



ACT
Government



ACT Government

Chief Minister, Treasury and Economic Development
Directorate

Access Canberra

ACTLIS

(Australian Capital Territory Land Information System)

Subscriber Account and Administrator
Functions

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ADMINISTRATOR

Administrator Functions

As an administrator of your Organisation, you are responsible for adding, activating and deactivating your company’s users and managing your company’s accounts and payments.

This guide is provided to assist you with these Administrator Functions.

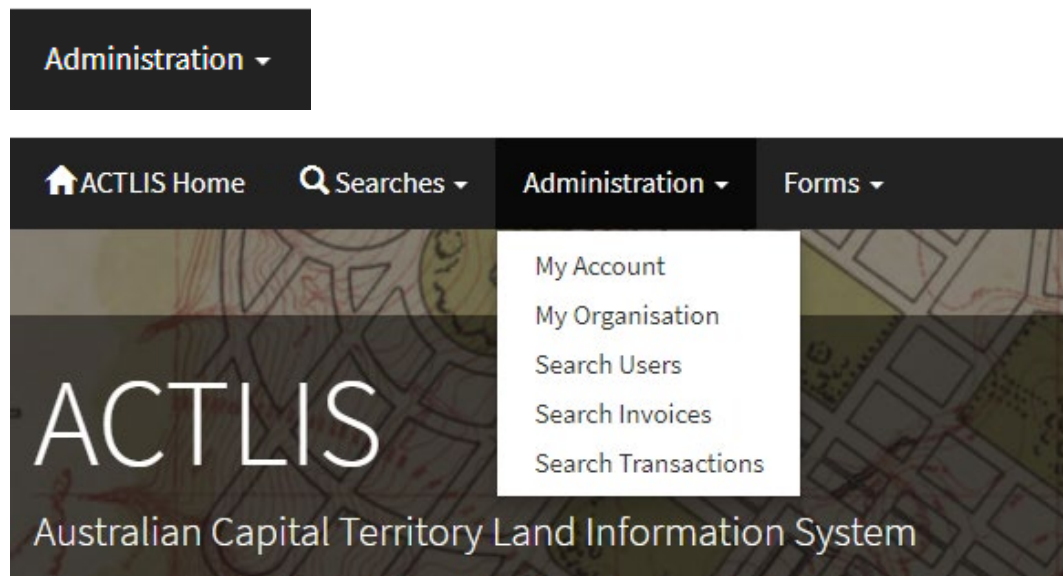
To do this, follow the steps as provided below.

User Administration

Adding a user

Log in to ACTLIS

Select “My Organisation” from the “Administration” drop down on the homepage



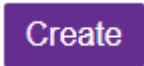
My Organisation

Once selected, scroll to the “Users” area

Users				
User ID	Name	Email	Status	Admin
AccountAdmin	Test Account Administrator	testaccountadmin@example.com	ACTIVATED	Yes
AccountUser	Test Account User	testaccountuser@example.com	ACTIVATED	No

Create

Select “Create”



You will then be given the following screen

Create User

* denotes a mandatory field

Personal Details

Title

Given Name *

Family Name *

User ID *

Phone

Email *

Organisation

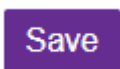
Save Cancel

From here, you will be required to complete all mandatory fields.

Note: Please ensure the “User ID” field is completed in the following matter –
Firstname.Lastname

Note: Each user in each organisation will be required to have an individual email address. Duplicates will not be accepted. Therefore in the event where two people have the same name in your organisation their user names will need to differnt.

Once completed, select “save”, refresh the page and the new user will then appear.



You will need to activate the user before they are able to log in.

To activate the user, go to the “Users” area in “My Organisation”

Users

Organisation Details

Select the new user, and in the “User Details” screen it should look like this.

Alternatively you can search a user via “Search Users” method

User Details

Last updated by AccountAdmin on 21 March 2018 10:41 AM

User ID	AccountUser
Full Title & Name	Anon Test Account User
Phone	00000000
Email	testaccountuser@example.com
Organisation	
Account Number	
Status	DEACTIVATED

Edit
Activate

Once in this screen, select “activate”

Activate

Once activated, the user will then receive an email to their nominated email address with their User ID and temporary password. The user’s password will need to be changed the first time they log in.

Note: Temporary passwords are only be valid for 30 minutes.

The new user will need to go to actlis.act.gov.au, select log in and enter the User ID and temporary password that was provided

ACTLIS Home
Searches ▾
Forms ▾
Login

ACTLIS

Australian Capital Territory Land Information System

Username


Password

Login

Select “Login”

Login

You will then be presented with the following screen

 Your password has expired. Please select a new password before proceeding.

Change Password

Password Guidelines:

- Must be different to your last 10 passwords
- Between 10 and 128 characters long.
- Must not have a character repeated 3 or more times in a row (E.g. aaa)
- Must not contain part of your username in any case or backwards
- Must contain 3 of the 4 following character sets:
 - Lowercase letters (E.g. abcdef)
 - Uppercase letters (E.g. ABCDEF)
 - Digits (E.g. 123456)
 - Symbol (E.g. @\$%^&*)

Current Password *

New Password *

Confirm New Password *

Save

Create a new password and select “save”

Save

Once completed you will need to be read and agree to the ACTLIS Terms and Conditions

18. Entire agreement
This agreement constitutes the whole agreement between you and us, and supersedes all prior representations, agreements, statements and understandings, whether verbal or in writing.

19. Waiver
None of the terms and conditions in this agreement will be taken to be waived except by written notice signed by you and us.

I agree

Continue **Logout**

Once you have read and you agree select “I Agree” then “Continue”

I agree

Continue

Once completed, you will then have 3 challenge questions that need to be answered

Note: Question 3 is a user defined challenge question. You will be required to enter your own question. Please ensure you remember your answers as you cannot view them at a later stage.

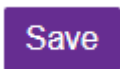
Update Challenge Questions

* denotes a mandatory field

- These challenge questions may be used to reset your account password if you forget it.
- Choose a question from each of the drop down boxes and supply your answers, which must be at least 4 characters long.
- Questions must be at least 20 characters long and not something that could be guessed or found on social media.
- As a security measure, your responses to challenge questions are not viewable after saving.

Current Password *	<input type="password"/>
First Question *	<input type="text"/>
First Answer *	<input type="text"/>
Second Question *	<input type="text"/>
Second Answer *	<input type="text"/>
Third Question *	<input type="text"/>
Third Answer *	<input type="text"/>

Once these are complete select “save”

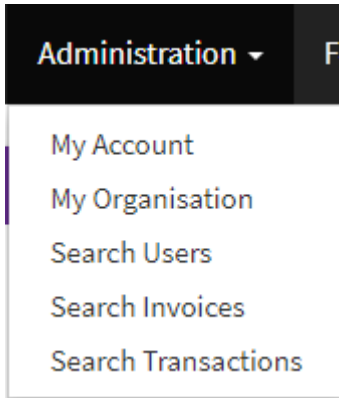


The user should now have access to ACTLIS to carry out searches.

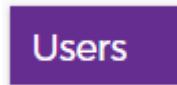
Deactivating a User

If someone has left the Organisation, you are required to deactivate them.

To deactivate a user, log into ACTLIS, select the Administration drop down and then “My Organisation”



Go to the “Users” section



Select the user you wish to deactivate

AccountUser	Test Account User	testaccountuser@example.com	ACTIVATED	No
-------------	-------------------	-----------------------------	-----------	----

Ensure you have selected the correct user

User Details

User ID AccountUser

Full Title & Name Anon Test Account User

Phone 00000000

Email testaccountuser@example.com

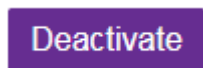
Organisation

Account Number 5200000

Status ACTIVATED

[Edit](#) [Deactivate](#)

Select “Deactivate “



The user will now be deactivated and will longer be able to log into ACTLIS

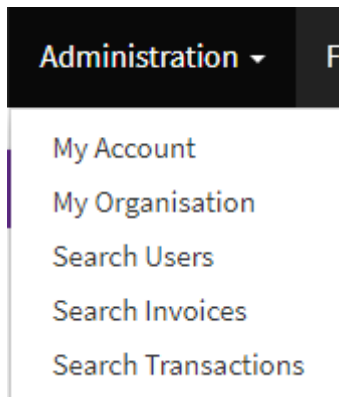
Status DEACTIVATED

ACCOUNTS AND BILLING

Billing

ACTLIS allows the Organisations Administrator access to view the credit limit, balance and the status of their account.

To do so, log into ACTLIS, select the Administration drop down



The select “My Organisation”

My Organisation

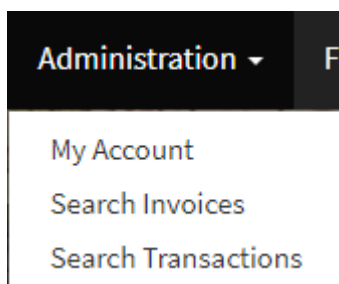
Once selected and you are in the Organisations Details, there is a “Billing” section.

Billing			
Billing Account Type	Credit Limit	Current Balance	Account Status
Products	\$6,000.00	\$67.35	Active

Transaction Searches

As any user within the Organisation, you can view any Transactions, Invoices or Request an Invoice at any time.

To search a transaction that any user has made under the organisation, select the “Administration” drop down.



Select “Search Transactions”

From here, you can search for a specific Transaction or view all Transactions that have been carried out

The search screen will look like the below

Transaction Enquiry

* denotes a mandatory field

Processed From

Processed To

Invoice ID

Receipt Number

Transaction ID

Customer Reference

Order ID

Reference

Product Code

Status

Once the relevant information is entered, select “Search”

Your results will show at the bottom of the Transaction Enquiry screen

Search Results 1 to 1 of 1

Transaction ID	User ID	Details	Invoice ID/Receipt Number	Amount	Status	Date Created
5000002266	Test Account Administrator (AccountAdmin)	Historical Search (HS) 1499 17 2 - Order 20180321000000		\$29.00	Pending	21/03/2018

If there are more than one result, refine your search

Once selected, you will then be presented with the details of the selected transaction.

Transaction Details

User Details

User ID Test Account Administrator (AccountAdmin)

Transaction Details

Transaction ID 5000002266

Status Pending

Date Processed 21/03/2018

Order ID 20180321000000

Reference 1499~17~2

Invoice/Receipt Details

Invoice ID

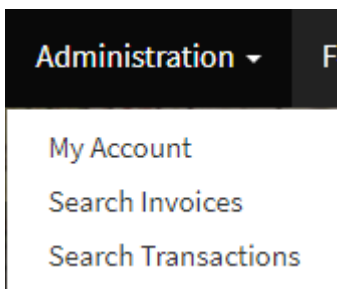
Date Paid

Receipt ID

Item Type	Amount
Historical Search	\$29.00

Statements

To generate a statement, you will need to select organisation, then select the “Administration” drop down.



Select “Search Transactions”

From here, you can search for a specific Transaction or view all Transactions that have been carried out

The search screen will look like the below

Transaction Enquiry

* denotes a mandatory field

Processed From

Processed To

Invoice ID

Receipt Number

Transaction ID

Customer Reference

Order ID

Reference

Product Code

Status

Search

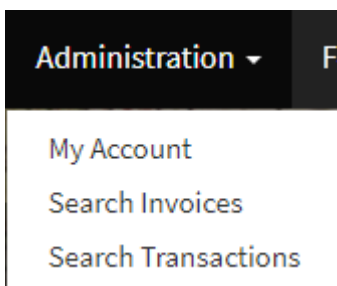
Once the relevant information is entered, select “Generate Statement from Search Criteria”

Generate Statement From Search Criteria

Once selected, it will automatically download a PDF with the transactions carried out within your relevant criteria.

Invoicing

When logged into ACTLIS, select the “Administration” drop down, then “Search Invoices”



Once selected you will be presented with the following screen

Invoice Enquiry

* denotes a mandatory field

Invoice Date From

Invoice Date To

Receipt No

Invoice ID

Unpaid Only

Invoice Status

[Search](#)

If you have carried out searches, at the bottom of “Invoice Enquiry” screen will be a “Request Invoice” button.

Request Invoice

You may request an invoice covering the period from your last invoice end date until now.

[Request Invoice](#)

You can request an invoice at any time to keep your account up to date and to avoid disconnection.

Once your invoice has been generated, the invoice will be emailed to your Organisations Administrator email.

Note: The email may take up to 15 minutes for delivery

To pay your invoice via Credit Card (Visa or MasterCard), return to the “Invoice Enquiry” screen and your invoice should appear below.

Invoices - Displaying 1 to 1

Invoice ID	Invoice Period	Invoice Date	Amount	Receipt Number	Status	Date Paid	
P1	01/03/2018 - 21/03/2018	21/03/2018	\$67.35		Invoiced		Details Pay Invoice (Credit Card)

If you have more than one invoice, they will appear in this area

Invoices - Displaying 1 to 2

Invoice ID	Invoice Period	Invoice Date	Amount	Receipt Number	Status	Date Paid	
P2	21/03/2018 - 26/03/2018	26/03/2018	\$29.00		Invoiced		Details Pay Invoice (Credit Card)
P1	01/03/2018 - 21/03/2018	21/03/2018	\$67.35		Invoiced		Details Pay Invoice (Credit Card)

Select “Pay Invoice” on the invoice you would be paying.

Pay Invoice (Credit Card)


Once selected, you will be directed to the Westpac Payment Gateway.


Follow the prompts as directed

Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Amount \$29.00 AUD
 Payment Reference O20170828000000
 Customer Reference Number Test purchase

* Cardholder Name
 * Credit Card Number 
 * Expiry Date (mm/yy) 01 / 17
 * Card Verification Number (CVN) [What is the CVN?](#)
 Receipt Email Address

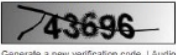
Public Payments - Copyright © 2017. All rights reserved. 


Confirmation

Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.

Total Amount \$29.00 AUD
 Payment Reference O20170828000000
 Customer Reference Number Test purchase

Cardholder Name John Citizen
 Credit Card Number 444433...111
 Expiry Date 10/17

* Verification Code Enter the verification code below.

[Generate a new verification code.](#) | Audio

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Payment Options

- ONLINE: Log into your account at www.actlis.act.gov.au. Pay up to \$10,000 with Visa and Mastercard only.
- EFT: Use your online banking service to make payment using the details:
 - Account Name: Access Canberra
 - BSB: 037-866
 - Account Number: 5200000
 - Description: Your invoice number or INV P3
 - Remitter Name:
 - Please note EFT payments may take 3 business days to process.
- IN PERSON (for cheques): Dame Pattie Menzies Building South, 16 Challis St Dickson ACT.

Note: Ensure the account number is your organisations LOS number and that is correct. So, if your LOS number was 520, the account number will be 520000520. The BSB will always stay the same. When paying by EFT, allow up to 3 days for the funds to clear.

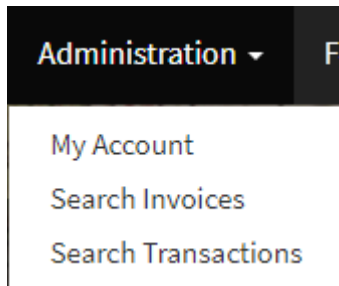
Payment Terms

Your invoice will be generated and sent automatically at the first of every month and needs to be paid in full by the 15th to avoid disconnection. If you generate an invoice manually, that invoice will need to be paid within 14 days.

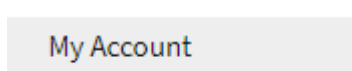
Updating User Details

ACTLIS allows all users to edit their own contact details.

To do so, log into ACTLIS, select the Administration drop down and



Then select “My Account”



You will be given the following screen

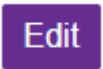
User Details

Last updated by **AccountAdmin** on **21 March 2018 08:50 AM**

User ID	AccountAdmin
Full Title & Name	Anon Test Account Administrator
Phone	00000000
Email	testaccountadmin@example.com
Organisation	
Account Number	5200000
Status	ACTIVATED

Edit
Change Password
Reset Challenge Questions

Select “Edit”



From here you can edit the following fields

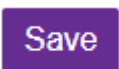
Edit User

* denotes a mandatory field
Last updated by **AccountAdmin** on **21 March 2018 08:50 AM**

User ID	AccountAdmin
Organisation	
Title *	<input type="text" value="Dr"/>
Given Name *	<input type="text" value="Test"/>
Family Name *	<input style="border: 2px solid #4a4a8a;" type="text" value="Account"/>
Phone *	<input type="text" value="00000000"/>
Email *	<input type="text" value="testaccountadmin@example.com"/>

Save
Cancel

Select “save”



Edits to your account should now be updated.

When you are on “User Details” screen, you can also change your password

You will be prompted to change your password every 90 days

Select “Change Password”

Change Password

Follow the prompts below and ensure the guidelines are met

Change Password

Password Guidelines:

- Must be different to your last 10 passwords
- Between 10 and 128 characters long.
- Must not have a character repeated 3 or more times in a row (E.g. aaa)
- Must not contain part of your username in any case or backwards
- Must contain 3 of the 4 following character sets:
 - Lowercase letters (E.g. abcdef)
 - Uppercase letters (E.g. ABCDEF)
 - Digits (E.g. 123456)
 - Symbol (E.g. @\$%^&*)

Current Password *

New Password *

Confirm New Password *

Save

Cancel

To reset your challenge questions, select “reset challenge questions” and follow the prompts as above

Reset Challenge Questions