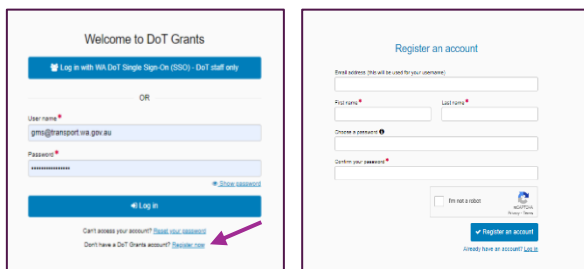


DoT Grants (OmniStar) for Applicants

How to create an account

Note: You will need to download the 'Google Authenticator' app or 'Microsoft Authenticator' app onto your smartphone.

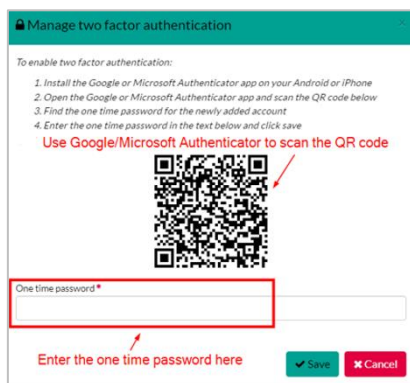
1. Go to <https://grants.transport.wa.gov.au/>
2. Click on '**Register Now**'.



3. Register an account by entering your email address, first name, surname and your chosen password.

(Note: passwords must contain a minimum of 10 characters and contain at least 1 capital letter, 1 lowercase letter, 1 number and 1 special character (e.g. ! @ # \$ % etc).

4. Click on '**Register an Account**'.
5. A Multi factor Authentication (MFA) QR code will appear on screen. Please follow the instructions provided on your login screen.



- Open the Google/Microsoft Authenticator app on your smartphone to scan the QR code.
- Find the one-time 6 digits code for your account and enter it into the text field box.
- Once you have entered the code, click '**Save**'.
- If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au.

6. A verification email will be sent to your email address. Once verified, you can log into DoT Grants (OmniStar).
7. If you forget your password, click on '**Reset your Password**'.
8. If you do not receive either a verification email or reset your password email, please contact the Grants Management Team on gms@transport.wa.gov.au.



How to log in with Multi-Factor Authentication (MFA) enabled

1. Go to <https://grants.transport.wa.gov.au>
2. Enter your username and password in the fields provided and click '**Log in**'.

Welcome to DoT Grants

Log in with WA DoT Single Sign-On (SSO) - DoT staff only

OR

Username*

test1@gmail.com

Password*

Show password

Log in

Can't access your account? [Reset your password](#)

Don't have a DoT Grants account? [Register now](#)

3. Please follow the instructions provided on your login screen.
 - Open the Google/Microsoft Authenticator app on your smartphone.
 - Find the one-time 6-digits code for your account and enter it into the text field box.
 - Once you have entered the code, click '**Submit**'.

Multifactor authentication

Please enter the one time password displayed in Google or Microsoft Authenticator app on the iPhone or Android device that you used to enable multifactor authentication.

One time password*

L _ _ _ _ _

☐ Don't ask me again on this device for 30 days

Cancel Submit

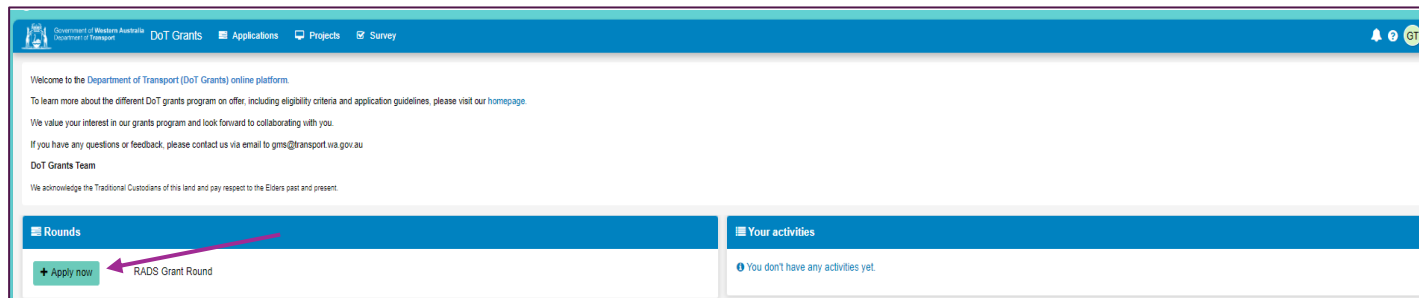
4. If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au



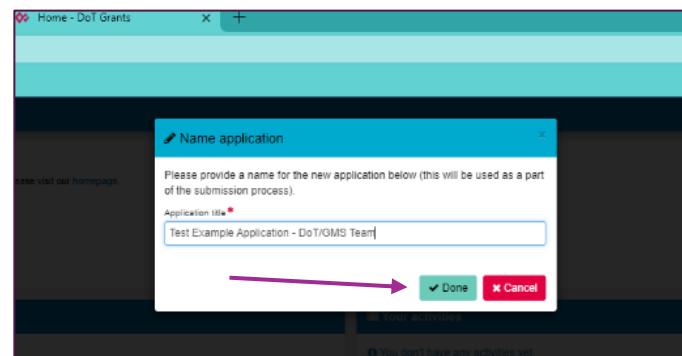
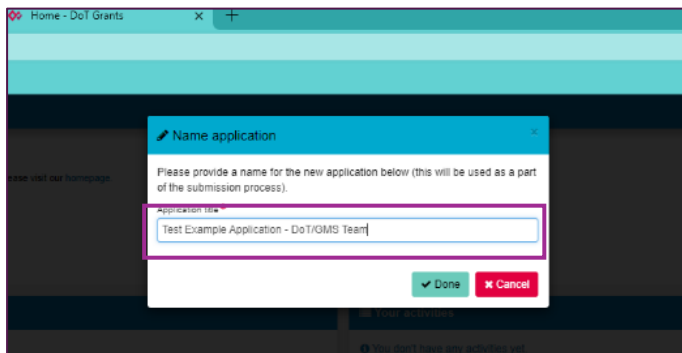
Applicants

How to create an application

1. To create an application, click on the 'Apply Now' button for the grant round you want to apply for.



2. Enter a title for your application, please include the name of your organisation in the title. Be clear and concise.
3. Click on 'Done'.





- The first page of the application will appear where all applicants must declare their eligibility. Note: If you do not meet all the required eligibility, will not be able to proceed with the application.

Application > 2024/RADS0249 - Test Example Application 1 - DoTIGMS Team

Cover ☒ Confirmation of Eligibility ☒ Applicant Information ☒ Project Details ☒ Financial Budget ☒ Checklist

Confirmation of Eligibility

Please refer to the 'Project eligibility' section of the RADG Grant Guidelines for more information before completing this application.

I confirm that:

- the applicant has read and understood the 2023-27 RADG Grant Guidelines;
- the airport must be located in regional or remote Western Australia (Strategic Location);
- the applicant must be the airport owner or lease holder (or duly authorised delegate);
- the organisation must have an Australian Business Number (ABN);
- the airport provides aviation services for the general public;
- the airport must be maintained on an ongoing basis;
- the project will provide public benefit;
- the project is unlikely to be undertaken without RADG assistance;
- the applicant can demonstrate the procurement policy (or equivalent) that will be followed for the project as part of the application process; and
- Regular Public Transport (RPT) airports (excluding Community RPT airports) must submit the most current Strategic Airports Assets and Financial Management Framework for the airport.

Please confirm that all statements above are true and correct before progressing with this Application Form. *

☐ Yes ☐ No

Previous Save

- An application can be saved at any time by clicking on the 'Save' button. Note: there is an autosave function that occurs every 5 minutes. It will also save work when exiting out of DoT Grants (OmniStar).

Application > 2024/RADS0195 - Kelli Test Round 1 - Rename exercise

Cover ☒ Confirmation of Eligibility ☒ Applicant Information ☒ Project Details ☒ Financial Budget ☒ Checklist

Airport Details

Name * Busseton Airport Region * South West

Address * (PO Box address is not accepted, and the airport must be located in regional or remote Western Australia) Busseton Margaret River Airport, 86 Neville Hyder Dr, Yalyalup WA 6280, Australia

Town/Suburb Yalyalup State WA Postcode 6280

Please tick this box if your address is not listed, and enter address manually above.

Latitude Coordinates * -33.6858493 Longitude Coordinates * 115.398791

Passenger Numbers in last financial year (if unknown, please enter 0). * 25000

Runway length (m) *

Previous Save Next



How to share or invite someone to help with your application

1. To share your application with another person, click on 'Invite user to register or share application' button.

The screenshot shows the 'Applications' section of the Government of Western Australia Department of Transport portal. The breadcrumb trail is 'Application > 2024/RADS0249 - Test Example Application 1 - DoT/GMS Team'. On the left, there are tabs for 'Cover' (active) and 'Confirmation of Eligibility'. On the right, there are buttons for 'Preview', 'Save', and 'Next'. A purple arrow points to a green button labeled 'Invite user to register or share application' in the top right corner.

2. Select 'Add another user'.

The screenshot shows a modal titled 'Invite user to register, share & manage access'. It contains the text 'There are currently no users assigned to this application.' and a blue button labeled 'Add another user' with a plus icon. A purple arrow points to this button. At the bottom right, there are buttons for 'Save and send' and 'Cancel'.

3. Enter the recipient's email address (1) and select the type of access they are to have (2). Click 'Save and send' (3).

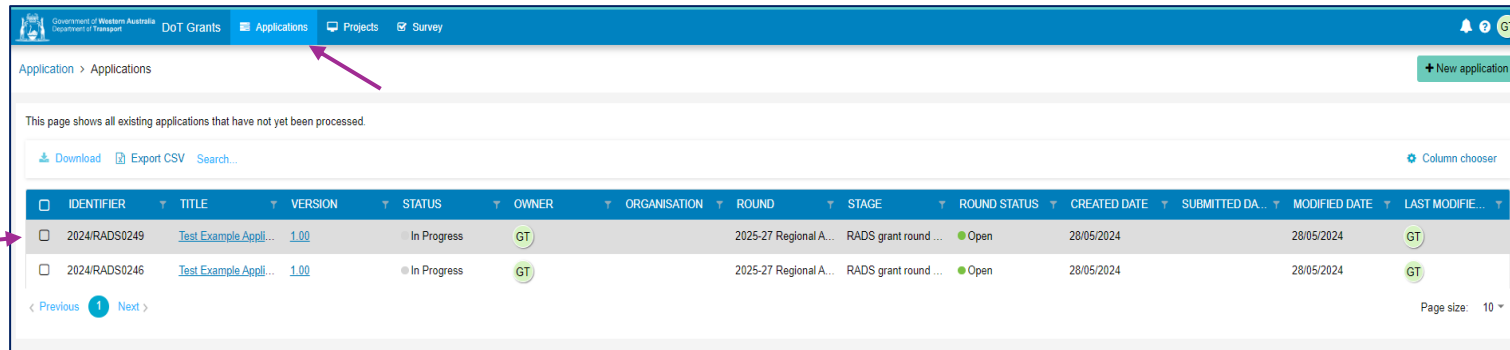
The screenshot shows the same modal as before, but now it displays a table of users assigned to the application. The table has columns for 'SEND', 'NAME', 'USERNAME', 'ACCESS STATUS', and 'MODIFY ACCESS'. A single user is listed with the email 'gms@transport.wa.gov.au'. A purple circle with the number '1' highlights the email input field. A purple circle with the number '2' highlights the dropdown menu for selecting access type, which is currently set to 'Share with view access'. A purple circle with the number '3' highlights the 'Save and send' button. A message below the table states: 'User gms@transport.wa.gov.au is found. A notification will be sent to this email address and the user will be able to access this application.'

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
<input checked="" type="checkbox"/>		gms@transport.wa.gov.au	No current access	Share with view access Share with view access Share with edit access

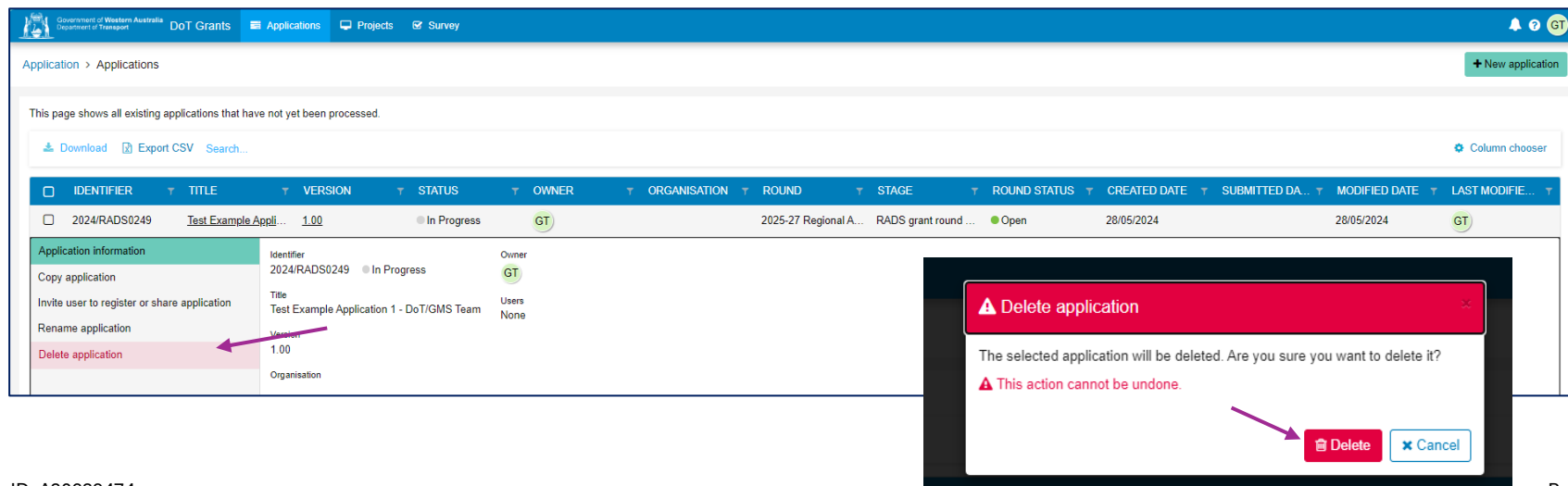


How to delete an application in progress

1. If you wish to delete an application that is in-progress, click on the 'Applications' tab (top of the page).



2. Click anywhere on the line of the application to bring the "Delete application" option. Ensure to not click the project name hyperlink as this will direct you to the application form.
3. A drop down box will appear. Select the 'delete application' option. A pop up box will appear, click on 'Delete'.





How to submit an application

1. The checklist is the last page of the application. As requirements are met (including uploading supporting documents) they are marked with a green tick as shown below on the right hand side.

Application: 2024MADS0195 - Kelli Test Round 1 - Rename exercise

Invite user to register or share application

Preview Save

Checklist

Previous

Certificate of Title *

Yes
No

If your response is 'Yes,' please attach the document below

File Name	Size
Certificate of Title.pdf	94.02 kB

2. The 'Submit' button will appear at the bottom when all requirements have been met in the form. When you are satisfied with your application, click on the 'Submit' button to lodge your application in the system.

Please attach any necessary documents below.

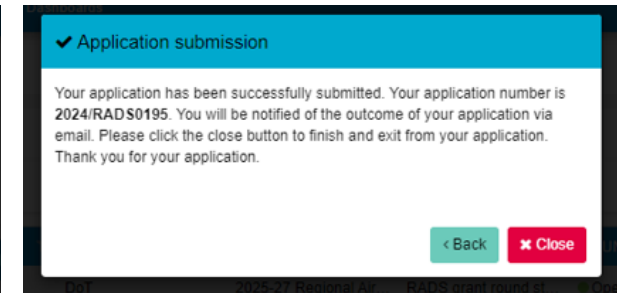
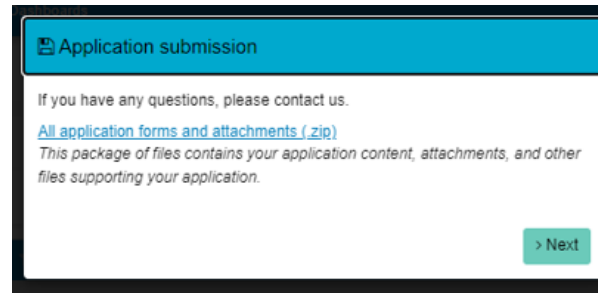
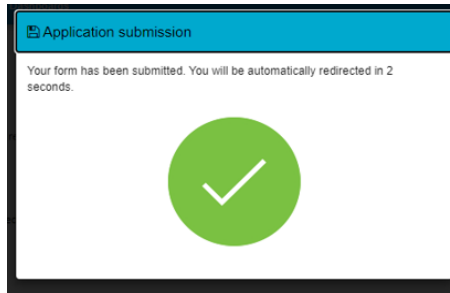
File Name	Size
Test Doc 5.docx	20.02 kB

+ Add Another

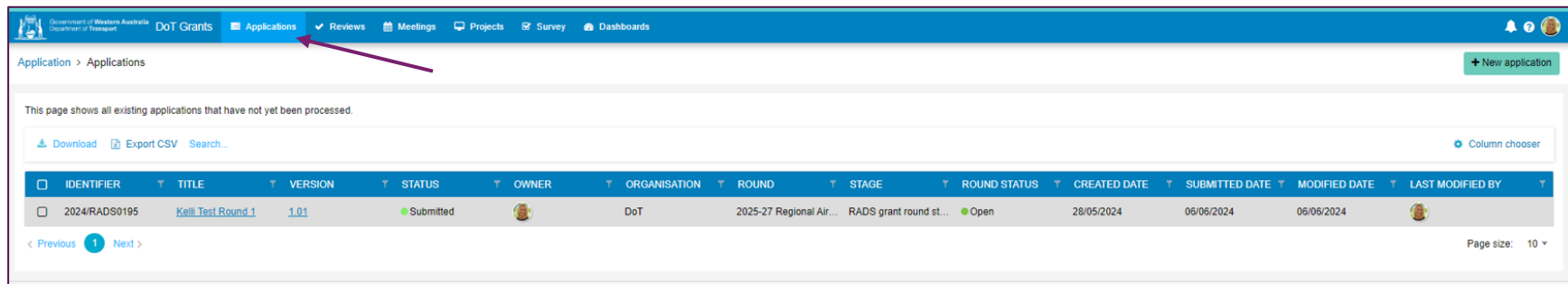
Previous Submit



- Once successfully submitted, the following pop up messages will appear. A confirmation email will be sent to your email to confirm successful lodgement.



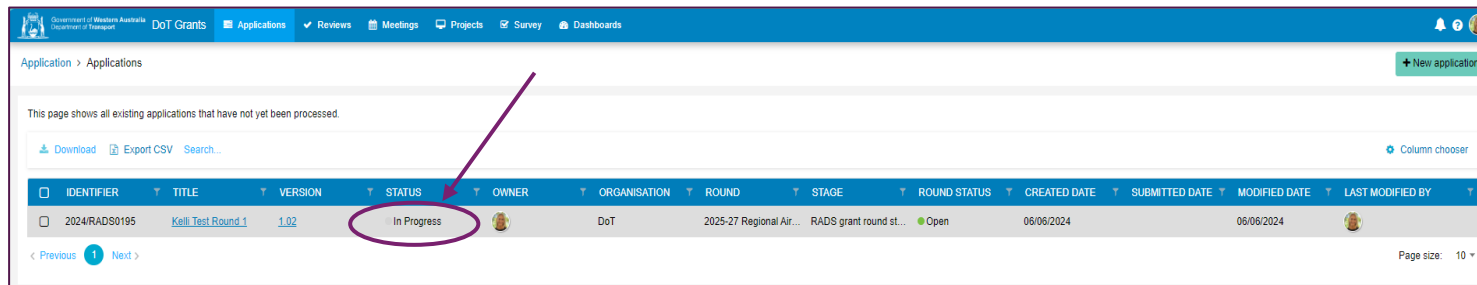
- To access your submitted application/s, go to the Applications tab to view.





How to amend a submitted application

1. To amend an application (before the closing date) contact your grant program officer via email to request for an application to be '*Unsubmitted*'.
2. Once unsubmitted, the status of the application will change to '*In Progress*'. You will be able to change/amend any part of your application.



Application > Applications

This page shows all existing applications that have not yet been processed.

Download Export CSV Search... Column chooser

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	ORGANISATION	ROUND	STAGE	ROUND STATUS	CREATED DATE	SUBMITTED DATE	MODIFIED DATE	LAST MODIFIED BY
2024/RADS0195	Keill Test Round 1	1.02	In Progress		DoT	2025-27 Regional Air...	RADS grant round st...	Open	06/06/2024		06/06/2024	

< Previous 1 Next > Page size: 10

3. When finished, ensure to click on '*Submit*' to resubmit your application to complete the process.



Other functions available

1. Copying an application.
2. Renaming an application.
3. Deleting a draft application

Note: Only draft applications can be amended or deleted from the system. Please contact your grant program officer if you wish to delete or withdraw an application.

The screenshot shows the 'DoT Grants' system interface. The top navigation bar includes 'DoT Grants', 'Applications', 'Projects', and 'Survey'. The main content area is titled 'Application > Applications' and includes a '+ New application' button. A message states: 'This page shows all existing applications that have not yet been processed.' Below this is a table of applications with columns: IDENTIFIER, TITLE, VERSION, STATUS, OWNER, ORGANISATION, ROUND, STAGE, ROUND STATUS, CREATED DATE, SUBMITTED DA..., MODIFIED DATE, and LAST MODIFIE... The table contains two rows of applications. The first row, with identifier '2024/RADS0249', is highlighted. A context menu is open for this application, listing actions: 'Copy application', 'Invite user to register or share application', 'Rename application', and 'Delete application'. The 'Delete application' option is highlighted in red. The second row, with identifier '2024/RADS0246', is also visible. The bottom of the page shows pagination controls ('< Previous', '1', 'Next >') and a 'Page size: 10' dropdown.

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	ORGANISATION	ROUND	STAGE	ROUND STATUS	CREATED DATE	SUBMITTED DA...	MODIFIED DATE	LAST MODIFIE...
2024/RADS0249	Test Example Appli...	1.00	In Progress	GT		2025-27 Regional A...	RADS grant round ...	Open	28/05/2024		28/05/2024	GT
2024/RADS0246	Test Example Appli...	1.00	In Progress	GT		2025-27 Regional A...	RADS grant round ...	Open	28/05/2024		28/05/2024	GT