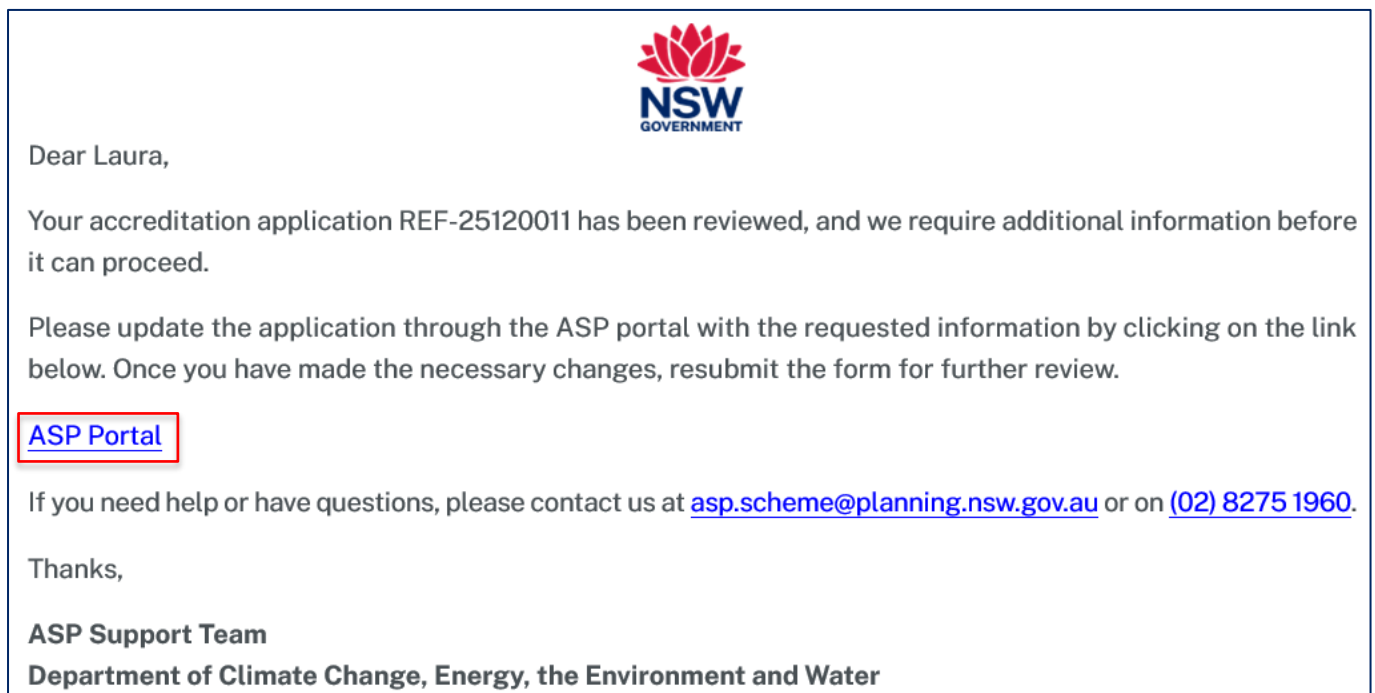



ASP Scheme – ASP Platform User Guide

How-to: Fulfil a request for more information

Step 1

If you submit an application and the ASP Assessments Team requires further information, they will send you an email to advise you of this. Follow the link in this email to proceed to the ASP Platform.





Dear Laura,

Your accreditation application REF-25120011 has been reviewed, and we require additional information before it can proceed.

Please update the application through the ASP portal with the requested information by clicking on the link below. Once you have made the necessary changes, resubmit the form for further review.

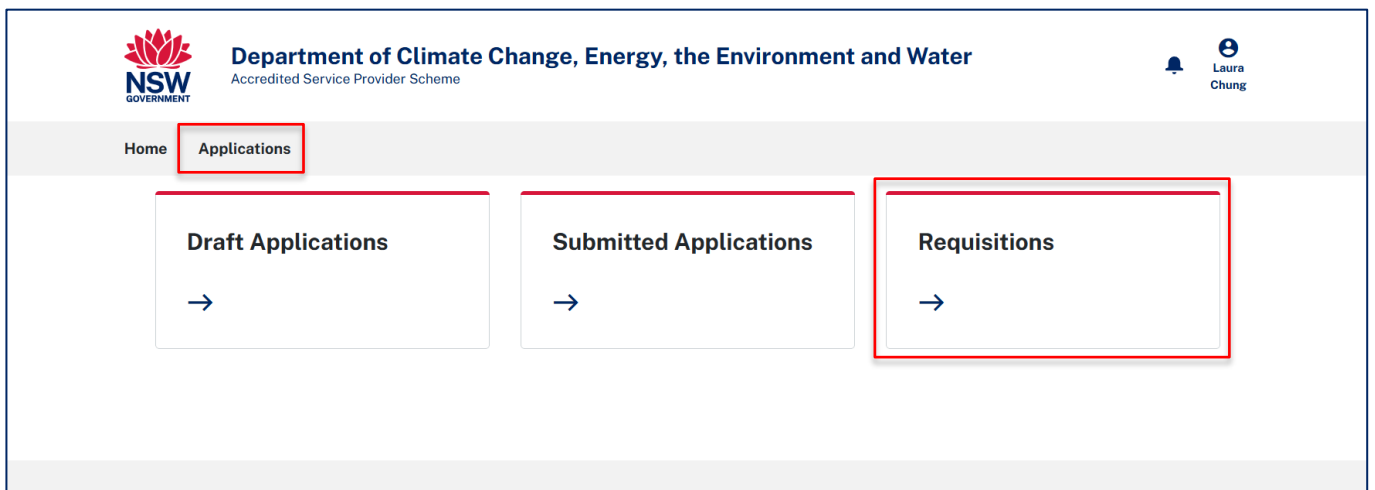
[ASP Portal](#)


If you need help or have questions, please contact us at 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

You can also access this request for information by navigating to the **Applications** tab in the ASP Platform, then clicking on **Requisitions**.



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

Home **Applications**

Draft Applications →

Submitted Applications →

Requisitions →

Step 2

Once you follow the link and log in, you will find yourself on the following page, where you will be able to view what further information has been requested by the ASP Assessments Team. To satisfy this request for further information, you should click on the **View** button.

More Information Required - REF-25120011

Application Reference Number
REF-25120011

Accreditation Type
Initial

Accreditation Level
Level 2

Accreditation Classes
2A, 2B, 2C

Assigned Reviewer
Laura Chung

Employee/Subcontractor Details

RA Name	Type	Status	Action
John Smith	RA	More Information Required	View

Step 3

A pop-up will open, where you can upload your new document(s) (required) and add any additional comments (optional). You can see a description of what is needed under the **Information Requested** heading.

More Information Required - REF-25120011

Application Reference Number
REF-25120011

Accreditation Type
Initial

Accreditation Level
Level 2

Accreditation Classes
2A, 2B, 2C

Assigned Reviewer
Laura Chung

Employee/Subcontractor Details

RA Name	Type	Status	Action
Markus Meier-Lindner	RA	More Information Required	View

Upload Documents

Information Requested
Please upload document for correct RA

RA Qualifications Document

Previously uploaded documents

- Qualification 1.pdf
- Qualification 2.jpg

Upload new documents

[Upload Files](#) Or drop files

Comments
Add any additional comments...

[Cancel](#) [Submit](#)

Step 4

Once you submit your additional information, you will receive a success message. The ASP Assessments Team will review the information you have provided and approve your application or request further information if needed. Timeframes for review may vary.

✔ Documents uploaded successfully

More Information Required - REF-25120011

Application Reference Number
REF-25120011

Accreditation Type
Initial

Accreditation Level
Level 2

Accreditation Classes
2A, 2B, 2C

Assigned Reviewer
Laura Chung

✔ **Your documents have been successfully submitted.**
Our team will review the information provided and follow up if anything further is needed.