

Quick reference guide for Ausgrid Connection or Relocation Applicants, ASPs and Contractors



How to login and then search on the Ausgrid Connection Portal

1. Go to <https://services.ausgrid.com.au/SignIn> using the latest browser version of any of the following: [Google Chrome](#), [Microsoft Edge](#), [Safari](#), [Mozilla Firefox](#)
2. Enter your unique email address and password.
Hint: If you have forgotten your password, use the "Forgot your password?" link.

Visit: www.ausgrid.com.au

[Sign in](#)

* Email

* Password

Remember me?

[Sign in](#) [Forgot your password?](#)

[Don't have an Account?](#)

3. You will be sent a security code via email. Enter it at the next screen

Visit: www.ausgrid.com.au

Enter security code

Code

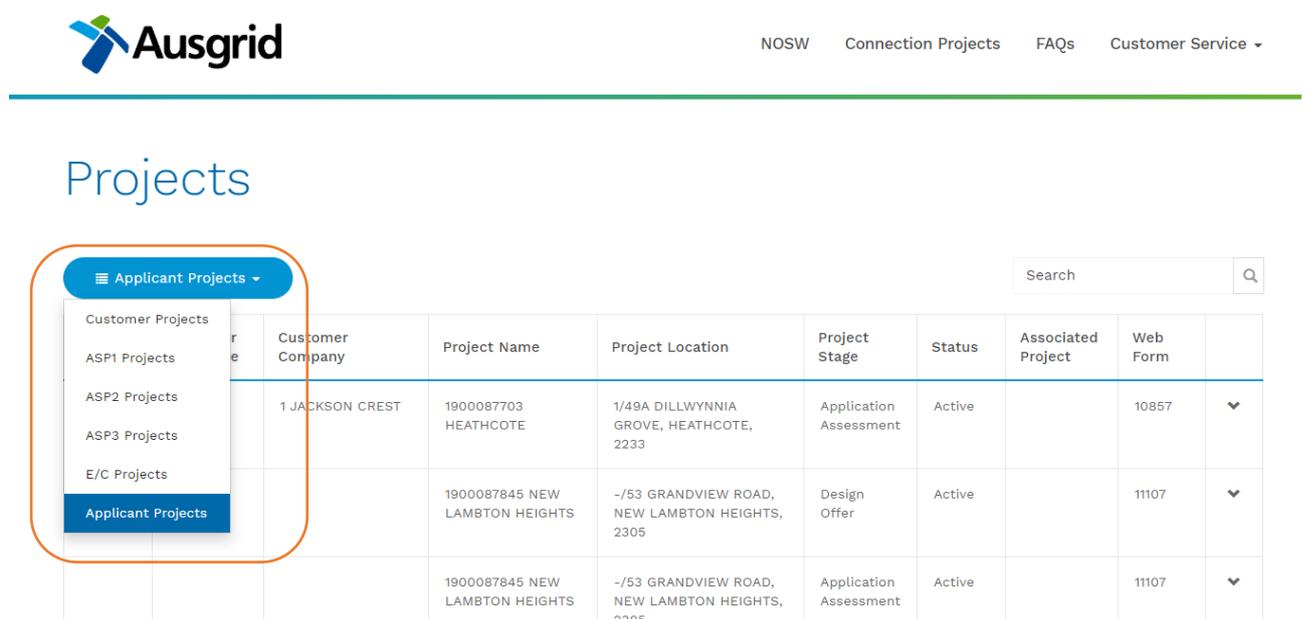
Check your email for the security code.

[Verify](#)

4. Select Connection Projects



5. From the drop down menu select your project role in the project(s) you wish to access



- e.g. Connection Applicants – select Applicant Projects
- Connection Customers – select Customer Projects;
- ASP3's – Select ASP3 projects
- ASP2's – Select ASP2 projects
- ASP1's – Select ASP1 projects
- Electrical Contractors – Select E/C projects

6. A list of relevant project records will appear.

Projects

Customer Projects

Search

Project Number	Customer Reference	Customer Company	Project Name	Project Stage	Project Location	Status	Associated Project	Web Form	
		MICROSOFT PTY LTD	1900092311 CDB PUSH PULL 1	Warranty	11/15 YELLOW BOX AVENUE, CDB PUSH PULL 1, 2250	Active		13378	▼
		MICROSOFT PTY LTD	1900097480 KENSINGTON	Application Assessment	BAKER STREET, KENSINGTON, 2033	Active		503325	▼
		MICROSOFT PTY LTD	700005901 BLACKTOWN	Application Assessment	265 SECOND AVENUE, BLACKTOWN, 2148	Active		11706	▼
AV-05150		MICROSOFT PTY LTD	AV-05150 Newcastle	ASP1 Connection/Relocation Offer	5 King St, Newcastle, 2300	Active		26058	▼
SC-13001		MICROSOFT PTY LTD	SC-13001 ZARTH TOWN	Pre-construction	MICHAEL DANN AVENUE, ZARTH	Active		11641	▼

7. Search and Sort Function

Search

Project Location	Status	Associated Project	Web Form	
11/15 YELLOW BOX AVENUE, CDB PUSH PULL 1, 2250	Active		13378	▼
BAKER STREET, KENSINGTON, 2033	Active		503325	▼
265 SECOND AVENUE, BLACKTOWN, 2148	Active		11706	▼

You can use the **search box** in conjunction with wildcard (*) to quickly find the project you wish to access.

Your search term will find matching information from multiple fields including Project Number, Project Number/Name, Project Location, Webform.

The search results will be displayed in the project record list.

To reset the list empty the search box and hit enter.

You can **sort** the project list in order of any of the columns simply by clicking on the column heading.

Hint: Click once for ascending sort and again for descending sort.

8. You can review a project's record in detail by clicking on the chevron (v) at the end of the row and selecting *view details*.

Projects

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Search

Project Number	Customer Reference	Customer Company	Project Name	Project Stage	Project Location	Status	Associated Project	Web Form	
SC-13001		MICROSOFT PTY LTD	SC-13001 ZARTH TOWN	Pre-construction	MICHAEL DANN AVENUE, ZARTH TOWN, 2015	Active		11641	▼
AV-05150		MICROSOFT PTY LTD	AV-05150 Newcastle	ASP1 Connection/Relocation Offer	5 King St, Newcastle, 2300	Active		26058	▼ View Details
		MICROSOFT PTY LTD	1900097480 KENSINGTON	Application Assessment	BAKER STREET, KENSINGTON, 2033	Active		503325	▼
		MICROSOFT PTY LTD	700005901 BLACKTOWN	Application Assessment	265 SECOND AVENUE, BLACKTOWN, 2148	Active		11706	▼
		MICROSOFT PTY LTD	1900092311 CDB PUSH PULL 1	Warranty	11/15 YELLOW BOX AVENUE, CDB PUSH PULL 1, 2250	Active		13378	▼