Responding to a request for financial information

Development Facilitation Portal



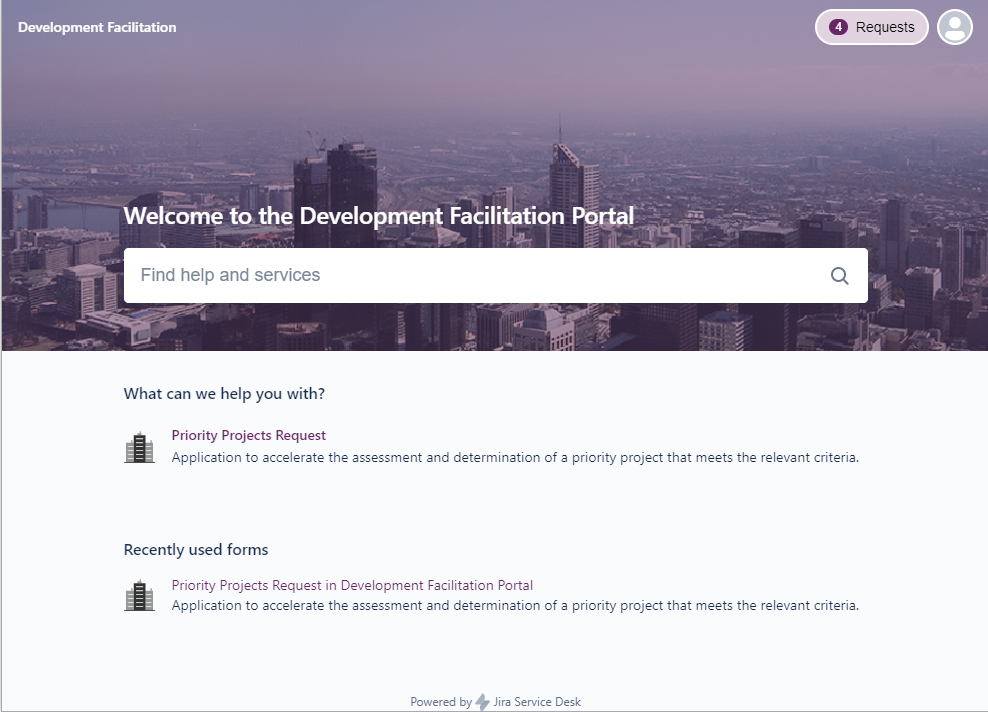
**Purpose**

The following guide steps applicants through the process of replying to a request for financial information.

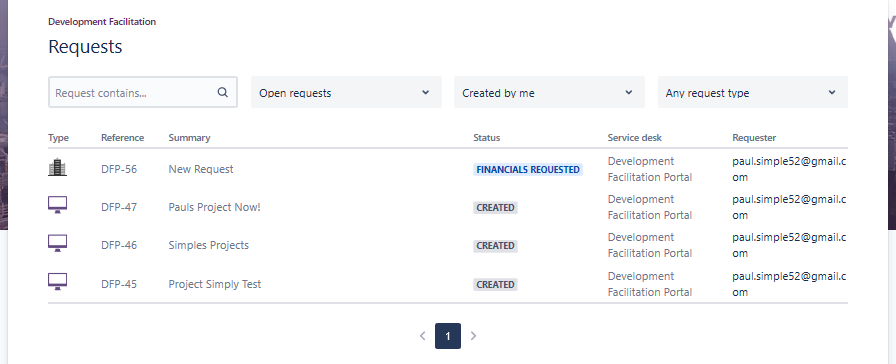
During the assessment phase, if an application is proceeding for further assessment, the applicant will be requested to supply financial information.

## Access and complete the Financials Request form

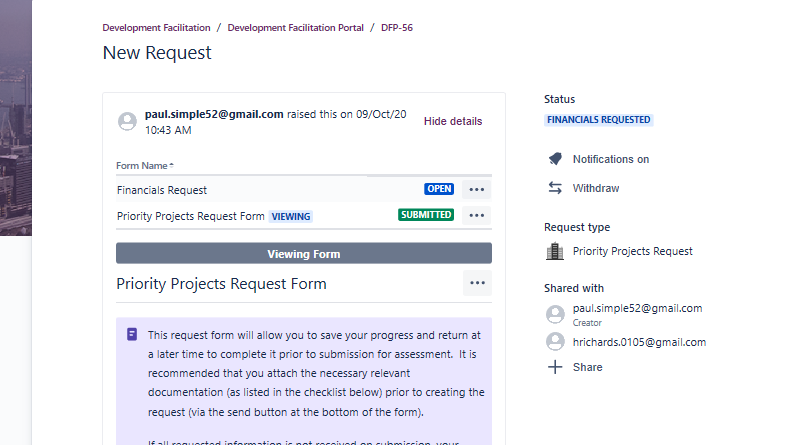
1. Ensure you are logged into the Development Facilitation Portal
2. **Select Requests**, Created by Me (created and submitted by you) or All *(includes requests shared with you).*



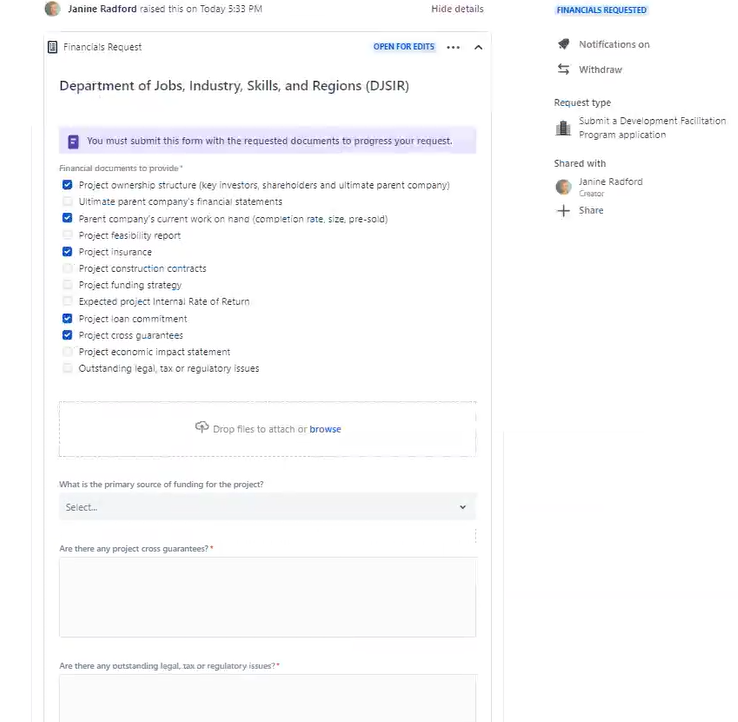
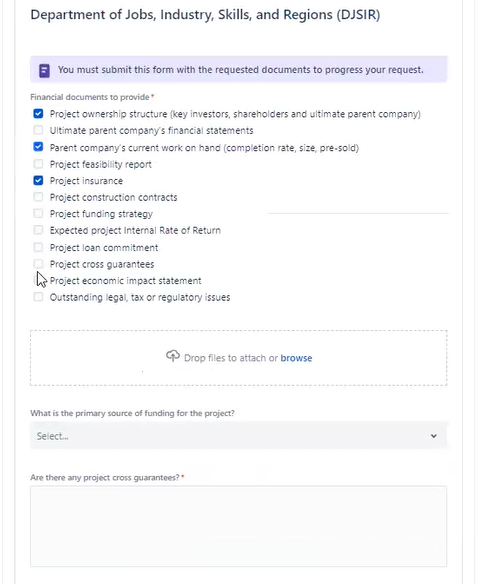
1. **Select the Reference** for the specific request that has the status of *FINANCIALS REQUESTED*



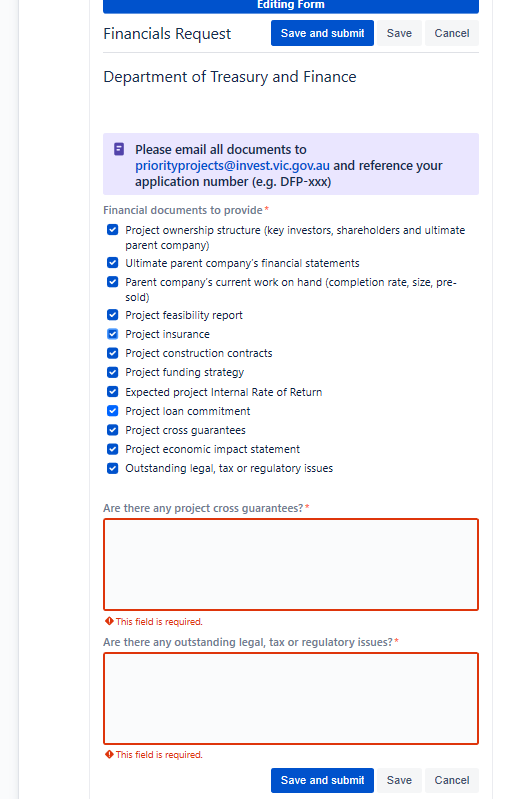
1. Select the **Financials Request** form.



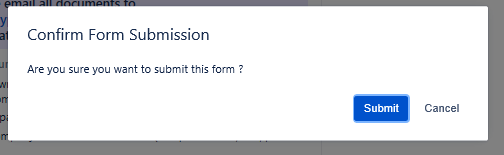
1. **Update the checklist** ensuring that all the necessary financial documents are uploaded in the attachments section.



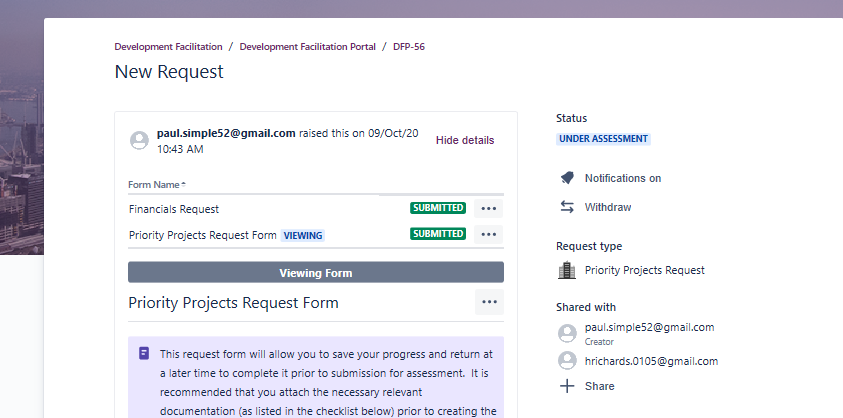
1. Once the form is updated ***(and only after all documents have been uploaded)***, **select Save and submit** *(or Save to return to the form to complete and submit at a later time)*. **Once submitted, the form will be locked.**



1. **Select Submit** to confirm the submission.



1. Once submitted, reload the web page *(press F5)* and the status will change to ***UNDER ASSESSMENT***.



1. A team member from the department will review the form and check that all financial information meets the criteria, and you will be advised of the outcome as soon as possible.

## Need further assistance?

If you require further assistance with your request, contact the Development Facilitation team via [development.facilitation@delwp.vic.gov.au](mailto:development.facilitation@delwp.vic.gov.au).