

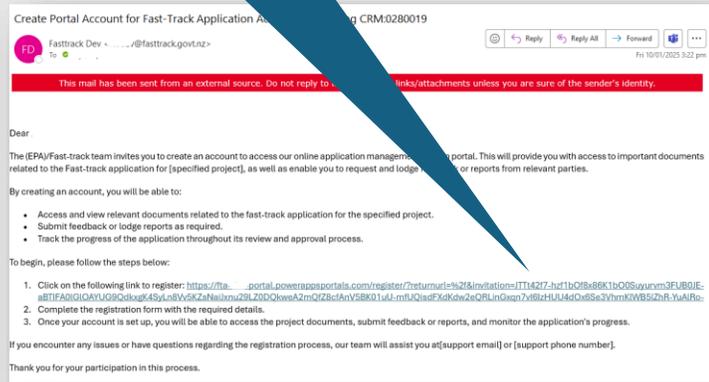
Fast-track Application Portal User Guide

Regulatory agencies and authorities

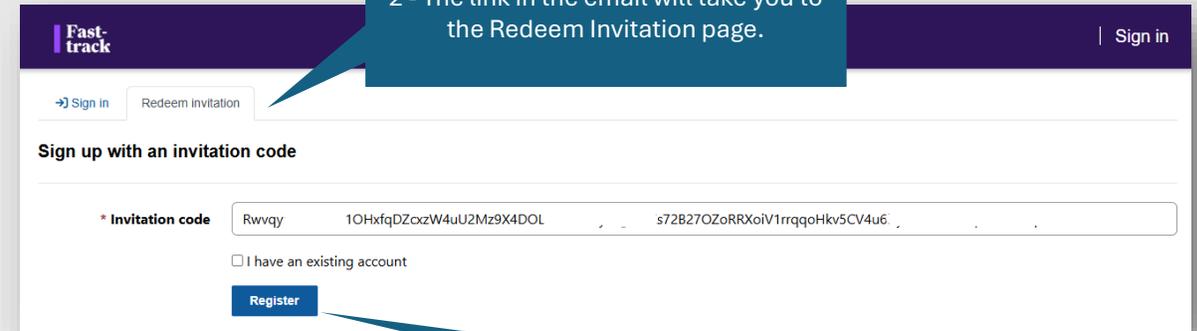
Portal Registration and Password Reset

Portal Registration

1 – You will receive a Fast-track Portal invitation email with an invitation code



2 - The link in the email will take you to the Redeem Invitation page.



3 - Click the Register button

Register for a new local account

* Email

* Username

* Password

* Confirm password

4 - Enter a Username and Password, then click Register to create your account

Register

Home | My Applications ▾ | Request | Johno Smith ▾

Fast-track application portal Terms and Conditions of Use
Draft December 2024 – pending further review of the portal and Bill

- 1. Introduction
- 1.1 Scope of terms and conditions

5 – Once you have read and accepted the Terms and Conditions, click the Submit button

I agree to all the Terms and Conditions outlined above

Submit

6 - CONGRATULATIONS !!!
You now have access to the Fast-track Portal. Further instructions will follow.

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Password Reset

Fast-track

[→ Sign in](#) [Redeem invitation](#)

Sign in with a local account

* Username

* Password

Remember me?

[Sign in](#) [Forgot your password?](#)

1 – On the Fast-track Portal Sign in page, click Forgot your password?

Fast-track

Forgot your password?

* Email

Enter your email address to request a password reset.

[Send](#)

2 – Enter your email address and click Send

A password reset was requested for your account. Please click the following link to start the password reset process.

[Reset Password](#)

Or you can copy the following URL and paste it into your web browser.

If you believe you received this email in error, please contact Customer Service for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

Customer Service

Fast-track

Forgot your password?

3 – You will receive an email with a Reset Password link

Please check your email to reset your password.

Fast-track

Reset password

New password

Confirm new password

[Reset](#)

4 – Enter and Confirm your new password, then click Reset to return to the Sign in page

Other Portal Activities

Viewing My Applications

Fast-track

Home | My Applications | Request | Jacques Kallis

My Applications

Click on My Applications to view all Applications you are associated with

Application Type

Apply

Search

Project Name	Unique Ref. No ↓	Applicant Organisation	Application Type	Status	
16/01/2025 SUB Test 8	FTAA-2501-0205	My Test Org	Substantive Approval	Suspended	▼
16/01/2025 Ref 9	FTAA-2501-0203	My Test Org	Referral	In Progress	▼
16/01/2025 Ref 6	FTAA-2501-0193	My Test Org	Referral	Submitted	▼

Click on View Application to view the details of an individual Application record

Viewing My Requests

Click on Request to view all Requests you need to provide feedback on

Fast-track Home | My Applications ▾ | Request | Jacques Kallis ▾

Search

Request Number ↓	Title / Subject	Application	Due Date	Created On	
REQ001088D3L4	to jacq 1	16/01/2025 SUB Test 8	1/17/2025	1/17/2025 11:18 PM	<input type="button" value="v"/>
REQ001078W1F2	jacques and gary	16/01/2025 Ref 9	1/23/2025	1/17/2025 12:02 AM	<input type="button" value="v"/>

Click on View Request to view the details of a Request

Viewing Request Details

Documents tab

General Documents Feedback **Feedback tab**

Request Detail

Title / Subject *
to jacq 1 **Title/Subject of the Request**

Application *
16/01/2025 SUB Test 8 **The Application the Request relates to**

Description *
dara here **Details regarding the Request**

Due Date
1/17/2025 **Due Date by which you need to provide feedback**

Next **Click Next to view the Documents tab (attachments are optional)**

General **Documents** Feedback

Documents

Documents

Click on a Document name to download

Name ↑	Modified
College newsletter.docx (4306 KB)	1/17/2025 11:19 PM
Frosty design.pptx (101 KB)	1/17/2025 11:19 PM

[Previous](#) [Next](#)

Creating Feedback for a Request

1 - Select the Feedback tab of a Request

The screenshot shows the 'Feedback' tab selected in a navigation bar. Below the navigation bar, there is a 'Feedback' section with a 'Create Feedback' button. A table with columns 'Feedback ID', 'Title', 'Regarding', 'Application', 'Status', 'Created By (Contact)', and 'Created On' is visible, but it contains no data. A yellow message box states 'There are no records to display.' At the bottom, there are 'Previous' and 'Close' buttons.

2 - Click Create Feedback

The screenshot shows the 'Feedback Details' form. It has a 'General' tab selected. The form includes a 'Feedback ID' field, a 'Title' field with the text 'my feedback regarding your request', and a 'Comments' field with the text 'the details here'. A 'Next' button is located at the bottom left.

3 - Enter your feedback Title

4 - Provide your Feedback

5 - Click Next

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, there is a 'Documents' section with an 'Add files' button. A yellow message box states 'There are no folders or files to display.' At the bottom, there are 'Previous' and 'Submit' buttons.

7 - Click Submit to submit your Feedback

6 - Add attachments (optional depending on the feedback requested)