



How to guide:

Dedicated to a better Brisbane

New user for the Community Leasing Information Portal (CLIP)

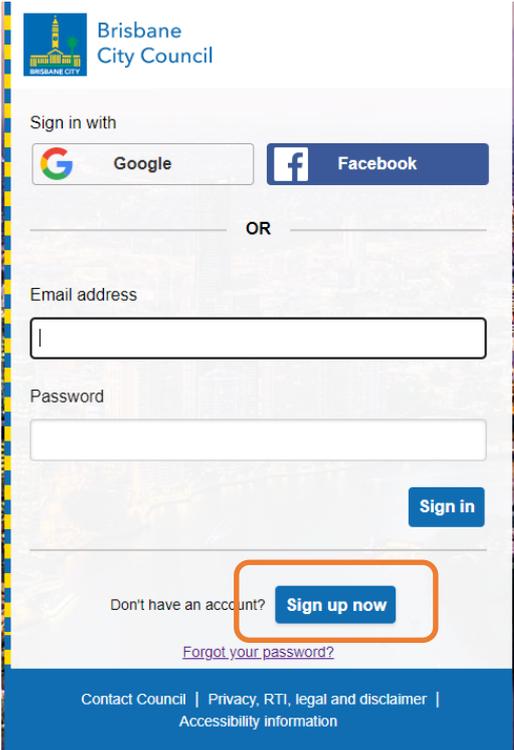
Welcome to the new Community Leasing Information Portal, from here on, we'll refer to it as CLIP.

You will receive an email from your Council Representative area with details on how to log into CLIP and find your way around the site.

If you are having any troubles logging in, please contact Council 07 3403 8888.

PLEASE NOTE: If you are a member of multiple organisations and wish to access CLIP, you need to register with your personal email. An individual Business Partner number will be generated for you. You can use that number to register and access CLIP.

If you are a member of only one organisation and are using an existing generic email address from the Committee, continue using the email given to you.

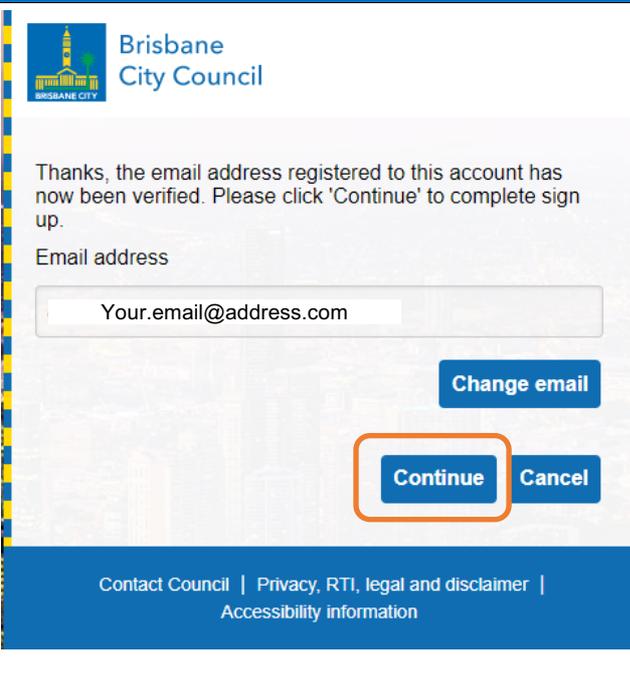
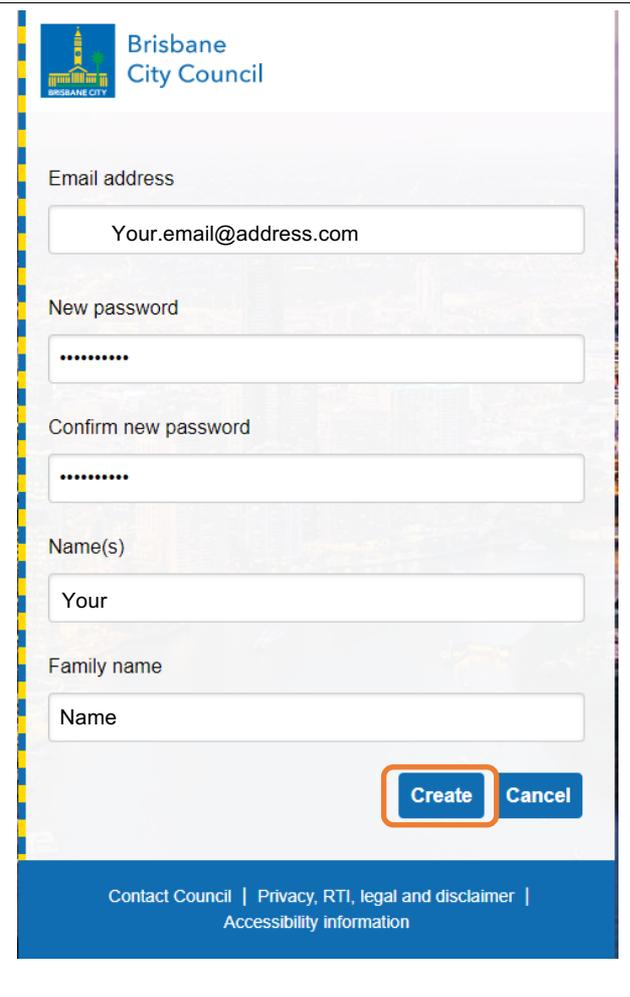
Step #	Detailed steps to follow	What you will see on screen
Step 1	Click on the link in the email sent to you.	<p>Dear <name></p> <p>Great news! You are now able to access the new Community Leasing Information Portal (CLIP).</p> <p>To get access to the new portal, please click on this link and follow the steps below:</p> <ol style="list-style-type: none"> https://ofpm.brisbane.qld.gov.au/site/clip/home <p>For all the information you need to learn more about the new portal, you have access to informational videos and How To Guides via this link.</p> <p>Let us know if we can help by either submitting a general enquiry on CLIP or calling us on 07 3403 8888.</p>
Step 2	When you access the portal for the first time, you will see this screen. Click on Sign up now	 <p>Brisbane City Council</p> <p>Sign in with</p> <p>Google Facebook</p> <p>OR</p> <p>Email address</p> <p>Password</p> <p>Sign in</p> <p>Don't have an account? Sign up now</p> <p>Forgot your password?</p> <p>Contact Council Privacy, RTI, legal and disclaimer Accessibility information</p>



Step #	Detailed steps to follow	What you will see on screen
Step 3	<p>Enter the email address and click Send verification code</p> <p>Click Continue</p> <p>PLEASE NOTE:</p> <p>If you are a member of multiple organisations and wish to access CLIP, you need to register with your personal email. An individual Business Partner number will be generated for you. You can use that number to register and access CLIP. If you are a member of only one organisation and are using an existing email address from the Committee, continue using the email given to you.</p>	
Step 4	<p>Enter the verification code sent to your email address.</p> <p>Click Verify code</p>	

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Step #	Detailed steps to follow	What you will see on screen
Step 5	The system will generate this screen. Click Continue	
Step 6	Set up your password and click on Create	



Step #	Detailed steps to follow	What you will see on screen
Step 7	<p>On the Business partner details page, enter the Business Partner number sent to you and add a preferred phone number (this is a mandatory field).</p> <p>Click Complete Profile</p>	<p>Please take a few moments to complete your profile.</p> <p>Business partner details</p> <p>Business partner details can be found within the email you received with the registration link for the Community Leasing Information Portal</p> <p>Business partner number *</p> <input type="text"/> <p>Contact details</p> <p>Registered email address andrew.greinke@brisbane.qld.gov.au</p> <p>Family name *</p> <input type="text" value="Greinke"/> <p>Name(s) *</p> <input type="text" value="Andrew"/> <p>Preferred phone number *</p> <p><small>For land line numbers please include the area code. Please do not use brackets.</small></p> <input type="text"/> <p>Alternative phone number</p> <p><small>For land line numbers please include the area code. Please do not use brackets.</small></p> <input type="text"/> <p><input type="checkbox"/> By registering I accept that Council will use the contact details provided such as my email address and contact number to notify me of system related information for example outages, updates or upgrades.</p> <p>Complete profile</p>
Step 8	<p>The system will return this page</p> <p>At this point the system sends a message to Council to activate your registration.</p> <p>Once the registration is activated a notification email will be sent to you advising that access to the Community Leasing Information Portal has been activated.</p>	<p> Thank you for your request to access Council's Community Leasing Information Portal. Your request is being processed and you will be notified once access is granted.</p> <p>Community Leasing Information Portal</p> <p>Welcome to the Community Leasing Information Portal. Click on the heading of the section that you require. Please check that the below details are correct and <u>update</u> your details here if required.</p> <p>Name <input type="text"/></p> <p>Preferred phone number <input type="text"/></p> <p>Email address <input type="text"/></p>

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