



# CBD Assessor Portal

## Assessor user guide: First time logging into the new Assessor Portal

Version 1.0



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# First time logging into the new portal

## Login with mygovID

Click the 'Log in with mygovID' button to login to the CBD Assessor Portal.



## CBD Assessor Portal

### What is the CBD Assessor Portal?

The CBD Assessor Portal is a secure website that allows CBD Accredited Assessors (Assessors) to submit applications under the CBD Program. These include applications for Building Energy Efficiency Certificates (BEECs), Tenancy Lighting Assessments (TLAs) and exemptions from disclosure obligations under the CBD Program.

### What do I need to do?

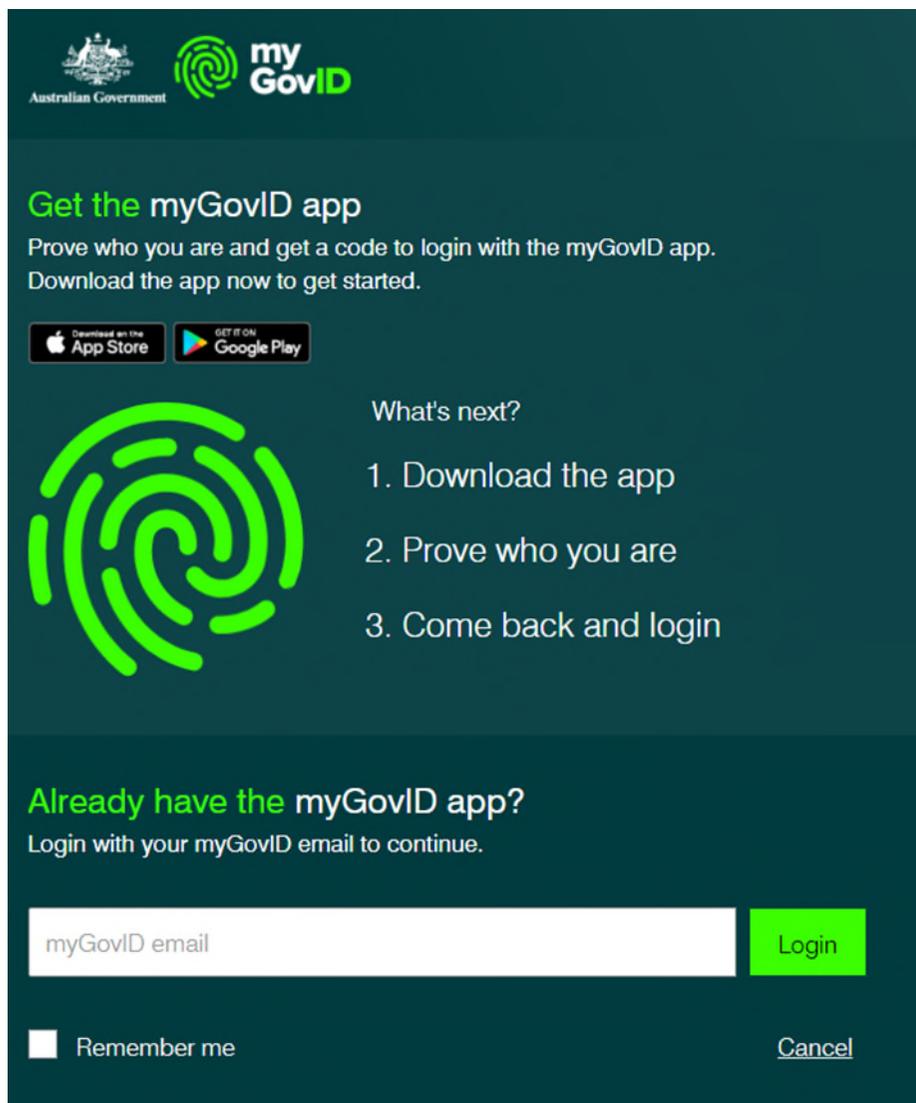
Login to the CBD Assessor Portal using myGovID and then create and manage your applications. Contact the CBD Administrator on 1800 020 131 or [info@cbd.gov.au](mailto:info@cbd.gov.au) if you have any issues.

### Login to the Assessor Portal to:

- Manage your Assessor accreditation
- Manage your Assessor profile information
- Submit TLA applications
- Submit BEEC applications
- Submit exemption applications

Log in with myGovID





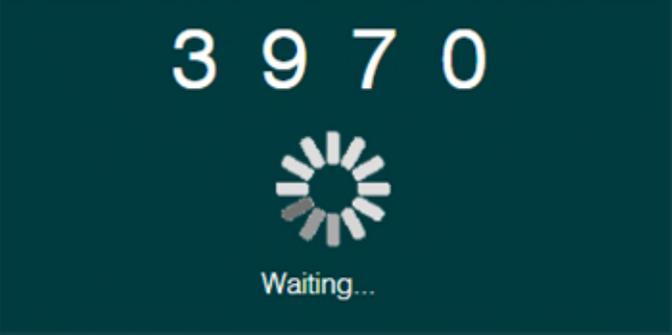
The screenshot shows the myGovID app interface. At the top left is the Australian Government logo and the myGovID logo. The main heading is "Get the myGovID app" with a sub-heading "Prove who you are and get a code to login with the myGovID app. Download the app now to get started." Below this are buttons for "Download on the App Store" and "GET IT ON Google Play". A large green fingerprint icon is on the left. To its right, under the heading "What's next?", is a numbered list: "1. Download the app", "2. Prove who you are", and "3. Come back and login". Below the list is the heading "Already have the myGovID app?" with the text "Login with your myGovID email to continue." There is a text input field labeled "myGovID email" and a green "Login" button. At the bottom left is a checkbox labeled "Remember me" and at the bottom right is a "Cancel" link.

## Login with mygovID

Use the personal email address you registered with mygovID (and sent to the CBD Team) to login through the mygovID page.

Australian Government 

1. Open myGovID on your phone
2. Accept or enter the code
3. Come back



Cancel

## Confirm your identity

Open the mygovID app on your smart device and confirm the code provided on the screen, then wait for your identity to be confirmed.

## Select the business you are working for

Most CBD Assessors will only have one business to select, then click continue.



Australian Government

## Relationship Authorisation Manager

### Businesses I can act for

Select a business from the list to continue. If your business is not listed, you can [add a business](#).

Search by ABN or name...



Entity name ▲	ABN ⇅
<input type="radio"/> ABC455 Pvt Ltd	12 300 000 108
<input type="radio"/> ABC463 Pvt Ltd	12 300 001 901
<input type="radio"/> Project Company	12 300 000 961
<input type="radio"/> Work Company	12 300 000 880



My Applications ▾ My Accreditation

Assessor Portal Log Out

## CBD Assessor Portal

### Assessor profile details

You must complete your profile before using the portal.

#### Personal details

Please provide details about yourself

Title

Given name

Family name

#### Work contact details

These details will be used to contact you

Email address

Telephone number

Telephone number is a required field

Mobile number

Mobile number is a required field

### Confirm assessor profile contact details page

When you first login to the new CBD Assessor Portal, you will be asked to confirm your contact information.

Double check that the email address is correct, as this will be used by the CBD Administrator to contact you and send certified applications.

Enter your preferred contact phone number and mobile number (these can be the same number).

## Employer details

Enter your own details if you are self employed

Are you self employed?

Yes

No

Are you self employed? is a required field

Business number

Please enter either the Australian Business Number (ABN), Australian Company Number (ACN) or the Australian Registered Body Number (ARBN) of the business.

Lookup

Business details are required

Address

Start typing the address in the field below and select the correct one from the drop-down list that appears.

Address is a required field

or you can:

## Confirm assessor profile contact details page

Enter the ABN of your company and your company address.

## Publish options

Do you want your availability locations and contact details displayed in the assessor register?

Yes

No

Do you want your availability locations and contact details displayed in the assessor register? is a required field

Availability locations

ACT

NSW - City

NSW - Regional

NT

QLD - City

QLD - Regional

SA

TAS

VIC - City

VIC - Regional

WA - City

WA - Regional

Save

## Confirm assessor profile contact details page

Confirm if you want your contact details to be published on the CBD Assessor Register website, and what your availability locations are.

Then click save.

## Landing page

Once you have completed your assessor profile contact details, you will be directed to the CBD Assessor Portal landing page. If you see a message about your CBD Accreditation, please click the 'View Accreditations' button or the 'My Accreditation' link at the top of the landing page.



My Applications ▾ My Accreditation

Assessor Portal Log Out

# CBD Assessor Portal

### IMPORTANT

Your CBD Accreditation has been suspended due to one or more of your accreditation requirements expiring. Please click the 'View Accreditations' button to action any outstanding items.

[View Accreditations](#)

## Information for Assessors

Welcome to the new CBD Assessor Portal.

The updated CBD Assessor Portal is now live and you can submit TLA applications using the version 4.1 TLA Rules.

If you have any questions about the updated CBD Assessor Portal please contact the CBD Administrator on 1800 020 131 or email: [info@cbd.gov.au](mailto:info@cbd.gov.au).

## My Accreditation

Check if your CBD Assessor Accreditation items are all up to date. If your insurances or your application form are out of date you can update these through the Assessor Portal (see next page).

If any other items have a red cross (as per screenshot below) please contact the CBD Team and we will assist you to rectify these.



My Applications ▾ My Accreditation

Assessor Portal Log Out

# CBD Assessor Portal

## My accreditation

<p><b>CBD training</b></p> <p></p> <p>Not attended Training date: Not available</p>	<p><b>TLA exam</b></p> <p></p> <p>Not started Exam date: Not available</p>	<p><b>CBD learning module</b></p> <p></p> <p>Not started Module date: Not available</p>	<p><b>NABERS verification</b></p> <p></p> <p>Not started Expiry date: Not available</p>	<p><b>Application form</b></p> <p></p> <p>Not started Submission date: Not available</p>	<p><b>Insurances</b></p> <p></p> <p>Not started Expiry date: Not available</p>	<p><b>Payment</b></p> <p></p> <p>Awaiting payment</p>
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## Information

To become a CBD Accredited Assessor you will need to provide seven items to the CBD Administrator. A 'green tick' indicates that the item submitted has been approved by the CBD Administrator (listed below are items – if any – that require submission). Some items have an expiry date, and therefore need to be supplied to the CBD Administrator for validation before a specified time – i.e. insurances. Failure to provide an item before an indicated time – without a valid reason – will result in immediate portal access restrictions, for which you will have to contact the CBD Administrator to remove.

All items must be ticked before the CBD Administrator can grant your CBD Assessor Accreditation.

If you are an existing CBD Accredited Assessor, this page allows you track/ maintain your accreditation. The assessor portal – via the home page - will alert you when crucial components of your CBD Accreditation are due to expire (ie: NABERS accreditation and/or insurance details). CBD Accreditation is granted for three years, and it is your responsibility to maintain the key components which contribute to being a CBD Accredited Assessor. Failure to maintain expiring components will result in your Assessor Portal access being restricted, and you will be unable to lodge applications until you have uploaded your insurance forms, renewed your NABERS accreditation or completed the CBD reaccreditation process.

If you have any questions on the CBD Assessor Accreditation process or maintaining accreditation, please call the CBD hotline on 1800 020 131 or email: [info@cbd.gov.au](mailto:info@cbd.gov.au)

## Items for action

### ✘ Application form

You may update your application form if your details have changed or your application form has expired.

Action Now >

### ✘ NABERS accreditation

Your CBD Accreditation is not active because your NABERS accreditation has expired, please email the CBD Administrator and provide evidence of reaccreditation with NABERS.

### ✘ Insurances

Your CBD Accreditation is not active because your insurances are not up to date. Please update your insurance information.

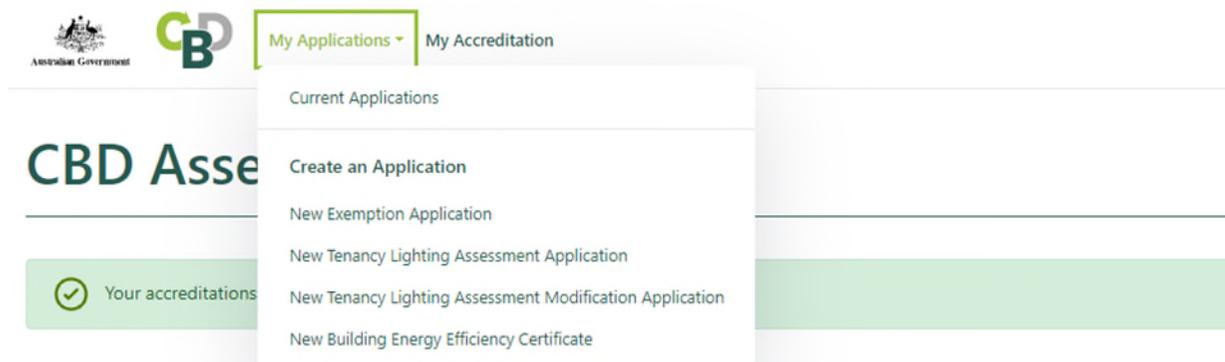
Action Now >

## My accreditation (cont.)

If your Insurances, Application form or NABERS Accreditation are out of date you will have 'Items for action' available at the bottom of the page.

You can update your Application form and Insurances and submit these to the CBD Administrator for approval.

# Create a new application



## My applications

From the My Applications menu you can view your current applications lit split into:

- BEECs
- TLAs
- TLA modifications
- Exemptions

You can also create new applications from this menu.

## Information for Assessors

Welcome to the new CBD Assessor Portal.

The updated CBD Assessor Portal is now live and you can submit TLA applications using the version 4.1 TLA Rules.

If you have any questions about the updated CBD Assessor Portal please contact the CBD Administrator on 1800 020 131 or email: [info@cbd.gov.au](mailto:info@cbd.gov.au).

# Building details page (common across all applications)

## CBD Assessor Portal

### Tenancy Lighting Assessment

#### Building Details

Owners Details

Scope Details

Overview

Luminaires

Functional Spaces

Summary

Authorisation/Declaration

## Building Details

Has this building previously had a BEEC or TLA

Save time by entering an approved BEEC or TLA Number to auto fill building details. Any Owner Details added to the next section will be overwritten

Search building by BEEC

Search building by TLA

Search building by address

Next

Save

### Building details

Most applications coming through the CBD Program relate to a building that already exists in our database i.e. has had a TLA, BEEC or exemption at some point in the past.

In the new CBD Assessor Portal you can search for existing buildings using a BEEC certificate number, TLA number or address.

You can only create a new building where you cannot find the existing building via the 'Search building by address' option.

### Search for a building

Street Number

Street Name

State

Postcode

### Search for a building

Unable to find any existing buildings in the CBD system matching: '100 Fake ACT 2601'.

**Building Not Found?**  
[Manually Enter A New Building Address](#)

### Search for a building

Is this address a multi building address/campus?

Yes

No

Building Name

Address  
 Start typing the address in the field below and select the correct one from the drop-down list that appears.

or you can:

### Search for a building

Is this address a multi building address/campus?

Yes

No

Building Name

Address  
 You can  or enter the details below:  
 Address line 1

Suburb

Postcode

State

## Create new building record (only if needed)

You can search for your buildings address by selecting the 'Search building by address' option. If your address is not found in the CBD Program database, you can select the option to 'Manually enter a new building address'.

This will then move to an address validation screen that will attempt to confirm if this building exists in standard address databases. If not, you can select 'My address is not here' or 'Enter it manually' to create a brand new building record, then click 'Save'.

## Building Details

Has this building previously had a BEEC or TLA

Save time by entering an approved BEEC or TLA Number to auto fill building details. Any Owner Details added to the next section will be overwritten

Search building by BEEC

Search building by TLA

Search building by address

TLA number

Enter an approved TLA Number to auto fill the building details

LA6472

## Building Details

Has this building previously had a BEEC or TLA

Save time by entering an approved BEEC or TLA Number to auto fill building details. Any Owner Details added to the next section will be overwritten

Search building by BEEC

Search building by TLA

Search building by address

**Building Selected**

Building Name: Industry House

Building Address: 10 Binara Street

City ACT 2601

## Search building by TLA

You can search for your building by entering a current (or expired) TLA number as per screenshots above.

## Building Details

Has this building previously had a BEEC or TLA

Save time by entering an approved BEEC or TLA Number to auto fill building details. Any Owner Details added to the next section will be overwritten

Search building by BEEC

Search building by TLA

Search building by address

### BEEC number

Enter an approved BEEC Number to auto fill the building details

## Building Details

Has this building previously had a BEEC or TLA

Save time by entering an approved BEEC or TLA Number to auto fill building details. Any Owner Details added to the next section will be overwritten

Search building by BEEC

Search building by TLA

Search building by address

**Building Selected**

Building Name: Industry House

Building Address: 10 Binara Street

City ACT 2601

## Search building by BEEC

You can search for your building by entering a current (or expired) BEEC certificate number as per screenshots above.

# Owner details page (common across all applications)

Building Details

Owners Details

Scope Details

Overview

Luminaires

Functional Spaces

Summary

Authorisation/Declaration

## Owners Details

### Building Owner

Please enter either the Australian Business Number (ABN), Australian Company Number (ACN) or the Australian Registered Body Number (ARBN) of the building owner(s).

### List of building owners

Name	Business Number	State	Postcode	Action
AREF PROP HOLDINGS PTY LTD	46165170749	NSW	2000	<input type="button" value="Remove"/>

### Contact details for the building owner

First name

Last name

Phone

Mobile

Email

### Add owner's representative contact details

 Add owner's representative contact details

## Owner details

Where a building already exists in our database the building owners on record will pre-populate in this screen, based on the most recent application.

You **must double check these** and confirm they are correct. If needed you can remove outdated owners and add new information.

You can setup a maximum of three different owners per building. You will also need to enter the building owner contact information, and add a building owner representative if required.

## Owners Details

Add Building Owner

ACN/ARBN

003 499 992

Name

State

Please select



Postcode

Add Owner

or

Search Again

### ABNs, ACNs and ARBNs

Australian Business Numbers (ABNs) are externally validated through the [Australian Business Register](#).

Australian Company Numbers (ACNs) and Australian Registered Body Numbers (ARBNs) need to be entered manually as per the screenshot shown.

You must ensure ACNs and ARBNs (including the company name) are correct before submission.

Applications with incorrect CAN or ARBN information will be sent back to your

# Scope details page (common across all applications)

## Tenancy Lighting Assessment

Building Details

Owners Details

Scope Details

Overview

Luminaires

Functional Spaces

Summary

Authorisation/Declaration

### Scope Details

Purpose of this application

Sale

Lease

Sublease

Other

Number of levels

Building / office space NLA (metres squared)

Building NLA source

Please select 

Previous

Next

Save

### Scope details

Select the purpose of this application (can select multiple options here), and provide information about the building including number of levels, NLA and NLA source.

# TLA and BEEC process: Must complete sequentially

In the new CBD Assessor Portal, if you want to create a new TLA as part of your BEEC application you must first create and submit a TLA application and then link that TLA application to your new BEEC application.

1. Create your new TLA. Once you have submitted the new TLA it will have an allocated TLA Number i.e. LA8008 as per screen shot below.

## My Applications

BEEC Applications   Exemption Applications   **Tenancy Lighting Assessment Applications**   Tenancy Lighting Assessment Modification Applications

### List of draft applications

Create New Application >

Building Address	Status	Expiration Date	Last Modified Date	Action
------------------	--------	-----------------	--------------------	--------

You don't have any tenancy lighting assessment applications yet.  
Create a new tenancy lighting assessment application

### List of submitted applications

Number	Building Address	Status	Expiration Date	Last Modified Date	Action
LA8008	10 Binara Street	Submitted		02/12/2021 15:45	<a href="#">View</a>
LA1455	10 Binara Street	Approved	30/11/2026 15:55	30/11/2021 15:55	<a href="#">View</a>
LA1454	10 Binara Street	Approved	30/06/2022 00:00	30/11/2021 15:10	<a href="#">View</a>
LA1452	10 Binara Street	Approved	29/11/2026 23:00	29/11/2021 23:00	<a href="#">View</a>

- Once your TLA has been submitted, you can create a new BEEC application. The 'Linked TLAs' menu shows all submitted (not yet certified) and approved (already certified) TLAs for your building.

## Building Energy Efficiency Certificate

Building Details

Owners Details

Scope Details

Linked TLAs

NABERS Rating

Summary

Authorisation/Declaration

### Linked TLAs

If you are creating a new TLA as part of this BEEC application, you will need to first create and submit TLA-only application and then link it to your BEEC application. When you create your BEEC application you will have a list of TLAs you can select for your building.

### Linked Tenancy Lighting Assessments

You currently have no linked TLAs, you need to link a TLA.

### Submitted TLAs

Number	Assessment Date	Luminaires	Functional Spaces	
LA8008	29/11/2021	1	1	<a href="#">Add</a>

### Approved TLAs

Number	Assessment Date	Luminaires	Functional Spaces	
LA6472	28/02/2018	2	13	<a href="#">Add</a>
LA1452	17/11/2021	1	1	<a href="#">Add</a>
LA1452-1	17/11/2021	1	1	<a href="#">Add</a>
LA1454	23/11/2021	1	1	<a href="#">Add</a>
LA1455	04/11/2021	2	1	<a href="#">Add</a>

3. You can then link the new TLA application you just submitted (LA8008 as per screenshot below), to your new BEEC application by clicking the 'Add' button. The 'Submitted TLAs' table will then show this TLA as linked.

# Building Energy Efficiency Certificate

- Building Details
- Owners Details
- Scope Details
- Linked TLAs
- NABERS Rating
- Summary
- Authorisation/Declaration

## Linked TLAs

If you are creating a new TLA as part of this BEEC application, you will need to first create and submit TLA-only application and then link it to your BEEC application. When you create your BEEC application you will have a list of TLAs you can select for your building.

## Linked Tenancy Lighting Assessments

Number	Assessment Date	Luminaires	Functional Spaces	Status	
LA8008	29/11/2021	1	1	Submitted	<a href="#">Remove</a>

## Submitted TLAs

Number	Assessment Date	Luminaires	Functional Spaces	
LA8008	29/11/2021	1	1	linked

# Updates to the TLA process with v4.1 TLA Rules

### Luminaire Details

Name

- 100WMHELx1
- 100WMHMAGx1
- 100WMVx1
- 125WMVx1
- 12WCFLix1
- 12WCFLix2
- 12WCFLix3
- 12WCFLix4
- 12WCFLnELx1

### Luminaire Details

Name

- 18W T8MAG x1
- 18W T8MAG x2
- 18W T8MAG x3
- 18W T8MAG x4
- 36W T8MAG x1
- 36W T8MAG x2
- 36W T8MAG x3
- 36W T8MAG x4
- Luminaire not listed (click to add) T8MAG

### Luminaire Details

Name

Description

Description is a required field

Lamp Type

Lamp Type is a required field

Lamp Power (W)

Lamp power is a required field

Lamp Quantity

Lamp quantity is a required field

Evidence Type

Evidence Type is a required field

## Creating luminaires

An extensive list of pre-populated luminaires is provided in the new CBD Assessor Portal. You should be able to find all commonly used luminaires in this list.

If you cannot find your luminaire, you can create a new luminaire by clicking 'Luminaire not listed (click to add)'. In the next screen you can select lamp type, lamp power and quantity and also select default lamp types if needed.

# Tenancy Lighting Assessment

Building Details

Owners Details

Scope Details

Overview

Luminaires

Functional Spaces

Summary

Authorisation/Declaration

## Functional Space - 1

Overview
Current system

Add Proposed System

Building Prefix

Floor naming convention

Floor / Level

NLA

Tenant Name

Whole or Part Floor/Level

NLA Source  


Please select

Please select

NLA surveys, leases, or other third-party documentation meeting the measurement standard

Assessor's calculations based on plans or site measurements meeting the measurement standard

Previous
Next
Save

## Creating a Functional Space

The v4.1 TLA Rules has updated the requirements for confirming Functional Space area (NLA).

These updated requirements are reflected in the 'NLA Source' dropdown menu, and both options refer to the 'Measurement standard' as defined in the v4.1 TLA Rules.

## Grid method luminaire variations

The v4.1 TLA Rules has updated the requirements when using Grid Method to assess Functional Space NLPD.

Instead of calculating 5% by lamp power for luminaire variations, you must tick the 'I Confirm' box to confirm that there are only minor variations in the types of luminaires present in the Open Office Space.

## Functional Space - 1

Overview **Current system**

Is the functional space currently assessable?

Yes

No

Calculation Method

Grid Method

**Assessed NLPD**

24.67

**Grade**

Very inefficient

**Control Capacity**

Moderate

### NLPD Calculation

Luminaire Name	Quantity in Block	Power per Luminaire (W)	Total Power (W)	
100WMHELx1	2	111	222	<a href="#">Remove</a> <a href="#">Edit</a>

Add Luminaire

Grid X Spacing (m)

3

Grid Y Spacing (m)

3

Area Used (m<sup>2</sup>)

9

Total Power (W)

222

NLPD (W/m<sup>2</sup>)

24.67

### Luminaire Variations

I Confirm

I have confirmed that in the Open Office Space areas there are only minor variations in the types of luminaires present, compared to the luminaires included within the simple repeating block.

# Applications sent back to your assessor portal

If the CBD Administrator requires additional information for an application, we may send it back to your assessor portal to be amended.

You will receive an email specifying what needs to be updated.

Your application will then change status in your 'My Applications' page to 'Further information required'.

You can re-open the application by clicking 'Edit' under the 'Action' column of the 'List of submitted applications' table.

Once you have completed any changes you can re-submit the application as normal.

## CBD Assessor Portal

### My Applications

[BEEC Applications](#)
[Exemption Applications](#)
[Tenancy Lighting Assessment Applications](#)
[Tenancy Lighting Assessment Modification Applications](#)

#### List of draft applications

[Create New Application >](#)

Building Address	Status	Expiration Date	Last Modified Date	Action
------------------	--------	-----------------	--------------------	--------

You don't have any tenancy lighting assessment applications yet.  
[Create a new tenancy lighting assessment application](#)

#### List of submitted applications

Number	Building Address	Status	Expiration Date	Last Modified Date	Action
LA08010	1 Binara St	Further information required		05/12/2021 10:39	<a href="#">Edit</a>
LA08009	1 Binara St	Approved	05/12/2026 10:08	05/12/2021 10:08	<a href="#">View</a>

# Need help?

If you have any issues with the new CBD Assessor Portal, please call the CBD Administrator on 1800 020 131 or email [info@cbd.gov.au](mailto:info@cbd.gov.au).

If you have any issues with mygovID, please call the mygovID help line on 1300 287 539 (select option 2 for mygovID enquiries).

## CBD Administrator

Department of Industry, Science, Energy and Resources  
GPO Box 787  
Canberra ACT 2601

 [info@cbd.gov.au](mailto:info@cbd.gov.au)

 1800 020 131

 [www.cbd.gov.au](http://www.cbd.gov.au)

