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RIT-D Portal (Partner Community) User Guide

Note: The RIT-D Portal is called a “Partner Community” by our vendor, and you will see references to this term in the portal.

Registration

2. You will receive an email confirmation to the email address provided in the registration application, confirming your registration with a link to set your password.

Confirmation of Portal (Partner Community) Access

1. Open your confirmation email
2. Click on the link provided in the email
3. Type in your password
4. Verify your password by typing it in a second time
5. Select the ‘Save’ button

Submit an enquiry on a publication

1. Log into the RIT-D Portal via https://networkpartnerportal.force.com/partners/login
2. Select ‘Regulatory Investment Tests’ tab
3. Select the ‘Go’ button to see all Regulatory Investment Tests

![Home View: Regulatory Investment Tests](image)

4. Select the appropriate Regulatory Investment Test Name

<table>
<thead>
<tr>
<th>Regulatory Investment Test Name</th>
<th>Status</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerald</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

5. Select the appropriate Case number

![Case Number: 00048096](image)

6. Select the ‘Enquiry’ button

![Enquiry Button](image)

7. Type a summary of your enquiry in the ‘Summary’ field

8. Select the ‘Submit’ button

![Submit Button](image)

Note: If you receive the following error, you are unable to submit an enquiry as the consultation period has closed.
Submit a formal response on a publication

1. Log into the RIT-D Portal via https://networkpartnerportal.force.com/partners/login
2. Select ‘Regulatory Investment Tests’ tab

3. Select the ‘Go’ button to see all Regulatory Investment Tests

4. Select the appropriate Regulatory Investment Test Name

5. Select the appropriate case number

6. Select the ‘Formal Response’ button
7. Type a summary of your Formal Response in the ‘Summary’ field.
8. To upload your Formal Response document, select the ‘Submit & Add Attachment’ button.

9. Select the ‘Browse’ button.
10. Locate the appropriate document for publication.
11. Select the ‘Attach File’ button.
12. Select the ‘Done’ button.

Note: If you receive the following error, you are unable to submit an enquiry as the consultation period has closed.

You are not authorised to lodge this action after the close date.
Self Service

Password Reset

1. Log into the RTT Portal via https://networkpartnerportal.force.com/partners/login
2. Go to User Name
3. Select ‘My Settings’ from the drop down
4. Select ‘Security Settings’ icon
5. Enter current password, against the ‘Current Password’ field
6. Enter new password, against the ‘New Password’ field
7. Re-enter new password, against the ‘Verify New Password’ field
8. Select the ‘Save’ button

Note:
- if the old password is incorrect an error will be returned
- if the new and verified passwords do not match an error will be returned
- the bar to the side of the ‘New Password’ field will indicate the strength of the password
View business details

1. Log into the RIT-D Portal via [https://networkpartnerportal.force.com/partners/login](https://networkpartnerportal.force.com/partners/login)
2. Go to the ‘Accounts’ tab
3. Select ‘All Accounts’ from the drop down
4. Select the ‘Go’ button

5. Select the ‘Name’ of the business to view details
Update business details

1. Log into the RIT-D Portal via [https://networkpartnerportal.force.com/partners/login](https://networkpartnerportal.force.com/partners/login)
2. Go to the ‘Accounts’ tab
3. Select ‘All Accounts’ from the drop down
4. Select the ‘Go’ button

5. Select the ‘Name’ of the business you want to update

6. Select the ‘Edit’ button

7. Update the relevant information
8. Select the ‘Save’ button
View contact details

1. Log into the RIT-D Portal via https://networkpartnerportal.force.com/partners/login
2. Go to the ‘Contacts’ tab
3. Select ‘All Contacts’ from the drop down
4. Select the ‘Go’ button

5. Select the ‘Name’ of the contact you want to view
Update contact details

1. Log into the RIT-D Portal via [https://networkpartnerportal.force.com/partners/login](https://networkpartnerportal.force.com/partners/login)
2. Go to the ‘Contacts’ tab
3. Select ‘All Contacts’ from the drop down
4. Select the ‘Go’ button

5. Select the ‘Name’ of the contact you want to update

6. Select the ‘Edit’ button

7. Update the relevant information