

Trask Land Corporation Pty Ltd has established this Client Portal for ease of document sharing with our trusted clients. This Portal contains information that is confidential and may contain copyright material of Trask Land Corporation Pty Ltd and/or its affiliated companies. It is intended solely for our trusted clients that have been allocated a Login ID and may not be used by any other person(s) without the approval of Trask Land Corporation Pty Ltd and/or its affiliated companies.

Trask Land Corporation Pty Ltd and/or its affiliated companies gives or offers no warranty or guarantee, implied or written for the information contained within this portal.

The Client Portal is to be utilised as follows:

- File and/or document transfer from Trask Land Corporation Pty Ltd to trusted client (download)
- File and/or document transfer from trusted client to Trask Land Corporation Pty Ltd (upload)
- If the total limit of your file and/or documents, including all attachments within an email, ***exceeds 10MB***, please upload into the client portal. This will prevent the need to send numerous emails with attachments.
- Please ensure you forward an email to [tdcproject@traskland.com.au](mailto:tdcproject@traskland.com.au) when you have uploaded files and/or documents and provide details of which project and the reasons for these files and/or documents.

The login credentials are provided to you by Trask Land Corporation. If you forget your Login ID and/or password, or if you have any queries or issues, please contact Kathleen Hodgetts ([kathleen.hodgetts@traskland.com.au](mailto:kathleen.hodgetts@traskland.com.au)) or Raechel Meredith ([raechel.meredith@traskland.com.au](mailto:raechel.meredith@traskland.com.au)) on (07) 3480 4200.



## TRASK LAND CORPORATION CLIENT PORTAL INSTRUCTIONS

306 Duffield Road Clontarf QLD 4019  
PO Box 3013 Clontarf DC QLD 4019  
Telephone 07 3480 4200 Facsimile 07 3284 1200

It is recommended that you use Google Chrome to access the client portal and if you do not have this programme installed, then Firefox or Version 10 and above of Internet Explorer.

To access Trask Land Corporation Client Portal simply click on our webpage ([www.traskland.com.au](http://www.traskland.com.au)) and select “Portal login”. This is located at the bottom of the home page.

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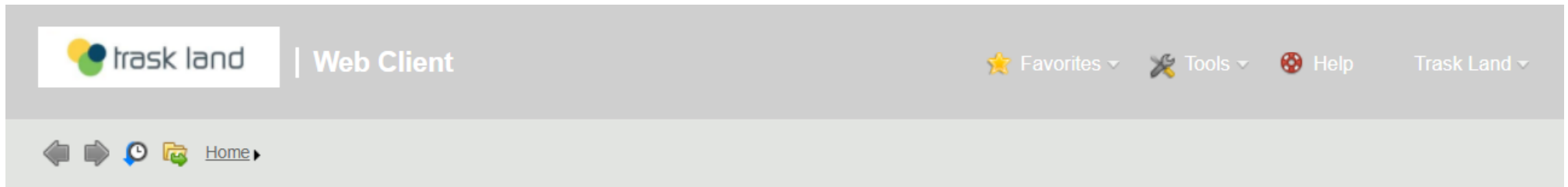
The following screen will appear:

Enter your Login ID:  
Enter your Password:



The screenshot shows the Trask Land logo at the top. Below it are two input fields: "Login ID:" and "Password:". A "Login" button is positioned to the right of the password field.

Once logged on, you will be presented with the following screen:



trask land | Web Client

Favorites Tools Help Trask Land

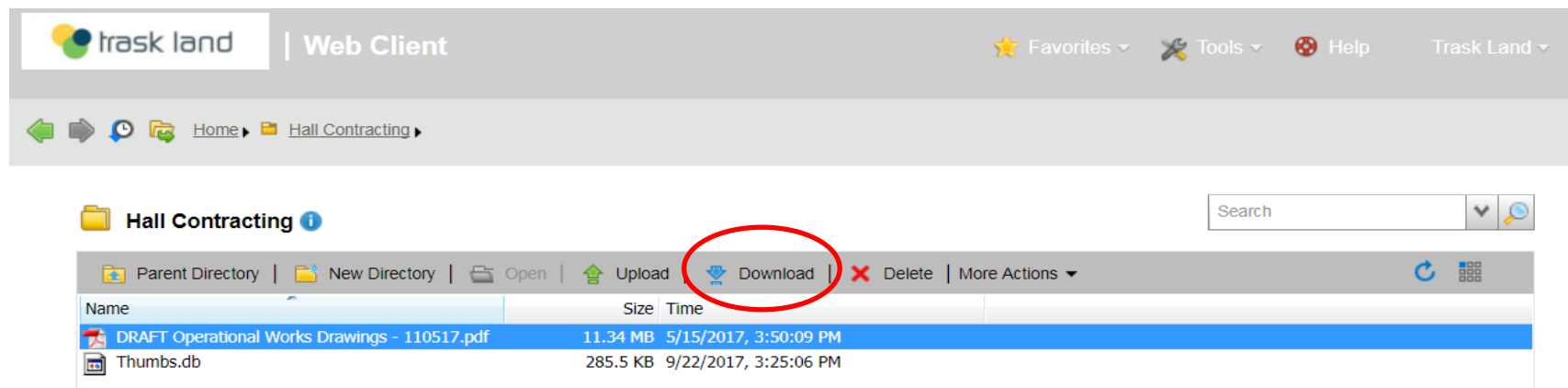
Home

Home

Parent Directory | New Directory | Open | Upload | Download | Delete | More Actions

| Name | Size | Time |
|------|------|------|
|------|------|------|

To download files onto your computer from the Client Portal, highlight the file and click on the “Download” button as shown below:



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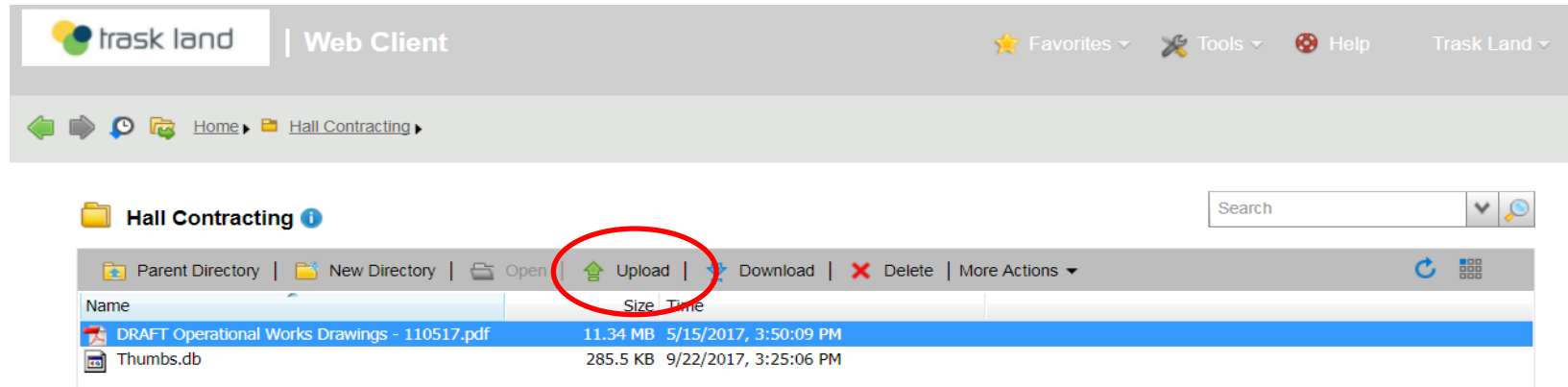
Home > Hall Contracting

Hall Contracting

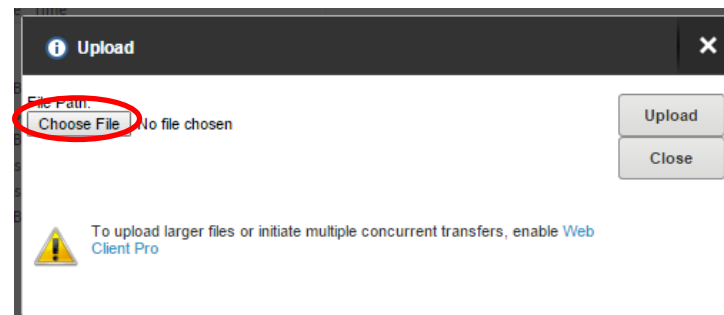
Parent Directory | New Directory | Open | Upload | **Download** | Delete | More Actions

| Name  | Size     | Time                  |
|---|----------|-----------------------|
| DRAFT Operational Works Drawings - 110517.pdf | 11.34 MB | 5/15/2017, 3:50:09 PM |
| Thumbs.db                                     | 285.5 KB | 9/22/2017, 3:25:06 PM |

To upload a file from your computer onto the Client Portal, click on “Upload button”



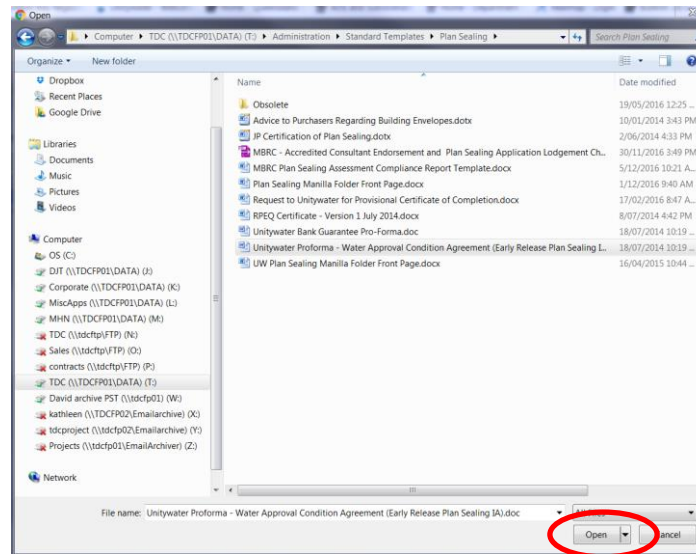
You will then be presented with the following screen:



Click on “Choose File” and in the new screen navigate to the file that you want to upload and click on the “Open” button.

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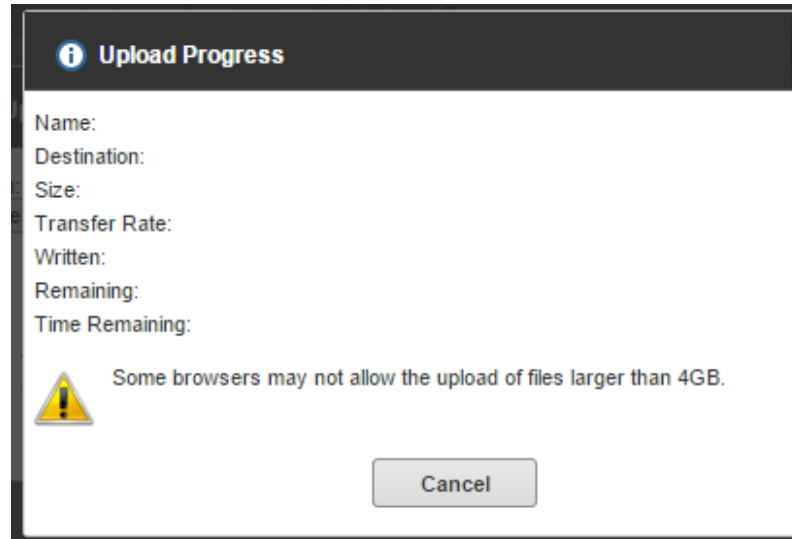
Once you have selected your file, click on the “Upload” button:

**Upload** ✕

File Path:  
 Unitywater Proforma - ...e Plan Sealing IA).doc

 To upload larger files or initiate multiple concurrent transfers, enable [Web Client Pro](#)

The file upload will then start.

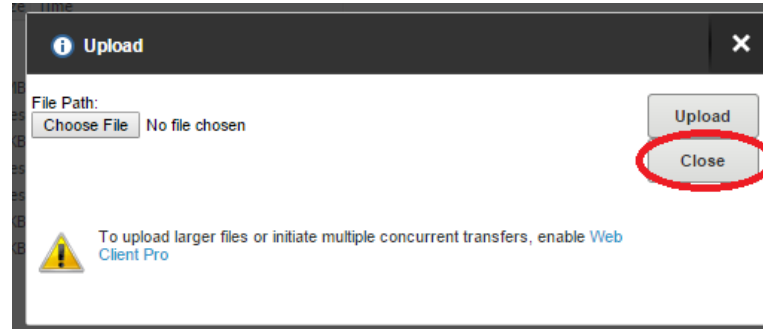


Please note it might take for a while to upload the file depending on the size of the file and your internet connection upload speed.

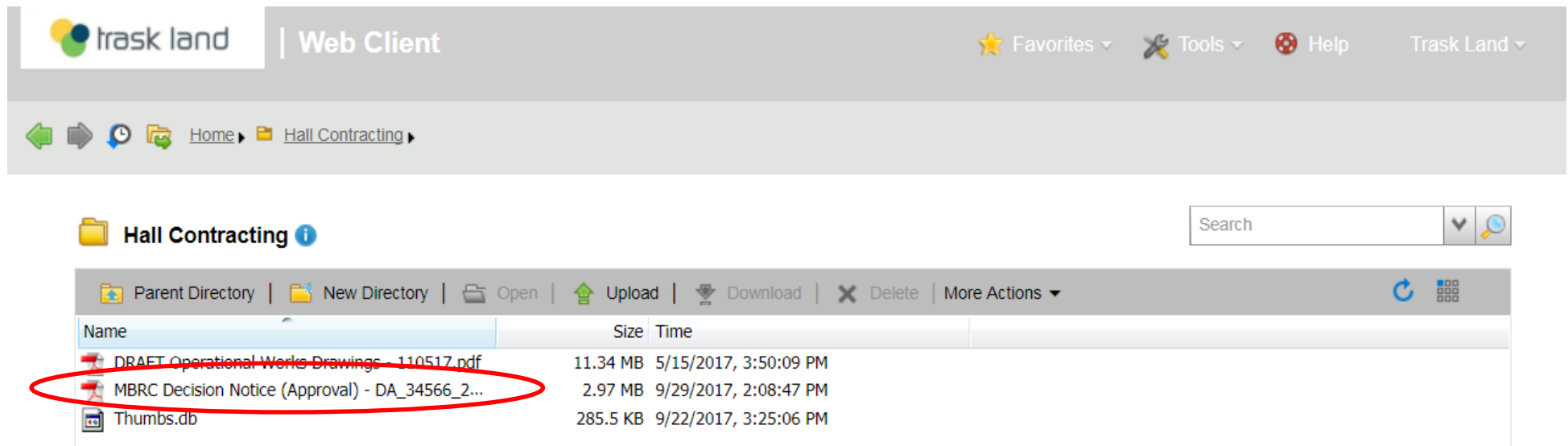
If you need to upload addition files please click close and repeat the steps to upload a file.



Once you have finished uploading all your files, click on “Close” button:

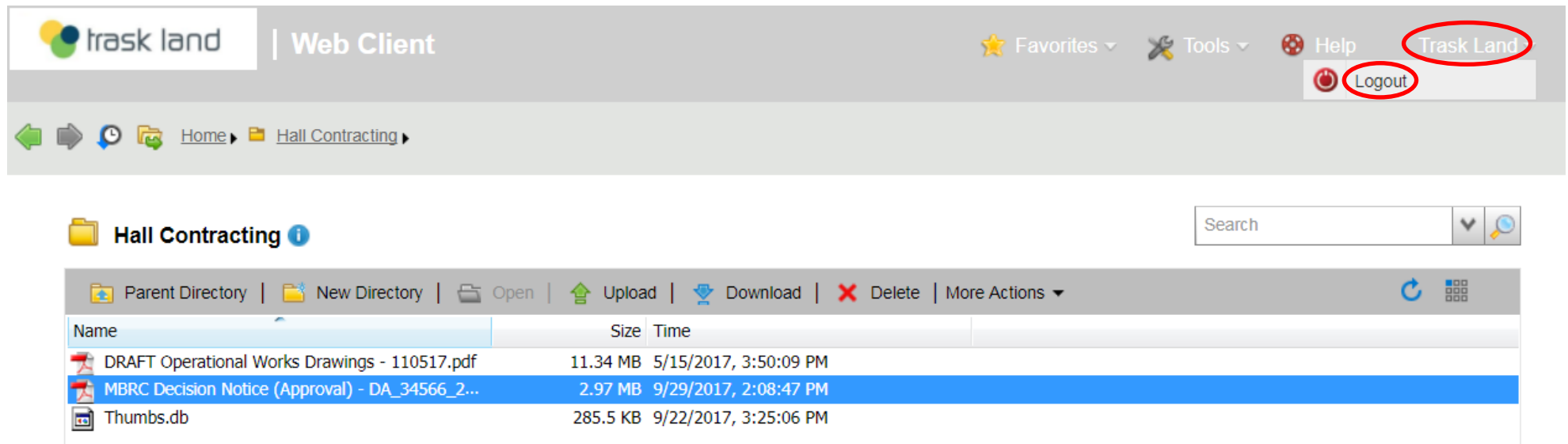


You will be returned to the main screen where you can see your newly uploaded file.



Once you have uploaded files onto the Client Portal, please advise Trask Land Corporation via email on [tdcproject@traskland.com.au](mailto:tdcproject@traskland.com.au).

To log-off from the session click on your name and then select “Logout” from the drop down menu.



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🔴 Logout

Home > Hall Contracting >

Hall Contracting ⓘ

Search

Parent Directory | New Directory | Open | Upload | Download | Delete | More Actions ▾

| Name  | Size     | Time                  |
|---|----------|-----------------------|
|  DRAFT Operational Works Drawings - 110517.pdf   | 11.34 MB | 5/15/2017, 3:50:09 PM |
|  MBRC Decision Notice (Approval) - DA_34566_2... | 2.97 MB  | 9/29/2017, 2:08:47 PM |
|  Thumbs.db                                       | 285.5 KB | 9/22/2017, 3:25:06 PM |