



How to Upload a Green Star Submission

REF-CERT-ASST-03

Username and Password

Your Username and Password is available to view in the [Green Star Project Manager](#). Once logged in, simply select the project, and then click on the 'Submission Portal' button at the top of the page.

Home

Green Star Project Manager

Project Home

Project Details Applicant Details Contact Details Project Roles About Project Project Files **Submission Portal** Related Requests

SUBMISSION PORTAL [Top](#)

Please use these details to upload your submission to the [GBCA Submissions Portal](#) for assessment. Don't forget - Once you've uploaded the documentation, you need to tell us to assess this by going to the [Green Star Project Manager](#) and select "Submit documentation for assessment" within the "Request" tab. If your username and password are not displayed, please contact us at greenstar@gbca.org.au or 02 8239 6200 to speak with a member of the GBCA team.

URL	https://submissions.greenstar.org.au/
Username	GS-XXXX
Password	P0do39q

Please Note: Passwords are case sensitive.

If your details have not been supplied, click on 'Request Login Details' and the GBCA will generate these.

SUBMISSION PORTAL [Top](#)

Please use these details to upload your submission to the [GBCA Submissions Portal](#) for assessment. Don't forget - Once you've uploaded the documentation, you need to tell us to assess this by going to the [Green Star Project Manager](#) and select "Submit documentation for assessment" within the "Request" tab. If your username and password are not displayed, please contact us at greenstar@gbca.org.au or 02 8239 6200 to speak with a member of the GBCA team.

URL	https://submissions.greenstar.org.au/
Username	Username not set. Contact GBCA.
Password	Password not set. Contact GBCA.

Request Login Details

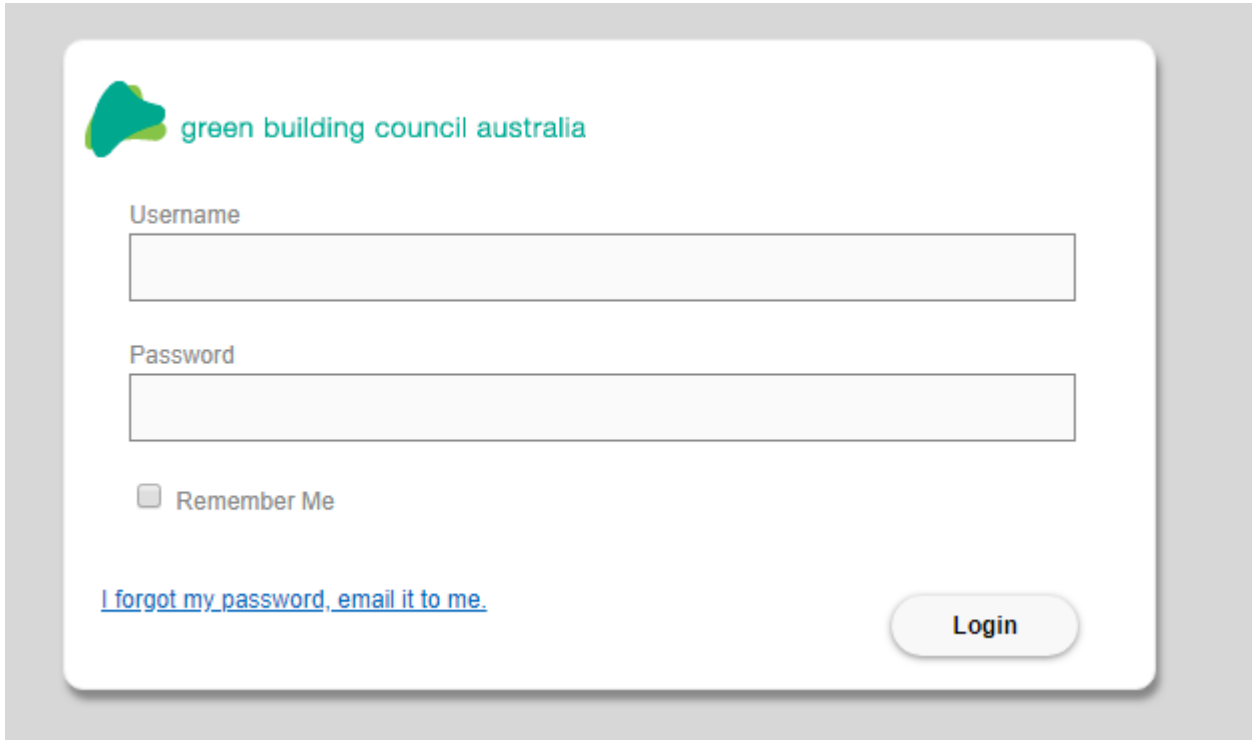
Please Note: Passwords are case sensitive.

Log In

Log in to the [GBCA Submissions Portal](#) with details provided by GBCA. These details are project specific.

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

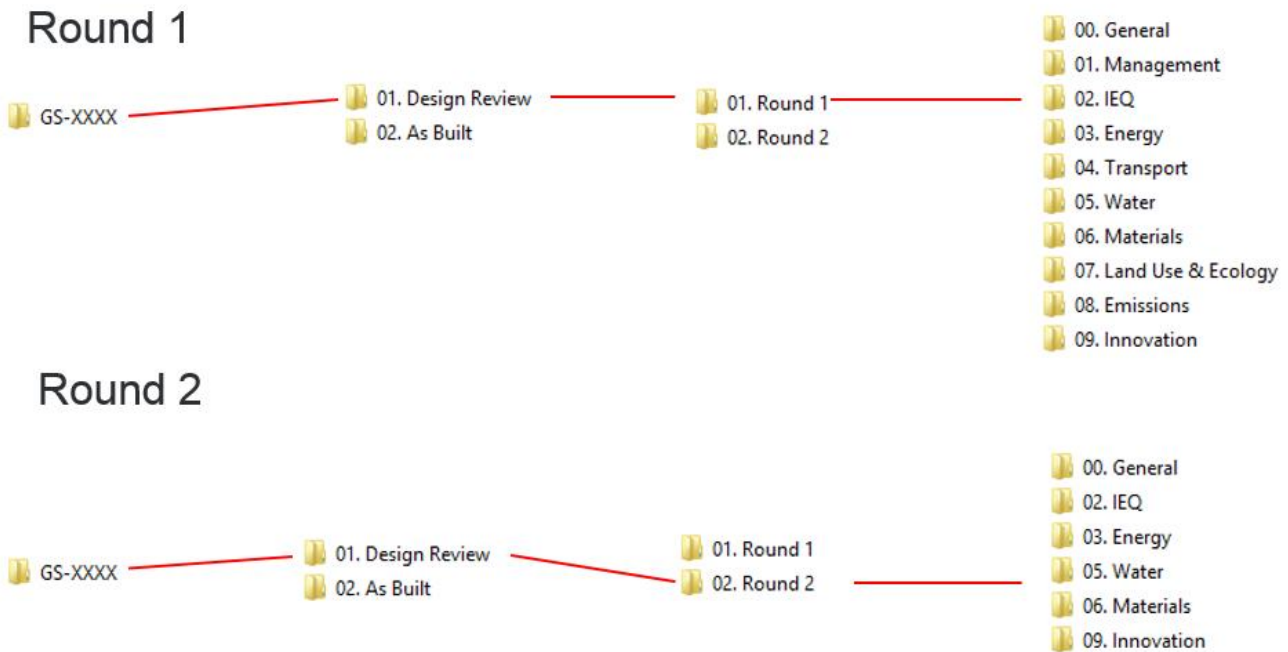
If you experience any problems with uploading documentation using Internet Explorer please try again using Google Chrome.



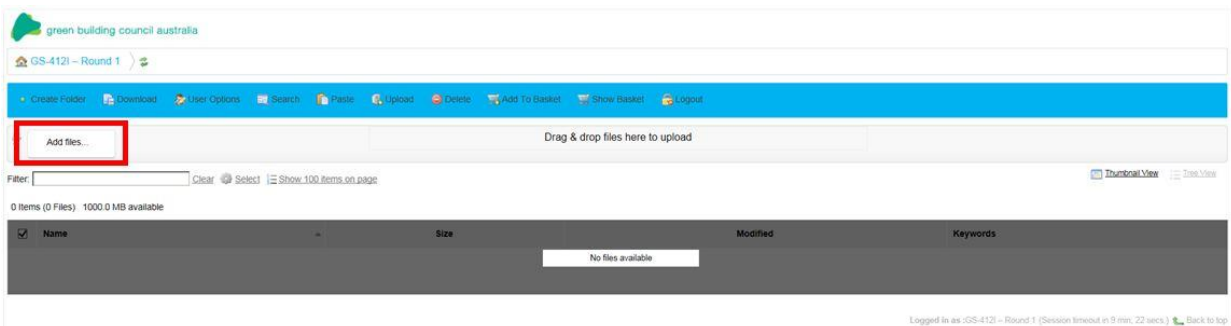
The screenshot shows a login form for the Green Building Council Australia (GBCA). At the top left is the GBCA logo, which consists of three overlapping green shapes. To the right of the logo is the text "green building council australia". Below the logo and text are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". At the bottom left of the form is a link: "[I forgot my password, email it to me.](#)". At the bottom right is a rounded button labeled "Login".

Upload the submission zip file

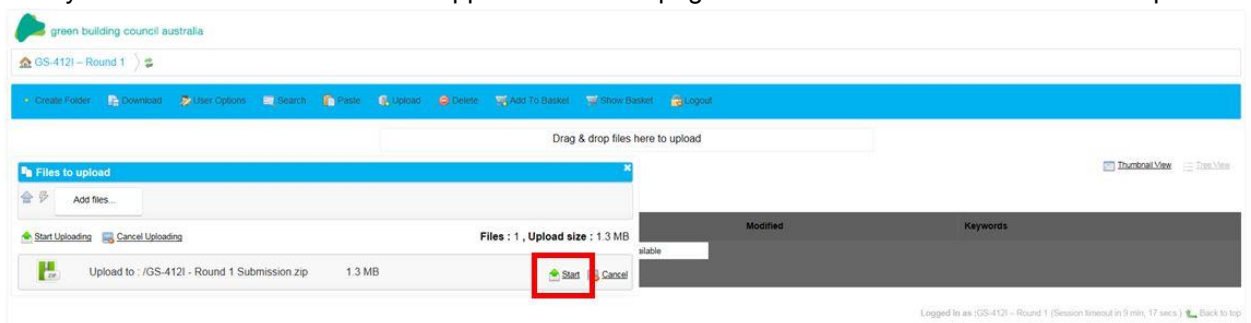
After ensuring that all your documentation is correct, there are no missing files and you have used the GBCA Folder Structure (see example below)



1. Click the “Add Files” button.

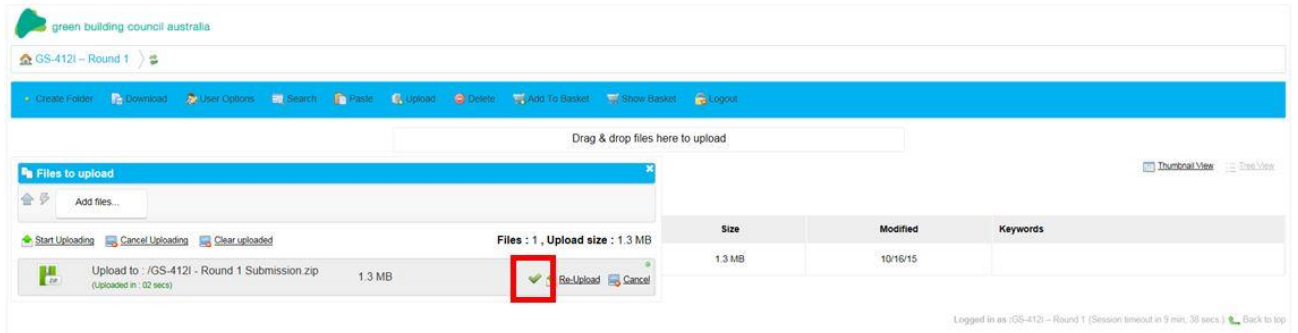


2. Browse to where you saved the Submission zip file, and select it.
3. When you have selected the file it will appear on the webpage. Click the “Start” button to start the upload

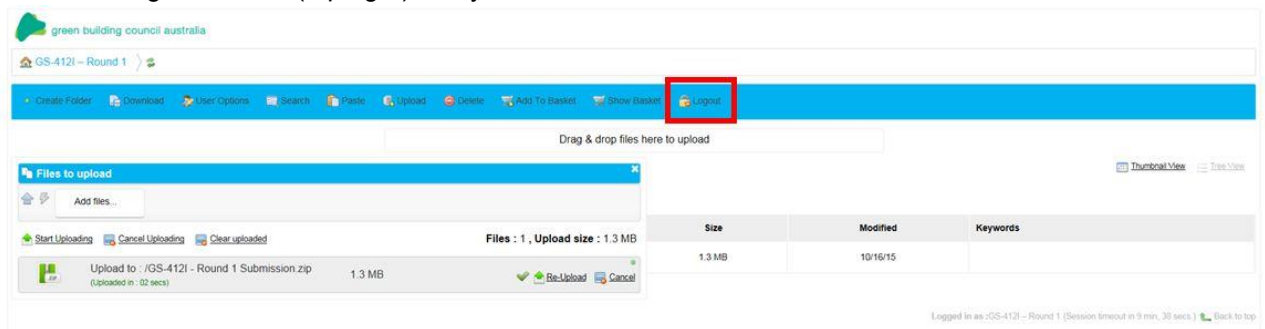


Controlled Document Process

- Once the upload is complete a “green tick” will appear. This green tick means that the files have been successfully uploaded.



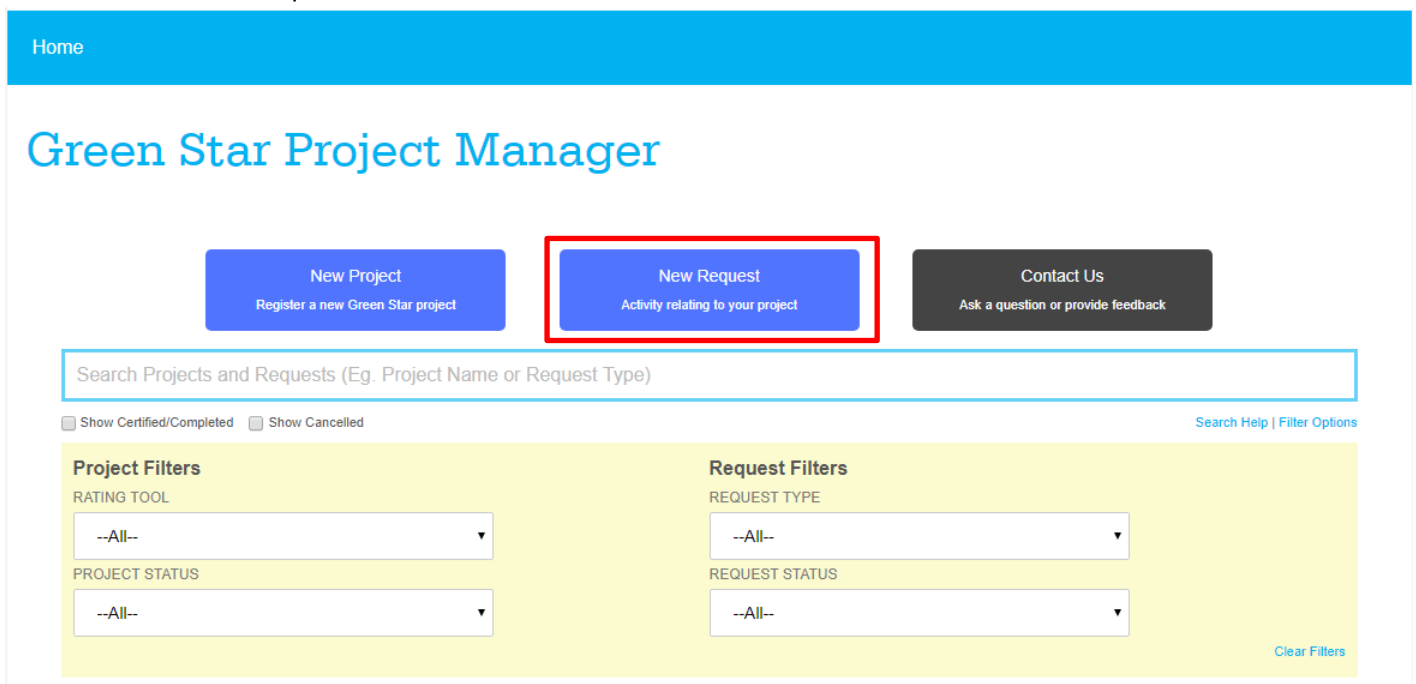
- Click the “Logout” button (top right) and you’re done!



Tell us

Now, all you need to do is let us know your submission is ready to be assessed! To do this, simply go to your Green Star Project Manager and:

- select "New Request",




- Choose Click ‘Submit for Documentation for Assessment’

- a. select the project from the dropdown menu
- b. then click next
- c. and follow the prompts.

Home

Green Star Requests



Select an option below:

- Request technical responses for use on my project
- Submit documentation for assessment (Round 1 or Round 2 or CBCA)
- Have a project workshop / meeting with the GBCA
- Update my project records
- Provide Feedback

Next

PROJECT DETAILS

Select a Project:

Select a Rating Tool:

Back Next

- 3. You will then receive email confirmation that we have received your request, and we will contact you within 1-2 business days in relation to your submission.