

# Customer Information Bulletin

22 May 2024

Issue 395

## Digital Plan Lodgement Module

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Further to [CIB 391](#), we are pleased to announce that the Electronic Plan Lodgement System (EPL) will be replaced with the new Digital Plan Lodgement (DPL) Module in SAILIS as of **Monday 27 May 2024**.

EPL will be unavailable from **5pm on Friday 24 May 2024** to enable the deployment.

The new DPL Module will be available to current EPL users from **9am Monday 27 May 2024**.

### To access DPL

Current EPL users who have an existing SAILIS login, will login into SAILIS and go to the 'Lodgement' Menu option.

Current EPL users who do not have a SAILIS login, will have one created for them. If you do not receive an email from SAILIS prompting you to reset your password, please contact your organisation's SAILIS Administrator to activate your account.

### Actions for SAILIS Administrators – Monday 27 May 2024

SAILIS administrators must:

1. Verify their organisation details in SAILIS, including DPL contact details and direct debit information.
2. Identify any locked user accounts that require access to DPL.

Check the associated details and activate the user, noting the following:

- a. Each user's email address must be verified before activation, as this will trigger an email to the user prompting them to reset their SAILIS password.
- b. Each user within your organisation must have a unique email address.

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## **Actions for Plan Certifiers – Monday 27 May 2024**

Plan Certifiers will be required to act on the email from SAILIS containing your plan certifier account details by logging into SAILIS using your plan certifier account to change your password.

The following [FAQ's](#) and [video](#) tutorials provide further information to assist you in your transition to DPL.

If you have any queries regarding DPL, or any matters raised in this CIB, please direct your enquiry to [dplenquiries@landservices.com.au](mailto:dplenquiries@landservices.com.au).



Jenny Cottnam  
REGISTRAR-GENERAL

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