



## Customer User Guide

The purpose of this document is to provide an outline of the steps required to access the eLodgement process to submit any type of Maritime Planning applications.

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For more information, please send your request to: [maritimeplanning@rms.nsw.gov.au](mailto:maritimeplanning@rms.nsw.gov.au) or call 13 12 36 (Option 6) to speak with an Officer.

# Register

In order to submit eLodgement applications, customers must first register an account and log in.

Go to:

<https://public-rms.datacomsphere.com.au/>

The screenshot displays the website header with the NSW Government logo and 'Transport Roads & Maritime Services' text. Navigation links for 'Services' and 'My Account' are visible. The main content area is divided into two columns. The left column features sections for 'Online Services' (with a welcome message and a 'here' link), 'Applications' (listing various application types like 'Permission to Lodge', 'Development Application', etc.), and 'Notifications' (listing 'Complying Development Certificate Notification', etc.). The right column contains two user action boxes: 'Existing Users' with a 'Login' button and 'New Users' with a 'Register' button.

1. Click on [Register] from the New Users section on the right-hand side menu.



Transport  
Roads & Maritime  
Services

Already have an Online Services Account?

Sign In

### Create an Account

Email

Password

Confirm  
password

Create an Account

2. Enter a valid email address and select a password then click on [Create an Account].



Transport  
Roads & Maritime  
Services

**Thank you for creating an Online Services Account**

**Please check your email to validate your account and complete the registration process.**

Activate your NSW Roads & Maritime Online Services Account Inbox x



noreply@identity.datacomsphere.com

to me ▾

Please activate your NSW Roads & Maritime Online Services Account by [clicking this link](#)

3. Open the email in your inbox and click on the validation link



Transport  
Roads & Maritime  
Services

Please activate your Online Services Account by providing  
your email and password.

Email

Password

[Forgot Password](#) • [Change Password](#)

Sign In

4. Log in using your email address and password that you created

The screenshot shows the 'My Account Profile' page. At the top left is the NSW Government logo and 'Transport Roads & Maritime Services'. At the top right are links for 'Services' and 'My Account', and the user's email 'datacom.lgs+dcc.rms.testuser@gmail.com' with a 'Logout' link. The main heading is 'My Account Profile'. Below it is the 'Profile Details' section. A note states '\* - indicates required field.' The form includes: a 'Registration Type' dropdown menu; a 'Title' section with radio buttons for 'Mr', 'Mrs', 'Ms', 'Miss', and 'Other'; 'First Name/s' and 'Surname' text input fields; an 'Email Address' field containing 'datacom.lgs+dcc.rms.testuser@gmail.com'; a 'Postal Address' field with a note 'Please include your post code'; and a 'Contact Number' field. A red 'Submit' button is located at the bottom right of the form area.

5. Enter the required fields on your profile and click on [Submit]

**You are now registered.**

# Login

Once you have registered an account, you can simply login to create new applications or continue with any saved applications from your 'Drafts' folder.

1. Go to <https://public-rms.datacomsphere.com.au/> and click on [Login] from the Existing Users section on the right-hand side menu.


The screenshot shows the website header with the NSW Government logo and 'Transport Roads & Maritime Services' text. Navigation links for 'Services' and 'My Account' are present. The main content area is divided into two columns. The left column contains sections for 'Online Services' (with a welcome message and links to 'here'), 'Applications' (listing various application types like 'Permission to Lodge', 'Development Application', etc.), and 'Notifications' (listing 'Complying Development Certificate Notification', etc.). The right column features two dark grey boxes: 'Existing Users' with a 'Login' button and 'New Users' with a 'Register' button.

2. Enter your login details and click on [Sign In]

The screenshot shows the login page layout. On the left, there is the NSW Government logo and the text 'Transport Roads & Maritime Services'. Below this, it asks 'Don't have an Online Services Account?' and provides a red 'Create an Account' button. On the right, there is a white box containing an 'Email' input field, a 'Password' input field, a link for 'Forgot Password • Change Password', and a red 'Sign In' button.

# My Account

When you log in, you are taken to your My Account page which looks like this:



Transport  
Roads & Maritime  
Services

Services **My Account**

Datacom Test User | Logout

## Profile

### Profile Details

Registration Type	Individual
Title	
First Name/s	Datacom
Surname	Test User
Postal Address	
Contact Number	1300 322 787

[Change My Profile](#)

### ▼ New Applications

Click one of the following types to start a new application

- Permission to Lodge
- Development Application
- Corporate Maritime Property Access - Application to View Files
- Subdivision Certificate Application
- Stormwater Discharge Application
- Review of Environmental Factors

### ▼ Draft Applications

Reference	Type	Details	Date Modified	Date Created ▼
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### ▼ Submitted Applications

Reference	Type	Details	Date Submitted ▼	Status
USR180302382	My Account Profile	Datacom Test User	20 Mar 2018	Submitted

▶ Payments

# Services

The Services page shows you a list of services that are currently available.

The screenshot displays the user interface of the NSW Government Transport Roads & Maritime Services website. At the top left is the NSW Government logo, followed by the text 'Transport Roads & Maritime Services'. Navigation links for 'Services' and 'My Account' are present. The user is logged in as 'Datacom Test User' with a 'Logout' option. The main content is organized into three sections: 'Online Services', 'Applications', and 'Notifications'. A 'Logged In' notification box is also visible on the right side.

**NSW GOVERNMENT** | Transport Roads & Maritime Services

[Services](#) | [My Account](#) | [Datacom Test User](#) | [Logout](#)

### Online Services

Welcome to Roads & Maritime's online services.

Please sign in before starting an application - you can save your progress for later.

Click [here](#) to visit the Roads and Maritime Property and planning site.

### Applications

- Permission to Lodge
- Development Application
- Corporate Maritime Property Access - Application to View Files
- Subdivision Certificate Application
- Stormwater Discharge Application
- Review of Environmental Factors

### Notifications

- Complying Development Certificate Notification
- Construction Certificate Notification
- Occupation Certificate Notification

**Logged In**

Click 'my account' to view your history and access more services

[My Account](#)