CBD Assessor Portal

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

Version 1.0

Australian Government
Department of Industry, Science, Energy and Resources

COMMERCIAL BUILDING DISCLOSURE
A National Energy Efficiency Program

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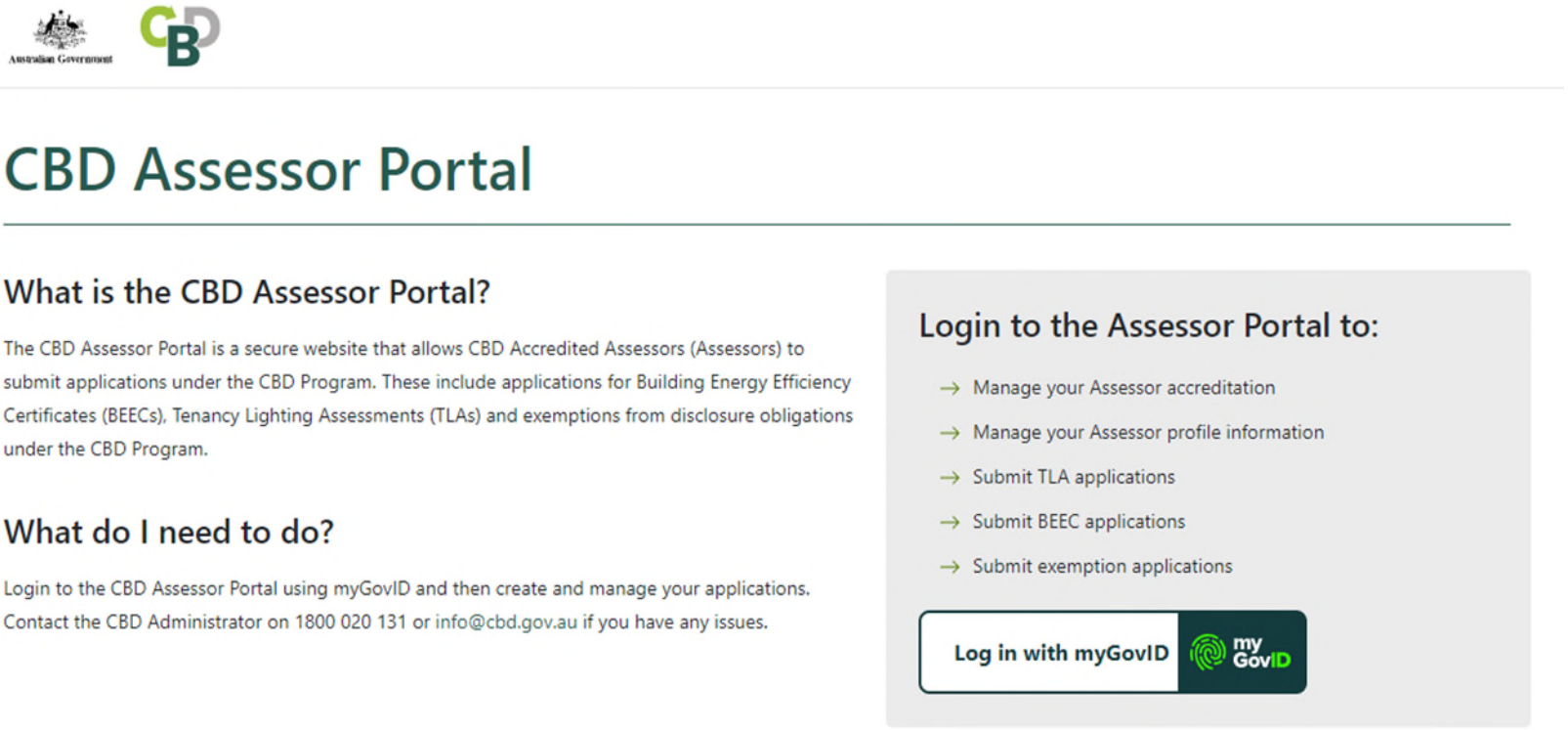
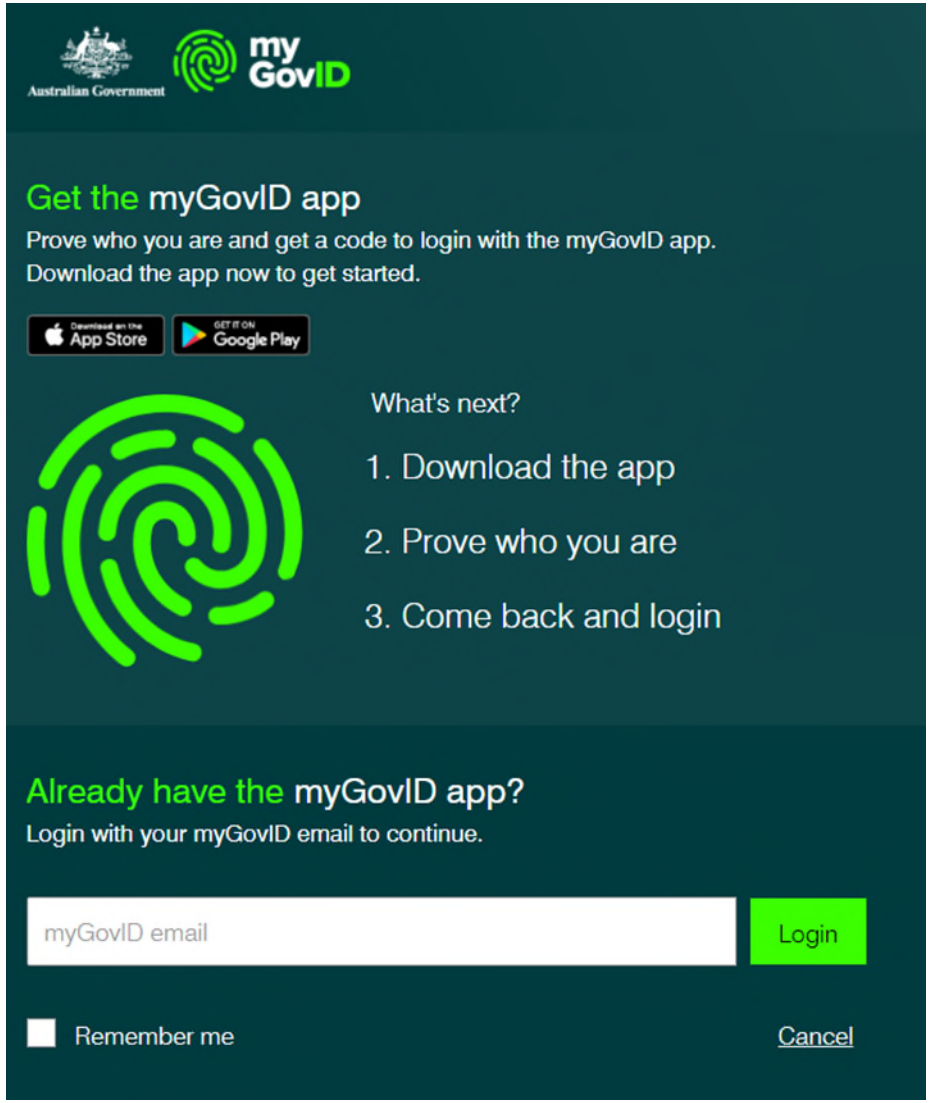
First time logging into the new portal

Login with mygovID

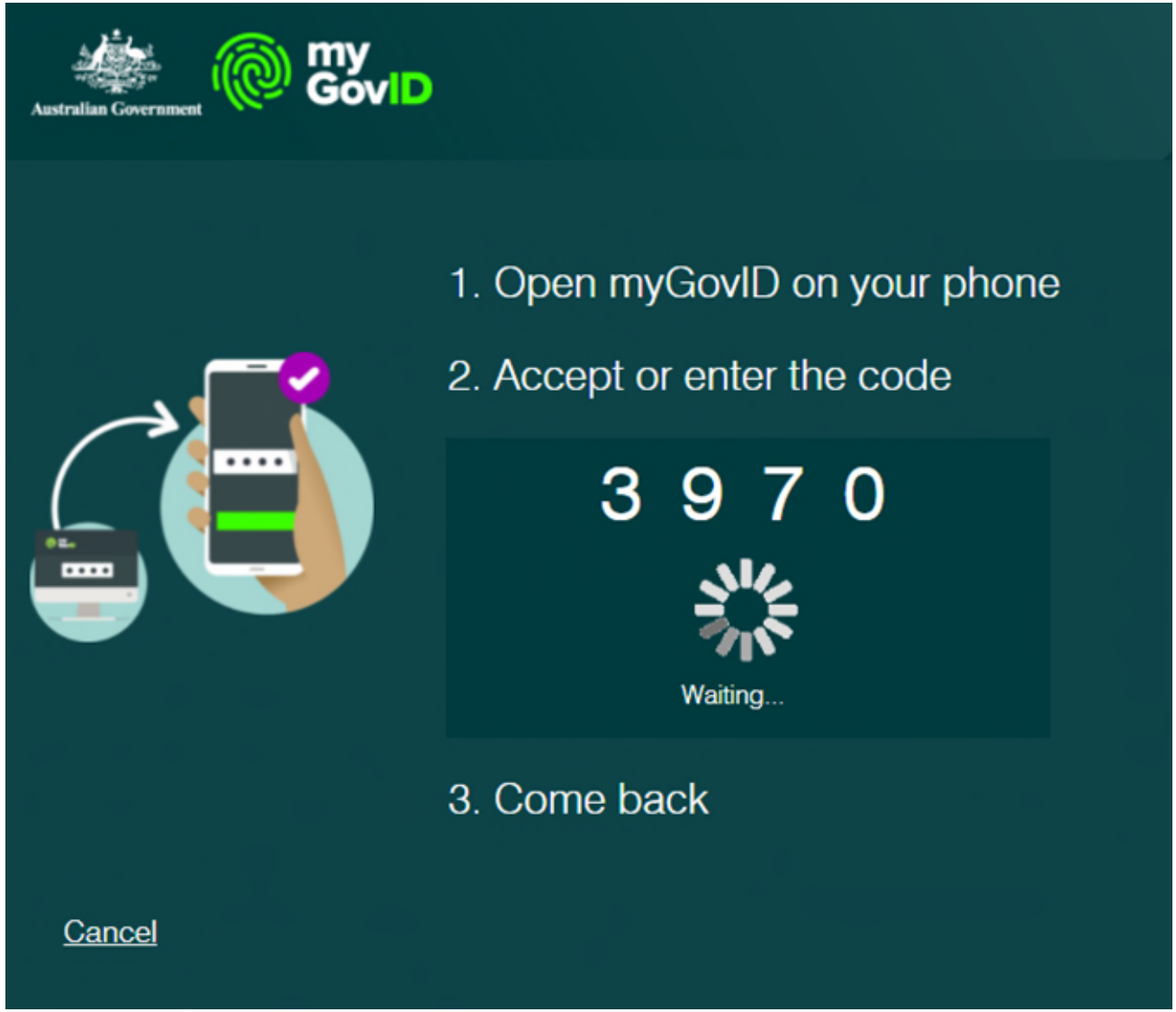
Click the 'Log in with mygovID' button to login to the CBD Assessor Portal.





Login with mygovID

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

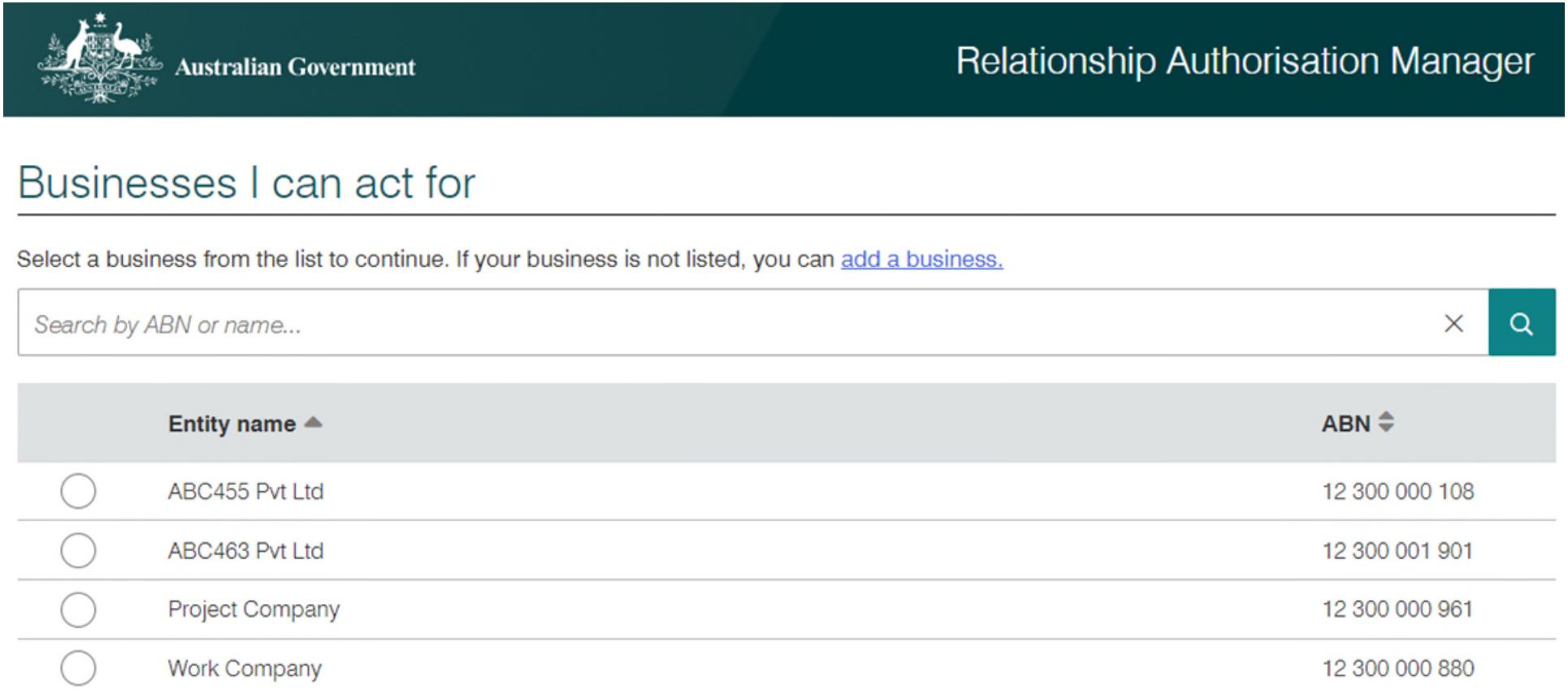


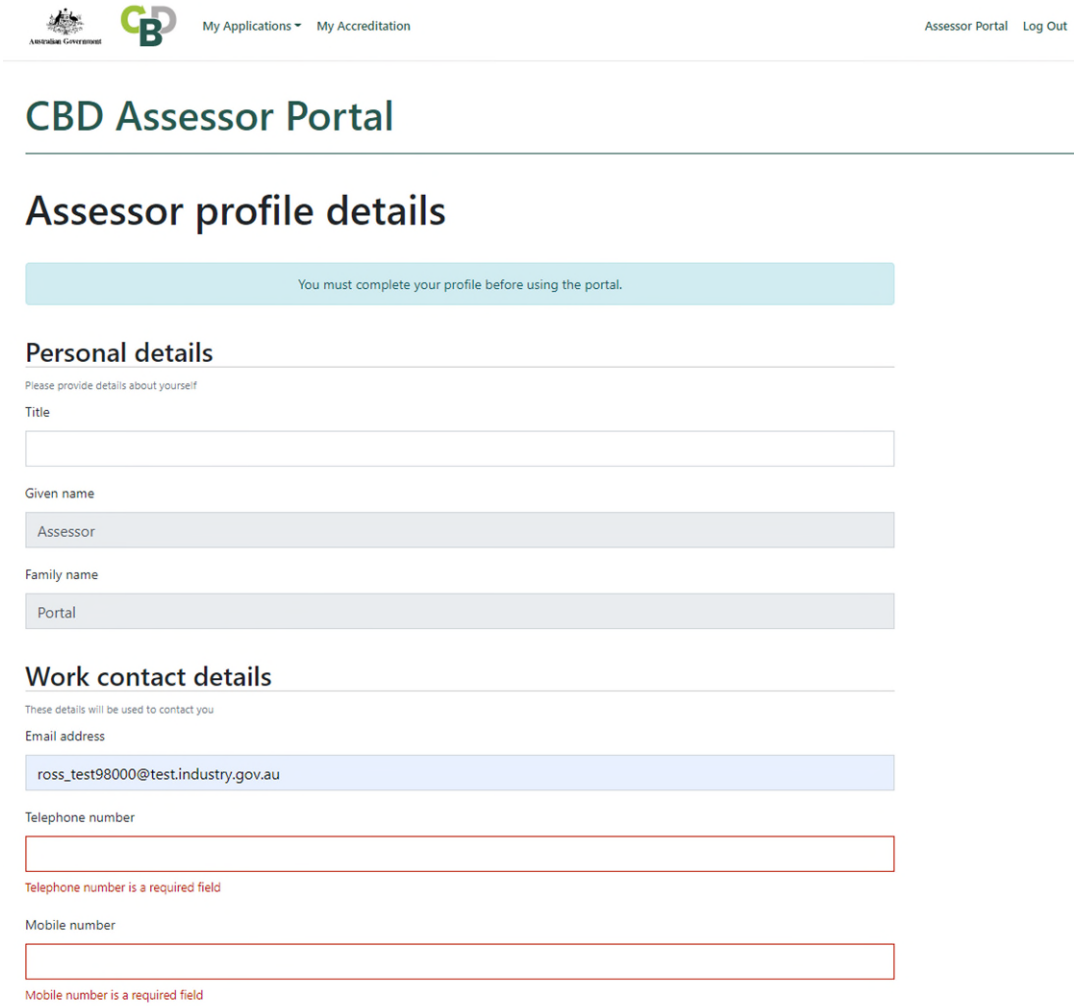
Confirm your identity

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.



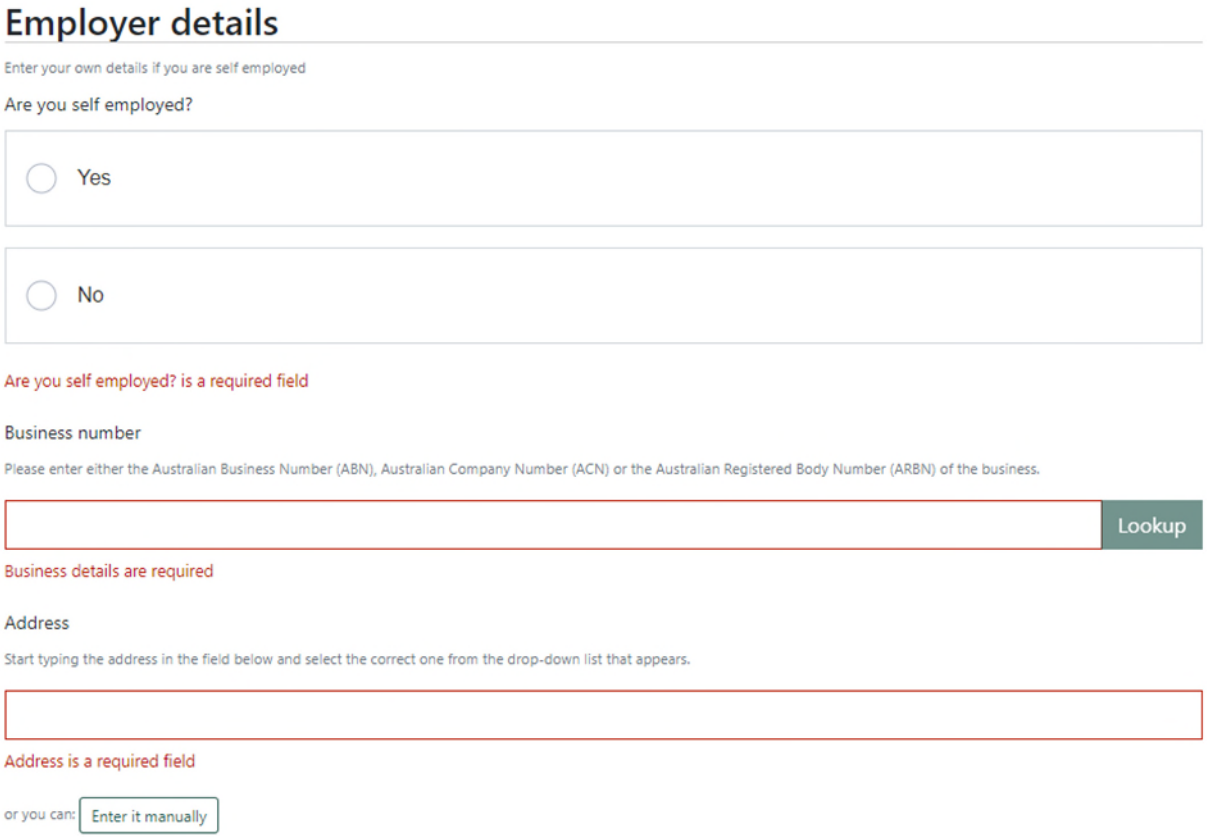


Confirm assessor profile contact details page

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

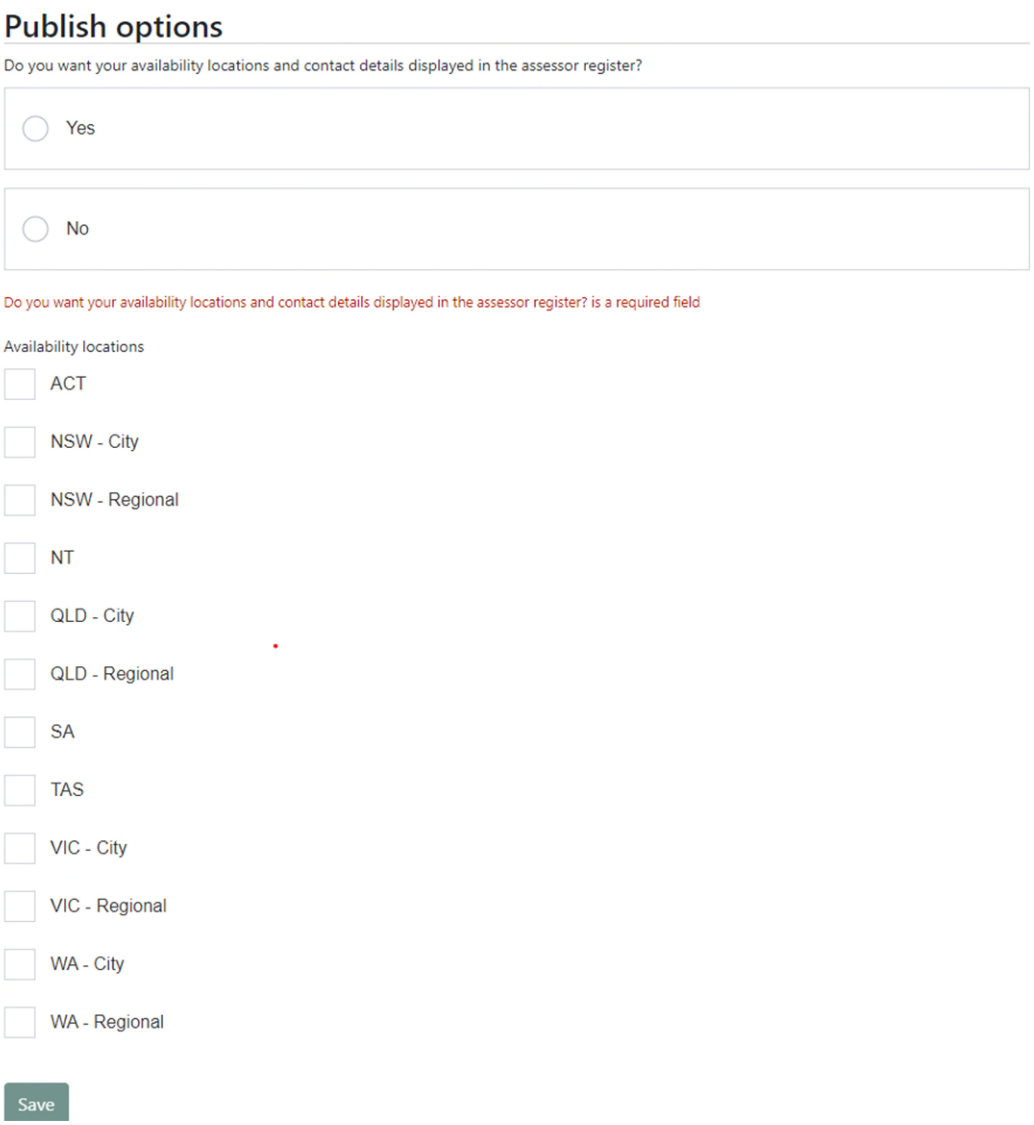
Double check that the email address is correct, as this will be used by the CBD Administrator to contact you and send certified applications.

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



Confirm assessor profile contact details page

Enter the ABN of your company and your company address.



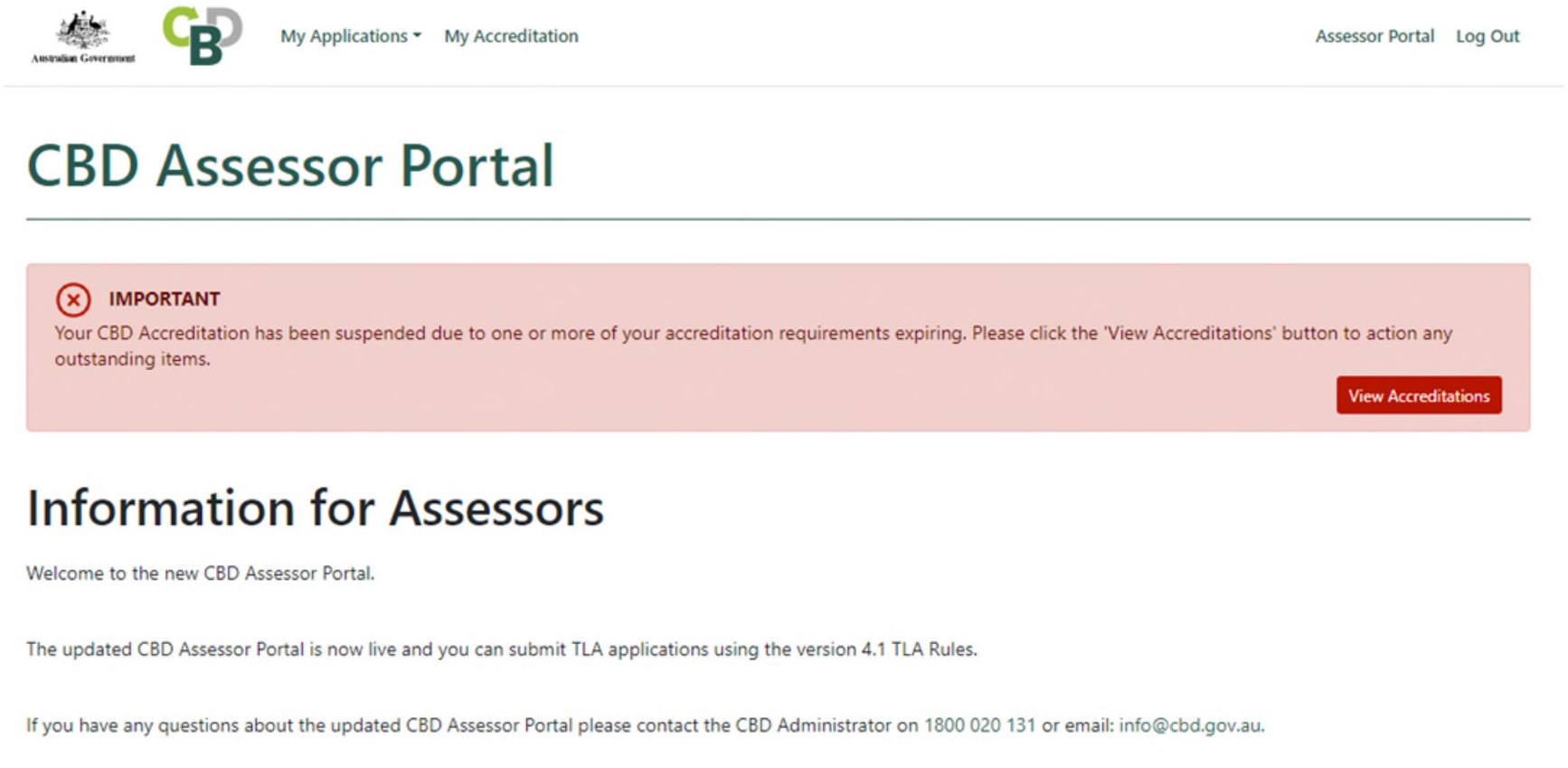
Confirm assessor profile contact details page

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

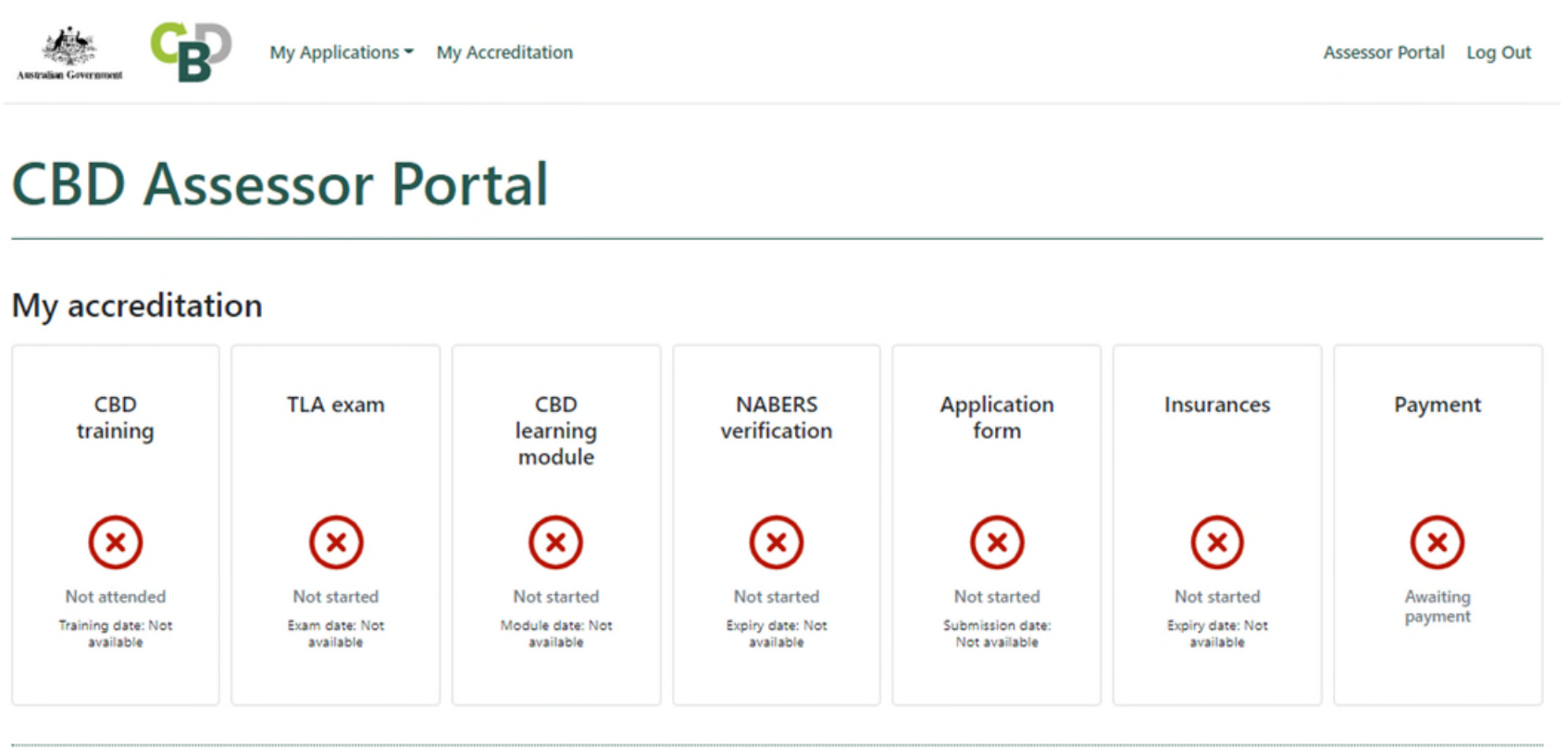
Once you have completed your assessor profile contact details, you will be directed to the CBD Assessor Portal landing page. If you see a message about your CBD Accreditation, please click the 'View Accreditations' button or the 'My Accreditation' link at the top of the landing page.

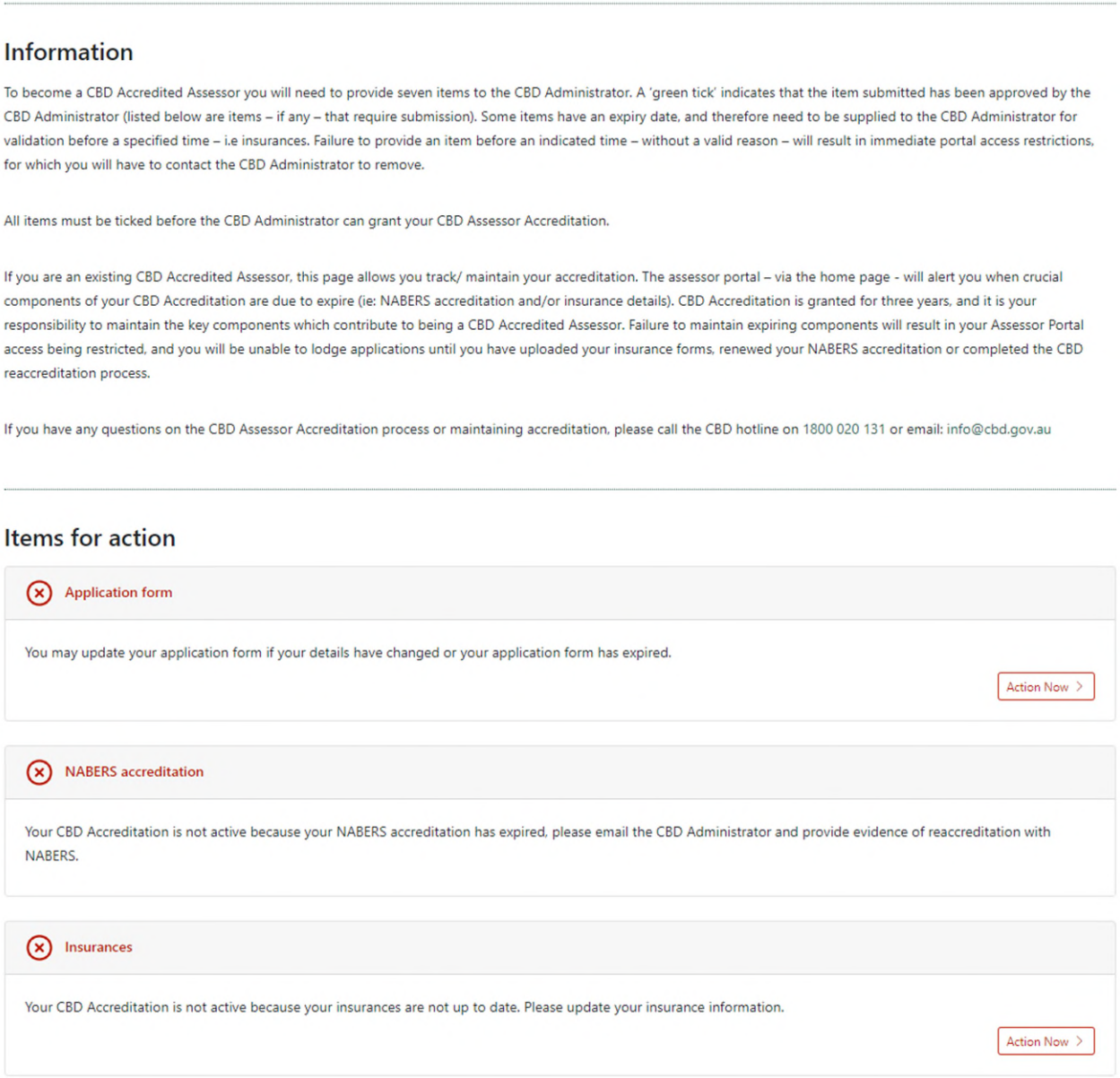


My Accreditation

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.





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

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.

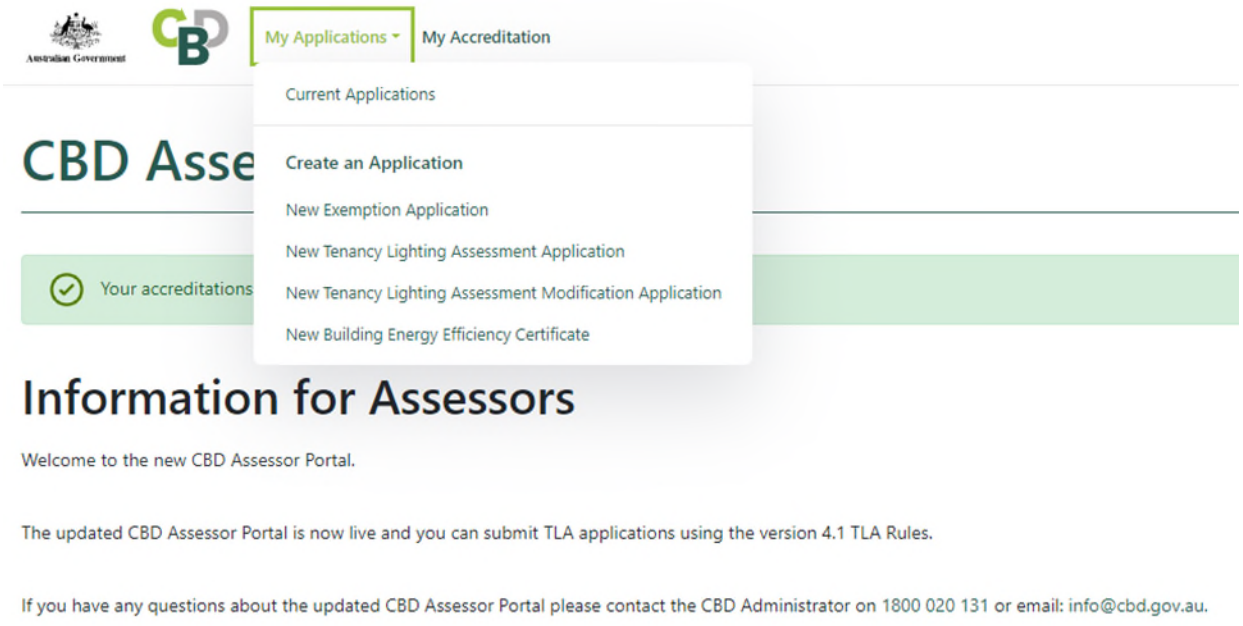
Action Now >

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



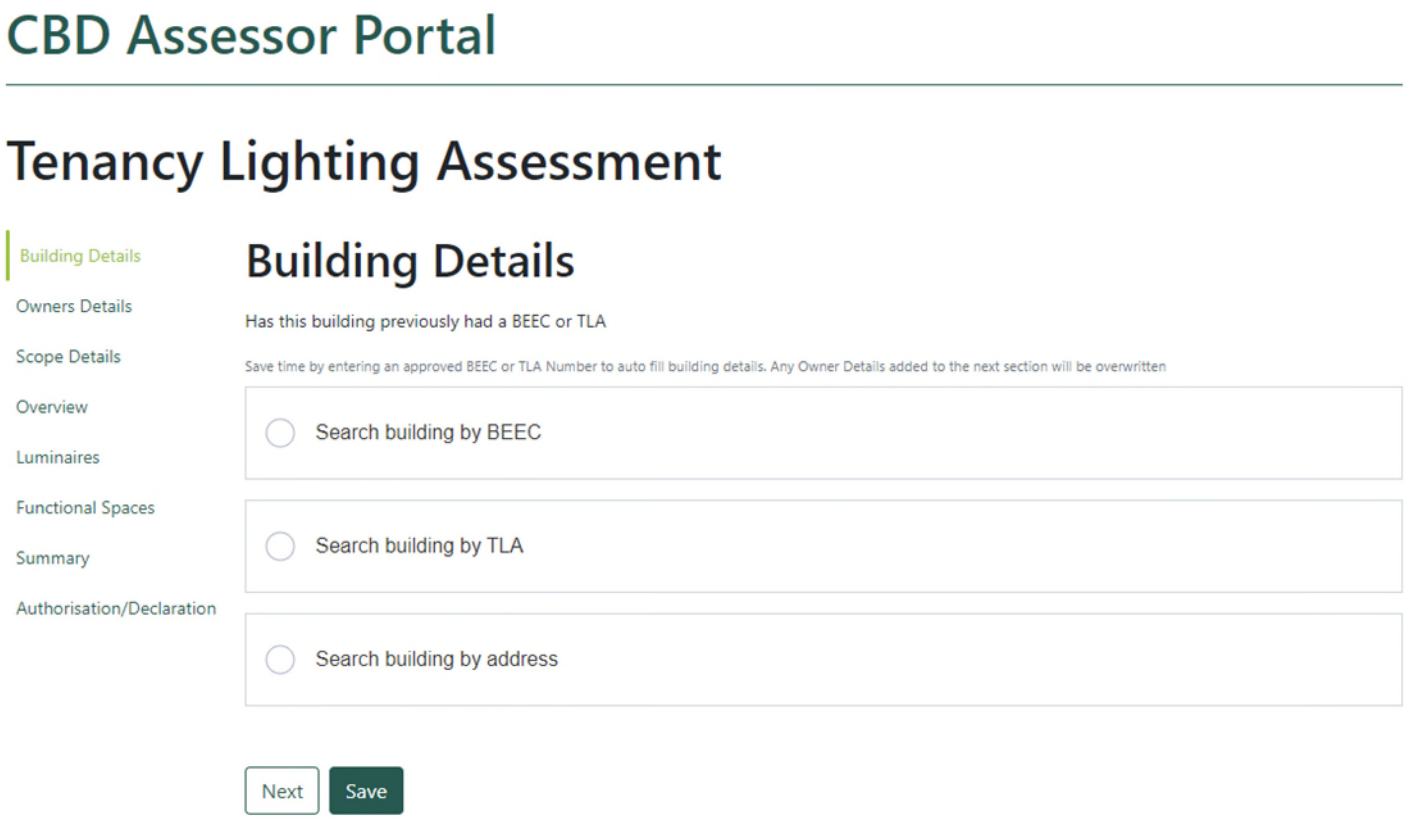
My applications

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.

Building details page (common across all applications)

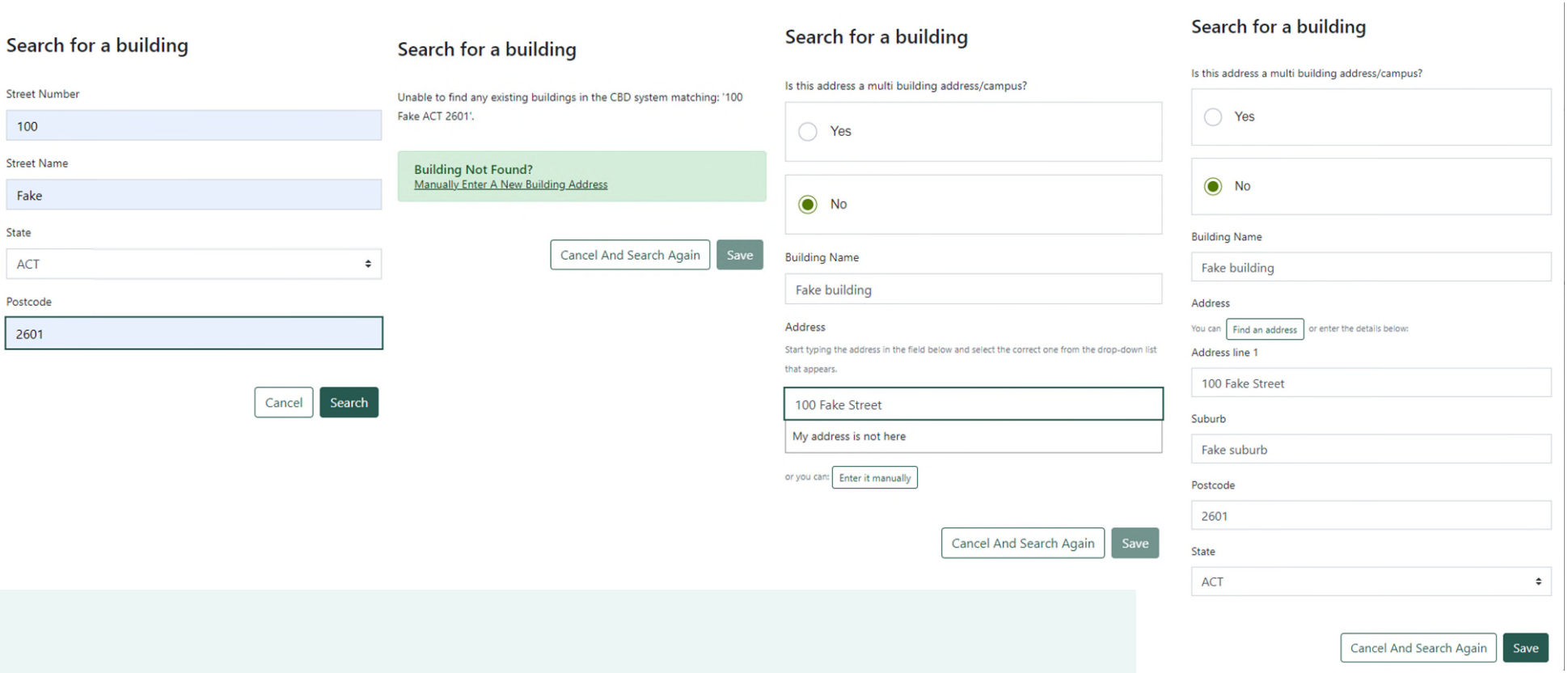


Building details

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.

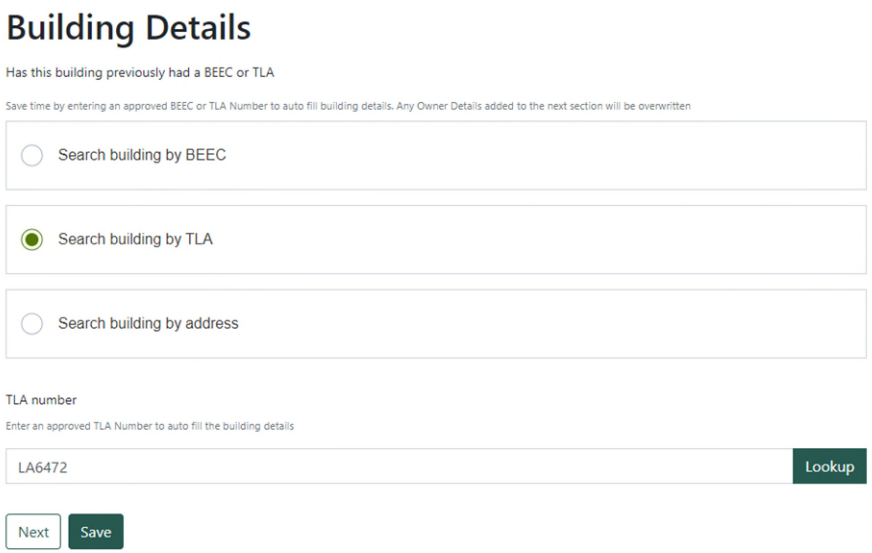
You can only create a new building where you cannot find the existing building via the 'Search building by address' option.

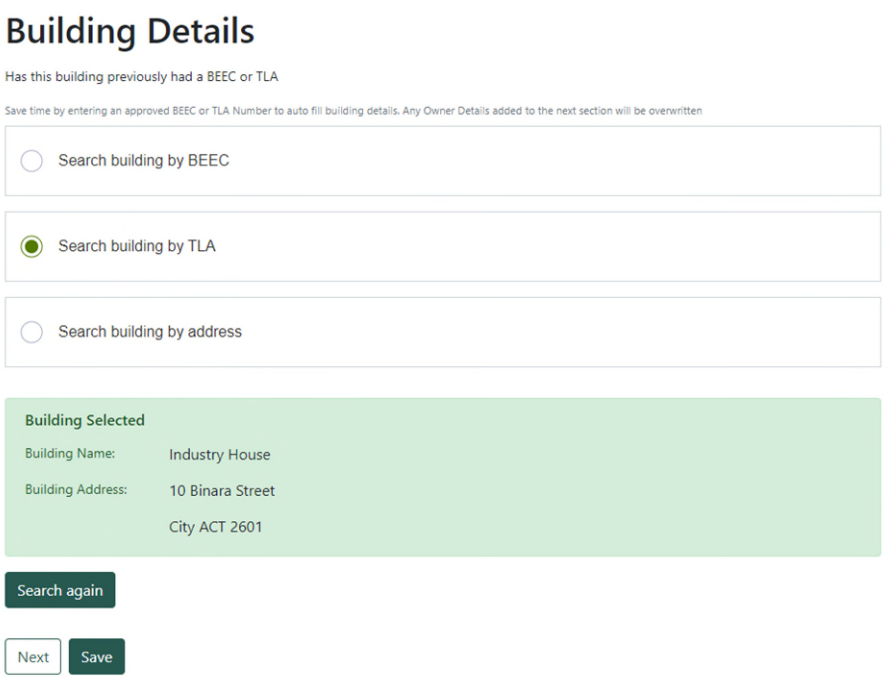


Create new building record (only if needed)

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'.

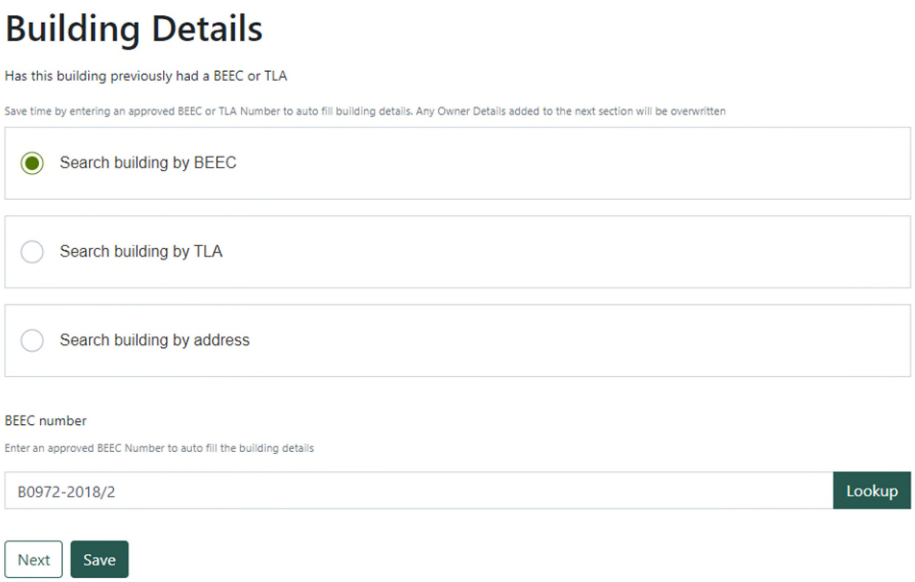
This will then move to an address validation screen that will attempt to confirm if this building exists in standard address databases. If not, you can select 'My address is not here' or 'Enter it manually' to create a brand new building record, then click 'Save'.

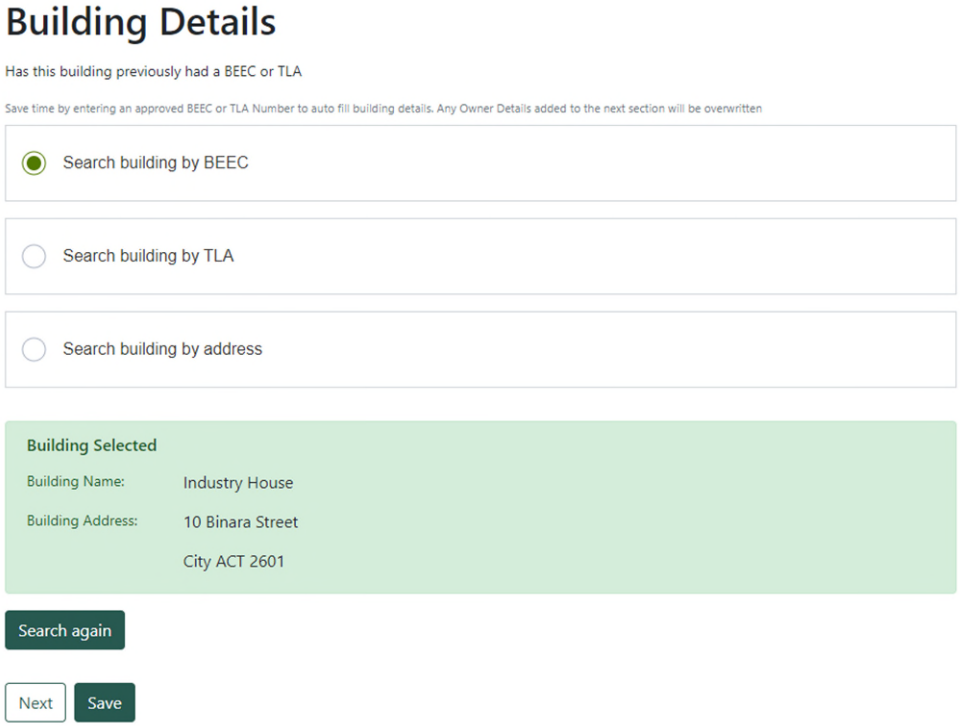




Search building by TLA

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

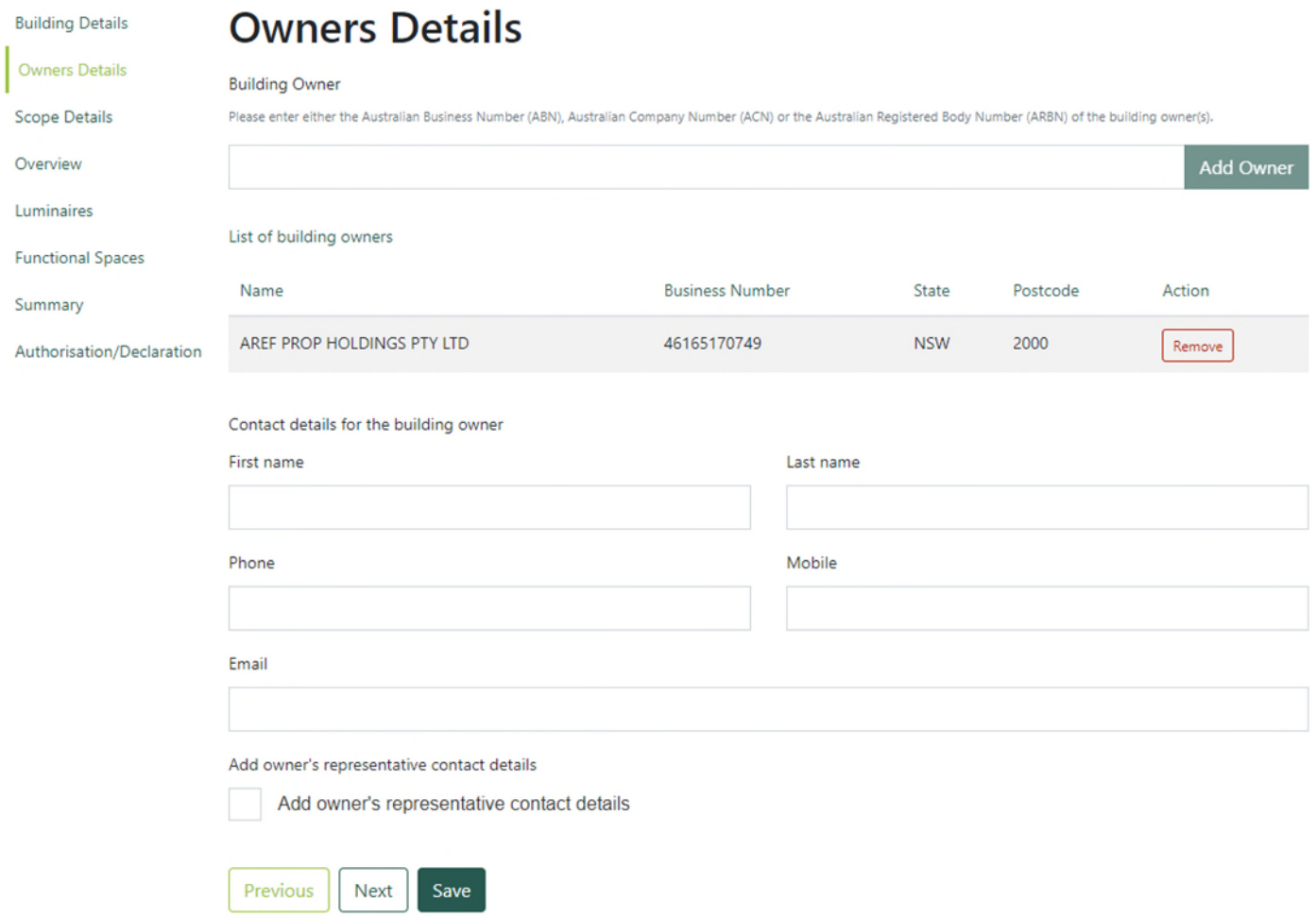




Search building by BEEC

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)

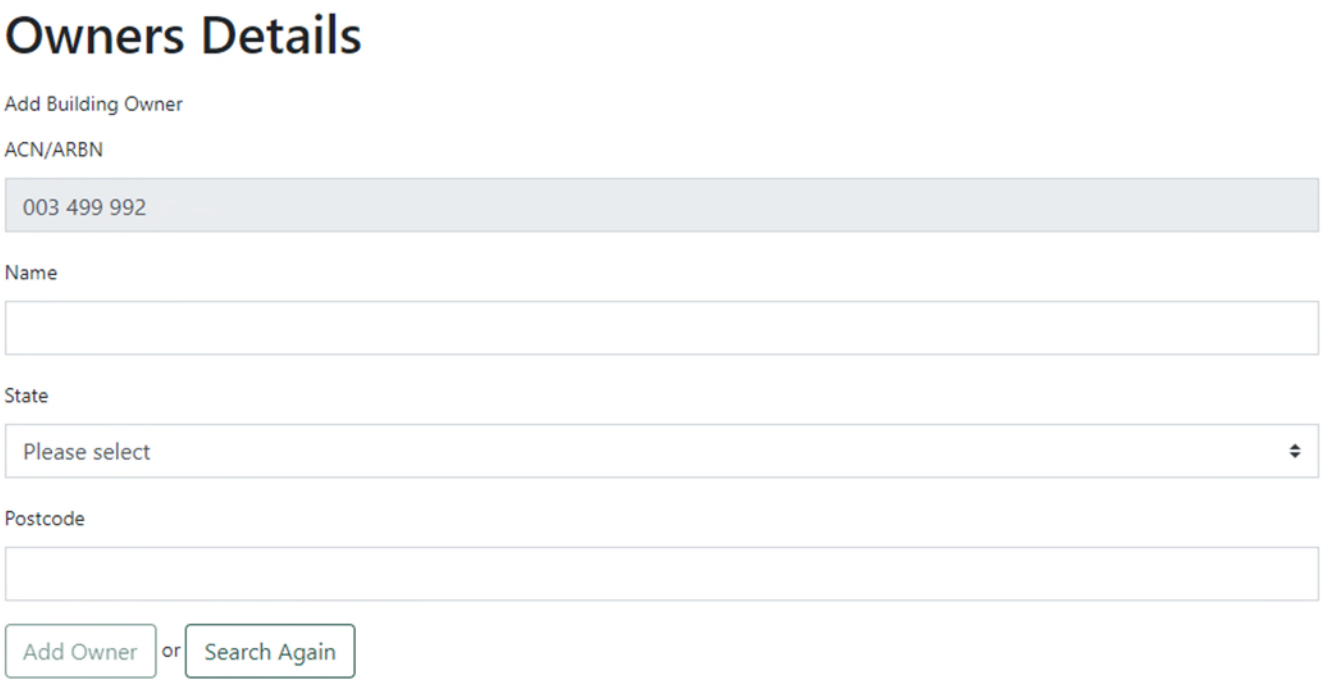


Owner details

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.



ABNs, ACNs and ARBNs

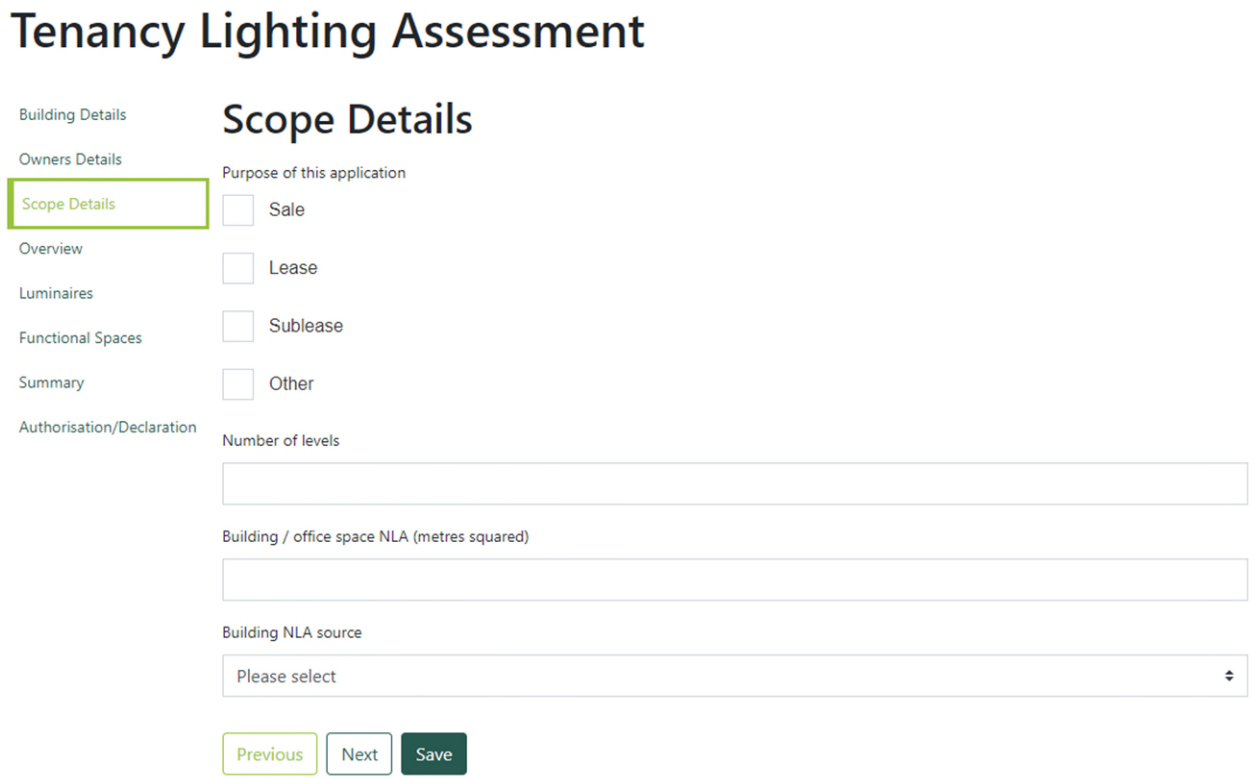
Australian Business Numbers (ABNs) are externally validated through the Australian Business Register.

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)



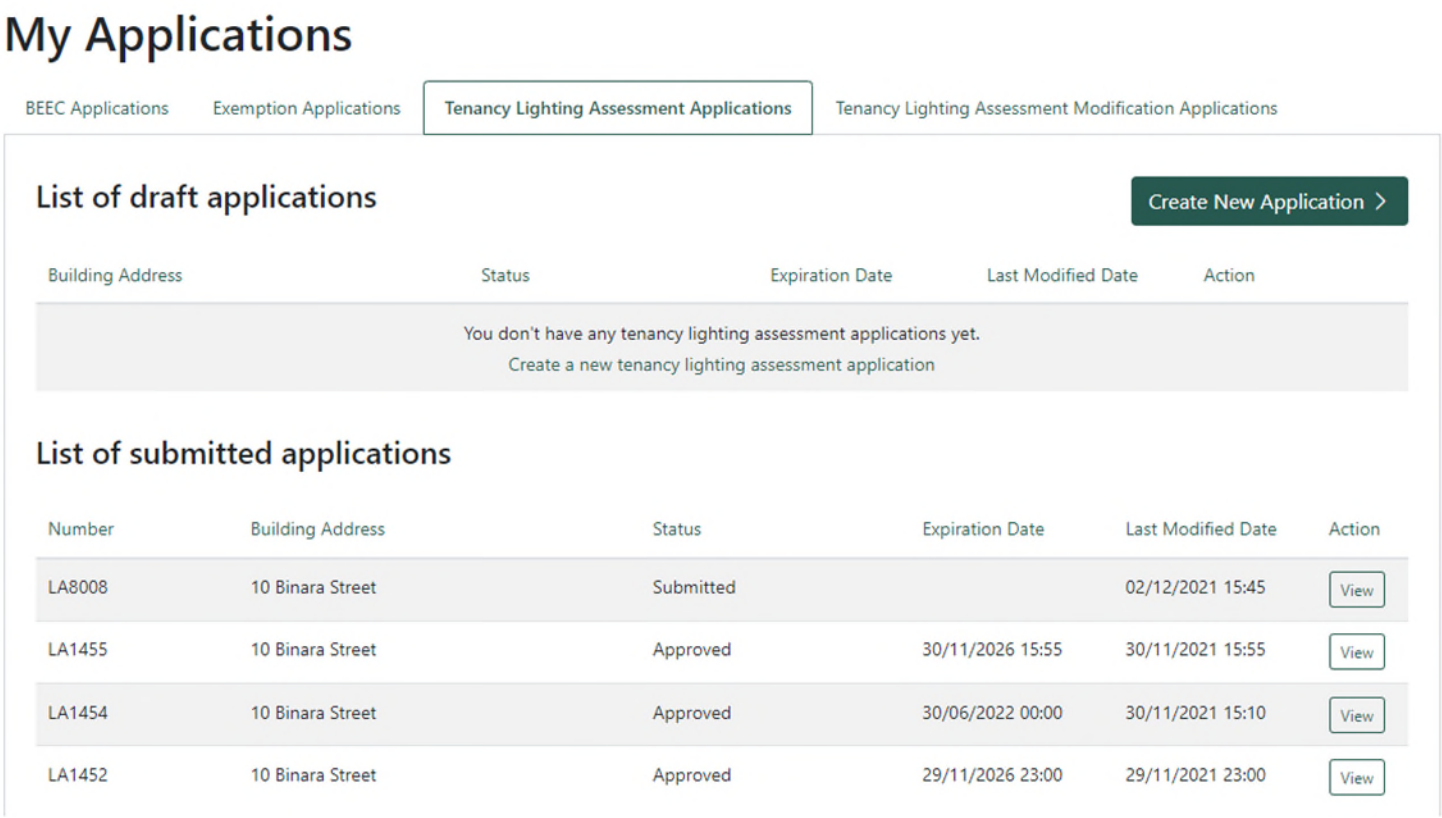
Scope details

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.



2. 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	Add

Approved TLAs

Number	Assessment Date	Luminaires	Functional Spaces	
LA6472	28/02/2018	2	13	Add
LA1452	17/11/2021	1	1	Add
LA1452-1	17/11/2021	1	1	Add
LA1454	23/11/2021	1	1	Add
LA1455	04/11/2021	2	1	Add

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.

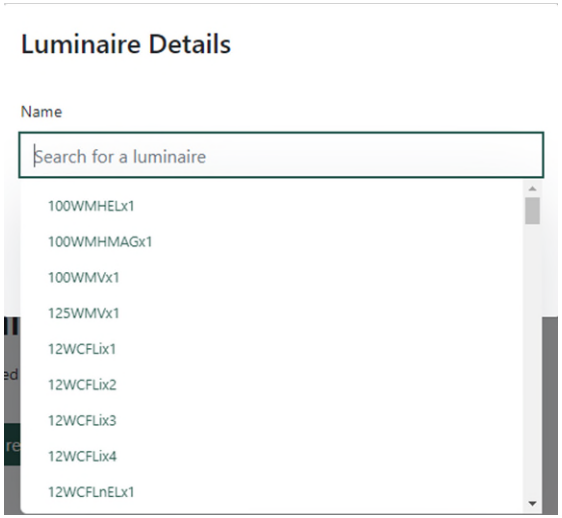
Linked Tenancy Lighting Assessments

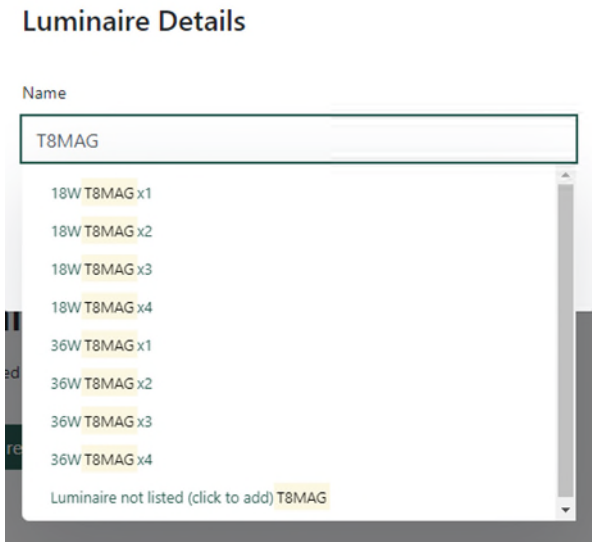
Number	Assessment Date	Luminaires	Functional Spaces	Status	
LA8008	29/11/2021	1	1	Submitted	Remove

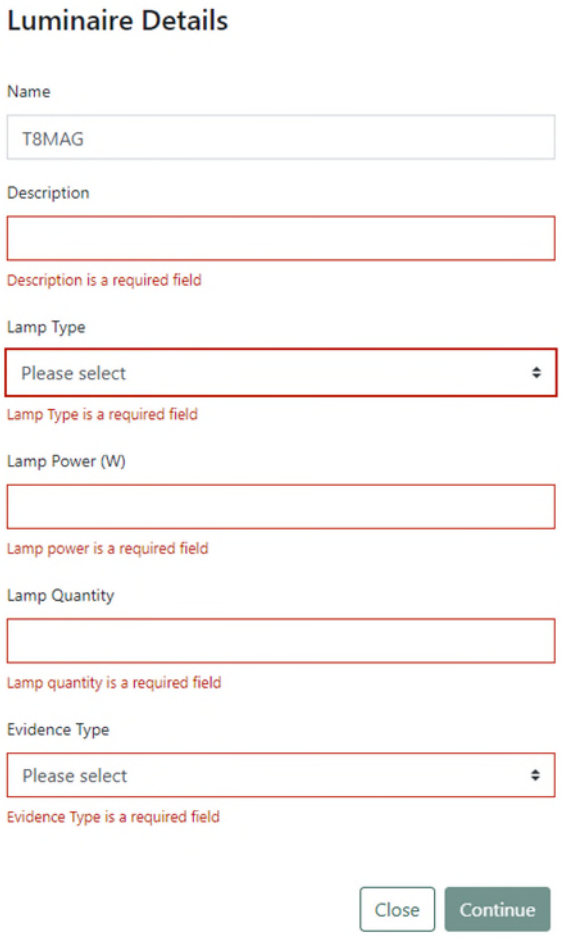
Submitted TLAs

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

Updates to the TLA process with v4.1 TLA Rules



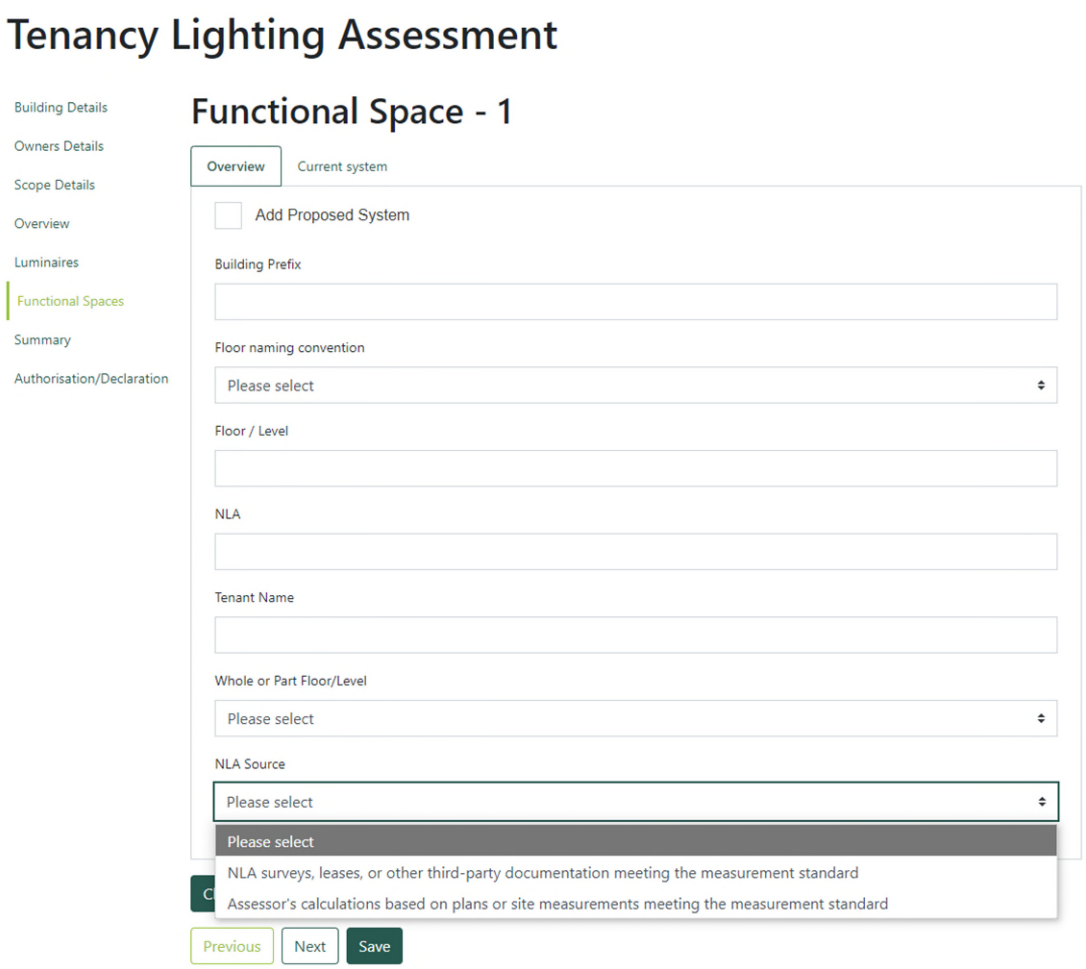




Creating luminaires

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.



Creating a Functional Space

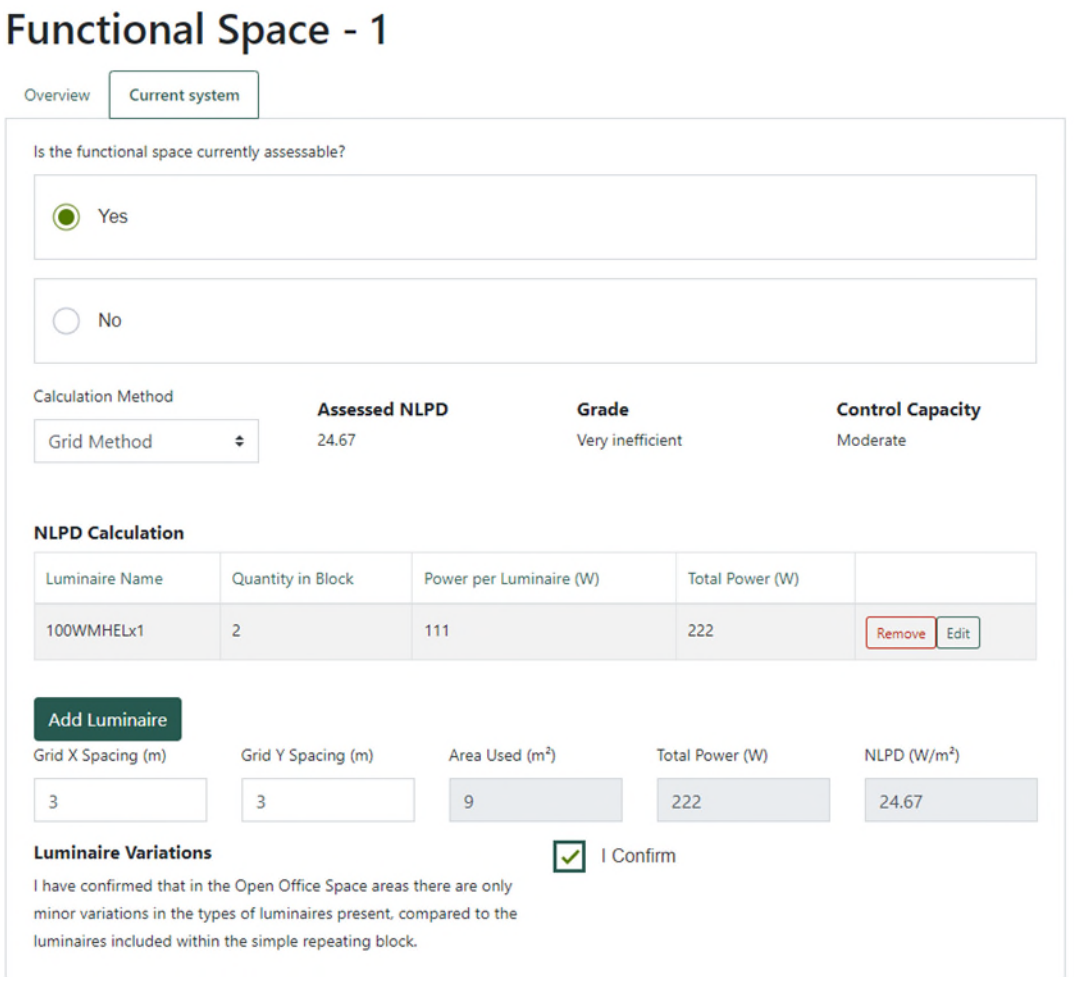
The v4.1 TLA Rules has updated the requirements for confirming Functional Space area (NLA).

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.



Applications sent back to your assessor portal

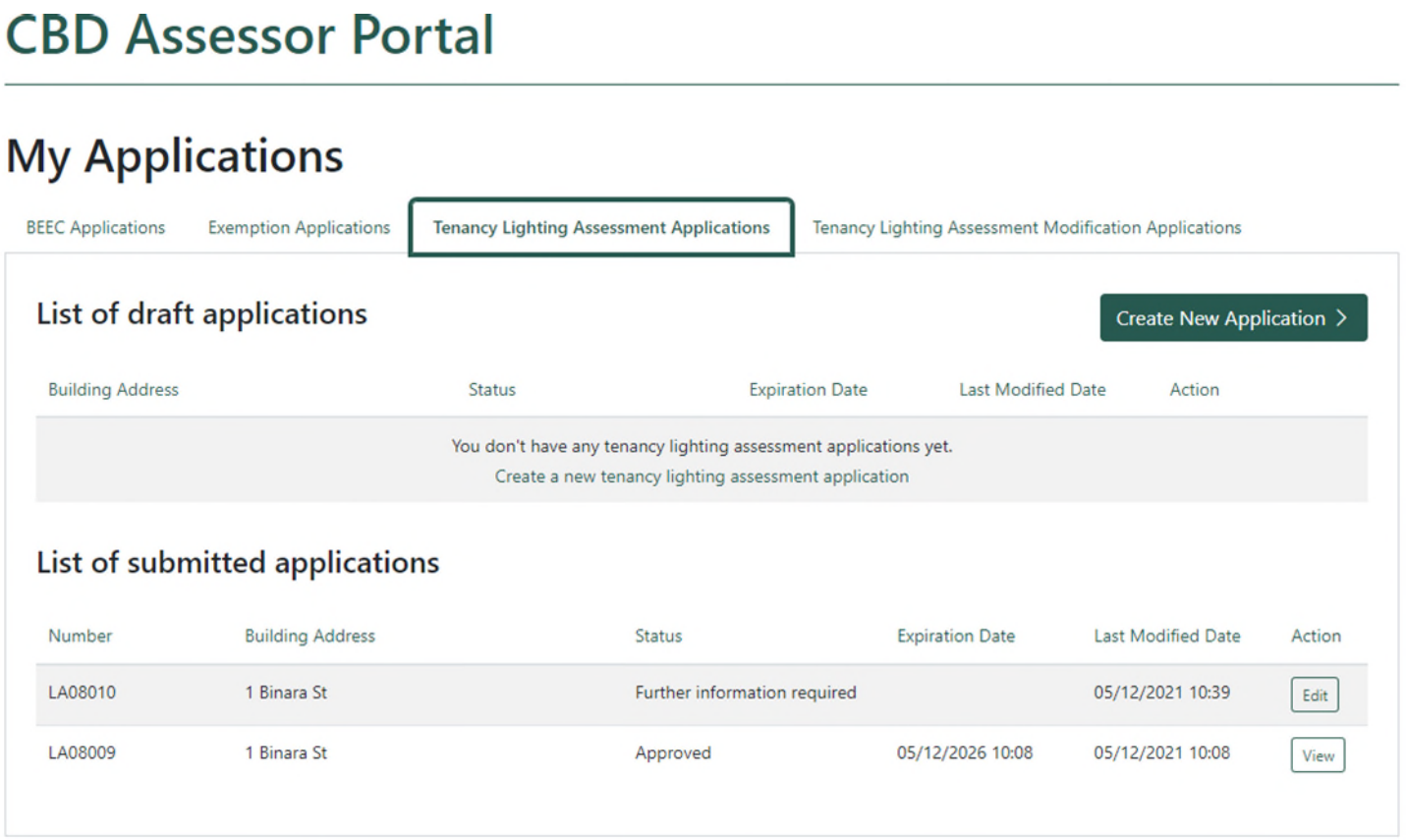
If the CBD Administrator requires additional information for an application, we may send it back to your assessor portal to be amended.

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.



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.

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

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Australian Government
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