

National Passenger Processing Committee

Request ASAP Account

This Quick Reference Guide (QRG) provides the steps for an Individual, Organisation or Organisation Representative to request an account to access the Air and Sea Approval Portal (ASAP) – National Passenger Processing Committee (NPPC).

Audience

- Owner
- Individual
- Airline Company
- Handling Agent.

Prerequisites

• To apply as an Organisation Representative, the Organisation must have an existing account.

Procedure

Perform the following steps to request an ASAP account:

- 1. Launch the NPPC Portal: (<u>https://asap.homeaffairs.gov.au/asap).</u>
- 2. Select the Create an account link.

Air and Sea Approval P	ortal
National Passenger Processing Committee The National Passenger Processing Committee (NPPC) reviews applications to arrive or depart Australia Via a non-designated airport. Applications may be lodged by aircraft owners, operators, or agents registered individually or as an	Create an account Register for an account to submit NPPC applications for your alreraft or an alreraft you have authorisation to do so.
organisation. The airport and the number of crew and passengers on board determine whether the application must be submitted to the NPPC.	Login to track a request or submit new requests
For further information refer to Aircrait requirements for entering of leaving Australia	Email Address Final Address Password Password Forgot Password ? Log in Use external login

3. An 'account type' screen displays, with options to register as an **Organisation**, **Organisation Representative**, or **an Individual**.

4.



Select the suitable account type.

Note: The table below provides supporting context to the account types:

Organisation	Organisation Representative	Individual
Submit requests on behalf of your organisation's clients.	Submit requests on behalf of your organisation's members, staff or clients.	Submit requests for your own aircraft.
As the organisation's user administrator, you will authorise Organisation Representative Account requests.	After you submit a request, your organisation's user administrator will receive a notification email, and must	
All organisation user administrator account requests are reviewed by the NPPC team. Once your request is processed you will be notified by email of the outcome, and if the account is approved, account login details will be provided.	authorise you as a representative before you can access the portal.	

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Organisation

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If you select Organisation, an Organisation Details screen displays.

- 5. Complete the Organisation Details fields.
- 6. Enter a group email address that will be used by the organisation.

Note: For Organisation group contact, the portal will not send notifications to personal addresses.

- 7. Complete the Primary Contact Details fields.
- 8. Read the **Department's Privacy statement** and acknowledge by selecting the checkbox.
- 9. Click I'm not a robot checkbox to pass the reCAPTCHA challenge.

Note: The Submit New Organisation Request button will not become active until all fields are populated.

10.Select the Submit New Organisation Request button.



A Thank you for your request screen displays.

Thank you for your request Your request has been submitted and is pending review. You will receive an email when your request is processed.

Note: An email, User ID and temporary Password will be sent to the registered email address once the request is processed.



11.You will now be able to log in and access the NPPC application.

12.Ensure you change your Password on first use.

This completes the steps to register an account.

For assistance or enquiries regarding this procedure, please contact the NPPC Secretariat at: nppc@abf.gov.au.

Organisation Representative

If you select Organisation Representative, an Account Details screen displays.

Note: The organisation must already hold an account for you to apply as an Organisation Representative Account holder.

Req	uest an account to submit and k requests as an authorised	First Name
ері	resentative of your organisation.	
ollow	these steps to get started.	Last Name
1	Request a registration code	Position Title in the Organisation
	Your organisation's user administrator can provide you with a registration code to request an account.	
		Phone number
	After you submit a request, your organisation's user administrator will receive a notification email, and must authorise you as a representative before you can access the Portal.	Email Address
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	Submit exemption requests on behalf of your organisation's members, staff or clients.	
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		I'm not a robot
		Submit Request

1. Complete Account Details fields.

Note: The Registration Code can be provided by your organisations User Administrator.

- 2. Read the Department's Privacy statement and acknowledge by selecting the
- 3. checkbox. Read the Department's Security statement and acknowledge by selecting the
- 4. checkbox. Click I'm not a robot checkbox and pass the reCAPTCHA challenge.

Note: The Submit Request button will not become active until all fields are

5. populated. Select the **Submit Request** button.

Submit Request

A Thank you for your request screen displays.



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6. Your Organisation's Administrator will receive notification in their ASAP account, requesting that they consider your request and either 'Approve' or 'Reject' your application.

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egistration Request A	pproval		
All of your organisation's requests in the Nati authorised unless they should have access to	onal Passenger Processing Committee Portal are visible to all au the personal information included in these requests.	thorised representatives. It is your responsibility to ensure	contacts are not
This Registration Request requires your approval	member@NPPC.testorg		
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	Phone Number		
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- 7. Organisation representatives may see the application records that belong to members of the same organisation. However, they will not be able to see the applications of other organisations.
- 8. Ensure you change your Password on first use.

This completes the steps to register an account.



Individual

If you select **Individual**, a Create an account screen displays.

ind	track requests.	First Name
ollow	these steps to get started.	
		Last Name
	Create Account	
	Before you can submit your request you must create an account.	Phone Number
/	Verify Account	
	Once you have submitted this form please check your email (including the junk / spam folder) for login instructions.	Make sure you have read and understood the <u>Department's</u> <u>Privacy statement</u> C I have read and understood the Department's Privacy
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- 1. Complete the **Create an account** fields.
- 2. Read the **Department's Privacy statement** and acknowledge by selecting the checkbox.
- 3. Click **I'm not a robot** checkbox and pass the reCAPTCHA challenge.
- 4. The Submit individual Registration Request button will now be active. Click this button.

Submit Individual Registration Request

A Thank you for your request screen displays.



5. An email will be sent to the registered email address once the request is processed and contains a **User ID** and temporary **Password** for the user to access the application in the portal.



- 6. You will now be able to log in and access the NPPC application.
- 7. Ensure you change your Password on first use.

This completes the steps to register for an account.

For assistance or enquiries regarding this procedure, please contact the NPPC Secretariat at: nppc@abf.gov.au.

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