



# How to download documentation

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The following outlines the three simple steps you will take to download documentation from the GBCA Submission Portal.

## IMPORTANT

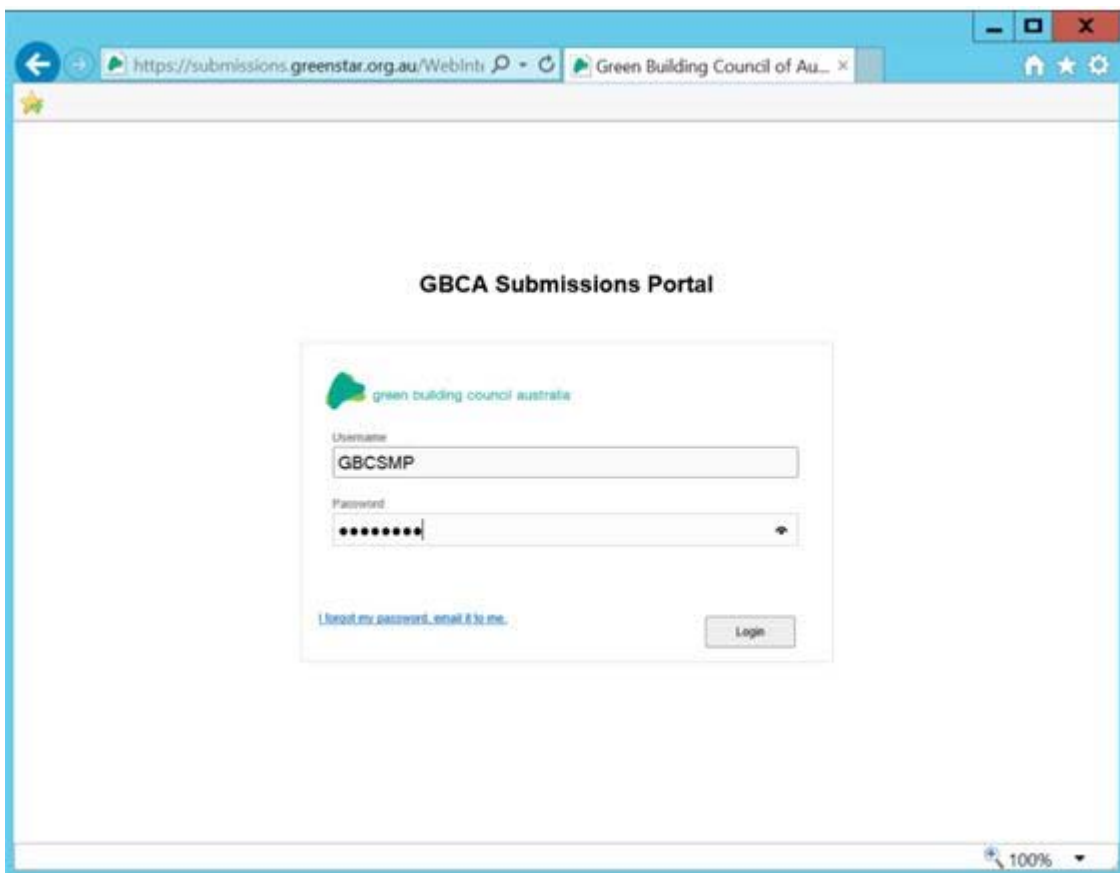
Please note that most project teams will not be required to download from the GBCA Submissions Portal. These instructions are intended for the occasions where this would be required.

This section outlines three simple steps you will take to download documentation from the GBCA Submissions Portal.

## Step 1 – Log in

Login to GBCA Submissions Portal (<https://submissions.greenstar.org.au>) with credentials provided by GBCA.

Please note: the Username and Password are case sensitive and space sensitive.



The screenshot shows a web browser window with the URL <https://submissions.greenstar.org.au/WebInte>. The page title is "Green Building Council of Au...". The main content area displays the "GBCA Submissions Portal" login form. The form includes the Green Building Council of Australia logo, a "Username" field containing "GBCSMP", a "Password" field with masked characters, a "Forgot my password, email it to me." link, and a "Login" button. The browser's address bar and window controls are visible at the top, and the zoom level is set to 100% at the bottom right.

## Step 2 – Download the submission zip file

1. Tick the file(s) to download, and then click the “Download” button.
2. The files will begin to download. Or, a popup may appear asking you to “Open” or “Save”. Please select “Save”, and save the file in a location on your computer.
3. Open the files on your computer, to ensure that they have all downloaded.



## Step 3 – Done

- Click the “Logout” button (top right) and you’re done!