



TRASK DEVELOPMENT CORPORATION

CLIENT PORTAL INSTRUCTIONS

306 Duffield Road Clontarf QLD 4019
PO Box 506 Kippa Ring QLD 4021
Telephone 07 3284 0200 Facsimile 07 3284 1200

Trask Development 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 Development 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 Development Corporation Pty Ltd and/or its affiliated companies.

Trask Development 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 TDC to trusted client (download)
- File and/or document transfer from trusted client to TDC (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@traskdevcorp.com.au advising 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 Development Corporation. If you forget your Login ID and/or password, or if you have any queries or issues, please contact Kathleen Hodgetts (kathleen@traskdevcorp.com.au) or Nique Trask (nique@traskdevcorp.com.au) on (07) 3284 0200.



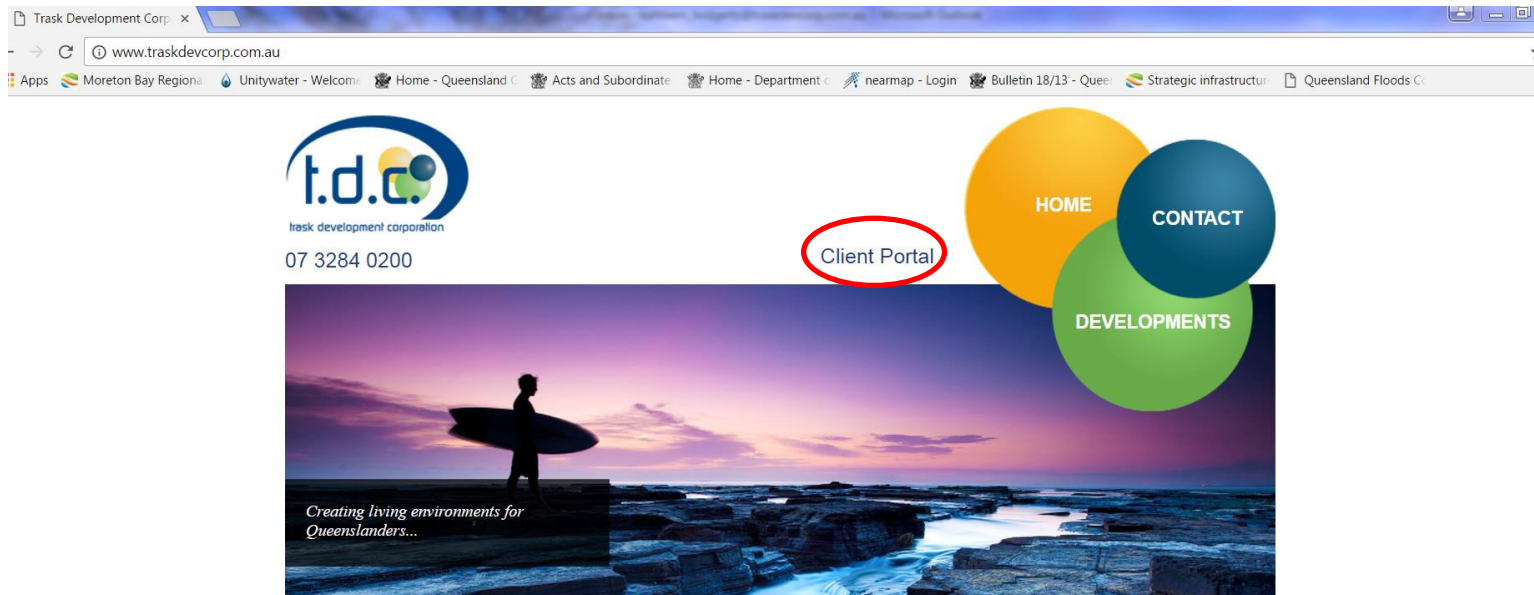
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It is recommended that you use Google Chrome to access the client portal and if you do not have this programme installed, then Firefox or Version 10 and above of Internet Explorer.

To access TDC Client Portal simply click on our webpage (www.traskdevcorp.com.au) and select “Client Portal”





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The following screen will appear:

Enter your Login ID:
Enter your Password:

Login ID:
 Password:

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

Web Client | Favorites | Tools | Help | trask

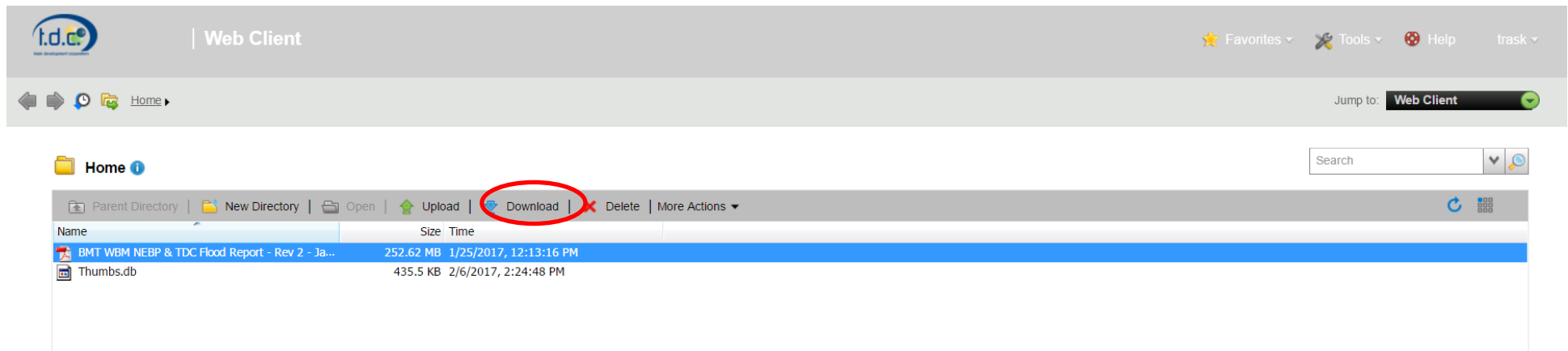
Home

Jump to: Web Client

Search

| Name | Size | Time |
|---|-----------|------------------------|
| BMT WBM NEBP & TDC Flood Report - Rev 2 - Ja... | 252.62 MB | 1/25/2017, 12:13:16 PM |
| Thumbs.db | 435.5 KB | 2/6/2017, 2:24:48 PM |

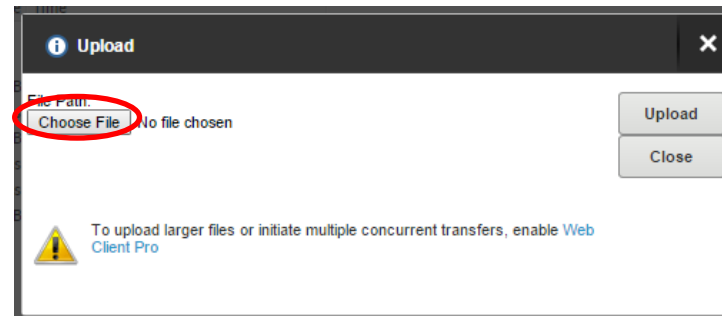
To download files onto your computer from the Client Portal, highlight the file and click on the “Download” button as shown below:



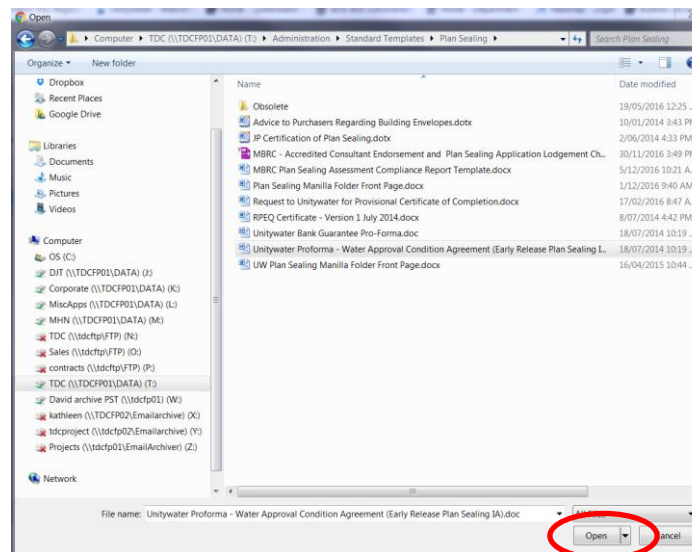
To upload a file from your computer onto the Client Portal, click on “Upload button”



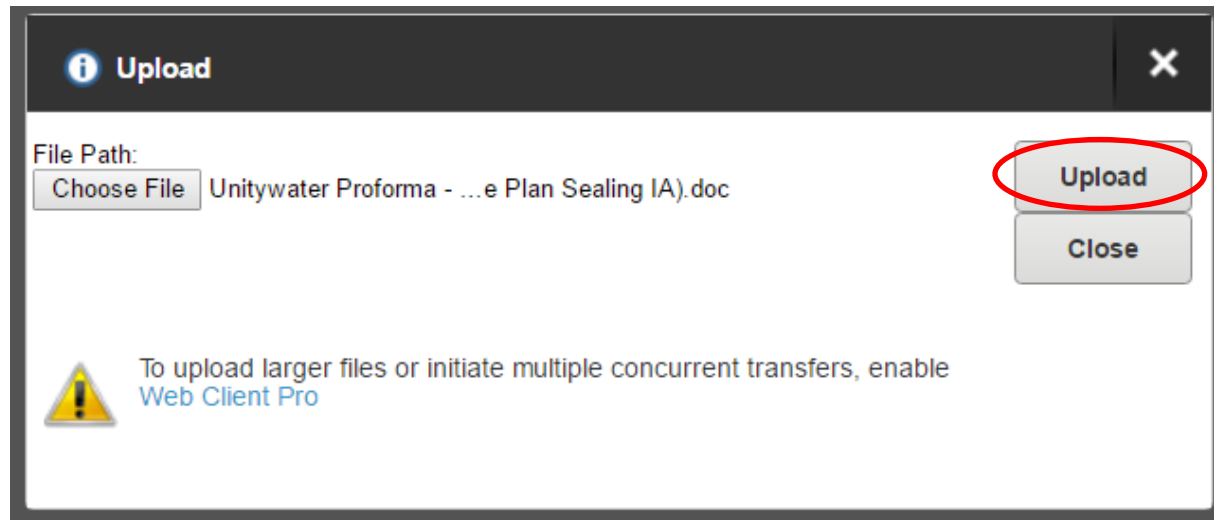
You will then be presented with the following screen:



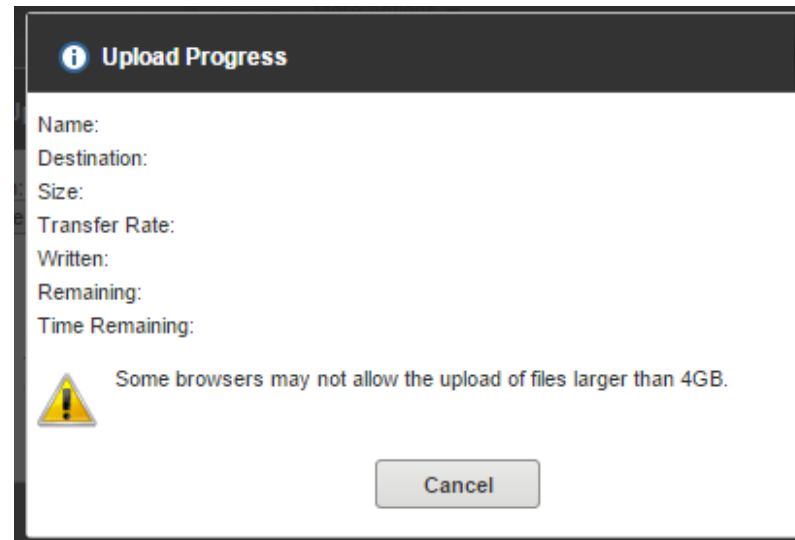
Click on “Choose File” and in the new screen navigate to the file that you want to upload and click on the “Open” button.



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



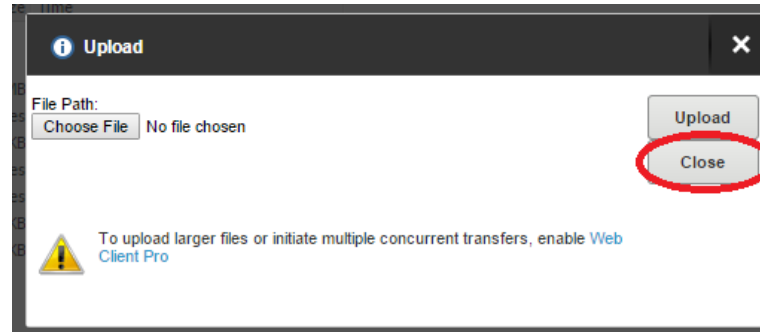
The file upload will then start.



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 Development Corporation via email on tdcproject@traskdevcorp.com.au.



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

| Name | Size | Time |
|--|-----------|------------------------|
| BMT WBM NEBP & TDC Flood Report - Rev 2 - Ja... | 252.62 MB | 1/25/2017, 12:13:16 PM |
| Thumbs.db | 435.5 KB | 2/6/2017, 2:24:48 PM |
| Unitywater Proforma - Water Approval Condition ... | 106 KB | 2/6/2017, 3:36:36 PM |