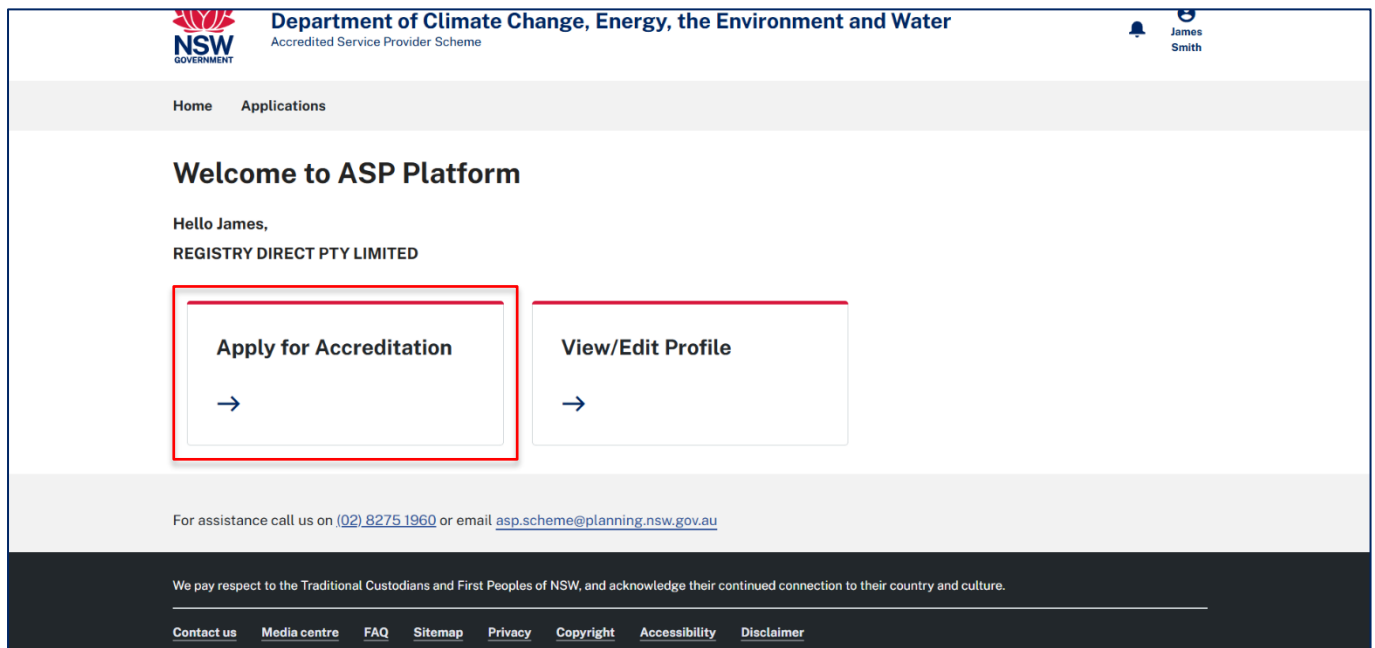


# ASP Scheme – ASP Platform User Guide

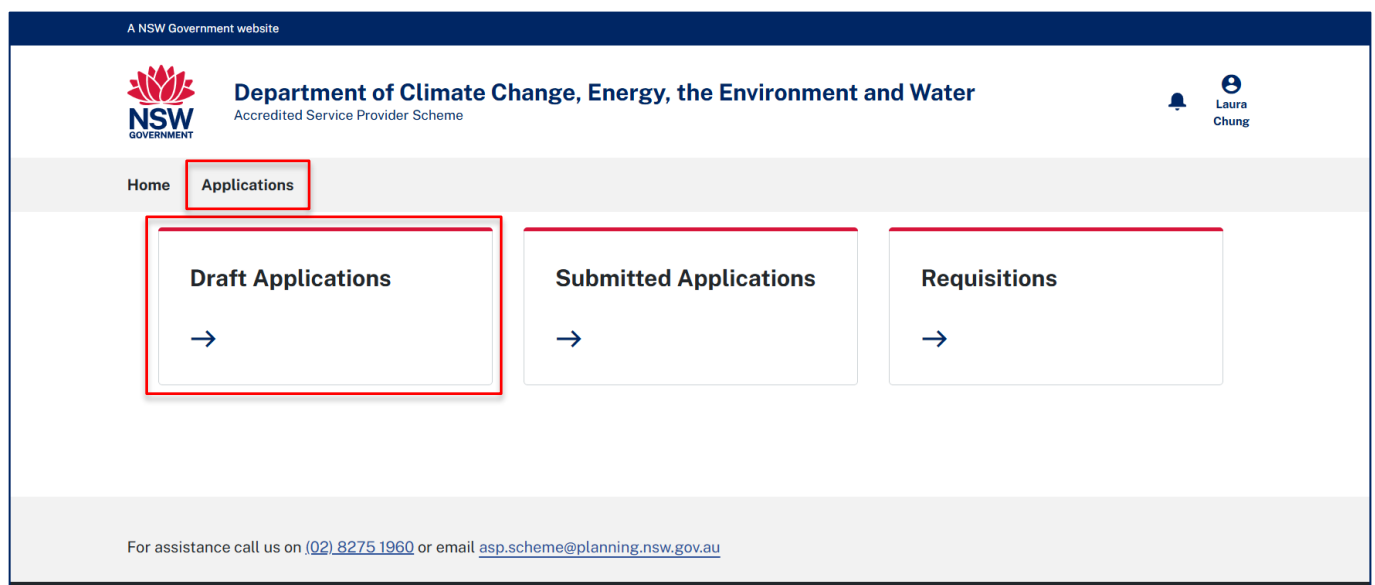
## How-to: Submit an Accreditation Application in the ASP Platform

### Step 1

After you have created your **profile** with the ASP Platform, when you log in, you will be able to submit your application for accreditation.



Please note: If you would like to access your draft application at any time, you can do so by navigating to the **Applications** tab in the ASP Platform and clicking **Draft Applications**.

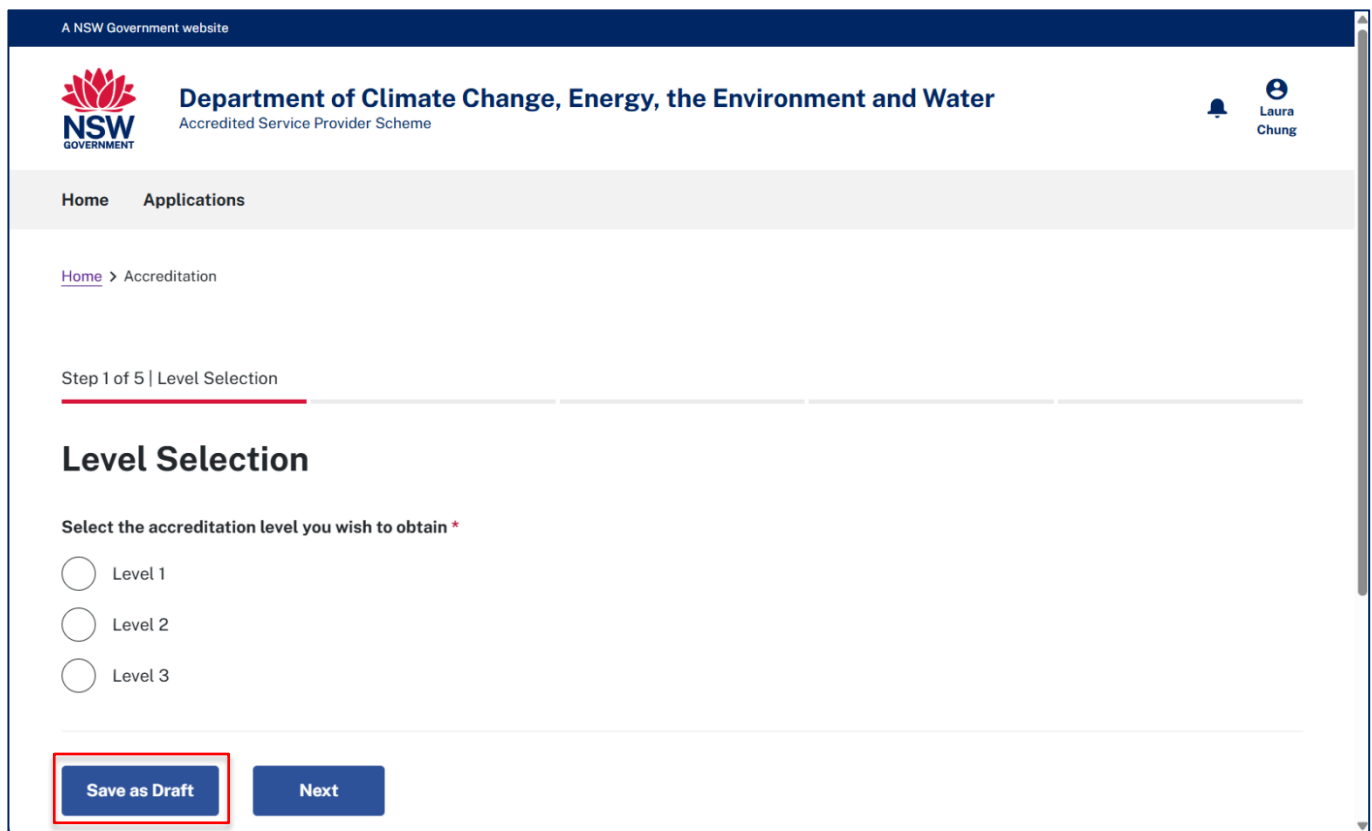


## Step 2

You should now follow the prompts and **enter the information required** of you to submit your application.

Please note that you can only apply for one Level at a time (for example, if you would like to apply for Level 1 and Level 2 accreditation, you will need to submit two separate applications).

If at any point you need to leave the page, you can **save your application as a draft** and come back to it later. Ensure you save your application often, so you don't lose any data.



The screenshot shows a web application interface for the Department of Climate Change, Energy, the Environment and Water. The page is titled "Level Selection" and is part of a 5-step process. The user is currently at "Step 1 of 5 | Level Selection". The page includes a navigation menu with "Home" and "Applications", and a breadcrumb trail "Home > Accreditation". The main content area contains a heading "Level Selection" and a prompt "Select the accreditation level you wish to obtain \*". There are three radio button options: "Level 1", "Level 2", and "Level 3". At the bottom of the form, there are two buttons: "Save as Draft" (highlighted with a red box) and "Next".

### Step 3

Once you have submitted all your information, you will receive a **confirmation email**.

The ASP Assessments Team will review your submission and contact you if any additional information is needed.

Please note the processing time specified in your confirmation email, as this varies by Level.



Hello Laura,

Thank you for submitting your accreditation application REF-25120011 for Level: Level 2, Class(es): 2A; 2B; 2C.

Our review team will evaluate your submission in accordance with our accreditation standards. Please note that the review process may take approximately 14 business days.

Should we require any additional information or clarification during this period, we will contact you.

If your application is approved, we will send you further instructions to complete the payment of \$411.00 to finalize your accreditation.

If you have any questions in the meantime, please contact us at [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au) or on [\(02\) 8275 1960](tel:0282751960).

Thanks,

**ASP Support Team**

**Department of Climate Change, Energy, the Environment and Water**

## Step 4

Once the ASP Assessments Team approves your application, you will receive an email prompting you to pay for your accreditation.

Follow the link to provide your payment details through the secure payment portal.



Dear Laura,

Your accreditation application REF-25120011 has been conditionally approved.

To proceed to final accreditation, you are required to complete payment based on your selected accreditation level:

Accreditation Level: Level 2

Amount Due: \$411.00

Due Date: 9/2/2026

You can complete the payment by clicking the link below:

[Payment Link](#)

Once payment is received and verified, you will receive a confirmation of your final accreditation status.

If you need help or have questions, please contact us at [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au) or on [\(02\) 8275 1960](tel:(02)82751960).

Thanks,

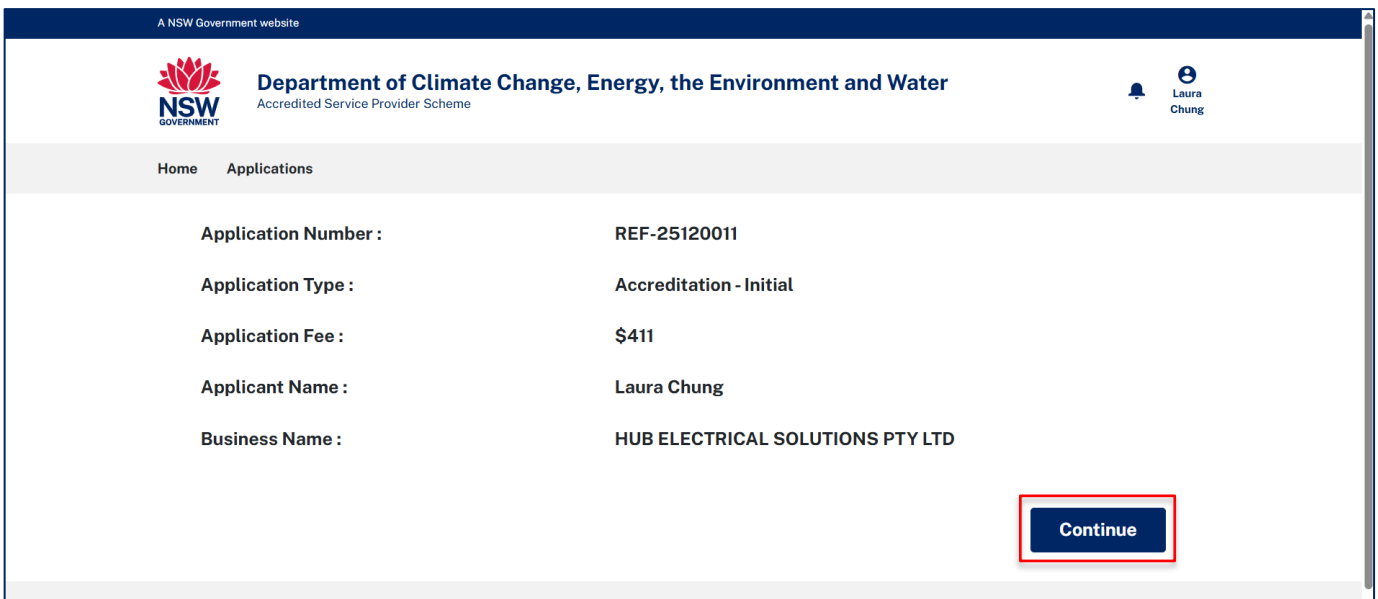
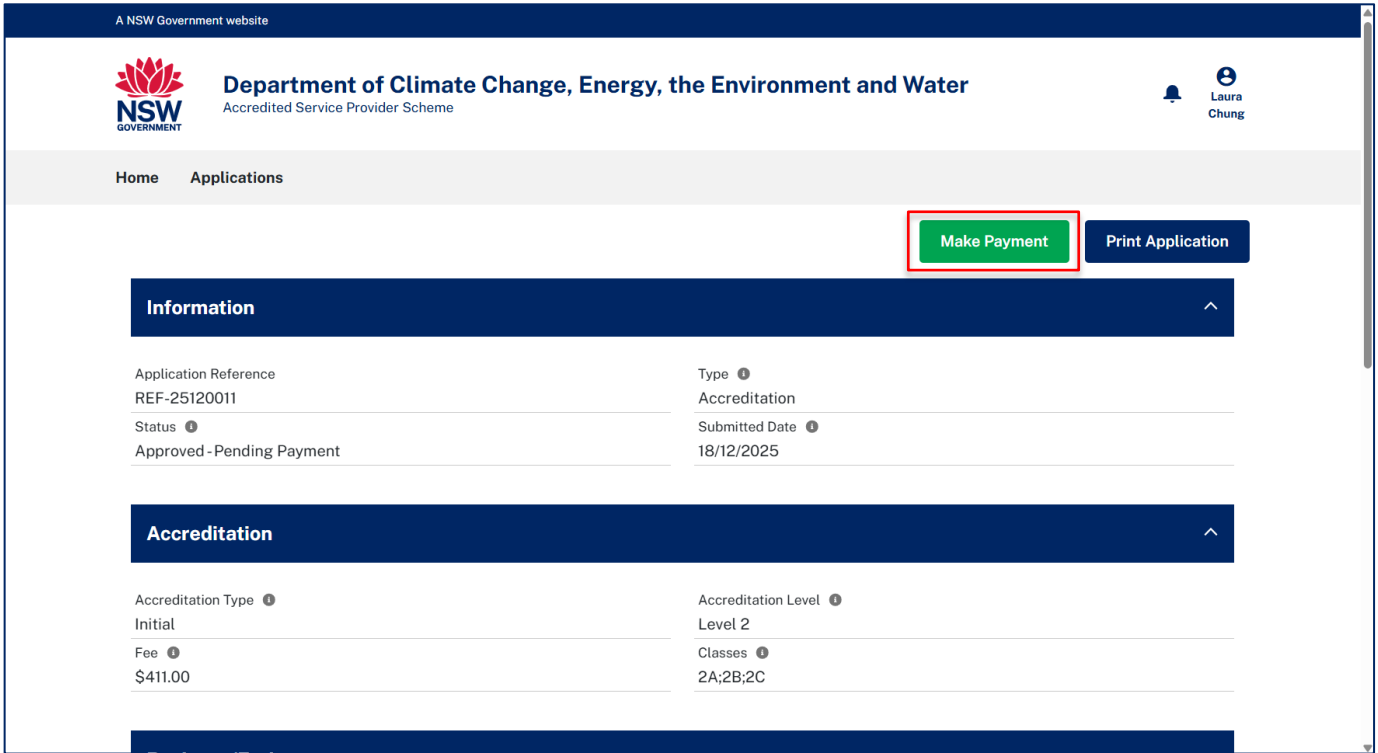
**ASP Support Team**

**Department of Climate Change, Energy, the Environment and Water**

## Step 5

You will enter the ASP Platform, where you should click on **Make Payment**, then **Continue**.

Note that you can also access this page by clicking **Applications > Submitted Applications > Your Application Number**.



## Step 6

Select your preferred payment type and enter your payment details.





Please note that if you pay by card, you will need to validate your card before you are able to pay.

If you would like help paying with a different payment method, please see the **ASP Platform User Guide – Making a Payment**.

### Payment options

Card  iBPAY  PayPal  G Pay


Credit and debit cards accepted

Card number

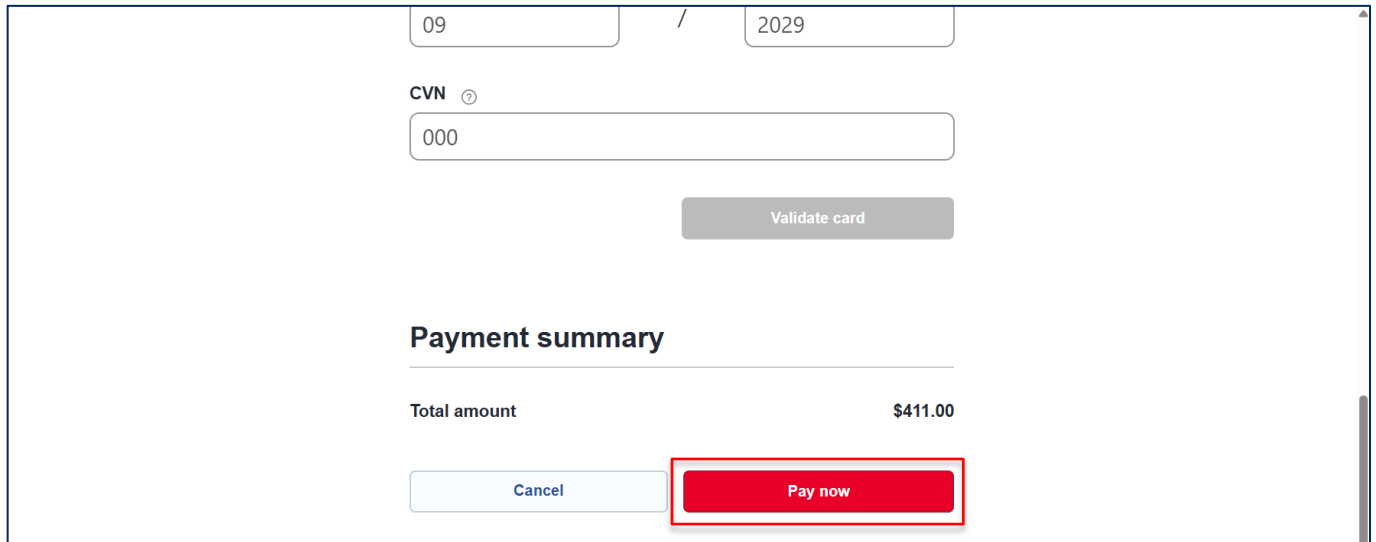
Expiry date

 / 

CVN 

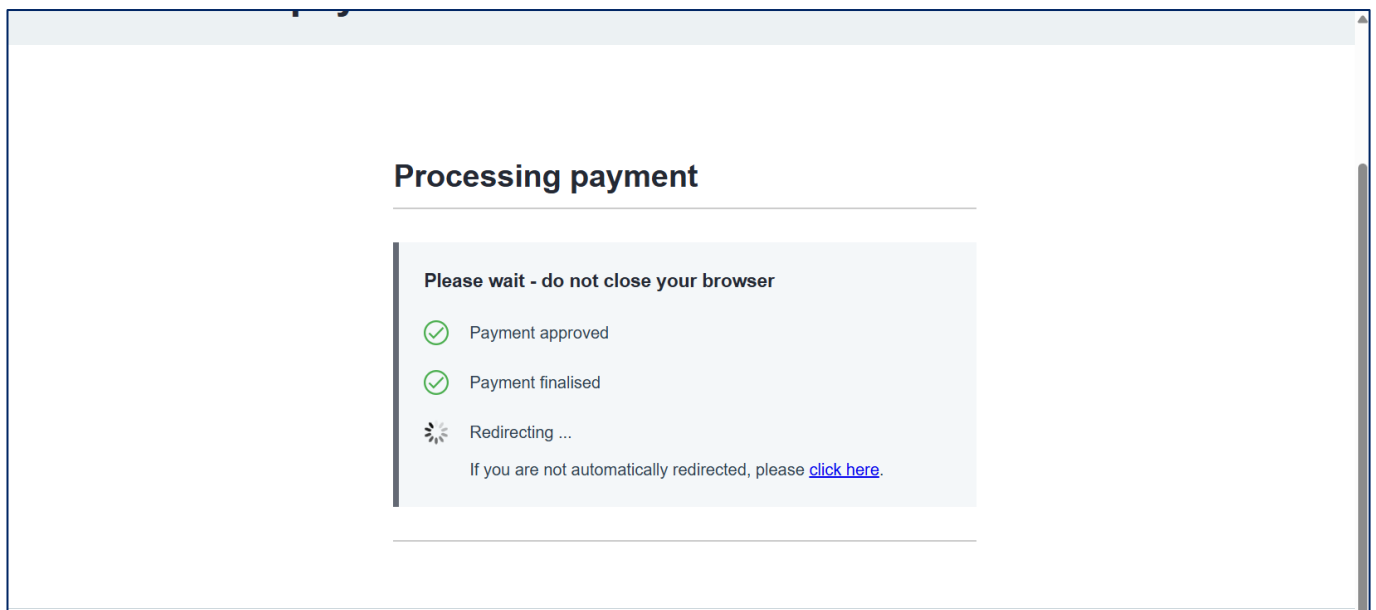
## Step 7

When your card is successfully validated, the Validate Card button will grey out. You will now be able to click the Pay Now button and wait for your payment to process.



The screenshot shows a payment form with the following elements:

- CVV field: 09
- Expiration date field: / 2029
- CVN field: 000
- Validate card button (greyed out)
- Payment summary section:
  - Total amount: \$411.00
- Buttons: Cancel and Pay now (highlighted with a red box)

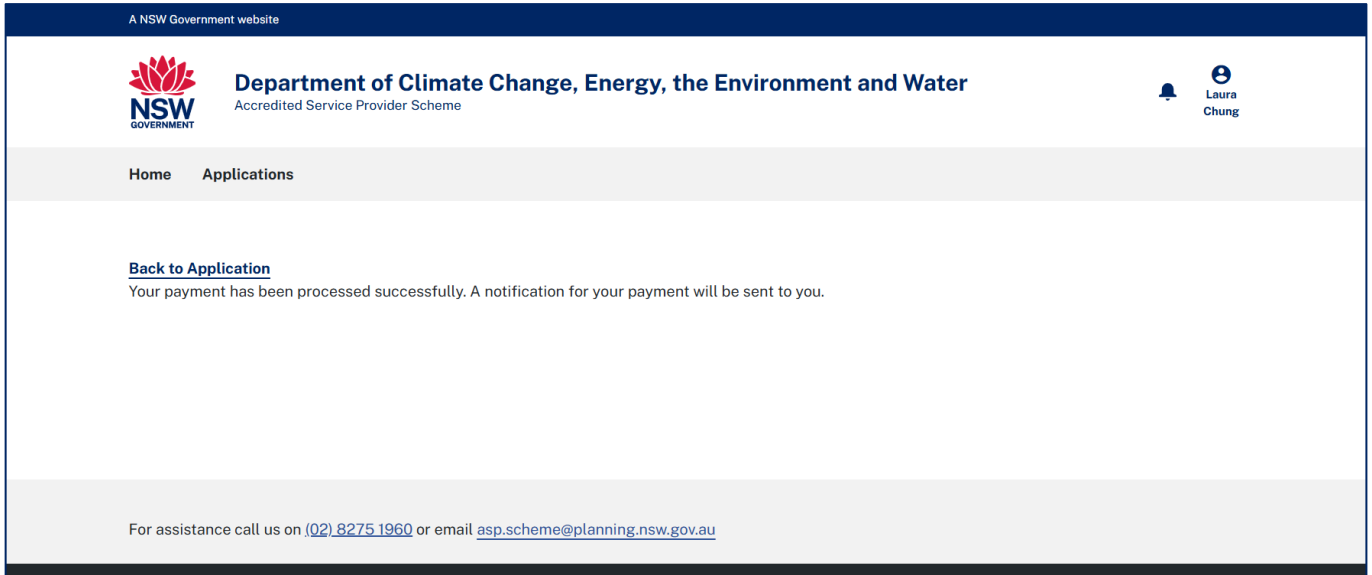


The screenshot shows the "Processing payment" screen with the following elements:


- Section title: Processing payment
- Message: Please wait - do not close your browser
- Progress list:
  - Payment approved (checked)
  - Payment finalised (checked)
  - Redirecting ... (loading icon)
- Text: If you are not automatically redirected, please [click here](#).

## Step 8

Once your payment has been processed, you will receive a confirmation message in the platform, as well as an email that confirms your new accreditation with the ASP Scheme.



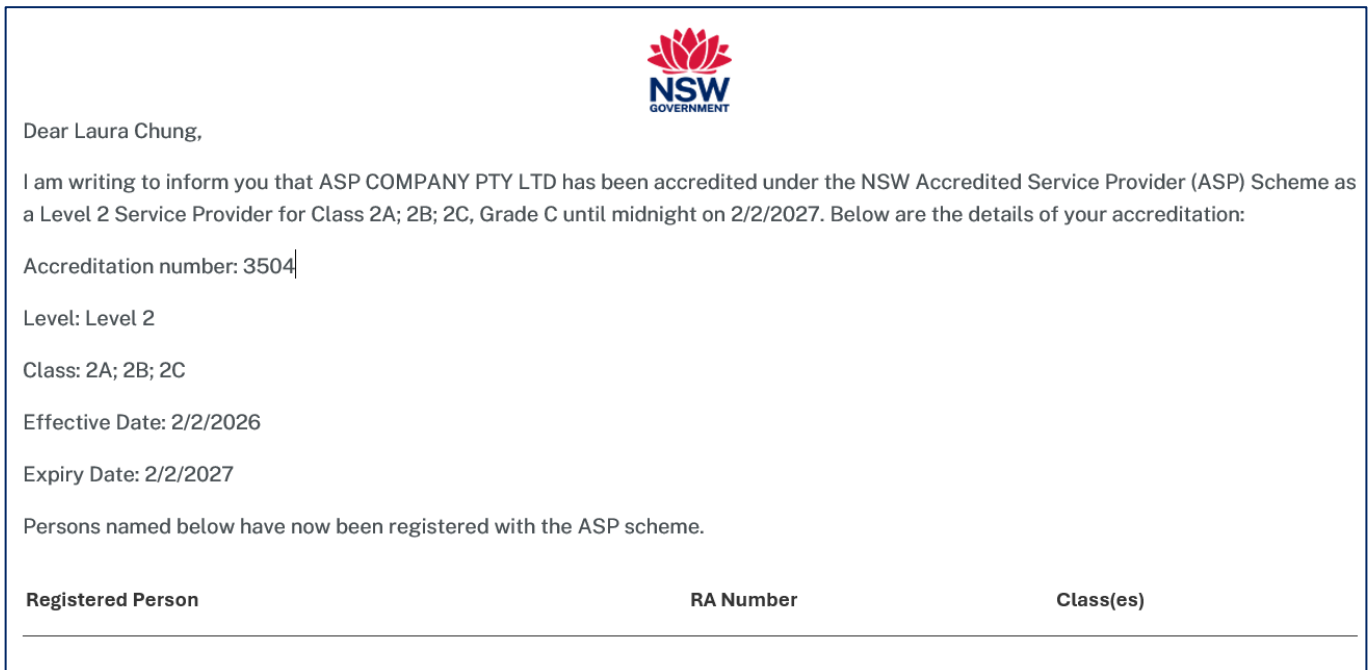
A NSW Government website


 **Department of Climate Change, Energy, the Environment and Water**  
Accredited Service Provider Scheme

Home Applications

[Back to Application](#)  
Your payment has been processed successfully. A notification for your payment will be sent to you.

For assistance call us on [\(02\) 8275 1960](tel:0282751960) or email [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au)





Dear Laura Chung,

I am writing to inform you that ASP COMPANY PTY LTD has been accredited under the NSW Accredited Service Provider (ASP) Scheme as a Level 2 Service Provider for Class 2A; 2B; 2C, Grade C until midnight on 2/2/2027. Below are the details of your accreditation:

Accreditation number: 3504

Level: Level 2

Class: 2A; 2B; 2C

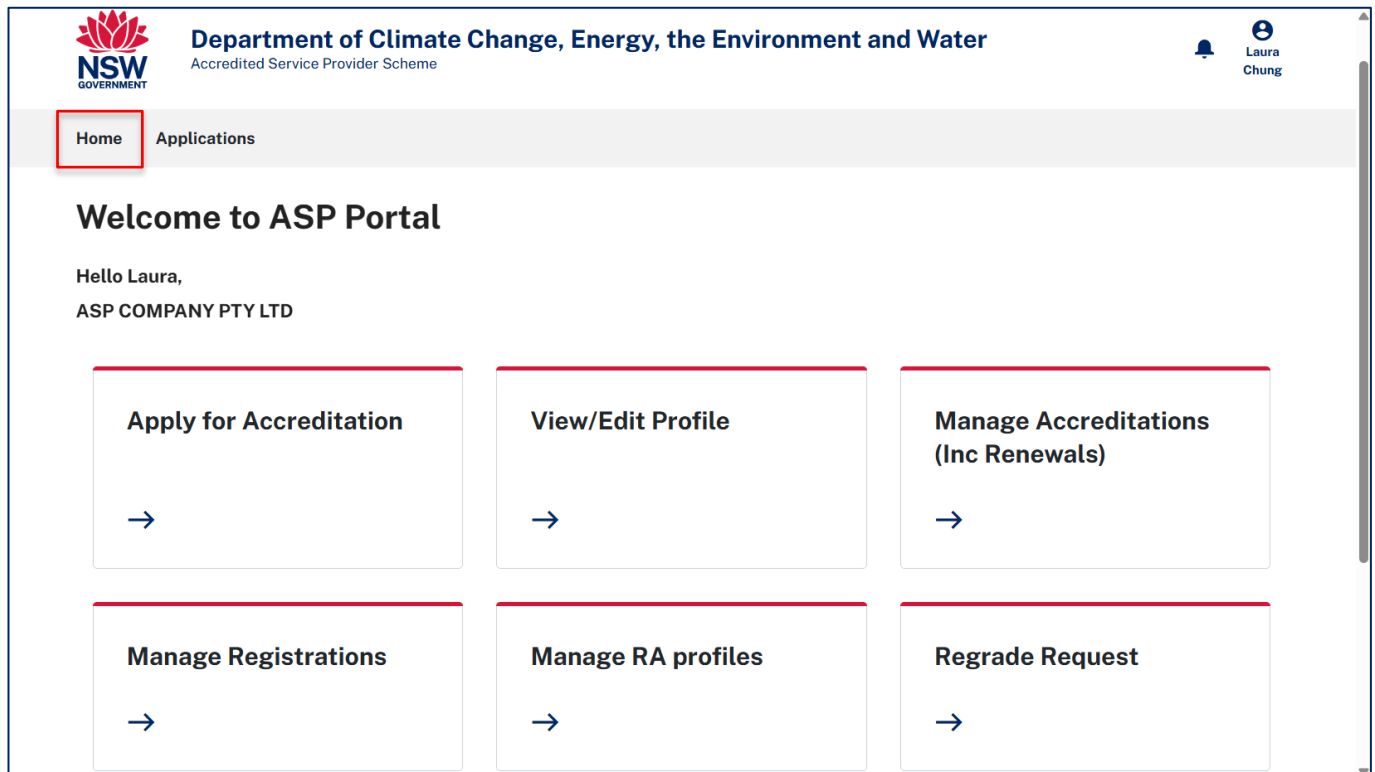
Effective Date: 2/2/2026

Expiry Date: 2/2/2027

Persons named below have now been registered with the ASP scheme.

Registered Person	RA Number	Class(es)

Now, when you return to your Homepage, you will be able to access all the functions you need to manage your accreditation.



The screenshot shows the ASP Portal homepage. At the top left is the NSW Government logo. The header text reads "Department of Climate Change, Energy, the Environment and Water" and "Accredited Service Provider Scheme". On the top right, there is a notification bell icon and the user's name "Laura Chung". Below the header is a navigation bar with "Home" (highlighted with a red box) and "Applications". The main content area starts with "Welcome to ASP Portal" and "Hello Laura, ASP COMPANY PTY LTD". Below this are six action cards arranged in a 2x3 grid, each with a red border and a right-pointing arrow:

- Apply for Accreditation
- View/Edit Profile
- Manage Accreditations (Inc Renewals)
- Manage Registrations
- Manage RA profiles
- Regrade Request