

Urban Utilities Developer Services Application Portal User Guide

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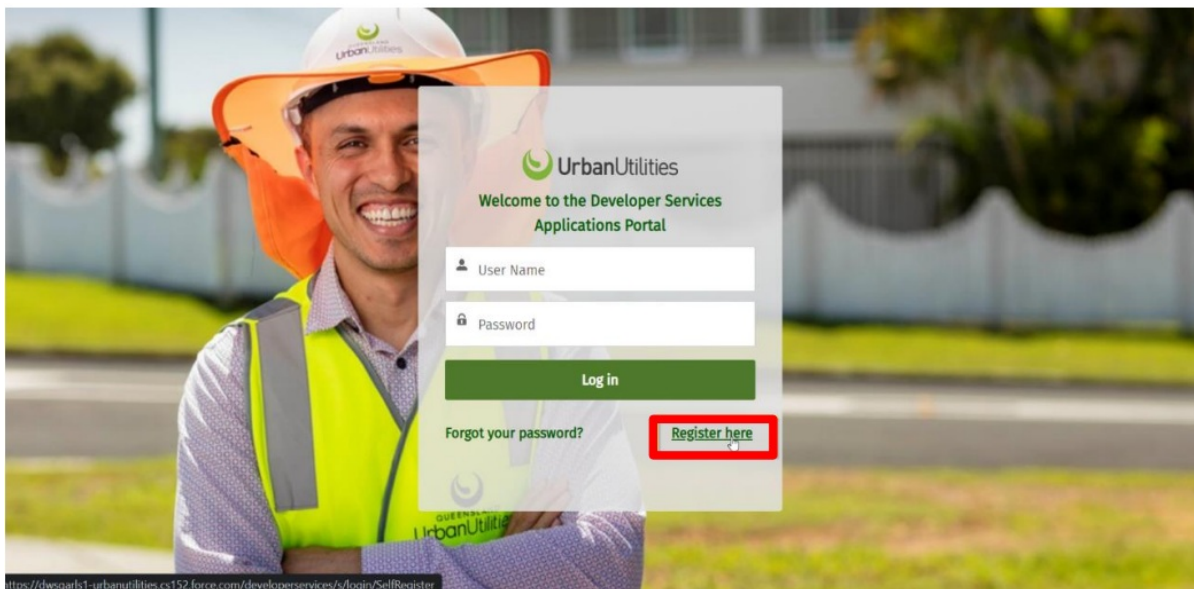


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HOW TO REGISTER AS A BUSINESS ENTITY

- You can register as a Business Entity.
1. Go to the Developer Services Applications Portal and click the Register here button to Register a Business Entity.



2. Select the Business tab and enter the business details.

- Click the Sign Up button

Note: you cannot use an existing ABN that is current in the system.

UrbanUtilities
Developer Services Portal

If you are registering as an individual, click the Individual toggle below. If you are registering to complete applications on behalf of a business or corporation, click the Business toggle below.

Individual **Business**

Enter your email address, which will be used as your username
Enter your Business Name
Enter your Australian Business Number
Enter and confirm your password details. Your password must meet the below criteria

- a. be 8 to 25 characters in length
- b. contain at least 1 digit
- c. contain at least 1 upper case letter
- d. contain at least 1 special character e.g. !@#\$%^&*~.-/:

First name

Last name

Email

Business Name

ABN

Create Password

Confirm Password

Sign Up

Already have an account?

3. Enter the business address details and phone number in the pop-up box.

- Click the Save button.

UrbanUtilities

Home Applications In Progress Application History Information Requests Update My Profile

Provide your Details

*Street Address (e.g. 1 Queen Street)
1 Queen Street

*Suburb (e.g. Brisbane)
Brisbane

*State (e.g. QLD)
QLD

*Postcode (e.g. 4000)
4000

*Country
Australia

*Phone Number (e.g. 0471111111)
0400000000

Save Save

Applications In Progress Application History Information Requests Update My Profile

4. You have now successfully registered your Business.



5. **Note:** If you try to use an existing ABN that is in the system, the above error will appear, and you will not be able to continue with the registration process.

must meet the below criteria

a. be 8 to 25 characters in length

b. contain at least 1 digit

c. contain at least 1 upper case letter

This business has already been registered in our system. Please reach out to your designated business account admin to be provided with access. If you do not know who this person is, please reach out to the Developer Services team at DeveloperServicesPortalSupport@urbanutilities.com.au

Amy Walsh

AmyWalsh@urbanutilities.com

John Smith Construction

65437865421

Sign Up

HOW TO ADMINISTER BUSINESS ACCOUNT ACCESS

- You can add users to your Business account.
- You can also disable users from your Business account
- Log into the Developer Services Application Portal and click on the Update My Profile tab.
- To onboard a new user, click on the New button in the Contacts component.

1 nUtilities Home Applications In Progress Application History Information Requests **Update My Profile**

To update your details, click the edit pencil against the detail you want to change then click Save.

Customer Name
JO Consultants

ABN
4445556677

Description

Phone
0411123456

▼ Address Information

Mailing Address
1 Queen St
Brisbane QLD 4000
Australia

Spring Hill

Contacts (1) **New**

Contact Name	Email
Justine Owens	jconsultants2@gmail.com

[View All](#)

- Fill in the New Contact details and click the Save button.

Note: you can only add a new contact if they are not in the system already.

New Contact

Contact Information

* Name

Salutation
--None--

First Name

Middle Name

* Last Name

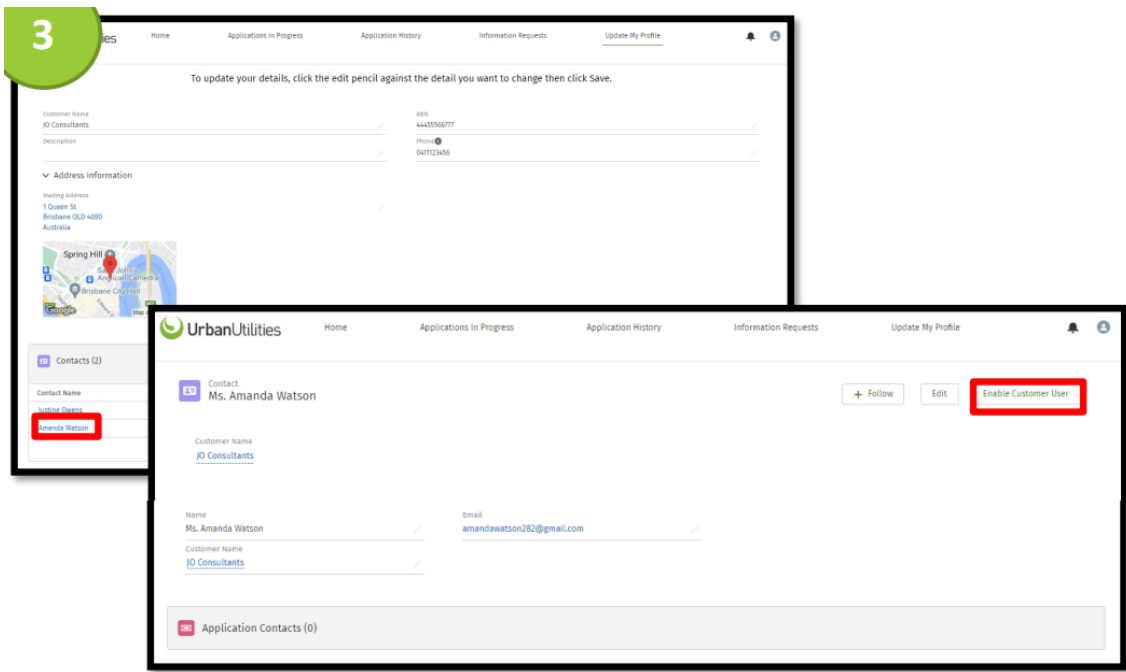
* Email

* Customer Name
JO Consultants

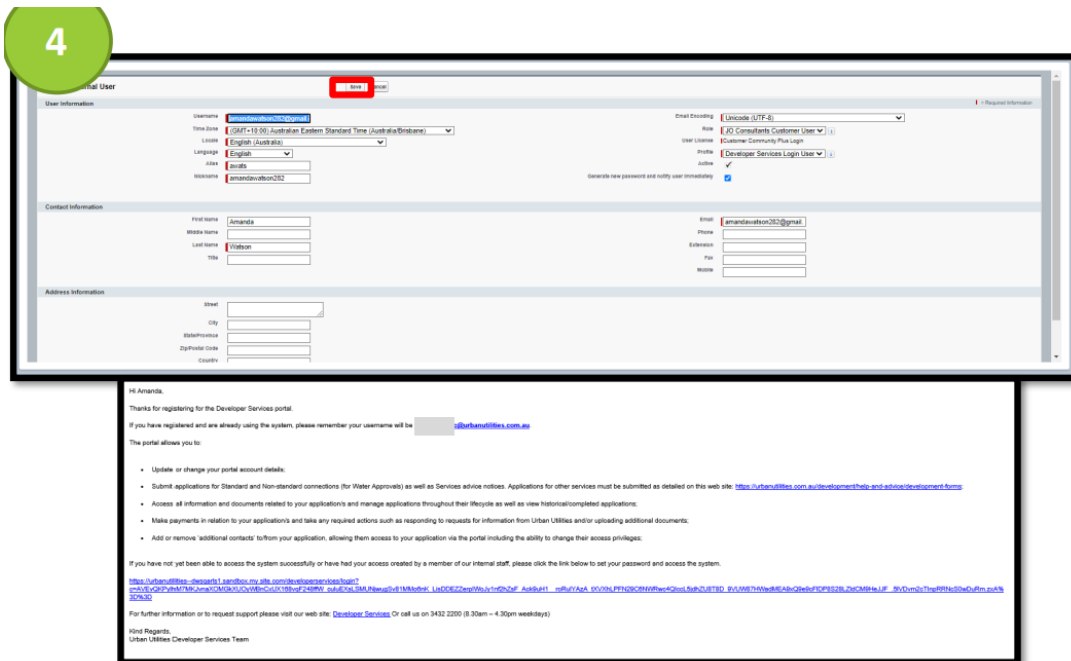
Cancel Save & New **Save**

View and Activate the New user

- Click on the newly created user hyperlink. In the pop-up screen, click the Enable Customer User button.



- This will open a pop-up box where you will need to click on the Save button.
- Your new contact will receive a confirmation email.



- **Disable an existing User**
- Select the contact record that needs to be disabled from the Contacts component under the Update My Profile tab.
- Click on the Disable Customer User button. Then again on the popup box. The user access to Portal is now disabled.

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The screenshot shows the UrbanUtilities Developer Services Application Portal interface. The top navigation bar includes links for Home, Applications In Progress, Application History, Information Requests, and Update My Profile. The main content area displays a contact profile for Ms. Amanda Watson, with fields for Name, Customer Name, and Email. A red box highlights the 'Disable Customer User' button in the top right corner. A modal dialog box is open, titled 'Disable Customer User', with a warning message: 'Disabling external users is permanent. They lose access to any portals or communities, and are removed from all groups, teams, and sharing rules with which they were associated. If you re-enable this contact for external access, the new external user that is created won't be associated with the previous external user. Are you sure?'. The dialog has 'Cancel' and 'Disable Customer User' buttons, with the latter highlighted by a red box.



Documents / Resources



[Urban Utilities Developer Services Application Portal](#) [pdf] User Guide
Developer Services Application Portal, Services Application Portal, Application Portal

[Manuals+](#)