023**

**Billing To:** Nicola Evans  
Huntingwood, NSW, 2148

Reference	Fee Description	Quantity	Price	Total Amount
N-132010	100 GEORGE STREET, PARRAMATTA, New South Wales, 2150 Standard Connection Offer Fee	1	\$281.84	\$281.84
Subtotal				\$281.84
Total GST				\$28.18
<b>Total Amount (Including GST)</b>				<b>\$310.02</b>
Amount Paid				\$0.00
<b>Balance Due</b>				<b>\$310.02</b>

### Payment Options



**Biller Code: 10004754**  
Reference Number: 0010001480150

### Enquiries

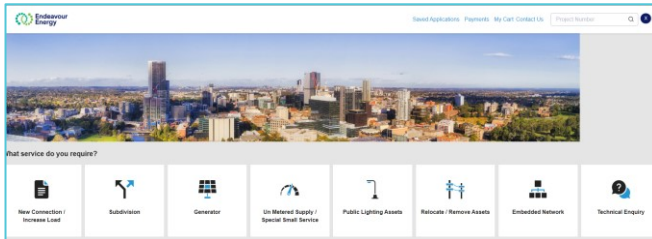
For any enquiries relating to this invoice please contact Customer Network Solutions on 02 9853 7977 or email [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

# Pay Multiple Fees in One Payment

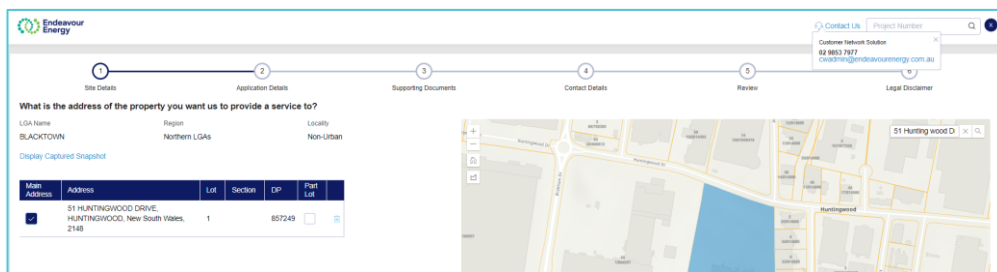
## Lodge Application and Pay Other Fees

This section details the steps to use the Payment Cart function to pay for multiple items in one transaction.

This is useful if you are lodging an application and want to also pay fees for other applications / projects and combine these into one payment. The Add Additional Items option on the Payment Cart screen enables you to select other fees that you want to pay.



1. Click the icon to select the **Service /** application type



2. Complete the required information for:
  - **Site Details**
  - **Application Details**
  - **Supporting Documents**
  - **Contact Details.**

Check all the details are correct on the **Review** page. Read the **Legal Disclaimer**, select the **Accept** checkbox and click **Submit**

*Note: If you **save** on any of these pages (1-6), your application can be edited and completed via **Saved Applications***

### Payment Lodgement

Thank you for your Application Submission.  
To progress your application to assessment, please complete your payment for Standard Connection Offer.  
Once payment is completed, we will assess your application and we will provide you with an appropriate response which will address your requirements.

**⚠** Once you proceed to payment, the details of your saved application will no longer be editable.

Endeavour Energy will not call you directly or ask for your bank account details.

**Total amount to be paid** **\$310.02**

✔ Site Details
 ✔ Application Details
 ✔ Supporting Documents
 ✔ Contact Details

[Edit Application](#)
[Proceed To Payment](#)

[Cancel](#)
[Delete Application](#)

### 3. Payment Lodgement screen – click **Proceed to Payment**

*Note: This is the last step where you can still **edit your application**. Once you click **Proceed to Payment** you can no longer make any changes to your application.*

*If you are planning to lodge more applications and want to combine in one payment, click **Proceed to Payment**.*

### Review Cart

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due(\$)
> N120005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Payment	\$310.02

**Total amount to be paid including GST**

**\$310.02**

[Add Additional Items](#)
[Clear Cart](#)
[Confirm & Make Payment](#)

### Review Cart screen

The payment cart lists the application reference ID, status, created date and amount due (*click > to expand the row if you want to display additional details*)

At this step, you can choose to add additional items to your Payment Cart


*If you are planning to lodge more applications and want to combine in one payment, click **Confirm & Make Payment** and then click **Save** on the next screen – the **Payment Details** screen. You can then add the payments to your cart using **Add Additional Items** or via **Pending Payments***

### 4. Click **Add Additional Items**

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due
N129005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Pending	\$310.02
S126002		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW,	25 July 2023	In progress	\$273.37
N132010		100 GEORGE STREET, PARRAMATTA, NSW, 2150	25 July 2023	In progress	\$310.02
N132002		43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148	17 July 2023	Pending	\$310.02
N129001		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	5 July 2023	In progress	\$310.02

### Pending payment screen

This screen lists applications and projects with **Pending** or **In progress** payment status and you have the following options:

-  **pending** payment already in your cart (*in this example, this is the application you are currently submitting*)
- Download** – you can download a copy of the issued unpaid tax invoice for applications and/or project fees that you have chosen to pay via BPAY method and payment is still **In progress**

- Click **Add to Cart** for the application or project fee you want to include in your payment - the Add to Cart button then changes to a green tick (*click the green tick icon if you want to deselect an item*)
- When you have selected all the pending payments you want to pay now, click **Checkout**

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due(\$)
N132002		43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148	17 July 2023	Payment	\$310.02
N129005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Payment	\$310.02

**Total amount to be paid including GST** \$620.04

**Review Cart** screen – the payment cart lists the application reference IDs or project IDs you have in your cart (*click > to expand a row if you want to display additional details*)

*Note that you can remove a payment from your cart (click the **trash icon** on the right) and can repeat step 4 to add additional items. Removing it from the cart **does not remove it from the portal**. It will be in Pending Payments for you to add to another cart at a later date.*

- Click **Confirm & Make Payment**

The next steps differ depending on the payment method you select. If you want to pay via:

- Credit card – go to [Lodge Application and Pay Other Fees – Pay via Credit Card](#)
- BPAY – go to [Lodge Application and Pay Other Fees - Pay via BPAY](#)

## Lodge Application and Pay Other Fees – Pay via Credit Card

### Payment Details

Order ID	Site Address	Amount
> N-132002	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148	310.02
> N-129005	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766	310.02

Total Amount to be paid  
(Inc GST)  
**\$620.04**

### Payment Method

Credit Card

BPAY

### Bill To Details (Invoice)

First Name Nicola	Last Name Evans	Company Name NA
Participant email @gmail.com	Address 8 Parramatta Square	Suburb Parramatta

CancelSaveProceed

### 8. Payment Method - click **Credit Card**

**Note:** If you click **Save** at this step, you can continue the steps at a later date by selecting **Payments – Pending Payments** on the portal Home page (and can also combine this payment with other application and project fees)

### 9. Click **Proceed**

**Thank you for choosing Credit Card as your payment option.**

⚠ When you click the **Pay** button you will be redirected to the ANZ Secure Gateway powered by CyberSource® to securely complete your online credit card payment.

Following successful payment, you will receive a receipt via email from CyberSource to confirm your payment.

Shortly after that, we will issue your tax invoice and email it to you for your records.

Please note, if any fee included within this payment is related to an application lodgement, the application will now progress to assessment unless all required documents have not been received.

Back To ReviewPay

Click **Back To Review** if you need to change any details (e.g. select a different payment method).

### 10. Click **Pay**



**Non Refundable Fee**
✕

You are about to proceed to make a payment. Any payments made as part of the application submission are non-refundable. Please ensure that:

1. The application has not already been submitted and paid. All submitted projects will be shown in your dashboard. It may take up to 24 hours for the payment to be reflected in the dashboard.
2. The type of application you are about to submit is correct. If you are unsure or need further information, please contact us at [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au) or on 02 9853 7977.

Cancel
Proceed

**Non Refundable Fee** dialog box displays.

11. If you are happy to continue, click **Proceed**.

Endeavour Energy

Payment Details
\* Required field

Card Type \*

Visa
 Mastercard

Card Number \*

Expiry Month \*      Expiry Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

Cancel
Pay

Your Order

Subtotal	AUD 563.68
GST	AUD 56.36
<b>Total amount</b>	<b>AUD 620.04</b>

12. Select the **Card Type**, enter your **Card Number**, select the **Expiry Month**, **Expiry Year** and enter the **CVN**

**Note:** If you click **Cancel** at this step, the application will be available under **Payments > Pending Payments** on the Home page

13. Click **Pay** to complete the payment

Connections Portal User Guide

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### Thank you for your Payment.

Payment reference details are provided below.

Once this payment is fully processed we will notify you via email confirming details of the individual Endeavour Energy reference numbers associated with this payment and provide your Tax Invoice with details of fees paid.

Additionally, if any fee included within this payment related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received. The email referred to above will also provide a copy of the unsubmitted Application form(s) for your reference.

To follow the progress of your submitted application / connection project, please visit the Endeavour Energy Connections Portal.

●

Date of Payment  
26/07/23 10:14 AM

Payment Receipt No.  
a1f68917-07ff-4468-9256-b30bab752e15

Amount Paid  
\$620.04

Payment Successful

For any enquiries, please don't hesitate to contact us.

Customer Network Solutions

P: 02 9653 7977

E: [enquiries@endeavourenergy.com.au](mailto:enquiries@endeavourenergy.com.au)



Close

## Thank you for your Payment screen.

### 14. Click Close

You will receive the following email notifications:


- an email with your receipt for the credit card payment

Endeavour Energy Payment Reference Details: **AR-12014**  

Inbox x

support@cybersource.com Aug 7, 2023, 8:51PM (12 hours ago) ☆ ↶ ⋮

to me ▾



---

**Receipt** Date: 07-08-2023  
Order Number: **AR-12014**

---

Nicola Cidu

---

**Billing Information**

Nicola Cdu  
Account number: 10004754  
Invoice number: AR-12014  
AU

[nicolacdu2@gmail.com](mailto:nicolacdu2@gmail.com)

---

Payment Details	Order Total	
Visa xxxxxxxxxxxx1111	Subtotal	AUD 563.68
	GST	AUD 56.36
	Total amount	AUD 620.04

---

Please keep a copy of this receipt for your records

- an email confirming your credit card payment with the tax invoice attached

00 [REDACTED] – Thank you for your Credit Card Payment Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM (12 hours ago)

Thank you for your payment of fees relating to the below listed standard connection service(s) - your Tax Invoice is attached for your records and provides further detail of all the individual fees included in the payment.

Reference	Description
N-69003	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148
N-69004	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766

We will advise the Endeavour Energy project reference number via a separate email.

If any fee included within this payment is related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please [Click here](#) on the link.



Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.

With Thanks,  
Customer Network Solutions  
P 02 9853 7977  
E [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

We have moved: Level 40-42, 8 Parramatta Square, 10 Darcy Street  
Parramatta NSW 2150, Dharug Country

[endeavourenergy.com.au](http://endeavourenergy.com.au) | [in](#) [f](#) [v](#) [t](#)

Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past, present and emerging.

- an email with your reference number for each application submission. A copy of the submitted application form is attached to each email.

NRL [REDACTED] – Thank you for your Application Submission Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM

Thank you for your payment of fees relating to the below listed standard connection service – a copy of the submitted application form is attached for your reference.

Reference	Description
NRL [REDACTED]	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148


Please quote the relevant Endeavour Energy reference number in future communications with us.

Your application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please click on the link [Click here](#)

Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.



NRL [REDACTED] – Thank you for your Application Submission Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM

Thank you for your payment of fees relating to the below listed standard connection service – a copy of the submitted application form is attached for your reference.

Reference	Description
NRL [REDACTED]	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766

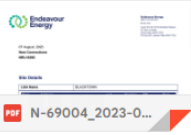
Please quote the relevant Endeavour Energy reference number in future communications with us.

Your application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please click on the link [Click here](#)

Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.



## Lodge Application and Pay Other Fees – Pay via BPAY

(steps continued from page 47)

The screenshot shows the Endeavour Energy portal interface. At the top, there is a navigation bar with links for Home, Saved applications, Payments, My cart, and Contact us, along with a search bar for Project Number. The main content area is titled 'Payment Details' and contains a table of orders:

Order ID	Site Address	Amount
N-135009	25 PIKES LANE, EASTERN CREEK, New South Wales, 2766	310.02
N-129006	BUCKLEYS ROAD, SHELL COVE, New South Wales, 2529	310.02

To the right of the table, a blue box displays the 'Total Amount to be paid (Inc GST)' as \$620.04. Below the table, the 'Payment Method' section shows two options: 'Credit Card' and 'BPAY', with 'BPAY' selected. The 'Bill To Details (Invoice)' section contains several input fields for personal and company information:

Field	Value
First Name	Nicola
Last Name	Evans
Company Name	NA
Participant email	nicola.evans@gmail.com
Address	8 Parramatta Square
Suburb	Parramatta
Post Code	2150

At the bottom of the form, there are 'Cancel', 'Save', and 'Proceed' buttons.

8. **Payment Method** - click **BPAY**

9. **Bill To Details (Invoice)** – if another party is going to pay the application fee via BPAY, enter their details. Ensure the email address is accurate.

**Note:** If you click **Save** at this step, you can continue the steps at a later date by selecting **Payments – Pending Payments** on the portal **Home** page (and can also combine this payment with other application and project fees)

10. Click **Proceed**

The screenshot shows the 'BPAY Payment Details' screen. On the left, there is a confirmation message:

BPAY Payments can take up to 3 business days to process. If you wish to select an alternate payment method, please click the **Back** button to change your chosen payment option.

If you proceed with this request, we will email the billing party a Tax Invoice that will include BPAY payment details for the payment to be completed.

If any fee included within this invoice relates to a new application lodgement, the application will not progress to assessment until payment is received and all required documents provided.

If any fee relates to an active project, any further action on our project will remain on hold until payment is successfully completed.

At the bottom of this section are 'Cancel' and 'Back' buttons.

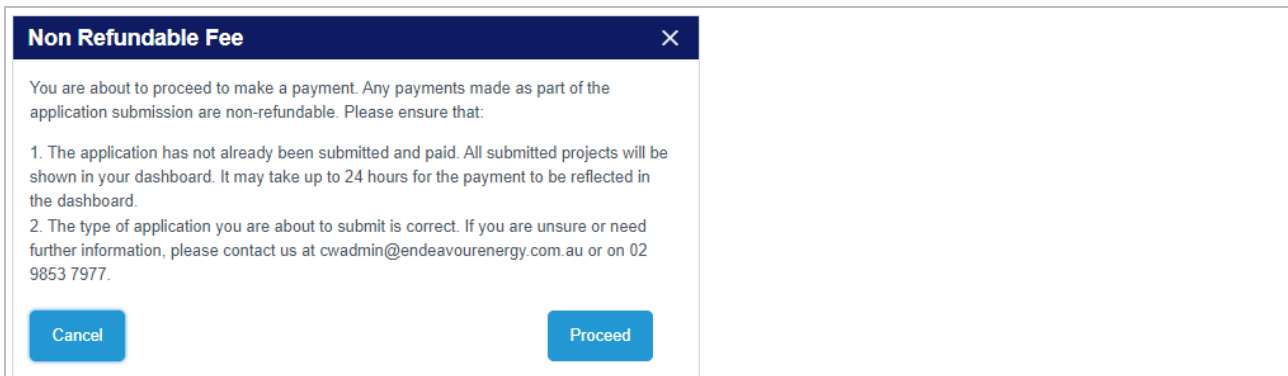
On the right, there is a 'Your Order' summary table:

Item	Amount
Sub Total	\$563.68
GST	\$56.36
<b>Total Amount</b>	<b>\$620.04</b>

At the bottom of the screen, there are 'Save' and 'Proceed' buttons.

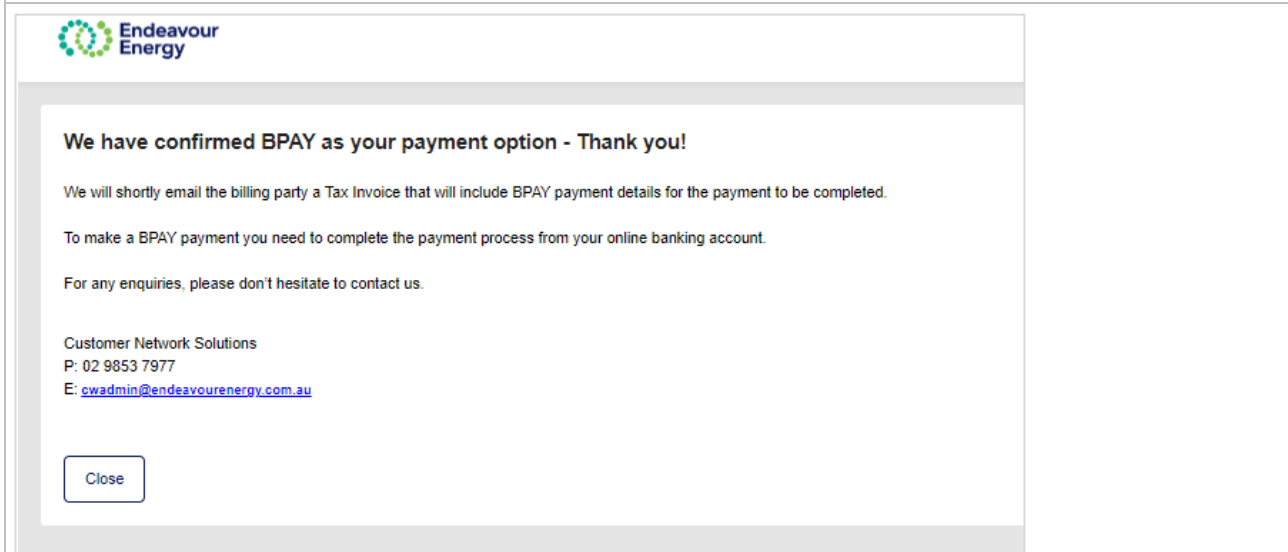
Click **Back To Review** if you need to change any details (e.g. select a different payment method).

11. Click **Proceed**



**Non Refundable Fee** dialog box displays.

12. If you are happy to continue, click **Proceed**.



The last screen advises **We have confirmed BPAY as your payment option**. An email will be sent to the nominated billing party with the BPAY details to use for the payment.

13. Click **Close**.

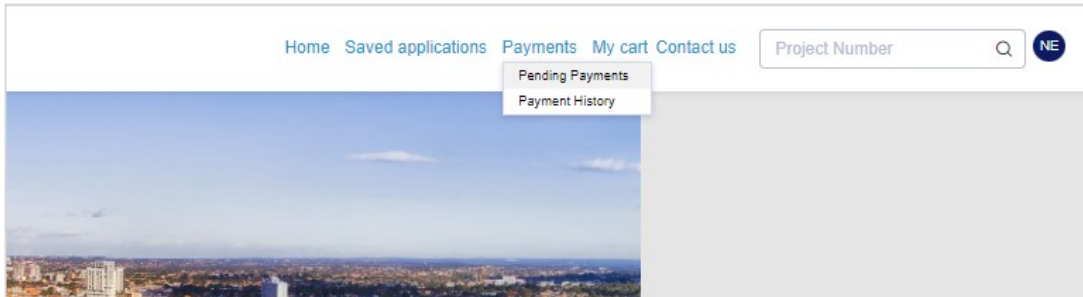
The billing party receives the BPAY Payment Pending email notification. The **tax invoice** is attached.

**Important!**

When you are making the BPAY payment, please quote the **Reference Number** in the tax invoice (*it is also in the subject line of the email*).

This reference number only applies to this application. A different BPAY reference number is generated for other applications / fee payments.

## Pay Fees via Pending Payments Page



1. Click **Payments > Pending Payments** to view all application and project fees / payments which are Pending or In progress

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due	Action
N129005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Pending	\$310.02	Add to Cart
S126002		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW,	25 July 2023	In progress	\$273.37	Download
N132010		100 GEORGE STREET, PARRAMATTA, NSW, 2150	25 July 2023	In progress	\$310.02	Download
N132002		43 HOLBECH ROAD, ARNDELL PARK, NSW, 2148	17 July 2023	Pending	\$310.02	Add to Cart
N129001		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	5 July 2023	In progress	\$310.02	Download

Payment status	Icon / Option	Explanation
Pending		An application or project fee that you can add to your payment cart
In progress		Download tax invoice for application fee or project payments you have nominated to pay via BPAY (you are also sent a copy of the tax invoice via email).

2. Click **Add to Cart** for each application or project fee you want to include in your payment



Ref ID	Project ID	Site address	Issued date	Payment status	Amount due	Action
N129005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Pending	\$310.02	
S126002		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW,	25 July 2023	In progress	\$273.37	Download
N132010		100 GEORGE STREET, PARRAMATTA, NSW, 2150	25 July 2023	In progress	\$310.02	Download
N132002		43 HOLBECH ROAD, ARNDELL PARK, NSW, 2148	17 July 2023	Pending	\$310.02	
N129001		51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148	5 July 2023	In progress	\$310.02	Download

When you have added a pending payment, the Add to Cart button changes to a green tick

Click if you want to deselect a fee (*i.e. remove it from your cart*) and not include it in your payment

3. When you have selected all the pending payments you want to pay now, click **Checkout**

**Review Cart**

Ref ID	Project ID	Site address	Issued date	Payment status	Amount due(\$)
> N132002		43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148	17 July 2023	Payment	\$310.02 
> N128005		72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766	26 July 2023	Payment	\$310.02 

**Total amount to be paid including GST** **\$620.04**

[Add Additional Items](#)
[Clear Cart](#)
[Confirm & Make Payment](#)

**Review Cart** screen – the payment cart lists the application reference IDs and / or project IDs you have in your cart (*click > to expand a row if you want to display additional details*)

*Note that you can remove a payment from your cart (click the **trash icon** on the right). Removing it from the cart **does not remove it from the portal**. It will be in Pending Payments for you to add to another cart at a later date.*

4. Click **Confirm & Make Payment**

The next steps differ depending on the payment method you select. If you want to pay via:

Credit card – go to [Pay Fees via Pending Payments – Pay via Credit Card](#)

BPAY – go to [Pay Fees via Pending Payments - Pay via BPAY](#)

## Pay Fees via Pending Payments Page – Pay via Credit Card

### Payment Details

Order ID	Site Address	Amount
> N-132002	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148	310.02
> N-129005	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766	310.02

Total Amount to be paid  
(Inc GST)  
**\$620.04**

### Payment Method

Credit Card BPAY

### Bill To Details (Invoice)

First Name Nicola	Last Name Evans	Company Name NA
Participant email @gmail.com	Address 8 Parramatta Square	Suburb Parramatta

CancelSaveProceed

### 5. Payment Method - click **Credit Card**

**Note:** If you click **Save** at this step, you can continue the steps at a later date by selecting **Payments – Pending Payments** on the portal Home page (and can also combine this payment with other application and project fees)

### 6. Click **Proceed**

**Thank you for choosing Credit Card as your payment option.**

When you click the **Pay** button you will be redirected to the ANZ Secure Gateway powered by CyberSource® to securely complete your online credit card payment.

Following successful payment, you will receive a receipt via email from CyberSource to confirm your payment.

Shortly after that, we will issue your tax invoice and email it to you for your records.

Please note, if any fee included within this payment is related to an application lodgement, the application will now progress to assessment unless all required documents have not been received.

Back To ReviewPay

Click **Back To Review** if you need to change any details (e.g. select a different payment method).

### 7. Click **Pay**



**Non Refundable Fee**
✕

You are about to proceed to make a payment. Any payments made as part of the application submission are non-refundable. Please ensure that:

1. The application has not already been submitted and paid. All submitted projects will be shown in your dashboard. It may take up to 24 hours for the payment to be reflected in the dashboard.
2. The type of application you are about to submit is correct. If you are unsure or need further information, please contact us at [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au) or on 02 9853 7977.

Cancel
Proceed

**Non Refundable Fee** dialog box displays.

8. If you are happy to continue, click **Proceed**.

Endeavour Energy

Payment Details
\* Required field

Card Type \*

Visa

Mastercard

Card Number \*

Expiry Month \*

Expiry Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

Cancel
Pay

Your Order

Subtotal	AUD 563.68
GST	AUD 56.36
<b>Total amount</b>	<b>AUD 620.04</b>

9. Select the **Card Type**, enter your **Card Number**, select the **Expiry Month**, **Expiry Year** and enter the **CVN**

**Note:** If you click **Cancel** at this step, the application will be available under **Payments > Pending Payments** on the Home page

10. Click **Pay** to complete the payment

Connections Portal User Guide

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### Thank you for your Payment.

Payment reference details are provided below.

Once this payment is fully processed we will notify you via email confirming details of the individual Endeavour Energy reference numbers associated with this payment and provide your Tax Invoice with details of fees paid.

Additionally, if any fee included within this payment related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received. The email referred to above will also provide a copy of the unsubmitted Application form(s) for your reference.

To follow the progress of your submitted application / connection project, please visit the Endeavour Energy Connections Portal.

●  
Payment Successful

Date of Payment  
26/07/23 10:14 AM

Payment Receipt No.  
a1f68917-07ff-4468-8256-b30bab752e15

Amount Paid  
\$620.04

For any enquiries, please don't hesitate to contact us.

Customer Network Solutions

P: 02 9553 7977

E: [enquiries@endeavourenergy.com.au](mailto:enquiries@endeavourenergy.com.au)

Close

## Thank you for your Payment screen.

### 11. Click Close

You will receive the following email notifications:

- an email with your receipt for the credit card payment

Endeavour Energy Payment Reference Details: [REDACTED]

Inbox x

support@cybersource.com  
to me

Aug 7, 2023, 8:51PM (12 hours ago)



### Receipt

Date: 07-08-2023

Order Number: [REDACTED]

Nicola Cidu

### Billing Information

Nicola Cdu  
Account number: 10004754  
Invoice number: AR-12014  
AU

[nicolacdu2@gmail.com](mailto:nicolacdu2@gmail.com)

Payment Details	Order Total	
Visa xxxxxxxxxxxx1111	Subtotal	AUD 563.68
	GST	AUD 56.36
	Total amount	AUD 620.04

Please keep a copy of this receipt for your records

- an email confirming your credit card payment with the tax invoice attached

00 [REDACTED] – Thank you for your Credit Card Payment Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM (12 hours ago)

Thank you for your payment of fees relating to the below listed standard connection service(s) - your Tax Invoice is attached for your records and provides further detail of all the individual fees included in the payment.

Reference	Description
N-69003	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148
N-69004	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766

We will advise the Endeavour Energy project reference number via a separate email.

If any fee included within this payment is related to a connection application lodgement, the application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please [Click here](#) on the link.



Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.

With Thanks,  
Customer Network Solutions  
P 02 9853 7977  
E [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

We have moved: Level 40-42, 8 Parramatta Square, 10 Darcy Street  
Parramatta NSW 2150, Dharug Country

[endeavourenergy.com.au](http://endeavourenergy.com.au) | [in](#) [f](#) [v](#) [t](#)

Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past, present and emerging.

- an email with your reference number for each application submission. A copy of the submitted application form is attached to each email.

NRL [REDACTED] – Thank you for your Application Submission Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM

Thank you for your payment of fees relating to the below listed standard connection service – a copy of the sul for your reference.

Reference	Description
NRL [REDACTED]	43 HOLBECHE ROAD, ARNDELL PARK, New South Wales, 2148


Please quote the relevant Endeavour Energy reference number in future communications with us.

Your application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please click on the link [Click here](#)

Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.



NRL [REDACTED] – Thank you for your Application Submission Inbox x

**cwadmin\_sit@endeavourenergy.com.au**  
to me

Mon, Aug 7, 8:54 PM

Thank you for your payment of fees relating to the below listed standard connection service – a copy of the sul for your reference..

Reference	Description
NRL [REDACTED]	72 HUNTINGWOOD DRIVE, EASTERN CREEK, New South Wales, 2766

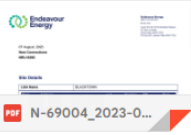
Please quote the relevant Endeavour Energy reference number in future communications with us.

Your application will now progress to assessment unless all required documents have not been received.

For a status update on your project(s) please click on the link [Click here](#)

Alternatively, you can navigate to our Connections Portal from the Endeavour Energy Home page using the following path: **Home > Connections > Connect online > Standard Connections**

If you have any enquiries, please do not hesitate to contact us.



## Pay Fees via Pending Payments Page – Pay via BPAY

(steps continued from page 55)

The screenshot shows the Endeavour Energy portal interface. At the top, there is a navigation bar with links for Home, Saved applications, Payments, My cart, and Contact us, along with a search bar for Project Number. The main content area is titled 'Payment Details' and contains a table of payment items:

Order ID	Site Address	Amount
N-135009	25 PIKES LANE, EASTERN CREEK, New South Wales, 2766	310.02
N-129006	BUCKLEYS ROAD, SHELL COVE, New South Wales, 2529	310.02

To the right of the table, a blue box displays the 'Total Amount to be paid (Inc GST)' as \$620.04. Below the table, the 'Payment Method' section shows two options: 'Credit Card' and 'BPAY', with 'BPAY' selected. The 'Bill To Details (Invoice)' section contains several input fields for personal and company information:

Field	Value
First Name	Nicola
Last Name	Evans
Company Name	NA
Participant email	nicola.evans@gmail.com
Address	8 Parramatta Square
Suburb	Parramatta
Post Code	2150

At the bottom of the form, there are 'Cancel', 'Save', and 'Proceed' buttons.

### 5. Payment Method - click BPAY

### 6. Bill To Details (Invoice) – if another party is going to pay the application fee via BPAY, enter their details. Ensure the email address is accurate.

**Note:** If you click Save at this step, you can continue the steps at a later date by selecting Payments – Pending Payments on the portal Home page (and can also combine this payment with other application and project fees)

### 7. Click Proceed

The screenshot shows the 'BPAY Payment Details' confirmation screen. It features a blue header with the title 'BPAY Payment Details'. Below the header, there is a blue box with a circular icon and the following text:

BPAY Payments can take up to 3 business days to process. If you wish to select an alternate payment method, please click the Back button to change your chosen payment option.

If you proceed with this request, we will email the billing party a Tax Invoice that will include BPAY payment details for the payment to be completed.

If any fee included within this invoice relates to a new application lodgement, the application will not progress to assessment until payment is received and all required documents provided.

If any fee relates to an active project, any further action on our project will remain on hold until payment is successfully completed.

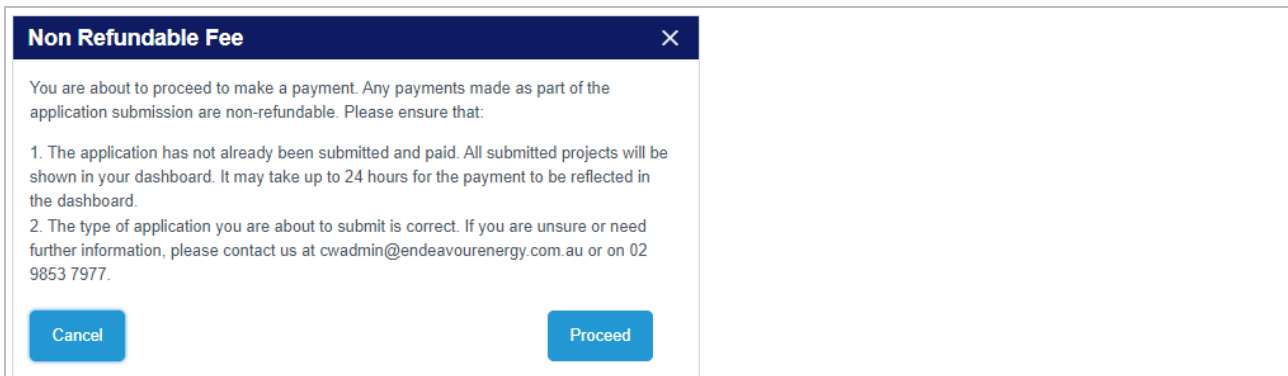
To the right of this text, there is a 'Your Order' summary table:

Item	Amount
Sub Total	\$563.68
GST	\$56.36
<b>Total Amount</b>	<b>\$620.04</b>

At the bottom of the screen, there are 'Cancel', 'Back', 'Save', and 'Proceed' buttons.

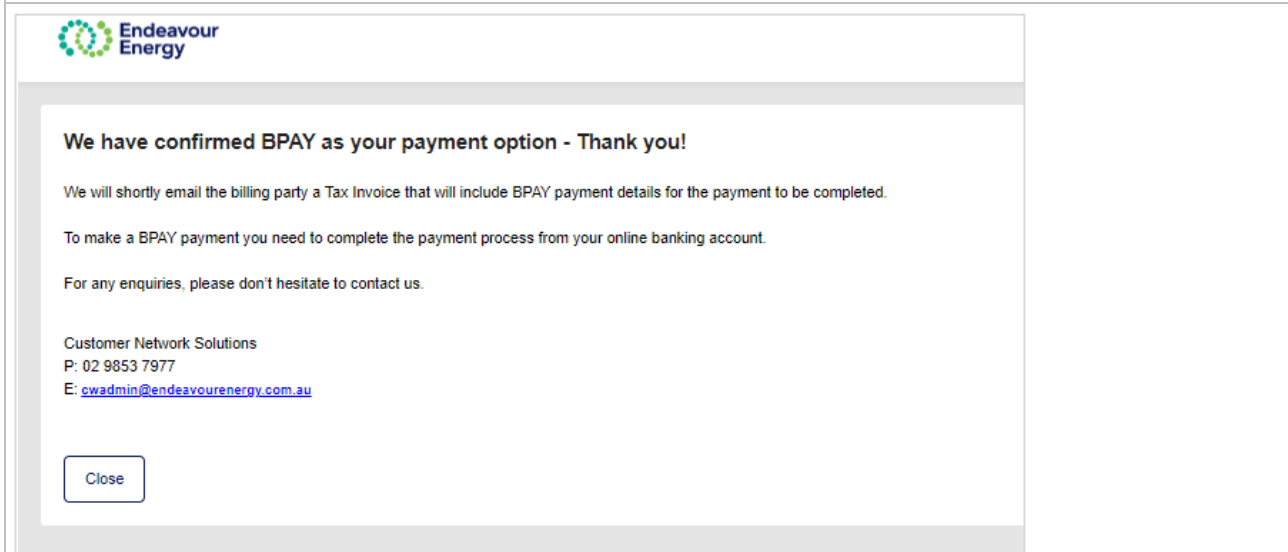
Click Back To Review if you need to change any details (e.g. select a different payment method).

### 8. Click Proceed



**Non Refundable Fee** dialog box displays.

9. If you are happy to continue, click **Proceed**.



The last screen advises **We have confirmed BPAY as your payment option**. An email will be sent to the nominated billing party with the BPAY details to use for the payment.

10. Click **Close**.

The billing party receives the BPAY Payment Pending email notification. The **tax invoice** is attached.

**Important!**

When you are making the BPAY payment, please quote the **Reference Number** in the tax invoice (*it is also in the subject line of the email*).

This reference number only applies to this application. A different BPAY reference number is generated for other applications / fee payments.

# My Projects - Dashboard

**My Projects** From  To  Suburb   More projects found. Change date range

Project ID	Project Street	Project Suburb	Project Status	Last Status Date ↓	EE Contact
<a href="#">NRL15985</a>	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	WORK IN PROGRESS	21 November, 2022	Sunny Mehfooz

- It may take up to 2 minutes for the application to be converted to a Project and appear in your *My Projects* dashboard
- The Project ID along with the Project Street, Suburb, Status, Last Status Date and EE Contact will be displayed in the dashboard.

## Report Export

**My Projects** From  To  Suburb   More projects found. Change date range

Project ID	Project Street	Project Suburb	Project Status	Last Status Date ↓	EE Contact
<a href="#">NRL15985</a>	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	WORK IN PROGRESS	21 November, 2022	Sunny Mehfooz
<a href="#">NRL15984</a>	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	WORK IN PROGRESS	15 November, 2022	Sunny Mehfooz
<a href="#">URS27555</a>	36 POLDING STREET	FAIRFIELD	WORK IN PROGRESS	11 November, 2022	Kek Tang
<a href="#">ENL4791</a>	19 CHURCH STREET	PARRAMATTA	WORK IN PROGRESS	11 November, 2022	Sunny Mehfooz
<a href="#">NRL15983</a>	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	WORK IN PROGRESS	11 November, 2022	Sunny Mehfooz
<a href="#">DBL2777</a>	3 WHISTLER CRESCENT	ERSKINE PARK	WORK IN PROGRESS	10 November, 2022	Ken Brodick
<a href="#">PLT1596</a>	24 JERVIS BAY ROAD	FALLS CREEK	WORK IN PROGRESS	10 November, 2022	Sunny Mehfooz
<a href="#">USD1030</a>	90 ALDINGTON ROAD	KEMPS CREEK	WORK IN PROGRESS	10 November, 2022	Alyzandra Pereira

**Application Pending Processing**

ID	Type	Created on	Suburb
<a href="#">N-21076</a>	New Connections	17 November, 2022	HUNTINGWOOD
<a href="#">S-30016</a>	Sub Division	17 November, 2022	HUNTINGWOOD
<a href="#">EML-5006</a>	Embedded Network	17 November, 2022	
<a href="#">N-21074</a>	New Connections	16 November, 2022	HUNTINGWOOD
<a href="#">N-21070</a>	New Connections	16 November, 2022	
<a href="#">S-30014</a>	Sub Division	14 November, 2022	
<a href="#">N-21066</a>	New Connections	14 November, 2022	
<a href="#">N-21051</a>	New Connections	11 November, 2022	

- You can view projects for a date range by selecting the dates in *From* and *To*. Click on the Search button to view the projects in the date range
- You can also click on *Export* in either the *My Projects* or *Application Pending Processing* lists to export the projects into a pdf or excel format

## Project Details

**My Projects** From  To  Suburb   More projects found. Change date range

Project ID	Project Street	Project Suburb	Project Status	Last Status Date ↓	EE Contact
<a href="#">NRL15985</a>	51 HUNTINGWOOD DRIVE	HUNTINGWOOD	WORK IN PROGRESS	21 November, 2022	Sunny Mehfooz

1. Click on the **Project ID** to view the details of the project

**Project Information** Project ID: [NRL15985](#) Street: HUNTINGWOOD DRIVE Suburb: HUNTINGWOOD

**Project Contact** Name: Sunny Mehfooz Role: Customer Network Engineer Email address: Sunny.Mehfooz@endeavourenergy.com.au

**Milestone Stages**

Application Acknowledged  Supply Offer Issued  Request for Connection Received

**Project Details** Project Contacts Milestone Details Fee Details

Project ID	Street Number	Street	Suburb	Postal Code
<a href="#">NRL15985</a>	51	HUNTINGWOOD DRIVE	HUNTINGWOOD	2148

Region	Status	Last Updated Time	Project Contact
NORTHERN	WORK IN PROGRESS	21/11/2022 10:29 PM	Sunny Mehfooz

**Location Details**

Lot No	Section No	Dp No
1		857249

- Project information is displayed on the top left corner and the **Project Contact** is displayed on the top right corner
- The three **Milestone Stages** are displayed in a progress bar:
  - Completed milestones have a tick
  - In progress milestones have an arrow
  - The remaining milestones have three dots.
- The **Project Details** sub tab displays by default

## Project Contacts

Additional contact details for the project contact are shown on the **Project Contacts** sub tab:

**Project Information**

Project ID: NRL15985 | Street: HUNTINGWOOD DRIVE | Suburb: HUNTINGWOOD

**Project Contact**

Name: Sunny Mehfoz | Role: Customer Network Engineer | Email address: Sunny.Mehfoz@endeavourenergy.com.au

Milestone Stages

Application Acknowledged → Supply Offer Issued → Request for Connection Received

Project Details

**Project Contacts**

Milestone Details

Fee Details

Name	Role	Email address	Contact Number
Sunny Mehfoz	Customer Network Engineer	Sunny.Mehfoz@endeavourenergy.com.au	6437 213 935

## Milestone Details

**Milestone Stages**

Application Acknowledged → Supply Offer Issued → Request for Connection Received

Project Details

Project Contacts

**Milestone Details**

Fee Details

Type	Status	Commenced	Completed
Application Acknowledged	COMPLETED	21/11/2022 10:29 PM	21/11/2022 10:29 PM
Supply Offer Issued	COMMENCED	21/11/2022 10:29 PM	
Request for Connection Received	NOT COMMENCED		
Permission to Connect Issued	NOT COMMENCED		
Application Close	NOT COMMENCED		

## Fee Details

Project Details

Project Contacts

Milestone Details

**Fee Details**

Application Number NRL15985	Proforma Invoice No NRL15985A1	Fee Description Standard Connection Offer Fee	Issued Amount 284.58	Date Issued 21/11/2022 10:28 PM
Status Paid	Date Paid 21/11/2022 10:28 PM			

