

6 Easy Steps for ASP2s & Electrical Contractors

Installation Document Request

01

Access the Ausgrid Customer Portal

Access the Ausgrid Customer Portal via URL <https://services.ausgrid.com.au/Signin>, and log in to access Connections Project

02

Navigate to project

Ensure ASP2 Projects is selected and search the relevant project in the search bar. You can view details by selecting the chevron on the right and this will open the project “Summary” page

03

Receive a notification

The Installation Inspector will initiate the document request process, unless initiated no documents can be uploaded. You will receive an automated email notification from NoReply@ConnectionProjects.com, that will direct you to log into the portal to view the required document

04

Upload requested documents

Access the Ausgrid Customer Portal and navigate to the Private Installation tab in the project. Select the required document and upload. Repeat this step for each required document

05

Submit documents

Submission is not possible until all required documents have been uploaded. Once you upload all your documents they will be saved in draft. Once documents are submitted you are unable to upload any other documents

06

Check the status

After the Installation inspectors have completed the review, the status will be updated on the portal to reflect “Review completed” or “Resubmission” for your further action. You will receive an automated email notification from NoReply@ConnectionProjects.com, that will provide you with a status update.