

## WORK INSTRUCTION

# Submit a New Connections Request for an Unmetered Supply in eConnect.

<Document Id.>

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**Purpose** This work instruction describes the step required for a Registered Electrical Contractor (REC) or Licensed Electrical Worker (LEW) to submit a New Connection Request for an unmetered supply or save as a draft.

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- [Section 1: Initiate Connection Request](#)
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# Task Detail: Submit a New Connections Request for an Unmetered Supply as a Registered User.

## Section 1: Initiate Connection Request

**Step 1a** After logging into eConnect, select "New Connections".  
Note: You can click on the picture or the text.

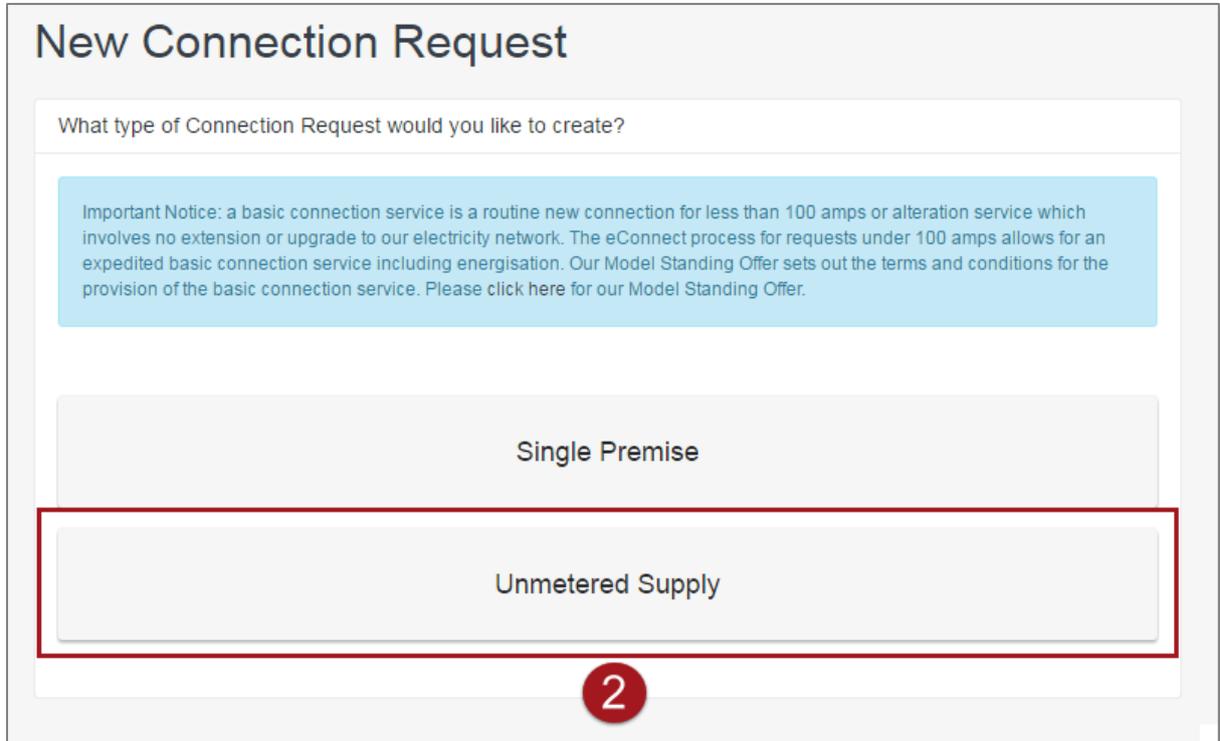
**Step 1b** Alternatively, you can select "Submit Connection Request" on the left-hand side menu, and then select "New Connection".

The screenshot shows the eConnect user interface. On the left is a dark sidebar with a menu. The 'Submit Connection Request' dropdown is expanded, and 'New Connection' is highlighted with a red box and a red circle labeled '1b'. The main content area shows three cards: 'New Connections' (highlighted with a red box), 'Alterations', and 'Abolishments'. Below these is a 'Latest Requests' section with a search bar and a table of 5 requests. A red circle labeled '1a' points to the table.

#	Work Site Address	Type	Status	Update	Cancel	Clone
CR-01129	51 STANFORD ST, SUNSHINE VIC 3020	New Connection	Draft			
CR-01128	51 STANFORD ST, SUNSHINE VIC 3020	New Connection	In-Progress			
CR-01114	269 HOGANS RD, HOPPERS CROSSING VIC 3029	New Connection	Submitted			
CR-01110	215 THE SISTERS RD, GARVOC VIC 3265	Alteration	Submitted			
CR-01107	Test REC, MYOLA 3551	New Connection	Scheduled			

**Step 2** Select "Unmetered Supply".

Note: All fields that do not follow with "(optional)" are **MANDATORY**.



The screenshot shows a web form titled "New Connection Request". At the top, it asks "What type of Connection Request would you like to create?". Below this is a light blue informational box with text about basic connection services. There are two buttons: "Single Premise" and "Unmetered Supply". The "Unmetered Supply" button is highlighted with a red rectangular border. Below the buttons is a red circle containing the number "2", indicating the current step in the process.

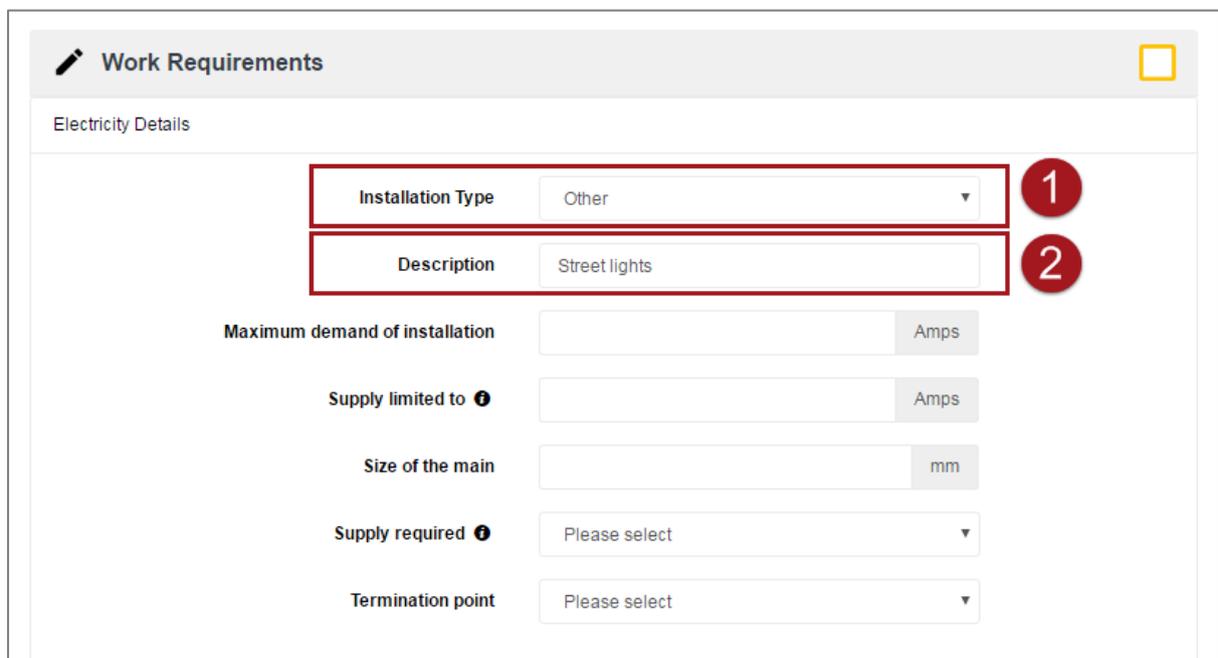
## Section 2: Enter Work Requirement Details

### Electrical Details

**Step 1** Select the "Installation Type" from a drop-down list, the following options are available:

1. Bus Shelter
2. Cable TV
3. Cathodic Protection
4. CCTV – Security Camera
5. CMUX
6. Flow Monitor
7. Ice Warning Lights
8. Speed Sign
9. Sprinkler System
10. Telemetry Machine
11. Ticket Machine
12. Traffic Counter
13. Traffic Lights
14. Traffic Signals
15. Xmas Lights
16. Other

**Step 2** If your "Installation Type" is Other, enter a description of the installation, otherwise skip this step.



**Work Requirements**

Electricity Details

Installation Type: Other

Description: Street lights

Maximum demand of installation: [ ] Amps

Supply limited to: [ ] Amps

Size of the main: [ ] mm

Supply required: Please select

Termination point: Please select

**Step 3** Enter the maximum demand of installation and the limit of the supply in Amps per phase.

Note: For Unmetered Supply New Connections the maximum demand and supply limited must not exceed 2 Amps.

The connection defaults to single phase.

**Step 4** Enter the size of the main in millimeters.

**Step 5** Select the "Supply required" from a drop-down list, the following options are available:

1. Overhead – Electricity poles in street, overhead service cable connects pole to house.
2. Underground – Electricity poles and pits in street. House connects to pit.
3. URD – Fully underground reticulation, no electricity poles in street.
4. Substation

If your answer is "Overhead", proceed through all steps.

If your answer is **not** "Overhead", proceed to [Step 7](#).

**Step 6** Enter the length of the overhead service cable.

Note: This is only visible if the supply required is overhead.

The screenshot shows a web form titled "Work Requirements" with a sub-section "Electricity Details". The form contains several input fields:

- Installation Type: Other (dropdown)
- Description: Street lights (text input)
- Maximum demand of installation: 1 (text input, highlighted with a red box and number 3)
- Supply limited to: 2 (text input, highlighted with a red box and number 3)
- Size of the main: 15 (text input, highlighted with a red box and number 4)
- Supply required: Overhead (dropdown, highlighted with a red box and number 5)
- Length of overhead service cable: 10 (text input, highlighted with a red box and number 6)
- Termination point: Please select (dropdown)

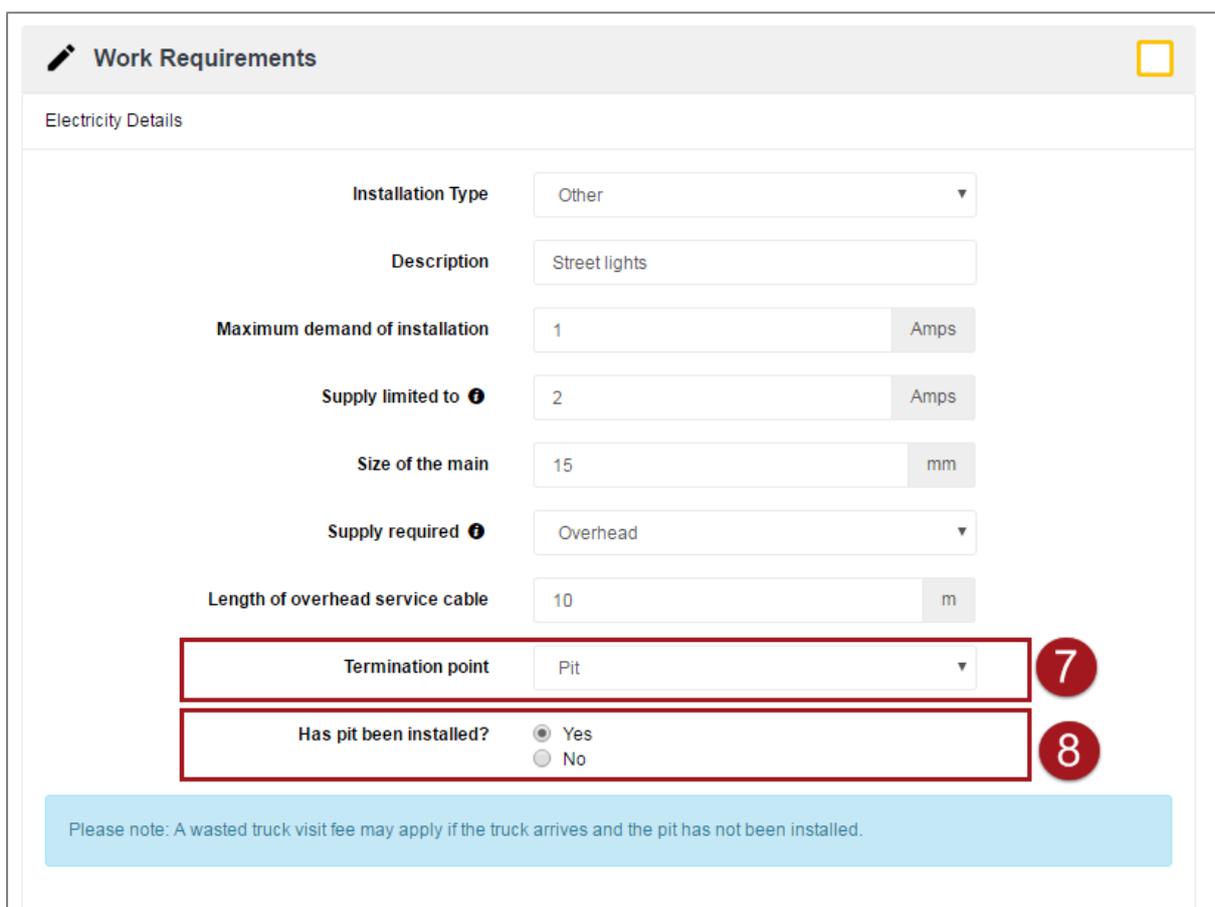
- Step 7** Select the "Termination point" from a drop-down list , the following options are available:
1. Pillar
  2. Substation
  3. FOLCB
  4. Pit

If your answer is "Pit", continue to [Step 8](#).  
If your answer is **not** "Pit", continue to [Step 9](#).

**Step 8** Select an answer to "Has pit been installed?"

Note: A wasted truck visit fee may apply if the truck arrives and the pit has not been installed.

If your answer is "No", the request **cannot** be submitted. Please contact Customer Projects department on 03 9297 6619.



**Work Requirements**

Electricity Details

Installation Type	Other
Description	Street lights
Maximum demand of installation	1 Amps
Supply limited to ⓘ	2 Amps
Size of the main	15 mm
Supply required ⓘ	Overhead
Length of overhead service cable	10 m
Termination point	Pit
Has pit been installed?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Please note: A wasted truck visit fee may apply if the truck arrives and the pit has not been installed.

## Additional Details

**Step 9** Select the appropriate Yes/No answer to “Are the mains on public land?”

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**Step 10** Complete the “Additions Details” section.

Note: Under “Any other information” enter any additional information that may be useful for the field crew.  
Under “Project number” enter the CitiPower or Powercor project number related to this New Connection.

**If this is an NBN connection, please enter the node number.**

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Additional Details

Are the mains on public land?  Yes  No **9**

Any other information (optional) ⓘ  **10**

Project number (optional) ⓘ

## Section 3: Enter Location Details

**Step 1** Select the "Location Details" grey banner.

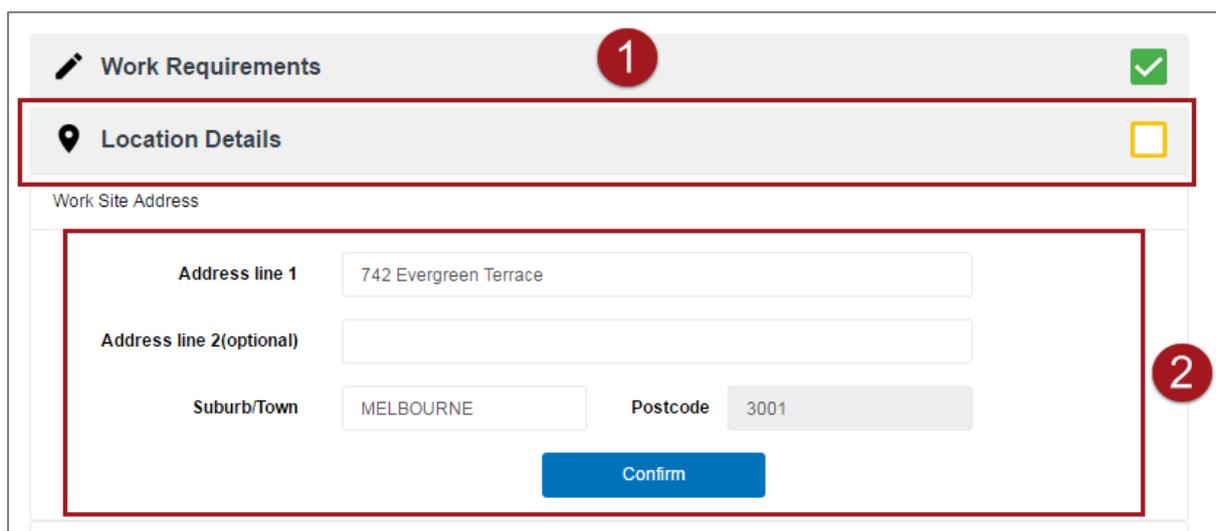
Note: There should be a green tick icon in the "Work Requirements" banner. A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

**Step 2** Enter the property address.

When you enter the suburb/town, the search will return a list of results that match the information you have entered.

Select the correct result, the postcode field will then auto-populate.

Then, select "Confirm".



The screenshot shows a web form with two main sections. The top section is a grey banner labeled "Work Requirements" with a green checkmark icon on the right and a red circle with the number "1" above it. Below this is another grey banner labeled "Location Details" with a location pin icon on the left and a yellow square icon on the right. Below the "Location Details" banner is the "Work Site Address" section, which is enclosed in a red box. This section contains four input fields: "Address line 1" (with the text "742 Evergreen Terrace"), "Address line 2 (optional)", "Suburb/Town" (with the text "MELBOURNE"), and "Postcode" (with the text "3001"). A blue "Confirm" button is located below these fields. A red circle with the number "2" is positioned to the right of the form fields.

### Step 3

Select the "Access instructions" from a drop-down list, the following options are available:

1. Clear access anytime
2. Victoria Power Industry Lock
3. Access is restricted (appointment required)
4. Gate locked with code (please provide gate code in Access Notes below)
5. Contact person for site access (name and phone number required)

Note: If access is restricted and an appointment is required, you will on confirmation of the request be asked to provide Appointment details.

### Step 4

Enter any relevant information in "Access notes" or "Contact person".

Note: Please enter any directions/GPS coordinates/helpful location information, for example "Connection is outside".

Address 72 Evergreen Terrace, MELBOURNE 3000

Enter Address

Site Access

Access instructions Contact Person for site access (Name and Phone Nun 3

Access notes ⓘ Installation is outside 4

Contact person Dave - 0400

## Section 4: Enter Contact Details

**Step 1** Select the "Contact Details" grey banner.

Note: There should be a green tick icon in the "Work Requirements" and "Location Details" banners.

A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

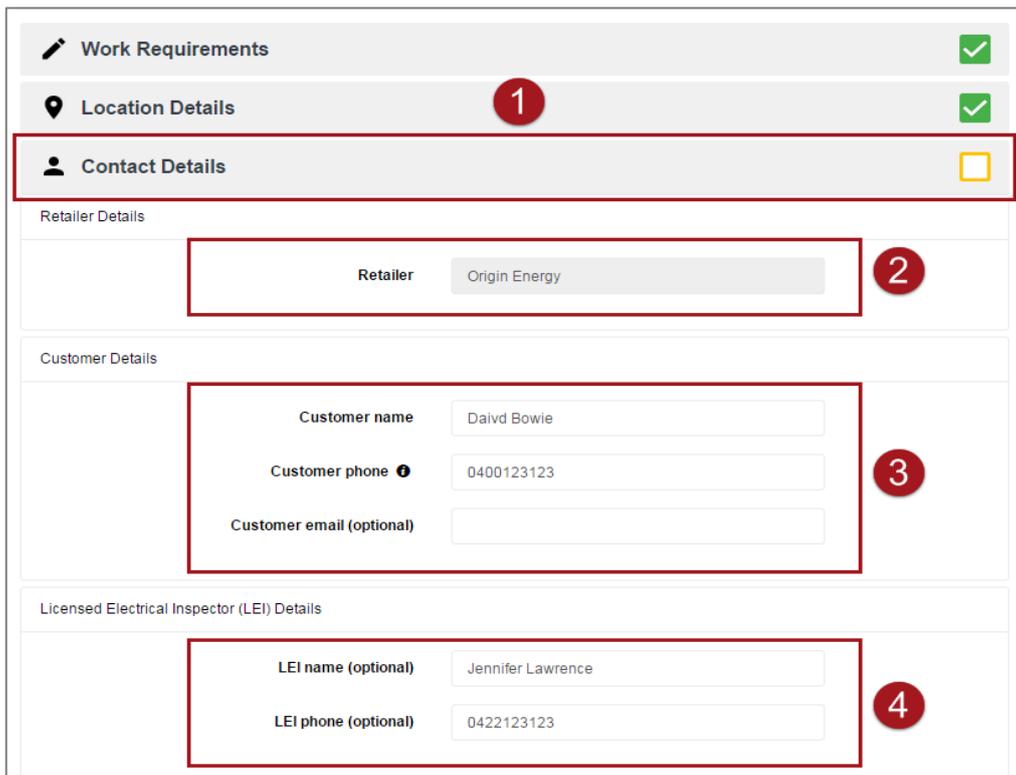
**Step 2** The Retailer will default to Origin Energy.

Note: This is not editable.

**Step 3** Enter the "Customer Details".

Note: Mobile phone numbers are preferred.  
By entering a customer's email, the customer will be sent the details of the New Connection request so that they can view and track the status of the request by logging into eConnect.

**Step 4** It is optional to enter the "Licensed Electrical Inspector (LEI) Details".



The screenshot displays a form with four sections, each highlighted with a red box and a red circle containing a number:

- Step 1:** The "Contact Details" banner is highlighted. It has a yellow square icon on the right, indicating it is not completed.
- Step 2:** The "Retailer" field in the "Retailer Details" section is highlighted. The value is "Origin Energy".
- Step 3:** The "Customer name", "Customer phone", and "Customer email (optional)" fields in the "Customer Details" section are highlighted. The values are "Daivd Bowie", "0400123123", and an empty field respectively.
- Step 4:** The "LEI name (optional)" and "LEI phone (optional)" fields in the "Licensed Electrical Inspector (LEI) Details" section are highlighted. The values are "Jennifer Lawrence" and "0422123123" respectively.

Depending on the type of registration you have, the "Licensed Electrical Worker (LEW) Details" or the "Registered Electrical Contractor (REC) Details" will be pre-populated. In this example, the user is a REC so the REC Details are pre-populated.

**Step 5** Enter the "Electrical License Number" or "REC number" and select "Search". This will populate the rest of the contact detail fields.

Note: RECs can only use the details of a LEW who has been nominated to submit connections requests on their behalf if they have a managed profile.

For instructions on how to do this please see the work instruction

[Register an Account, Update Account Details & Manage Your LEWs for a REC.](#)

**Step 6** You have the option to update any of the phone or email details for the REC or LEW.

The screenshot displays two sections: "Licensed Electrical Worker (LEW) Details" and "Registered Electrical Contractor (REC) Details".

**LEW Details:**

- Electrical License Number:** Input field contains "33333", followed by a "Search" button. A red circle with the number "5" is positioned to the right.
- LEW name:** Input field contains "Jimmy Brown".
- LEW phone:** Input field contains "0422" followed by a blurred area.
- LEW email:** Input field contains "jimmy@sparky.com".
- LEW preferred contact method:** Radio buttons for "email", "sms", and "both". The "both" option is selected.

**REC Details:**

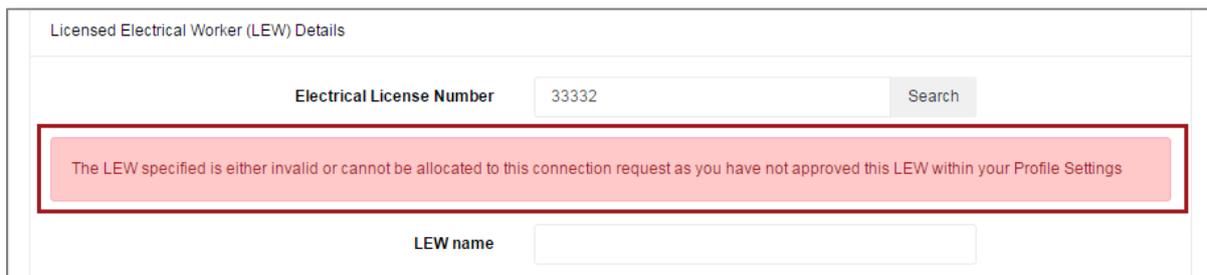
- REC number:** Input field contains "22222", followed by a "Search" button. A red circle with the number "6" is positioned to the right.
- REC name:** Input field contains "Harry Hamilton".
- REC contact phone:** Input field contains "0400" followed by a blurred area.
- REC contact email:** Input field contains "harry@sparky.com".

Red arrows point from the "5" and "6" circles to the respective search and update fields.

The following error message will appear if you enter an "Electrical License Number" that is not a LEW who has been nominated to submit connections requests on your behalf or the number entered is invalid.

For instructions on how to do this please see the work instruction [Register an Account, Update Account Details & Manage Your LEWs for a REC.](#)

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Licensed Electrical Worker (LEW) Details

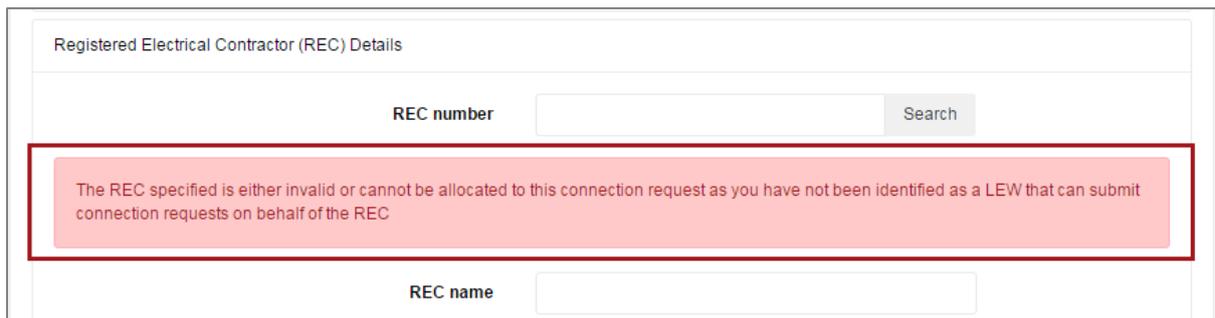
Electrical License Number

The LEW specified is either invalid or cannot be allocated to this connection request as you have not approved this LEW within your Profile Settings

LEW name

The following error message will appear if you enter a "REC Number" that where you are not nominated as a LEW who can submit connections requests on their behalf or the number entered is invalid.

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Registered Electrical Contractor (REC) Details

REC number

The REC specified is either invalid or cannot be allocated to this connection request as you have not been identified as a LEW that can submit connection requests on behalf of the REC

REC name

## Section 5: Add Attachments

**Step 1** Select the "Attachments" grey banner.

Note: There should be a green tick icon in the "Work Requirements", "Location Details" and "Contact Details" banners.

A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

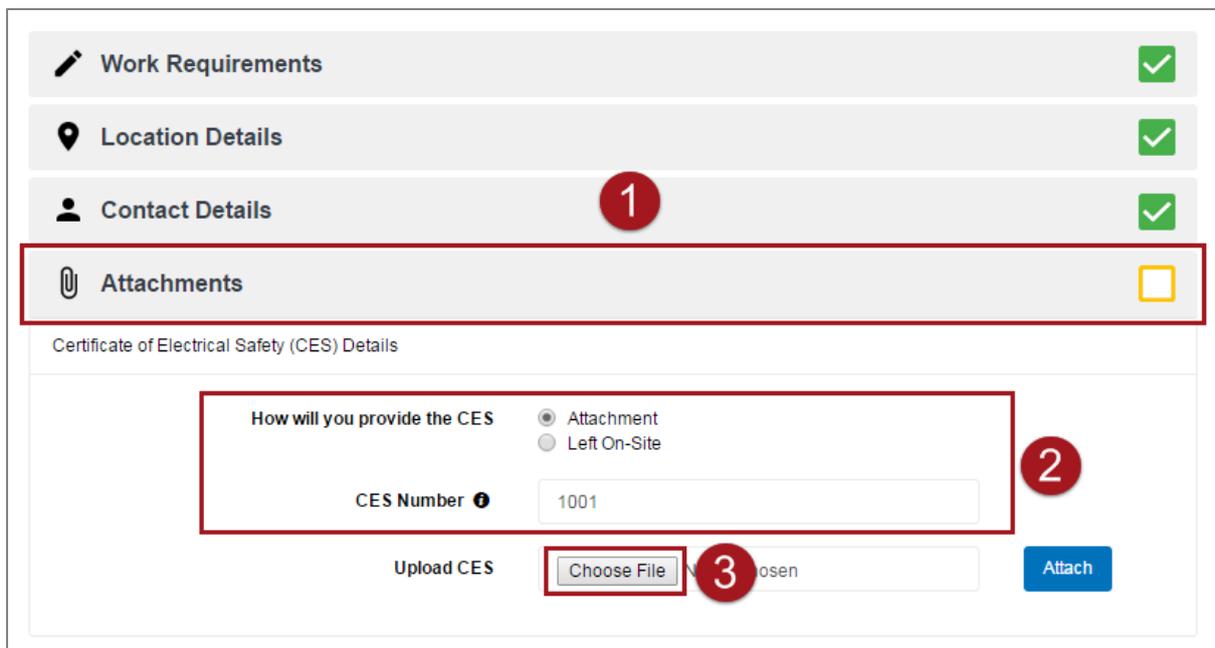
**Step 2** Select an answer to "How will you provide the CES?"

If your answer is "Attachment", enter the CES number.

Note: This is the reference number at the top of the CES document.

If your answer is "Left On-Site", continue to [Step 7](#).

**Step 3** To attach a file, select "Choose File".



The screenshot shows a web form for "Certificate of Electrical Safety (CES) Details". At the top, there are four banners: "Work Requirements", "Location Details", "Contact Details", and "Attachments". Each banner has a green checkmark icon on the right, except for "Attachments" which has a yellow square icon. A red circle with the number "1" is placed over the "Attachments" banner. Below the banners, the form has a section titled "How will you provide the CES" with two radio buttons: "Attachment" (selected) and "Left On-Site". A red circle with the number "2" is placed over this section. Below the radio buttons is a text input field for "CES Number" containing the value "1001". At the bottom, there is an "Upload CES" section with a "Choose File" button, a text input field containing "osen", and an "Attach" button. A red circle with the number "3" is placed over the "Choose File" button.

Please note that if the CES is left on site and cannot be located, a wasted truck fee may apply. To avoid this, we suggest that you provide some further details on the CES location in the additional details section.

Certificate of Electrical Safety (CES) Details

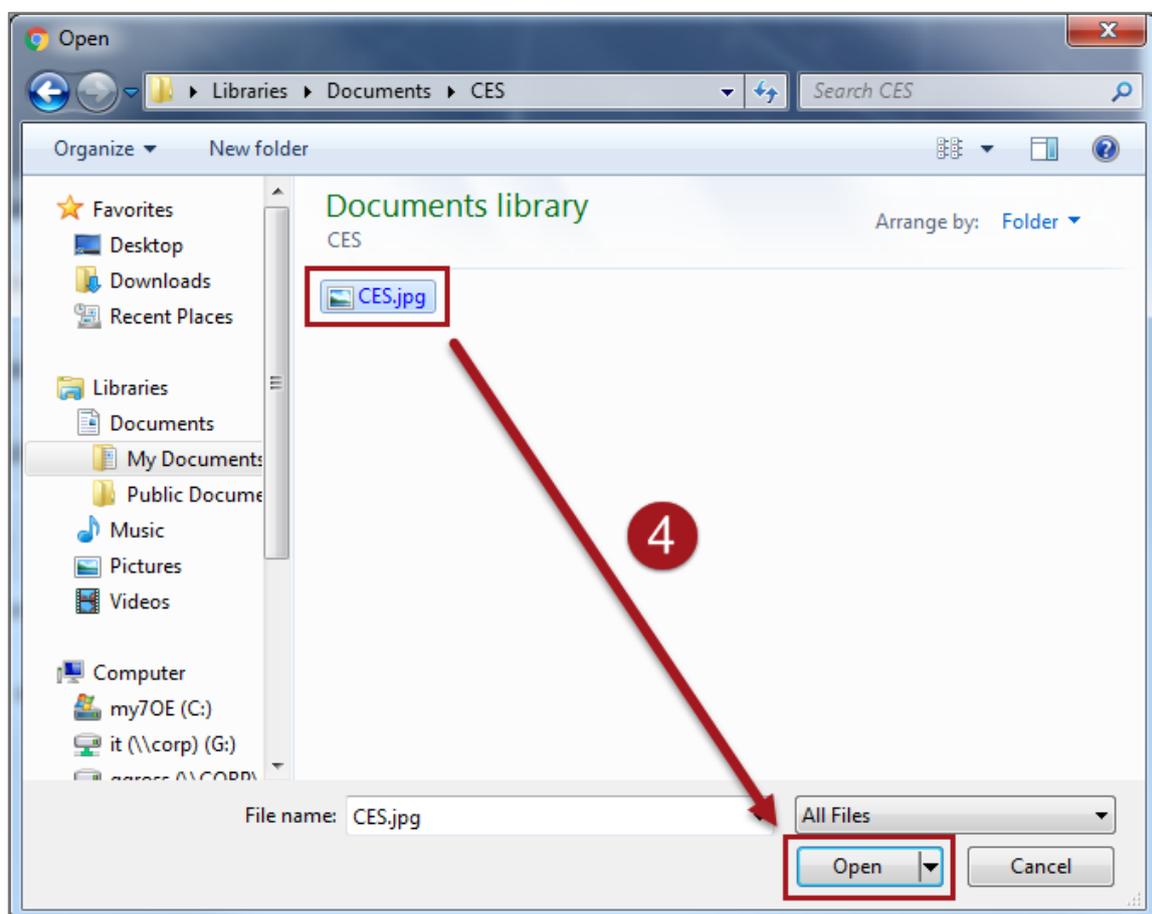
How will you provide the CES  Attachment  Left On-Site

You have indicated that the CES will be left on site. Please note that if the CES cannot be located on site a wasted truck visit may be applied. We suggest to avoid this you provide some further details on the CES location in the additional details section.

Note: where possible for New Connections we would prefer that you attach the CES to the request via this portal.

**Step 4** Find and select your CES file from the pop up window. Then select "Open".

Note: Please make sure the CES file is of adequate quality so the document is legible.



*Warning: HARD COPIES OF THIS DOCUMENT MAY NOT BE THE LATEST VERSION. The most up-to-date document is located on the Intranet.*

**Step 6**      **Important Step:** To add the attachment to the Connection Request, select **"Attach"**.

**Attachments**

Certificate of Electrical Safety (CES) Details

How will you provide the CES

Attachment  
 Left On-Site

CES Number **i** 1001

Upload CES

Choose File CES.jpg

**Attach** **5**

If the attachment has successfully been added to the Connection Request, it will appear at the bottom of the page.

To delete it select the red cross icon  next to the attachment.

Other Attachments

Document Type Please select

Attach file

Choose File No file chosen

Attach

Comments

Attachments

#	File Name	Date	Type	Size	Delete
1	CES.jpg	07/06/2016	CES	826.11 KB	

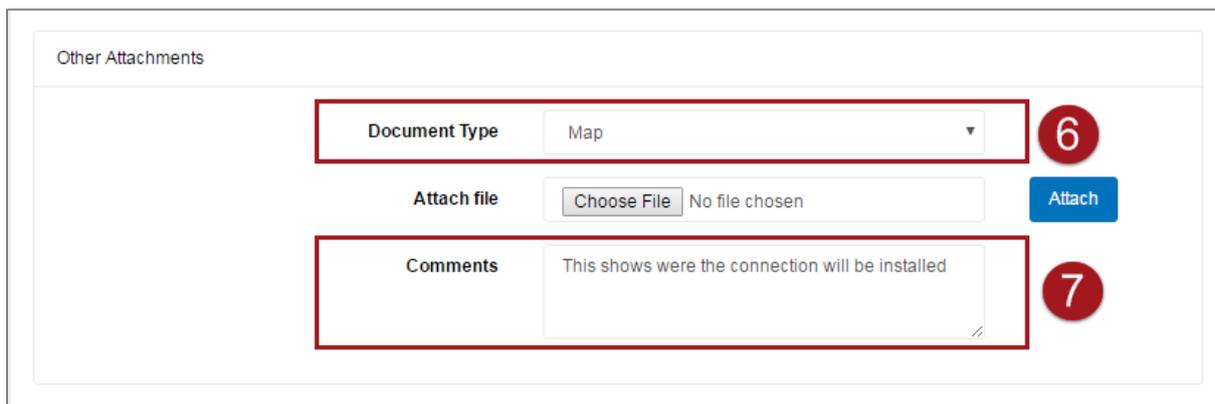
**Step 6** To assist the progress of your Connection Request, you may want to add another attachment.

**For NBN connections please attach the As Built, Power Approval and Energy Safe Victoria (ESV) documents.**

Select the "Document" from a drop-down list, the following options are available:

1. Photo
2. Technical Drawings
3. Map
4. Other

**Step 7** Enter any comments to accompany or describe the attachment.



The screenshot shows a web form titled "Other Attachments". It contains three main sections:

- Document Type:** A dropdown menu with "Map" selected. A red circle with the number "6" is next to it.
- Attach file:** A button labeled "Choose File" followed by the text "No file chosen". To the right is a blue "Attach" button.
- Comments:** A text area containing the text "This shows were the connection will be installed". A red circle with the number "7" is next to it.

**Step 8** To attach a file repeat [Steps 3-6](#) above.

## Section 6: Confirmation and Set Appointment

**Step 1** Select the "Confirmation" grey banner.

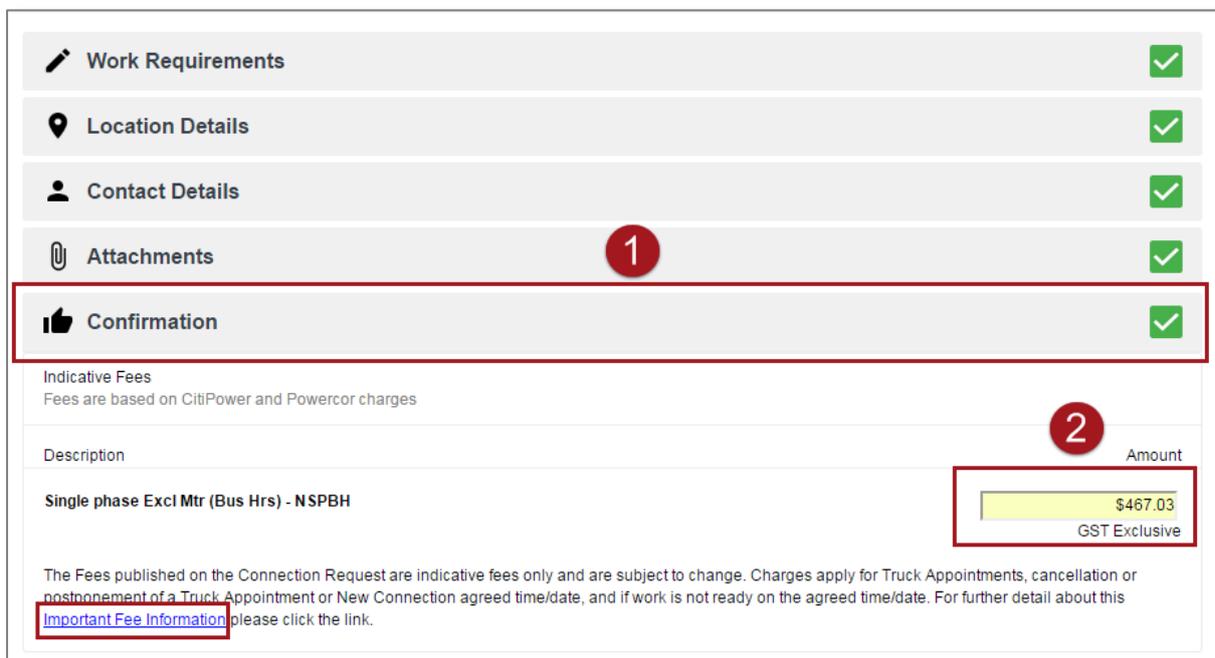
Note: There should be a green tick icon in the "Work Requirements", "Location Details", "Contact Details" and "Attachments" banners.

A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

**Step 2** Note any indicative fees on the right-hand-side of the page.

Note: Fees are based on CitiPower and Powercor charges. Fees can change depending on whether one or two appointments are made or if there is a requirement to install Current Transformer (CT) metering. Appointments can be made after the submission of this Connection Request.

For further information on fees, select the "Important Fee Information" link. Information regarding fee is also available on the CitiPower and Powercor website [www.powercor.com.au](http://www.powercor.com.au).



 Work Requirements	
 Location Details	
 Contact Details	
 Attachments	
 Confirmation	

Indicative Fees  
Fees are based on CitiPower and Powercor charges

Description	Amount
Single phase Excl Mtr (Bus Hrs) - NSPBH	\$467.03 GST Exclusive

The Fees published on the Connection Request are indicative fees only and are subject to change. Charges apply for Truck Appointments, cancellation or postponement of a Truck Appointment or New Connection agreed time/date, and if work is not ready on the agreed time/date. For further detail about this [Important Fee Information](#) please click the link.

**Step 3** Read the "Terms and Conditions".

If you are willing to accept these terms, tick the "I accept Terms and Conditions" box.

If you are not willing to accept these terms, you cannot submit a New Connection Request.

Note: The "Submit" button will only appear once the check box "I accept Terms and Conditions" has been selected.

**Step 4** Select "Submit" to complete the request.

If you require an appointment, proceed to [Step 5](#).

Note: If you require an appointment and also require CT metering you will be able to book an appointment once the CT is ready to be collected from the depot. We will contact you in due course to arrange this via email or SMS (as per your preferred contact method) nominated in your profile.

The screenshot shows a web form with two main sections. The top section, titled 'Responsible Payer', contains a table with the following information:

Retailer Name:	Origin Energy
Retailer Number:	8888888
ABN :	00000000000

A red circle with the number '3' is positioned below the ABN field. The bottom section, titled 'Terms and Conditions', contains the following text:

**Application for service - Electrical Work Request (EWR) for new and existing installations**

I acknowledge and confirm that the requirements of **CitiPower and Powercor** have been adhered to and certify that the electrical work complies with the Victorian Service & Installation Rules and the Electrical Safety Act and Regulations. I also acknowledge that the initial connection will not be connected without a Prescribed Certificate of Electrical Safety and that I am responsible for any associated **CitiPower and Powercor** charges unless I have deferred responsibility to another person or to a Retailer. Where I have deferred responsibility to another person or to a Retailer, I acknowledge that they will be contacted to accept these charges before work is commenced. Payment of these charges is required within 30 days. All information that I have provided to **CitiPower and Powercor** in connection with this Application is true and accurate.

By ticking the checkbox below, I declare that I have read, understood and accept the terms and conditions outlined above and confirm I have read, understood and accept important information Fee information.

I accept the Terms and Conditions

A blue 'Submit' button is located at the bottom of the form, with a red circle containing the number '4' next to it.

Upon submission you will either proceed to the appointment page or return to the Dashboard and you will see the following confirmation message on the bottom left-hand corner of the screen.

You will see the New Connection Request at the top of the list of latest Connection Requests.

You will be emailed a summary of your New Connection Request details including a link to the New Connection Request Detail page where you may track the progress of your request.

The screenshot shows the eConnect dashboard for user Jonny Brown. The left sidebar contains a navigation menu with items: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals, Manage My Profile, Enquiries, and Call to Actions. The main content area features three cards: 'New Connections' (Create a new connection request), 'Alterations' (Create a new additions and alterations request), and 'Abolishments' (Create a new abolishment request). Below these is a 'Latest Requests' section with a search bar and a table of 5 requests. A green notification banner at the bottom left states: 'Your new connection CR-01555 has been successfully submitted'. The table below is as follows:

#	Work Site Address	Type	Status	Update	Cancel	Clone
CR-01555	742 Evergreen Terrace, MELBOURNE 3000	New Connection	Submitted			
CR-01554	123 Fake Street, MELBOURNE 3001	New Connection	Draft			
CR-01553	21 Smith Street, MELBOURNE 8399	New Connection	Submitted			
CR-01550	215 STONEHOUSES RD, GARVOG VIC 3265	Alteration	Submitted			
CR-01548	54 CORNELIA CREEK RD, ECHUCA VIC 3564	Alteration	Cancelled			

**Step 5** Select the type of appointment you would like, and then select "Next".

If you answered "After Hours Appointment", please proceed to [Step 8](#).

Note: Selecting After Hours Appointment indicates your preference for the work to be undertaken outside of the hours 8:00am – 5:00pm Monday to Friday. This request will be subject to approval and will incur additional costs.

Note: You must complete the request to lock in the appointment; if you save as draft your appointment will not be booked.

The screenshot shows a web form titled "Book an appointment" with the subtitle "Select appointment type". Below the title, a message states: "We have determined that you require an appointment to complete your request. Please select your appointment type:". There are two radio button options: "Business Hours Appointment (8am until 5pm and subject to availability)" and "After Hours Appointment". The "After Hours Appointment" option has a note below it: "\*May incur extra charges". A red box highlights the "After Hours Appointment" option. A red arrow labeled with the number "5" points from this box to a blue "Next" button, which is also highlighted with a red box.

**Step 6** Select your preferred date and time for the appointment, then select "Confirm".

Note: Your appointment time will be within two hours of the start time chosen.

You will not be able to book an appointment within 5 days of the current date.

Create an appointment  
Select time of appointment

Please note this appointment timeslot is indicative only. The truck may arrive on site any time within two hours after the time selected. Exact arrival time will be confirmed at least a day prior to the appointment and you will be notified via email and/or SMS.

June 2016							»
Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	

8:30 AM 9:30 AM  
10:30 AM 11:30 AM  
12:30 PM 1:30 PM  
2:30 PM

Back Confirm

**Step 7** You will receive the following message confirming your appointment date and time. If this is correct select "Finish".

Alternatively, select "Change your appointment" to choose another date/time.

Appointment

You have successfully created your appointment. Please note, this appointment timeslot is indicative only. The truck arrive on site anytime within two hours after the time selected. Exact arrival time will be confirmed at least a day prior to the appointment and you will be notified via email and/or SMS.

2:30 PM  
June 28, 2016

Business Hours Appt  
Change your appointment

Change your appointment Finish

Upon submission you will either proceed to the appointment page or return to the Dashboard and you will see the following confirmation message on the bottom left-hand corner of the screen.

**CitiPower and Powercor will contact you 1 business day prior to your appointment to confirm the time.**

You will see the New Connection Request at the top of the list of latest Connection Requests.

You will be emailed a summary of your New Connection Request details including a link to the New Connection Request Detail page where you may track the progress of your request.

The screenshot shows the EConnect dashboard interface. On the left is a dark navigation menu with options: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals, Manage My Profile, Enquiries, and Call to Actions. The main area shows the user profile 'Jonny Brown' with a 'Log Out' link. Below are three action cards: 'New Connections' (Create a new connection request), 'Alterations' (Create a new additions and alterations request), and 'Abolishments' (Create a new abolishment request). A 'Latest Requests' section features a search bar for 'Connection Request ID' and a 'View All' button. A table lists requests with columns for ID, Address, Type, Status, and actions (Update, Cancel, Clone). A green notification box at the bottom left states: 'Your new connection CR-01555 has been successfully submitted'.

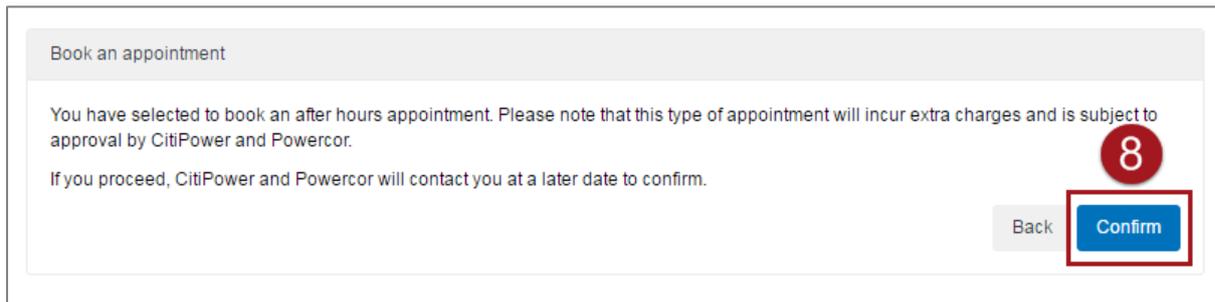
#	Work Site Address	Type	Status	Update	Cancel	Clone
CR-01555	742 Evergreen Terrace, MELBOURNE 3000	New Connection	Submitted			
CR-01554	123 Fake Street, MELBOURNE 3001	New Connection	Draft			
CR-01553	21 Smith Street, MELBOURNE 8399	New Connection	Submitted			
CR-01550	215 STONEHOUSES RD, GARVOC VIC 3265	Alteration	Submitted			
CR-01548	54 CORNELIA CREEK RD, ECHUCA VIC 3564	Alteration	Cancelled			

### Step 8

You will receive the following message confirming your request for an after hours appointment. You will incur extra charges for this appointment. To finish, select "Confirm".

Alternatively, select "Back" to select an appointment during business hours.

CitiPower and Powercor will contact you to confirm eligibility as well as date and time for the appointment.



Upon submission you will either proceed to the appointment page or return to the Dashboard and you will see the following confirmation message on the bottom left-hand corner of the screen.

### CitiPower and Powercor will contact you to confirm you appointment time.

You will see the New Connection Request at the top of the list of latest Connection Requests.

You will be emailed a summary of your New Connection Request details including a link to the New Connection Request Detail page where you may track the progress of your request.

The screenshot shows the eConnect dashboard for user Jonny Brown. The left sidebar contains a navigation menu with items: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals, Manage My Profile, Enquiries, and Call to Actions. The main content area features three cards: 'New Connections' (lightbulb icon), 'Alterations' (blue wireframe house icon), and 'Abolishments' (silhouettes of workers icon). Below these is a 'Latest Requests' section with a search bar and a table of 5 requests. A green notification banner at the bottom left states: 'Your new connection CR-01555 has been successfully submitted'. The table below is as follows:

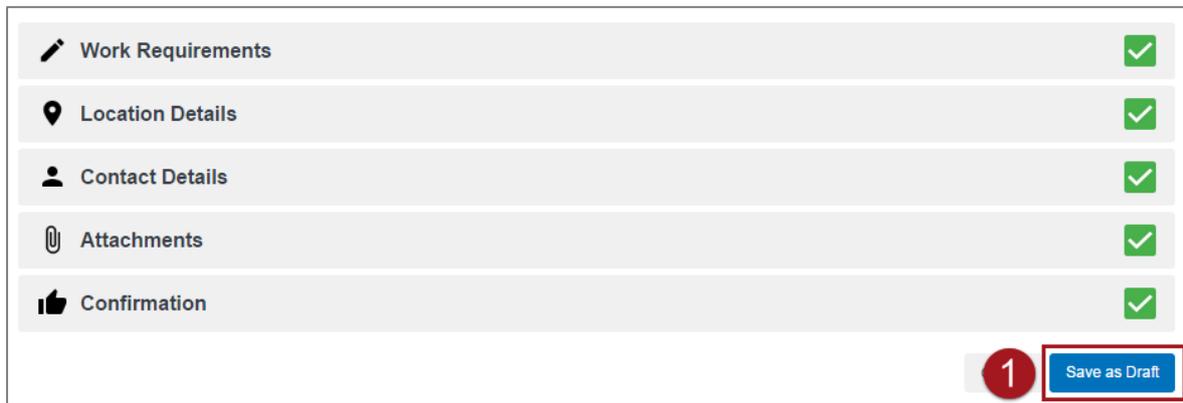
#	Work Site Address	Type	Status	Update	Cancel	Clone
CR-01555	742 Evergreen Terrace, MELBOURNE 3000	New Connection	Submitted			
CR-01554	123 Fake Street, MELBOURNE 3001	New Connection	Draft			
CR-01553	21 Smith Street, MELBOURNE 8399	New Connection	Submitted			
CR-01550	215 STONEHOUSES RD, GARVOG VIC 3265	Alteration	Submitted			
CR-01548	54 CORNELIA CREEK RD, ECHUCA VIC 3564	Alteration	Cancelled			

## Section 7: Save Request as Draft

At any point when filling out the Connection Request, you can save it as a draft. This allows you to return to it at a later date and submit the request.

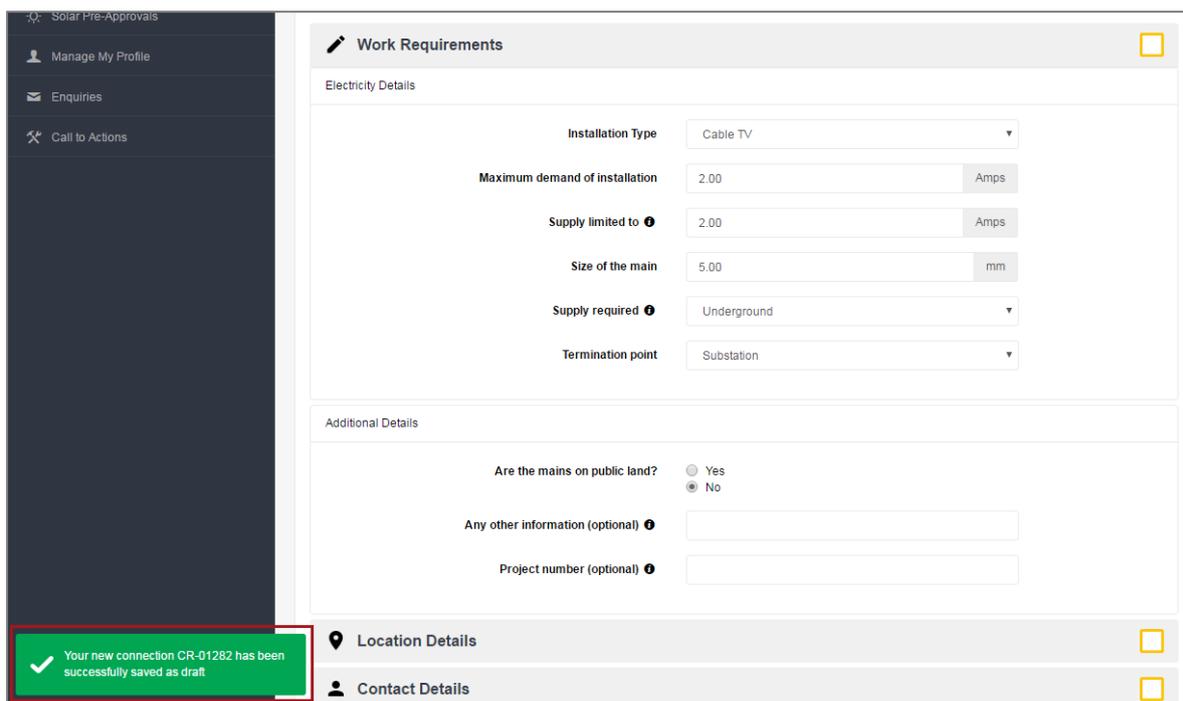
This is useful if you do not have all the required information or you require more time to finish the form.

**Step 1** To save a Connection Request as a draft, select "Save as Draft" on the bottom right-hand corner of the page.



A screenshot of a web form titled 'Work Requirements' with a pencil icon. The form is divided into five sections, each with a checkmark icon on the right: 'Work Requirements', 'Location Details', 'Contact Details', 'Attachments', and 'Confirmation'. In the bottom right corner, there is a red circle with the number '1' and a blue button labeled 'Save as Draft'.

Upon saving you will see the following confirmation that the Connection Request has been saved.



A screenshot of the 'Work Requirements' form in a web application. The form is titled 'Work Requirements' and has a pencil icon. It is divided into two main sections: 'Electricity Details' and 'Additional Details'. The 'Electricity Details' section contains the following fields: 'Installation Type' (Cable TV), 'Maximum demand of installation' (2.00 Amps), 'Supply limited to' (2.00 Amps), 'Size of the main' (5.00 mm), 'Supply required' (Underground), and 'Termination point' (Substation). The 'Additional Details' section contains the following fields: 'Are the mains on public land?' (No), 'Any other information (optional)', and 'Project number (optional)'. A green notification box in the bottom left corner states: 'Your new connection CR-01282 has been successfully saved as draft'. In the bottom right corner, there are three yellow square buttons for 'Location Details', 'Contact Details', and 'Work Requirements'.