

# Logging into the Member Portal









## Open your preferred browser and navigate to:

### https://members.bntac.org.au





### **Navigate to Member Portal**









### **Login to Member Portal**

- In the Username and Password fields, input your designated credentials provided.
  - Click the **Sign In** button. Sign in Sign in with an external account Google Sign In Facebook Forgot your password?





# Viewing Our Member Portal Information





















# Creating a New Application









### Select the New Application button at the top of the member portal page.



| Application Number 🕇 | Requested<br>Amount? | Created On 1       |
|----------------------|----------------------|--------------------|
| 2891                 | \$10.00              | 10/02/2019 8<br>AM |
| 2892                 | \$100.00             | 10/02/2019 10      |



### **Create New Application**





| BANJIMA<br>Indive title<br>MORIGNAL CERNTRC   | Contact Us My Funds New Application Portal Customer - | BANJIMA<br>ARCHIGHMAN CORMANNE<br>ARCHIGHMAN CORMANNE<br>ICN 7971  | Contact Us My Funds New Application Portal Cust   |
|---|---|--|---|
| Step 1 - Distribution Policy Step 2 - Requested Support Step 3 - Contact Details   Which policy are you applying for? Distribution Policy*   Portal Customer - Portal Test Distribution Policy - Health | Step 4 - Supporting Documents and Consent             | Step 1 - Distribution Policy Step 2 - Requested Support Step 3 - Contact   Which policy are you applying for? Distribution Policy *   Portal Customer - Portal Test Distribution Policy - Health   Remaining Balance *   1000.0000 | Details Step 4 - Supporting Documents and Consent |



### **Select a Distribution Policy**

- Select a **Distribution Policy** to apply for. In this example, we will be using the 'Portal Test Distribution Policy – Health' selection.
  - Click the **Next** button.









# Viewing an Application









| ADJIMA<br>ABORIGINAL CERNITEC<br>ICN 7975 |  | Contact Us My                     | Funds New Application | Portal Customer - |
|---|--|-----------------------------------|-----------------------|-------------------|
| tep 1 - Distribution Policy 🖌 Step        | 2 - Requested Support Step 3 - Contact | Details Step 4 - Supporting Docum | Consent               |                   |
| hat items or services are yo              | u requesting?                          |                                   |                       | New Item          |
| Item Requested by member                  | Supplier and Location                  | Requested Amount (\$)             | Type of Assitance     |                   |
| There are no records to display.          |  |                                   |                       |                   |
|   |  |                                   |                       |                   |
| Total of Items Requested (\$) *           |  |                                   |                       |                   |
| Total of Items Requested (\$) *<br>\$0.00 |  |                                   |                       |                   |



### **Viewing Draft Application**

Before we continue with adding items for the application, let's confirm that our application is saved. Click the **My Funds** tab of the top of the member portal.









### Under the **Applications** view, select the 'My Pending Fund Applications' drop-down and select 'My **Draft Fund Applications'**

### Welcome

Thank you for visiti

You can submit applications, view current poli-

### Allowances

| Distribution Policies                             | Approved Funds | Policy Balance | Funds Ave |
|---|----------------|----------------|-----------|
| Portal Test<br>Distribution Policy -<br>Education | \$0.00         | \$500.00       |           |
| Portal Test.<br>Distribution Policy -<br>Health   | \$0.00         | \$1,000.00     | \$1,000.0 |





### **Viewing Draft Application**

| the BNTAC Member Se     | rvices online portal.                  |                    |
|-------------------------|--|--------------------|
| belances and check to s | e if a pending application has been pr | ocessed.           |
| le .                    |  |                    |
|                         |  |                    |
|                         |  |                    |
|                         | Search                                 | Q. New Application |
|                         | Distribution Policy                    | Status Reason      |









| Applications            |                      |                        |   |
|-------------------------|----------------------|------------------------|---|
| My Draft Fund Applicati | ons 🗸                |                        |   |
| Application Number      | Requested<br>Amount? | Created On             |   |
| 5042                    | \$0.00               | 10/05/2019 1:37<br>PM  | 1 |
| 4039                    | \$0.00               | 27/03/2019 12:07<br>PM | j |

Notice that our 'Draft Applications' are available in this view. We can use the other views available if our applications are in the correct stages (Pending, Approved, Declined).



### **Viewing Draft Applications**

Great we found our Application! We can come back to this application whenever we want before the final submission to edit it.

|                | Search                                   | Q New Application |
|----------------|--|-------------------|
| pproval Status | Distribution Policy                      | Status Reason     |
| ot Approved    | Portal Test Distribution Policy - Health | Draft             |
|                |  | D (               |









### Applications

My Draft Fund Applications -

| Application Number 🕹 | Requested<br>Amount? | Created On            | Approval S |
|----------------------|----------------------|-----------------------|------------|
| 5042                 | \$0.00               | 10/05/2019 1:37<br>PM | Not Appro  |
| 4039                 | \$0.00               | 27/03/2019 12:07      | Not Appro  |



### **Opening Our Existing Application**

Let's get back into our application.

Click on the down arrow next to the application and select **Edit**.

|       | Search                                   | Q New App     | olication |
|-------|--|---------------|-----------|
| tatus | Distribution Policy                      | Status Reason |           |
| ved   | Portal Test Distribution Policy - Health | Draft         | ~         |
| ved   | Portal Test Distribution Policy - Health | Draft         | ~         |







## Submitting an Application







|  |                                     | Contact Us                          | My Funds New Application Portal Custo | mer + |
|--|-------------------------------------|-------------------------------------|---------------------------------------|-------|
| Step 1 - Distribution Policy 🖌 Step 2    | - Requested Support Step 3 - Contac | t Details Step 4 - Supporting Docum | ents and Consent                      |       |
| What items or services are you           | requesting?                         |                                     | New Ite                               | m     |
| Item Requested by member                 | Supplier and Location               | Requested Amount (\$)               | Type of Assistance T                  |       |
| There are no records to display.         |                                     |                                     |                                       |       |
| Requested Amount (\$) *                  |                                     |                                     |                                       |       |
| \$0.00                                   |                                     |                                     |                                       |       |
| Distribution Policy*                     |                                     |                                     |                                       |       |
| Portal Test Distribution Policy - Health |                                     |                                     |                                       |       |
|  |                                     |                                     |                                       |       |
| Back Next                                |                                     |                                     |                                       |       |
|  |                                     |                                     |                                       |       |



### **Add Items and Services**

- Now that we are back on our Application form, we can start adding some items or services to the application.
  - Click the **New Item** button on the right.











### Add the **name and location** of the supplier. This is a text field in which to type in the details.

What is the name and location of supplier?\*

Chemist Warehouse - Innaloo



### **Adding Items and Services**

Add what assistance is required. This will be a selection of **items or services** under the policy selected.

What assistance is required?\*

Portal Test Distribution Policy Item - Medicines













### Add the Requested Amount for the item of Service. This is a dollar value (AUD).

Requested Amount? (\$)\*

40

### Add a description for the Item Requested. This includes the Invoice/Quote number available.

Nurofen as prescribed from local GP. Invoice No: 123456789



### **Adding Items and Services**









| What assistance is required?*   |              |
|---|--------------|
| Portal Test Distribution Policy Item - Medicines                            | •            |
| What is the name and location of supplier? *                                |              |
| Chemist Warehouse - Innaloo   |              |
| Requested Amount? (\$) *  |              |
| 40  |              |
| Item Requested? (Please provide additional information like Invoice/Quote r | umber etc) * |
| Nurofen as prescribed from local GP.<br>Invoice No: 123456789               |              |
| Submit  |              |



### **Adding Items and Services**

Click the Submit button at the bottom of the dialog to save the information.





### Observe the item added in our items or services view.

| ADJIMA<br>ABORIGINAL C2 RNTRC<br>ICN 7971  |  | Contact Us M                      | ly Fur |
|--|--|-----------------------------------|--------|
| ep 1 - Distribution Policy 🖌 Step 2 - Reque  | sted Support Step 3 - Contact D  | etails Step 4 - Supporting Docume | nts ar |
| at items or services are you requ  | iesting?   |                                   |        |
| Item Recuested by member   | Supplier and Location  | Requested Amount (\$)             |        |
| ident Reduction of memoer  | a de la construction de la const |                                   |        |
| Nurolen as prescribed from local GP. Invoice<br>No: 123456789                            | Chemist Warehouse - Innaloo  | \$40.00                           |        |
| Nurolen as prescribed from local GP. Invoice<br>No: 123456789                            | Chemist Warehouse - Innaloo  | \$40.00                           |        |
| Nurolen as prescribed from local GP. Invoice<br>No: 123456789<br>Requested Amount (\$) * | Chemist Warehouse - Innaloo  | \$40.00                           |        |
| Nurolen as prescribed from local GP. Invoice<br>No: 123456789<br>Requested Amount (\$) * | Chemist Warehouse - Innaloo  | \$40.00                           |        |

Note that we can edit or delete the line using the drop-down arrow on the right of the item.



### **Adding Items and Services**













### **Adding Items and Services**

We can add multiple lines of items and services here by clicking the **New Item** button and filling in the information in the dialog window. The **Requested Amount** will add together all of our items for US.

Click the **Next** button at the bottom of the form to continue.











### **Confirm Contact Details**

- This 3<sup>rd</sup> step is to confirm that the applicant's contact details are correct for receiving SMS and email notifications about the application's process.
- Check the contact details available on this page and click the **Next** button below the address details.







## In our last applications stage, we have the ability to add comments. Click the **Add Comment** button on the right.

| ew Application Portal Customer -      |
|---------------------------------------|
| Consent                               |
| Add Comment                           |
|                                       |
|                                       |
|                                       |
| plication Number in the subject line) |
|                                       |
|                                       |
|                                       |



### **Adding Comments**







## In the new dialog window, add in any comment text in the **Description** box. Click the **Submit** button once you are finished with the comment description.





### **Adding Comments**

| it of a hospital injury. |  |
|--------------------------|--|
|                          |  |
|                          |  |
|                          |  |
|                          |  |
|                          |  |







| BADJIMA<br>native title<br>ABORIGINAL Cº RNTBC<br>ICN 7971 |                              |              |
|--|------------------------------|--------------|
| Step 1 - Distribution Policy 🖌                             | Step 2 - Requested Support ✔ | Step 3 - Con |
| Is there anything else                                     | you want to tell us?         |              |
| Description  |                              |              |
|  |                              |              |



### **Deleting Comments**

Comments can also be deleted if added on accident by clicking the drop-down arrow next to the comment and selecting **Delete**.















### **Uploading Documents**

- Under the comments area, we can add in documents/files to be associated with the Application. Invoices and Quotes are uploaded here.
  - Click the **Attach File** button to choose which file on your computer to upload.

|                            | Contect Us             | My Funds      | New Application     | Portal Customer +       |
|----------------------------|------------------------|---------------|---------------------|-------------------------|
| - Contact Details 🖌        | Step 4 - Suppor        | ting Document | s and Consent       |                         |
|                            |                        |               |                     | Add Comment             |
|                            |                        |               |                     |                         |
| or email to us directly at | mu@bntac.ord.a         | and quote vo  | ur Application Numb | er in the subject line) |
| n ennen to us un etty et   | in the critical single | and quote jo  |                     |                         |
|                            |                        |               |                     |                         |











### **Uploading Documents**

- In the new dialog window, add a **Description** for the file being uploaded.
- Click the **Choose File** button to select a file from your computer to attach.
- Select the file from your computer and click **Open**. Click **Add File** one the file has been selected.

|                 | Attach File (you | r can attach up to 8 MB limit ) |
|-----------------|------------------|---------------------------------|
|                 | * Description    | <u>Nurofen</u> Invoice.         |
| Search (NIAC P) | Attach a File    | Choose File Invoice.png         |
| All Cancel      |                  |                                 |













### **Uploading Documents**

We can add multiple documents here for each file we want to attach to the application.





## **Reviewing Application Requirements and Submission**





The last steps before submission is to check that we have attached the correct files and checked off the Application form declaration. Scroll down the page and check off the supporting information boxes and declaration checks.

Click the **Submit** button at the bottom to finish.









## Success! We have submitted our Application! Our screen should look like the following.

![](_page_28_Picture_2.jpeg)

Your application has been submitted successfully.

![](_page_28_Picture_4.jpeg)

### **Submission of Application**

| Contact Us | My Funds | New Application | Portal Customer - |
|------------|----------|-----------------|-------------------|
|            |          |                 |                   |

![](_page_28_Picture_7.jpeg)

![](_page_29_Picture_0.jpeg)

# Reviewing an Application

![](_page_29_Picture_2.jpeg)

![](_page_29_Picture_4.jpeg)

![](_page_29_Picture_5.jpeg)

![](_page_30_Picture_0.jpeg)

![](_page_30_Picture_3.jpeg)

![](_page_30_Picture_5.jpeg)

### **Review Progress of Application**

In order to view our submitted application, Click on the **My Funds** area at the top of the Member portal.

Observe under the **Applications** area that our application is now in the 'Pending Funds' view.

|   | I My Pending Fund Appli | cations +            |                       |                 | Search                                   | Q Ne         |
|---|-------------------------|----------------------|-----------------------|-----------------|--|--------------|
| ь | Application Number 🕇    | Requested<br>Amount? | Created On 🕇          | Approval Status | Distribution Policy                      | Status Reaso |
| т | 5042                    | \$190.00             | 10/05/2019 1:37<br>PM | Not Approved    | Portal Test Distribution Policy - Health | Active       |

### This application will move between the views based upon the **Approval Status**.

![](_page_30_Picture_11.jpeg)

![](_page_30_Picture_12.jpeg)

![](_page_30_Figure_13.jpeg)

![](_page_30_Picture_14.jpeg)

![](_page_30_Picture_15.jpeg)

![](_page_31_Picture_0.jpeg)

| My Pending Fund Appli       | cations <del>•</del> |                       |                 | Search                                   | Q New Appl    | ication |
|-----------------------------|----------------------|-----------------------|-----------------|--|---------------|---------|
| Application Number <b>†</b> | Requested<br>Amount? | Created On 1          | Approval Status | Distribution Policy                      | Status Reason | Z       |
| 5042                        | \$190.00             | 10/05/2019 1:37<br>PM | Not Approved    | Portal Test Distribution Policy - Health | Active        | View    |

![](_page_31_Picture_4.jpeg)

### **View Application Details**

In order to view our application, click the drop-down arrow next to the application and click **View**.

This will provide us with details of the application we have submitted however it will not let us edit it.

![](_page_31_Picture_8.jpeg)

![](_page_31_Picture_9.jpeg)

![](_page_31_Picture_10.jpeg)

![](_page_31_Picture_11.jpeg)

![](_page_32_Picture_0.jpeg)

If there have been a few applications that have been submitted and we are wanting to find a specific one, we can either search by the Application Number or by the Distribution Policy. In the Search box we can type the beginnings of our Distribution Policy to return results.

### Applications

| My | Pending | Fund App | olications - |
|----|---------|----------|--------------|
|----|---------|----------|--------------|

| Application Number <b>†</b> | Requested<br>Amount? | Created On 🕇          |
|-----------------------------|----------------------|-----------------------|
| 5042                        | \$190.00             | 10/05/2019 1:37<br>PM |

### Applications

My Pending Fund Applications -

| Application Number | Requested<br>Amount? | Created On 🕇    |
|--------------------|----------------------|-----------------|
| 5042               | \$190.00             | 10/05/2019 1:37 |

![](_page_32_Picture_9.jpeg)

### **Searching for Applications**

![](_page_32_Picture_11.jpeg)

Alternatively, if we use an asterisk (\*) in front of our word, we can search for a word within the Policy name. For example, \*Health.

![](_page_32_Picture_13.jpeg)

![](_page_32_Picture_14.jpeg)

![](_page_32_Picture_15.jpeg)

![](_page_33_Picture_0.jpeg)

# Logging Out

![](_page_33_Picture_2.jpeg)

![](_page_33_Picture_4.jpeg)

![](_page_33_Picture_5.jpeg)

![](_page_34_Picture_0.jpeg)

### To sign out of the Member Portal, click your Portal Login name at the top right of the page and select Sign Out.

![](_page_34_Picture_2.jpeg)

### Allowances

| Distribution Policies                             | Approved Funds | Policy Balance | Funds Availab |
|---|----------------|----------------|---------------|
| Portal Test<br>Distribution Policy -<br>Education | \$0.00         | \$500.00       |               |
| Portal Test<br>Distribution Policy -<br>Health    | \$0.00         | \$1,000.00     | \$1,000.00    |

![](_page_34_Picture_8.jpeg)

### Sign Out

![](_page_34_Figure_10.jpeg)

![](_page_34_Picture_11.jpeg)

![](_page_34_Picture_12.jpeg)