



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

RPM Portal User Guide

National Programs

October 2026

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1. RPM Portal – access

Contact [RPM Support](#) for guidance on how to access the RPM Portal.

2. RPM Portal home page

The **RPM Portal** home page includes the following sections:

- RPM Portal ribbon
- Welcome to the RPM Portal
- Eight tiles, located beneath the name of your organisation:
 - Major Projects
 - SLRIP/ATF Project
 - Closed Projects
 - Reporting
 - Resources
 - Project Applications
 - Roads to Recovery
 - Black Spot Program Nominations
 - › *For user guides relating to the Safer Local Roads Infrastructure Program, Active Transport Fund, Roads to Recovery & Black Spot, please refer to the Program specific guides found in the [RPM Support Material](#)*



Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

Contact UsRPM Support Material

Welcome, Portal ▾

Welcome to the RPM Portal

You have successfully logged into the Reporting and Program Management (RPM) Portal.

By using this portal, you agree to:

- use the portal on behalf of your organisation for official purposes only
- agree to share information in accordance with the provisions of the National Land Transport Act 2014 and the Infrastructure Federation Funding Agreements
- ensure that the information you share for the purpose of submitting and managing infrastructure investment proposals and investment management is complete and accurate at the time of provision.

Use of the portal is limited to those who have been granted access. The sharing of your credentials with others is not permitted and will result in the removal of your access.

The [RPM Portal Privacy Collection Notice](#) contains information regarding our use and disclosure of your information. The department's [Privacy Policy](#) contains information regarding compliance, how to access or seek corrections of personal information held by the department. Please contact RPM Support via the Contact Us link provided if you experience any issues using this service or for any questions regarding privacy.

Victoria, Department of Transport

Major Projects

SLRIP / ATF Projects

Closed Projects

Reporting

Resources

Project Applications

Roads to Recovery

Black Spot Program Nominations

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.

2.1 RPM Portal ribbon

The RPM Portal ribbon includes:

- Department logo
- Contact Us
- User Guide
- RPM Support Material
- Account menu

2.1.1 Department logo

Select the **department logo** on any screen to return to the RPM Portal home page.



2.1.2 Contact us

Select the **Contact Us** link to view contact details for RPM Support.



2.1.3 RPM Support Material

Select the **RPM Support Material** to open the RPM Resources page.



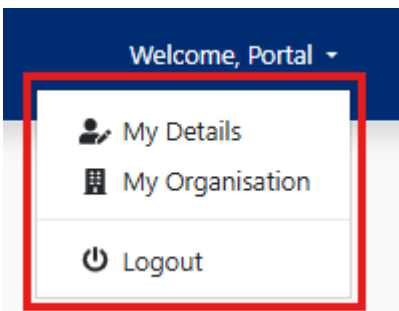
On this page is a list of Funding Program specific Portal user guides and reference materials. Information on how to gain access to RPM is also found on this page.

2.1.4 Account menu



Select the dropdown arrow next to your username to show the following options:

- **My Details**
- **My Organisation**
- **Logout.**



2.1.4.1 My Details

Select the **My Details** dropdown menu option to view and update your details. After making any updates, select the **Save** button.

My Details

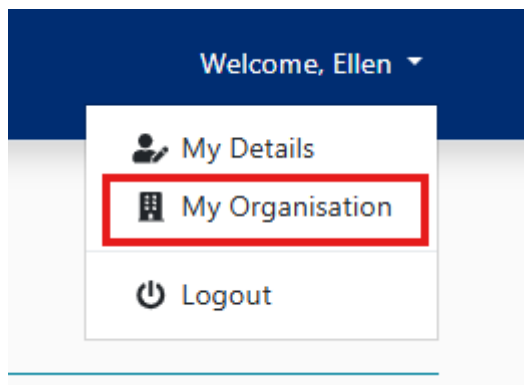
To update your Organisation Name or Work Email Address, you will need to contact the RPM Support Team at RPMsupport@infrastructure.gov.au and provide evidence.

First Name	Last Name	
OCM	User	
Work Email Address	Work Phone Number (optional)	Work Mobile Number (optional)
Your.Name@yourorganisation.gov.au		
Organisation Name	Job Title (optional)	
Your Organisation		

Save **Cancel**

2.1.4.2 My Organisation

Select the **My Organisation** dropdown menu option to view the details for your organisation.



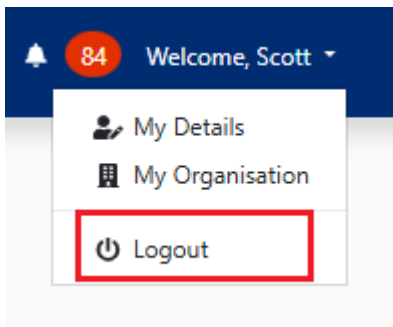
My Organisation

To update your organisation details, you will need to contact the RPM Support Team at RPMsupport@infrastructure.gov.au.

Name	Organisation Type	Jurisdiction
Your Organisation Name	State	Your jurisdiction
ABN	ACN	
Your Organisation ABN		
Phone	Website	
Your Organisation phone number		
Address		
Your Organisation Address		

2.1.4.3 Logout button

Select the **Logout** button to log out of the **RPM Portal** and return to the login screen.

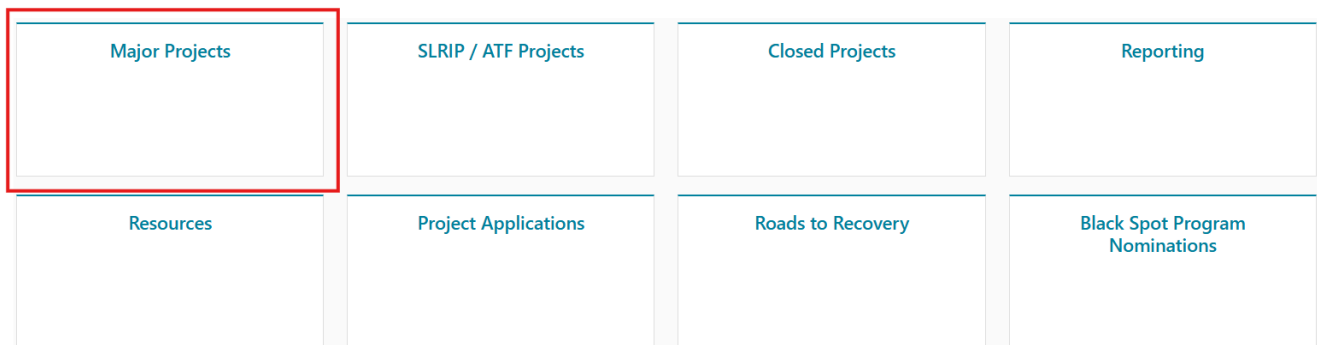


3. Major Projects

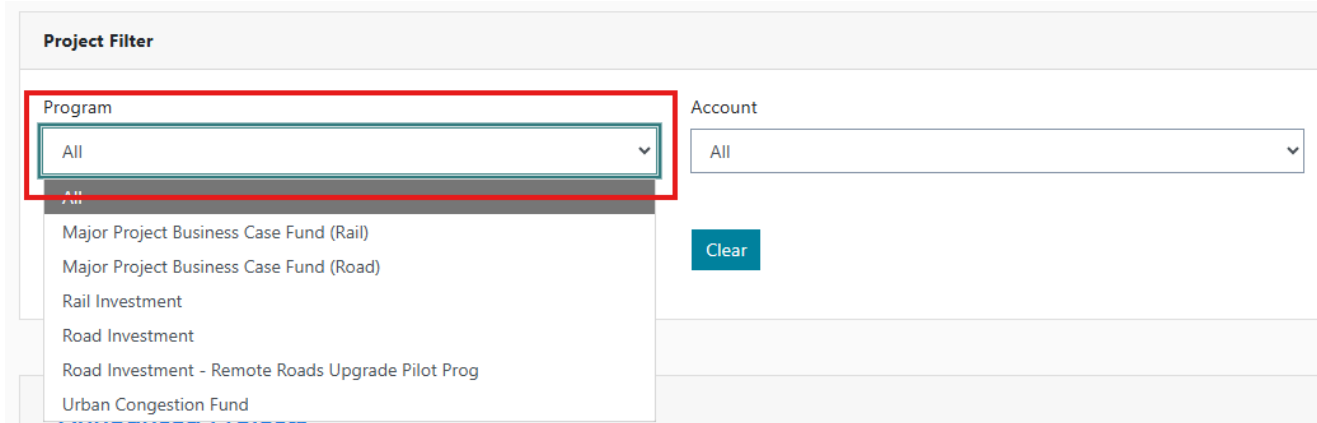
The Major Projects tile shows all Announced Projects that are associated with your organisation.

3.1 Find a Project

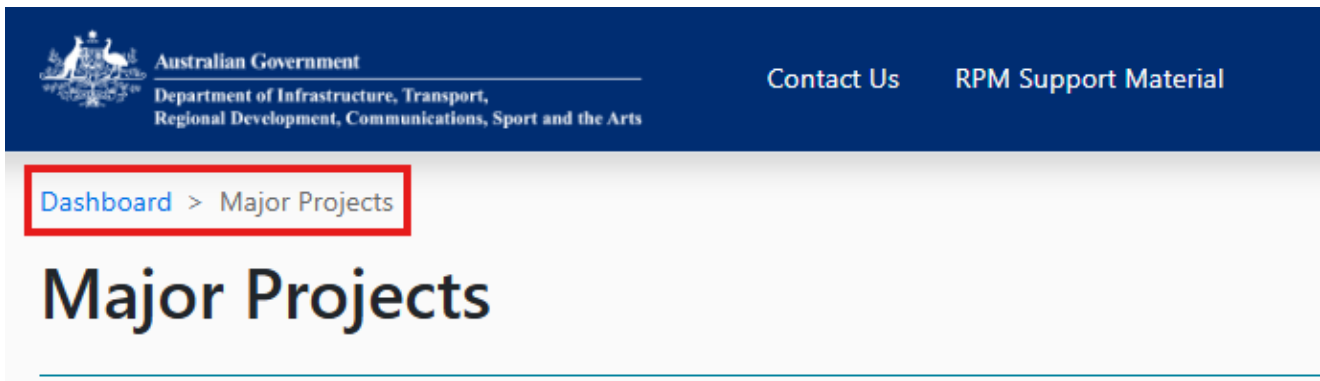
Step 1: From the home page, select the **Major Projects** tile.



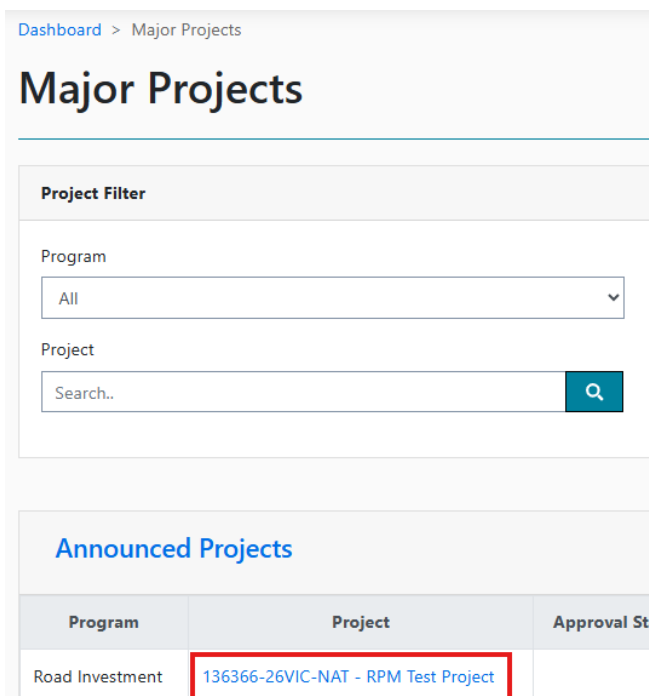
Step 2: To filter by Program, select the dropdown arrow next to **All**, then select one of the Programs from the list. The Projects will be filtered by the selected Program. The default sorting of projects is by the assigned project number, from highest to lowest.



The words **Dashboard** > **Major Projects** are shown at the top of the image. These are 'breadcrumbs', and they appear at the top of all RPM Portal pages to show your location within RPM, with the exception of the home page. In this example, you select **Dashboard** to go back to the Home page.



Step 3: To view a specific project, select the link under the **Project** column.



The selected project will open.

3.2 Project overview

The **Project Overview** displays information about the project, including:

- Left hand menu:
 - [Milestones](#)
 - [Funding Proposals](#)
 - [Supporting Documents](#)
 - [Download.](#)
- **Project Details.** This section provides general information about the project.
- **Project Costs.** This section details the commitment amounts per funding source for the Project.

Milestones
Funding Proposals
Supporting Documents
Download

Project Details

Project Name

RPM Test Project

Project Number

136366-26VIC-NAT

Project Start Date

-

Construction Start Date

-

Project Type

Project

Project Description

-

Program Name

Road Investment

Funding Round

-

Project End Date

-

Construction End Date

-

Package Name

-

Proponent Details

Entity Name

Victoria, Department of Transport

Primary Contact

-

Secondary Contact

-

Project Costs

	\$	%
AG Commitment Amount	-	0.00
State Commitment Amount	-	0.00
Council Commitment Amount	-	0.00
Other Commitment Amount	-	0.00
Other Commonwealth Commitment Amount	\$0	0.00
Total Commitment Amount	\$0	100%

- Australian Government Commitment by Financial Year.**

Australian Government Commitment by Financial Year	
2014/2015	\$0
2015/2016	\$1,430,000
2016/2017	\$32,490,000
2017/2018	\$350,000,000
2018/2019	\$0
2019/2020	\$51,580,000
2020/2021	\$0
2021/2022	\$0
2022/2023	\$40,772,000
2023/2024	\$0
2024/2025	\$20,000,000
2025/2026	\$3,728,000
2026/2027	\$0
2027/2028	\$0
2028/2029	\$0
2029/2030	\$0
2030/2031	\$0
2031/2032	\$0
2032/2033	\$0
2033/2034	\$0
Total Commitment	\$500,000,000

- Project Contacts** shows the **Primary** and **Secondary** Contacts for the Project.
 - To change the **Primary Contact** and **Secondary Contact** project contacts, select the field and choose a contact from the list that appears.
 - To add a new contact to the Project record, select the **Add new Contact** button and complete the fields in the pop-up window. (This **does not** create this contact with RPM Access. They will still be required to follow the steps provided in the [RPM Resources](#) page to gain access to RPM.)

Add Contact

First Name

Last Name

Work Email Address

Work Phone Number (optional)

Work Mobile Number (optional)

Job Title (optional)

Cancel

Save

3.3 Milestones

Select the **Milestones** button to view the Milestones for a Project.

Milestones

Funding Proposals

Supporting Documents

Download

The **Project Milestones** page shows two grids – **Draft Milestones** and **Submitted Milestones**.

136366-26VIC-NAT RPM Test Project

Status: Unapproved

[Add Milestone](#)

Project Milestones

Draft Milestones

Milestone Number	Phase	Description	Date	Milestone Amount
No Milestones in Draft				

Submitted Milestones

Milestone Number	Phase	Description	Date	Milestone Amount	Milestone Status	Payment Status	Payment Amount
No Milestones have been Submitted							

3.3.1 Create a new milestone

Step 1: To create a new Milestone, select the **Add Milestone** button.

136366-26VIC-NAT RPM Test Project

Status: Unapproved

 Add Milestone

Step 2: Complete the mandatory fields in the **Add Milestone** pop-up window:

- **Choose Phase** dropdown menu. Choose from the following options:
 - Proposal Submission
 - Planning
 - Early Works
 - Procurement
 - Construction
 - Completion
 - Post-Completion
 - Other.
- **Description** field. Select the field and enter text.
- **Milestone Date** field. Select the field, then:
 - select the date, or
 - enter the date manually (using the format dd/mm/yyyy).
 - › **Milestone Date cannot be in the past.**
- **Milestone Amount** field. Enter the amount.

Then select the **Save** button.

Add Milestone

×

Phase

Planning

Description

Milestone

Milestone Date

31/10/2026

Milestone Amount

\$

100,000

.00

Cancel

Save

Step 3: The Milestone will be saved in the **Draft Milestones** grid, with a unique **Milestone Number**.

The **Edit**, **Delete** and **Submit** buttons are located on the right-hand side of the grid.

Draft Milestones							
Milestone Number	Phase	Description	Date	Milestone Amount			
MST-002893	Planning	Milestone	31/10/2026	\$100,000	Edit	Delete	Submit

Step 4: To submit a Milestone for review, select the **Submit** button in the **Draft Milestones** grid.

A pop-up window will appear. Select the **Yes** button to submit the Milestone to the department. The Milestone will then appear in the Submitted Milestones grid.

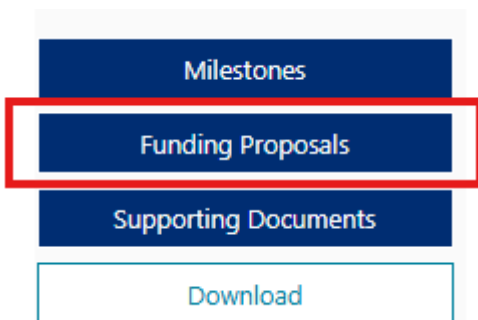
Confirmation

Are you sure you want to submit this milestone?

[No](#) [Yes](#)

3.4 Funding Proposals

Select the **Funding Proposals** button.



The Funding Proposals page shows two grids – **Incomplete Proposals** and **Submitted Proposals**.

[Create a project funding proposal](#)

Funding Proposals

Incomplete Proposals

Proposal ID	Proposal Name	Proposal Start Date	Proposal End Date	AG Funding	Proposal Status
No proposal is incomplete					

Submitted Proposals

Proposal ID	Proposal Name	Proposal Start Date	Proposal End Date	AG Funding	Proposal Status
No proposal is submitted					

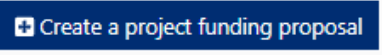
3.4.1 Create a project funding proposal

Step 1: Select the **Create a project funding proposal** button.

Dashboard > Projects > Project 136366-26VIC-NAT > Funding Proposals

136366-26VIC-NAT RPM Test Project

Status: Unapproved



Funding Proposals

Step 2: In the **Create Funding Proposal** page, the following fields are pre-populated with information from the Project:

- **Program Type**
- **Program**
- **Project.**

Select the **Proposal Name** field and enter the name of the proposal. Then select the **Save & Continue** button.

Create Funding Proposal

Program Type

National

Program

Road Investment

Project

RPM Test Project

Proposal Name

Proposal

Cancel Save & Continue

The Funding Proposal is saved in the **Incomplete Proposals** grid, and a unique **Proposal ID** is generated. The Funding Proposal is created and the first section – **Proposal Overview** – is displayed.

3.4.2 Proposal Overview

The **Proposal Overview** contains **Project Details** fields in grey. These cannot be changed.

Project Details

Project Name

RPM Test Project

Program Name

Road Investment

Australian Government Commitment

\$.00

Amount Unapproved

\$ 0 .00

Select the Primary and Secondary contact if different from the populated selection.

Primary Contact

Portal User

Secondary Contact (optional)

Choose a secondary contact

Add New Contact

The **Proposal Details** section is located below the Project Details section.

Step 1: Select the **Proposal Start Date** and **Proposal End Date** fields: To enter dates, either:

- select a date field, then choose a date from the calendar pop-up window
- select a date field, then enter the date manually, in the format dd/mm/yyyy.

The Start and End dates are indicative and can be changed by the department afterwards and must fall within the Start and End dates for the parent project.

Step 2: Select the **Proposal Summary** field and enter text.

Step 3: Select one or more of the **Proposal Phase** checkboxes:

- **Scoping**
- **Delivery**
- **Development.**

Step 4: Select either:

- **Save** to save the information.
- **Save & Continue** to save the Proposal and proceed to the next section – **Proposal Costs**.

Proposal Start Date	Proposal End Date
dd/mm/yyyy	dd/mm/yyyy

Proposal Summary
The summary gives a high-level overview of the proposal's rationale, objectives, location and how it fits into the scope of the project

Summary of Funding Proposal

Character Count: 26/10000

Proposal Phase
You can choose one or more, select all relevant phases for the proposal

☐ Scoping ☐ Development
☐ Delivery

Cancel

Save

Save & Continue

3.4.3 Proposal Costs

Step 1: Select the fields in the **Funding Sought** column, then enter the funding amounts for the Proposal.

Proposal Cost Breakdown
Complete the Project Cost Breakdown Template for this proposal and attach in supporting documents.

Funding Contribution
Provide details of the funding sought

	Funding Sought	%
AG Contribution	\$ 0 .00	0.00 %
State Contribution	\$ 0 .00	0.00 %
Council Contribution	\$ 0 .00	0.00 %
Other	\$ 0 .00	0.00 %
Other Commonwealth	\$ 0 .00	0.00 %
Total	\$ 0 .00	0.00 %

Back Save Save & Continue

Note: The **Total Funding** and **Funding Percentage** fields will calculate automatically as you enter information.

Step 2: Select the **Save and Continue** button to proceed to the next section – **Proposal Location**.

3.4.4 Proposal Location

There are multiple ways to complete the **Proposal Location** section. There are two radio button options:

- [Use Map and/or Coordinates](#)
- [Upload a GIS Shape Layer file.](#)

Proposal Location

[Overview](#)
[Costs](#)
[Location](#)
[Supporting Documents](#)
[Review](#)

☒ Use Map and/or Coordinates
☐ Upload GIS Shape Layer file (*Uploaded at the supporting documentation step*)

Select from Map

Enter Coordinates

Map

Satellite

3.4.4.1 Use Map and/or Coordinates

The **Use Map and/or Coordinates** radio button contains two tabs:

- **Select from Map**
- **Enter Coordinates.**

Proposal Location

- Overview
- Costs
- Location**
- Supporting Documents
- Review

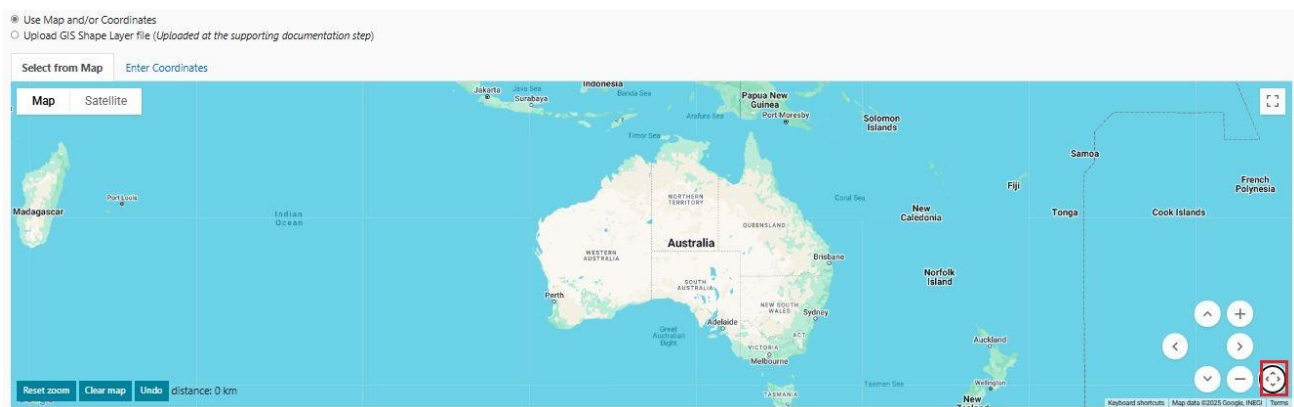
☒ Use Map and/or Coordinates
☐ Upload GIS Shape Layer file (Uploaded at the supporting documentation step)

Enter one or more points below in decimal Lat/Long format:

Latitude

Select from Map:

- Select the **Map camera controls** to access the following controls: Move up, Move down, Move left, Move right, Zoom in and Zoom out.
- **Select and hold** to move the map.
- **Click the map** to drop coordinates for the project.



Enter Coordinates:

- Select the **Add a point** button to create **Latitude** and **Longitude** fields. Then select the **Latitude** and **Longitude** fields and enter the coordinates.
- Select the **Location Comment** field and enter text.

Proposal Location

- Overview
- Costs
- Location**
- Supporting Documents
- Review

☒ Use Map and/or Coordinates
☐ Upload GIS Shape Layer file (Uploaded at the supporting documentation step)

Enter one or more points below in decimal Lat/Long format:

Latitude	Longitude

Location Comment (optional)

3.4.4.2 Upload GIS Shape Layer file

As an alternative, select the **Upload the GIS Shape Layer file** button.

FP-00001024 New Proposal

Proposal Location

Overview
Costs
Location
Supporting Documents
Review

☐ Use Map and/or Coordinates
☒ Upload GIS Shape Layer file (Uploaded at the supporting documentation step)
Location Comment (optional)

BackSaveSave & Continue

If applicable, select the **Location Comment** field and enter information.

Note: The **GIS Shape Layer file** is uploaded in the next step, **Supporting Documents**.

When you have finished entering Proposal Location information, select the **Save & Continue** button to proceed to the next section – **Supporting Documents**.

3.4.5 Supporting Documents

3.4.5.1 How to add a supporting document

Step 1: Select the **Add Supporting Document** button.

Supporting Documentation

Overview
Costs
Location
Supporting Documents
Review

Please attach all required documents

Documents

- Project Proposal
- Project Cost Breakdown
- Benefit Cost Ratio
- Indigenous Participation Plan
- Business Case
- Map
- Other

Add Supporting Document

BackSaveSave & Continue

Step 2: Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button.

Note:

- Two **Classification** options are available – **Official** and **Official: Sensitive**. For Commercial-in-Confidence documents, select **Official: Sensitive**. For other documents, select **Official**.
- Files sizes of up to 20MB are allowed, and only the following file types will be accepted: pdf, docx, xlsx, jpeg, jpg, shp, geojson, zip.
- If **Upload GIS Shape Layer file** was selected in the **Proposal Location** section, upload your Shape Layer file using the **Add Attachment** window.

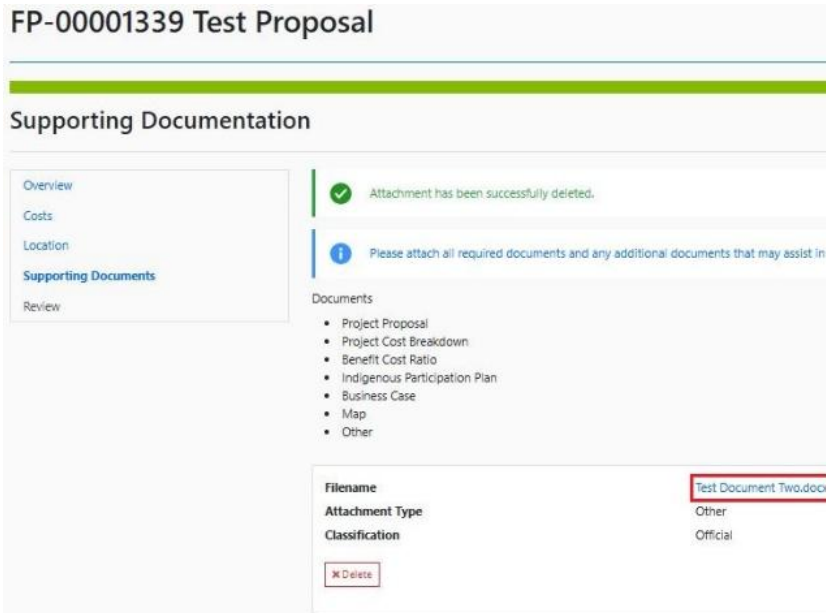
Step 3: Back on the **Supporting Documentation** page, select the **Save & Continue** button to proceed to the next section – **Review and submit proposal**.

Note that the following options are available after saving:

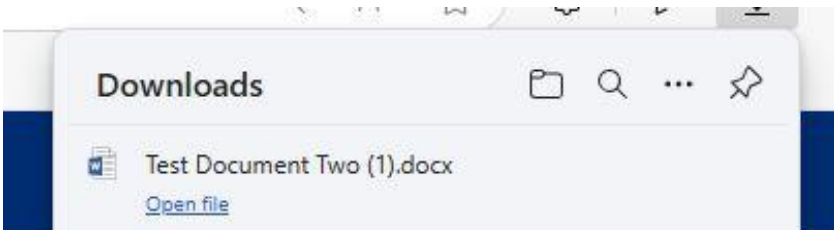
- Download and view a previously uploaded document
- [Delete a previously uploaded document](#).

3.4.5.2 How to download and view a previously uploaded document

Step 1: Select the **Filename** hyperlink for the document.

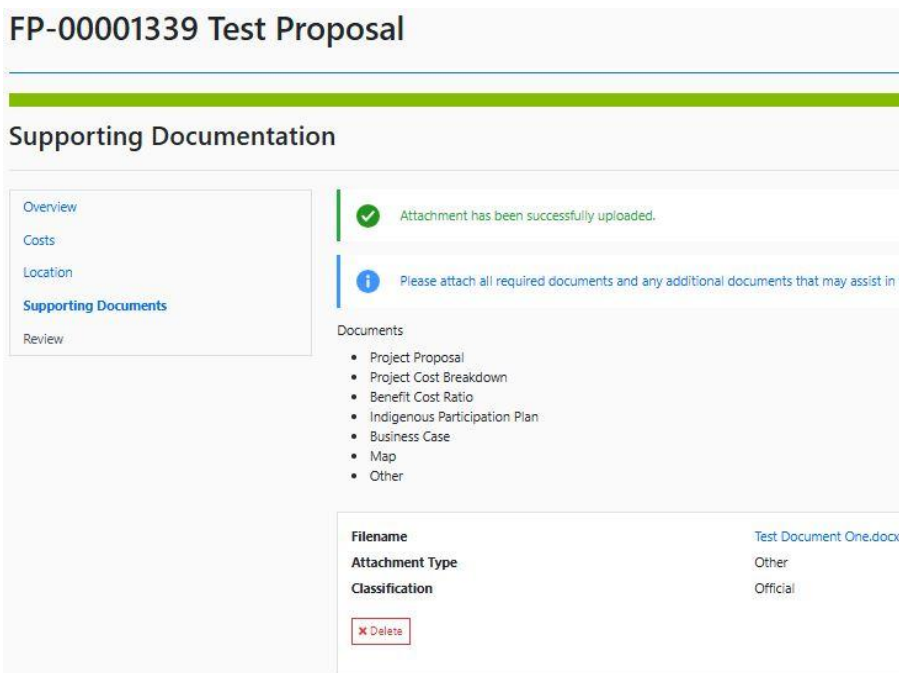


Step 2: The document will download to your computer. Open the file directly from the browser, or from File Explorer.



3.4.5.3 How to delete a previously uploaded document

Step 1: Identify the document.



Step 2: Select the **Delete** button.

FP-00001339 Test Proposal

Supporting Documentation

Overview
Costs
Location
Supporting Documents
Review

Attachment has been successfully uploaded.

Please attach all required documents and any additional documents that may assist in the proposal.

Documents

- Project Proposal
- Project Cost Breakdown
- Benefit Cost Ratio
- Indigenous Participation Plan
- Business Case
- Map
- Other

Filename	Attachment Type	Classification
Test Document One.docx	Other	Official

X Delete

Step 3: In pop-up window select the **Yes** button.

Confirmation

Are you sure you want to delete this Document?

No Yes

The document is deleted and no longer shows in the **Supporting Documentation** screen.

3.4.6 Review and submit a proposal

The **Review and submit proposal** page states 'Please review the proposal before finalising the submission'. This section provides an overview of all information entered in the Proposal – including any uploaded documents – in addition to relevant Project information.

Step 1: If all information is correct and appropriate authorisation has been provided by your organisation, select the **I have reviewed this proposal and received the appropriate authorisation to submit** checkbox.

Authorisation

☒ I have reviewed this proposal and received the appropriate authorisation to submit.

Back Download Submit Proposal

Step 2: Select the **Submit Proposal** button to submit the Funding Proposal, including all supporting documents.

Authorisation

☒ I have reviewed this proposal and received the appropriate authorisation to submit.

BackDownloadSubmit Proposal

Step 3: In the Confirmation pop-up window:

- Select the **No** to leave the Proposal in the **Incomplete Proposals** grid with no changes

Select **Yes** to submit the Proposal to the department.

Confirmation

Are you sure you want to submit this proposal?

NoYes

The Proposal appears in the **Submitted Proposals** grid in the Funding Proposals page.

[Dashboard](#) > [Projects](#) > [Project 136366-26VIC-NAT](#) > Funding Proposals

136366-26VIC-NAT RPM Test Project

Status: Unapproved

[Create a project funding proposal](#)

Funding Proposals

Incomplete Proposals

Proposal ID	Proposal Name	Proposal Start Date	Proposal End Date	AG Funding	Proposal Status
No proposal is incomplete					

Submitted Proposals

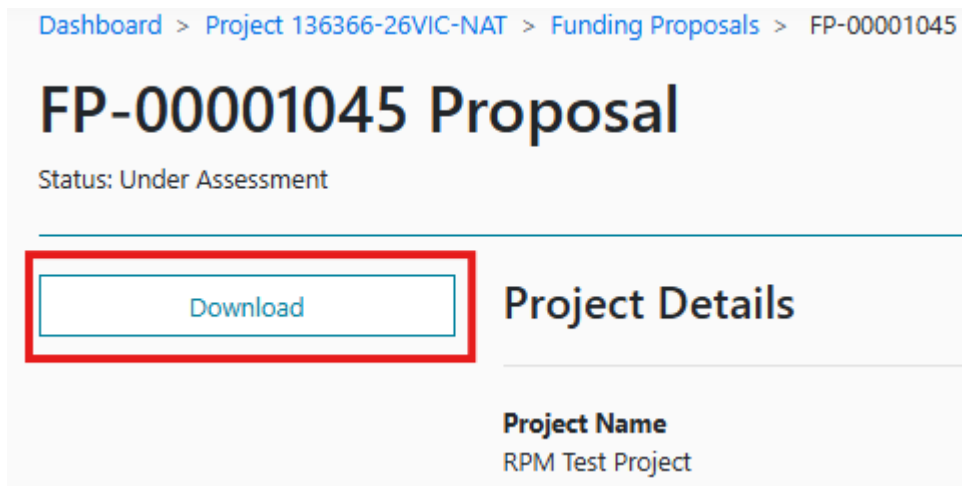
Proposal ID	Proposal Name	Proposal Start Date	Proposal End Date	AG Funding	Proposal Status
FP-00001045	FP-00001045 - Proposal	01/09/2026	30/09/2026	\$500,000	Under Assessment

3.4.7 Download and view the submitted proposal

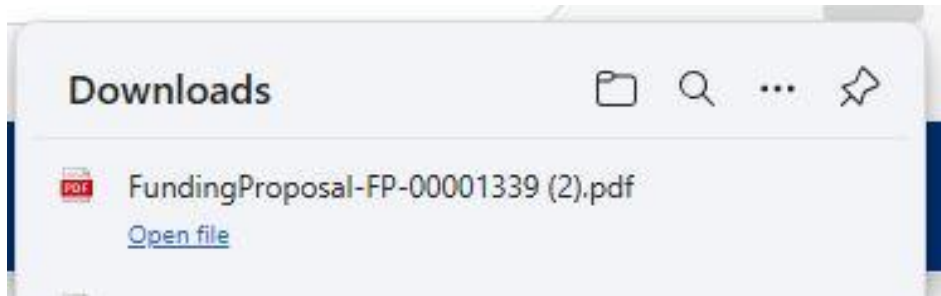
Step 1: Click on the Hyperlinked name of the Funding Proposal

Submitted Proposals	
Proposal ID	Proposal Name
FP-00001045	FP-00001045 - Proposal

Step 2: From within the **Funding Proposal**, select the **Download** button.



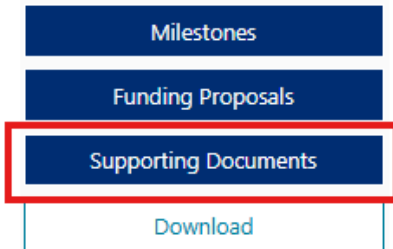
Step 3: The document will download to your computer. Open the file directly from the browser, or from File Explorer.



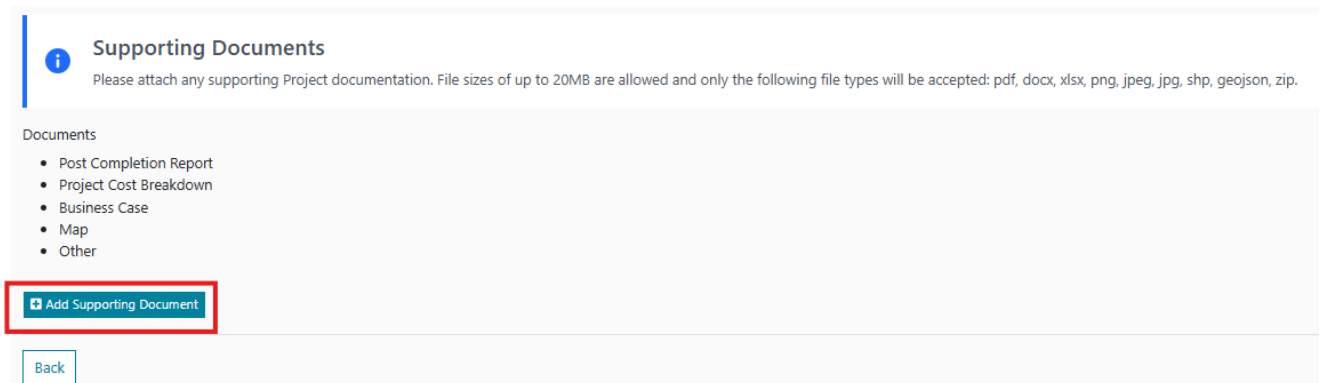
3.5 Supporting Documents

3.5.1 Add supporting documents to a Project

Step 1: To add supporting documents to a project, select the **Supporting Documents** button.

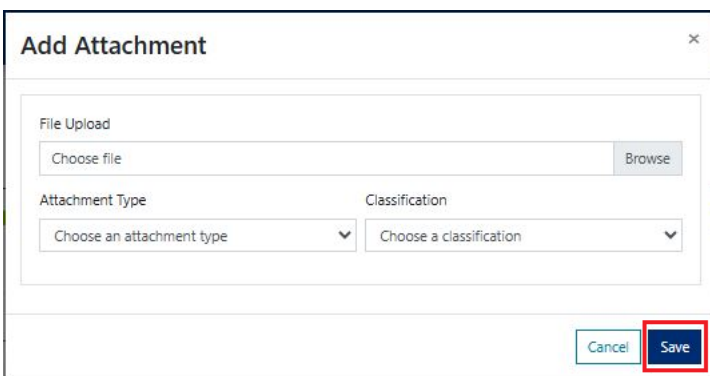


Step 2: Select the **Add Supporting Document** button.



Step 3: Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button. To choose a classification:

- Use **Official: Sensitive** for Commercial-in-Confidence documents
- Use **Official** for other documents.



Step 4: The uploaded file appears in the Portal.



Attachment has been successfully uploaded.





Supporting Documents

Please attach any supporting Project documentation. File sizes of up to 20MB are allowed and only the following file types will be accepted: pdf, docx, xlsx, png, jpeg, jpg, shp, geojson, zip.

Documents

- Post Completion Report
- Project Cost Breakdown
- Business Case
- Map
- Other

Filename	Test Document.pdf
Attachment Type	Business Case
Classification	Official

3.5.2 Download and view a document that was previously uploaded

Step 1: Identify the document.

[Dashboard](#) > [Projects](#) > [Project 702857RPM](#) > [Documentation](#)

702857RPM Sprint 10 - National Project - NSW9

Status: Approved



Supporting Documents

Please attach any supporting Project documentation. File sizes of up to 20MB are allowed and only the following f

Documents

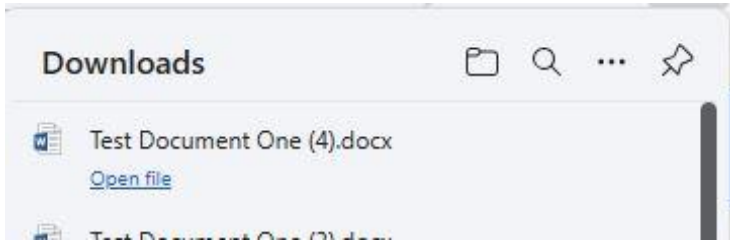
- Post Completion Report
- Project Cost Breakdown
- Business Case
- Map
- Other

Filename	Test Document One.docx
Attachment Type	Other
Classification	Official

Step 2: Select the Filename hyperlink.

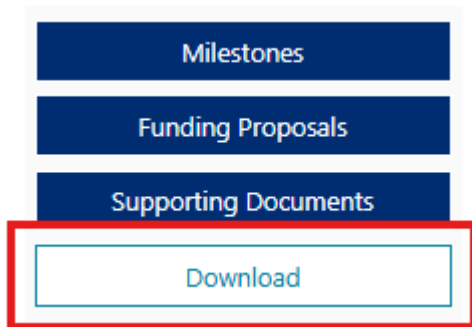
Filename	Test Document One.docx
Attachment Type	Other
Classification	Official

Step 3: The document will download to your computer. Open the file directly from the browser, or from File Explorer.

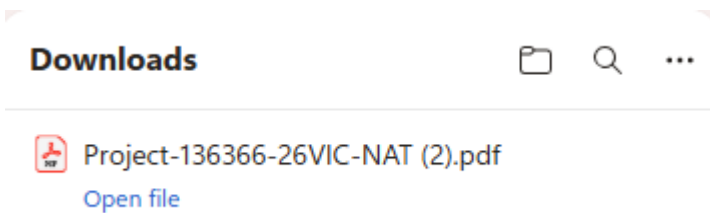


3.6 Download a Project Overview

To download a copy of the Project Overview, select the **Download** button, located on the left-hand side of the Project Overview page.

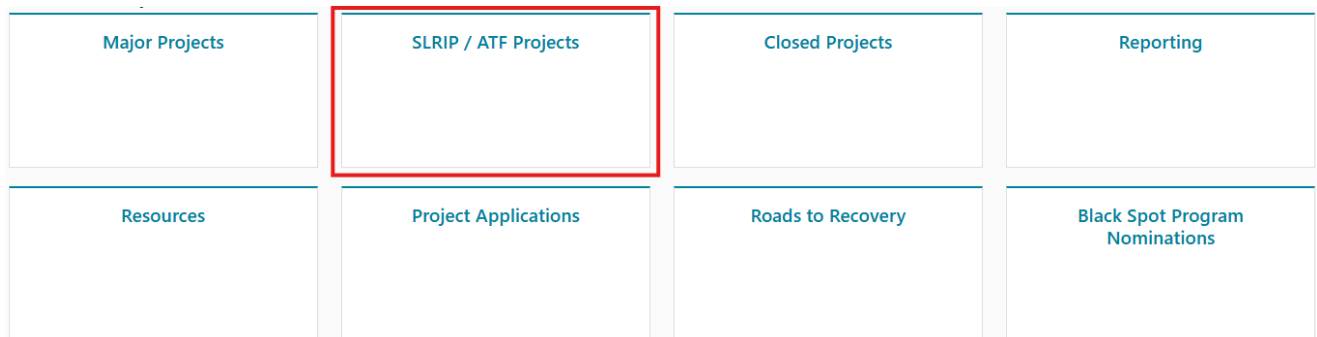


The **Project Overview .pdf** file will be downloaded to your computer.



4. SLRIP / ATF Projects

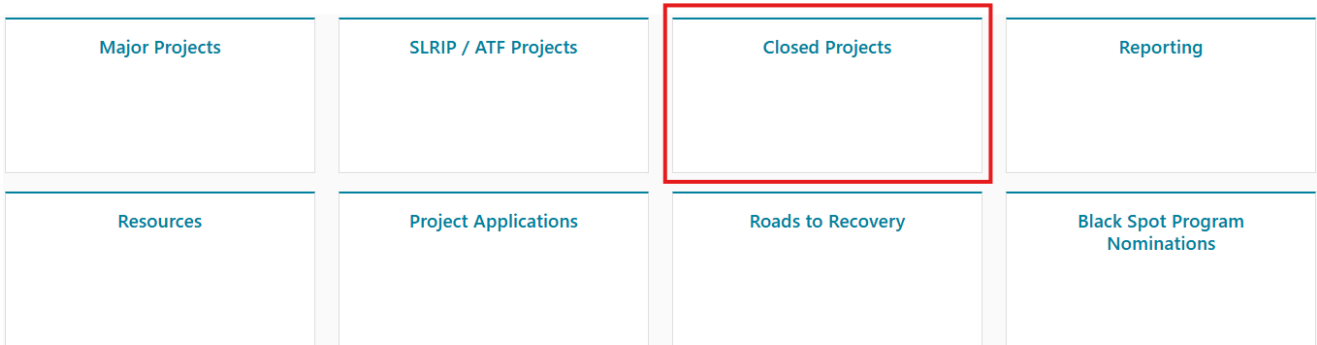
Step 1: From the [RPM Portal Home Page](#), select the SLRIP / ATF Projects tile.



For guidance on navigating the SLRIP / ATF Program please follow the [SLRIP / ATF Portal User Guide](#)

5. Closed Projects

Step 1: From the [RPM Portal Home Page](#), select the Closed Projects tile.



Step 2: Select the **Program** dropdown menu, then select **All** or a specific **Program** displayed in the list. Once a Program is selected, the **Project search** can optionally be used for a specific project. Optionally select the Include **Withdrawn Projects** checkbox, if required.

Closed Projects

Project Filter

Project

Search..

Program

-- Select Program --

☐ Include Withdrawn Projects

Search

Clear

Step 3: Select the **Search** button.

Any Projects matching the filter criteria will be displayed in the grid. Select the **Clear** button to return to the default filter options.

Project Filter

Project

Search..

Program

All

☐ Include Withdrawn Projects

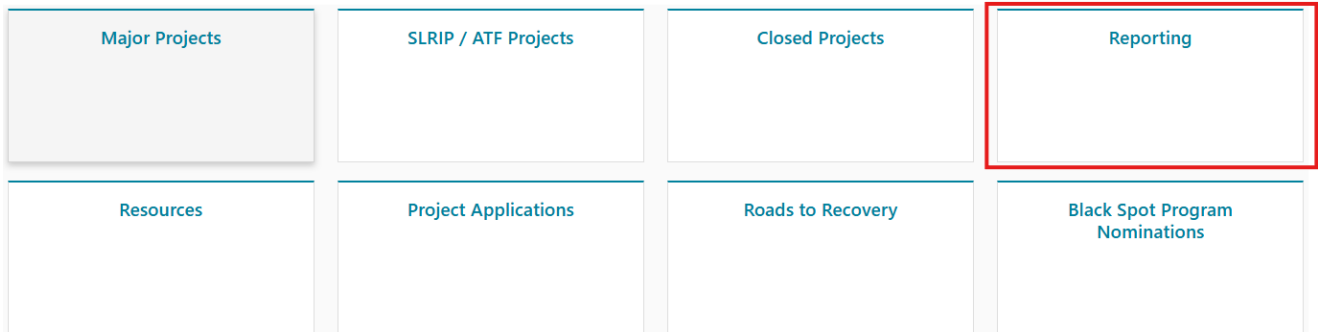
Search

Clear

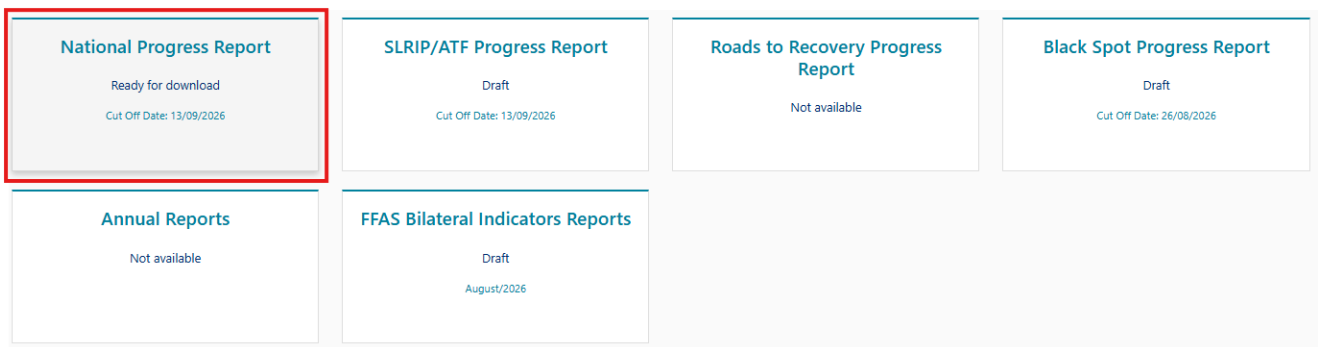
6. Reporting

6.1 National Progress Report

Step 1: From the [RPM Portal Home Page](#), select the **Reporting** tile.



Step 2: From the reporting page select **National Progress Report**



Note:

- In this example, the text in the National Progress Report tile reads:

Ready for download.

Cut Off Date 13/09/2026

- The following month, this will read:

Cut Off Date 13/10/2026

- When the Progress Report has been submitted, the text will change to:

Processed successfully

When the Progress Report has been approved by the department, the text will change to:

Approved

Step 3: Select the **Download Template** button.



The report will be downloaded.

Step 4: Open the Progress Report and start completing all blank fields. This includes:

OFFICIAL

- The **Actual Expenditure** columns – enter the total expenditure for the previous month.
- The **Forecast Expenditure** columns – enter the estimated expenditure for this month and the next.

This is only an excerpt from the National Progress Report spreadsheet.

Actual Expenditure Month-1 AG	Actual Expenditure Month-1 State	Actual Expenditure Month-1 LGA	Actual Expenditure Month-1 Other

Some fields, like the Progress Description, will populate with data from the previous month. These fields only need to be updated if there have been changes since the last report.

The Cumulative Expenditure field is there for reference only and calculates the total expenditure to date, based on the reported actual expenditure from previous months. Any updates made by proponents to these fields in the template will cause an error message in the RPM system once it is processed.

H	I	J	K
Cumulative Expenditure Month-2 AG	Cumulative Expenditure Month-2 State	Cumulative Expenditure Month-2 LGA	Cumulative Expenditure Month-2 Other
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
21.00	1.00	1.00	1.00
21.00	1.00	1.00	1.00
21.00	1.00	1.00	1.00

Step 5: When you have completed the report, save the document ready for submission.

Step 6: Go back to the RPM Portal. To submit the Progress Report, select the **Submit Data File** button.

National Progress Report

Uploaded File	Status Ready for download	Last Modified 01/02/2025 2:05 AM
Cut Off Date 13/02/2025		

[Download Template](#) [Submit Data File](#)

Step 7: In the **Submit Data File** pop-up window, select the **Choose file** or **Browse** field to select a file to upload.

Submit Data File ×

Data File

Step 8: Find the required file from your file explorer folder and select **Open**.

The selected file will appear in the **Submit Data File** pop-up window.

OFFICIAL

Step 9: Select the **Save and Continue** button.

Step 10: The Progress Report Status will update to **Processing data file** and RPM will begin to validate the submission. This can be a lengthy process and can take up to 30 minutes for large organisations with a lot of projects.

Step 11: If the validation is unsuccessful, the Progress Report Status will update to **Processing failed**.

To view errors, select the **View Details** button.

Resolve any errors within the template.

To resubmit the report, select the **Submit New Data File** button.

Step 12: If the validation is successful, the Progress Report Status will update to **Processed successfully** and an overview grid will load.

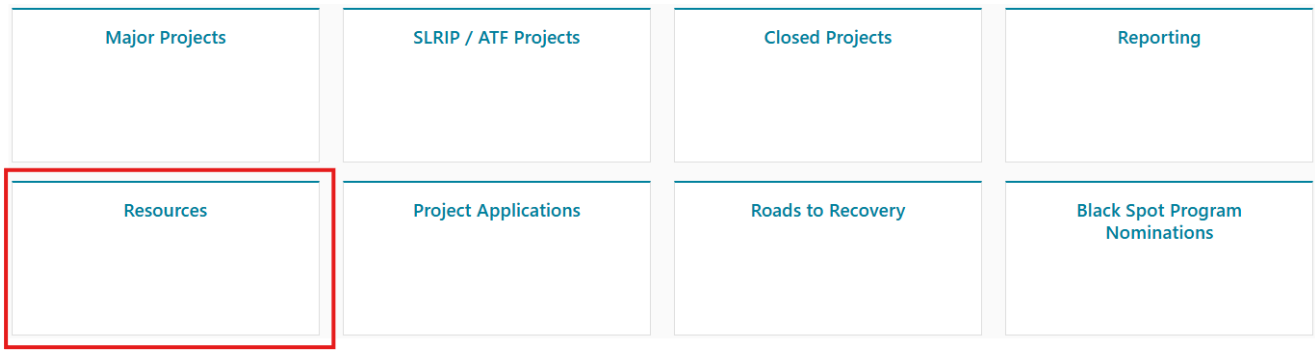
Select the **Add Attachment** hyperlink to upload supporting documentation.

You are required to upload 'Evidence' if a Project has a **Requested Payment** in the Progress Report. The RPM Portal does not currently have a feature for downloading Progress Reports from previous months.

7. Resources

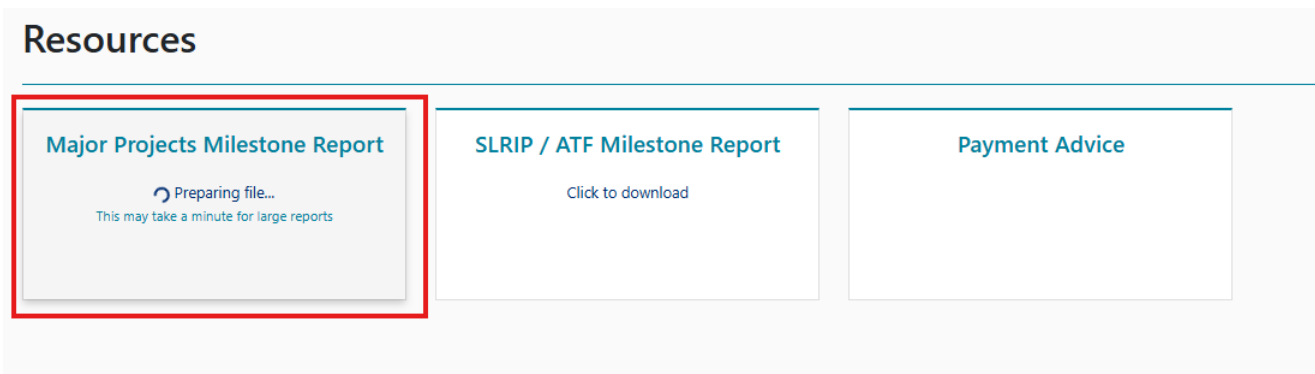
7.1 Milestone Report

Step 1: From the [RPM Portal home page](#), select the **Resources** tile.



Step 2: Select the **Major Project Milestone Report**

The report will download to your computer.



Step 3: The **Milestone Report** is for information only and does not need to be resubmitted. The Report details all scheduled Milestones by Project for the current and next financial year.

Once a Milestone is **Approved**, the amount will appear in the relevant month column.

Project Number	Project Name	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025

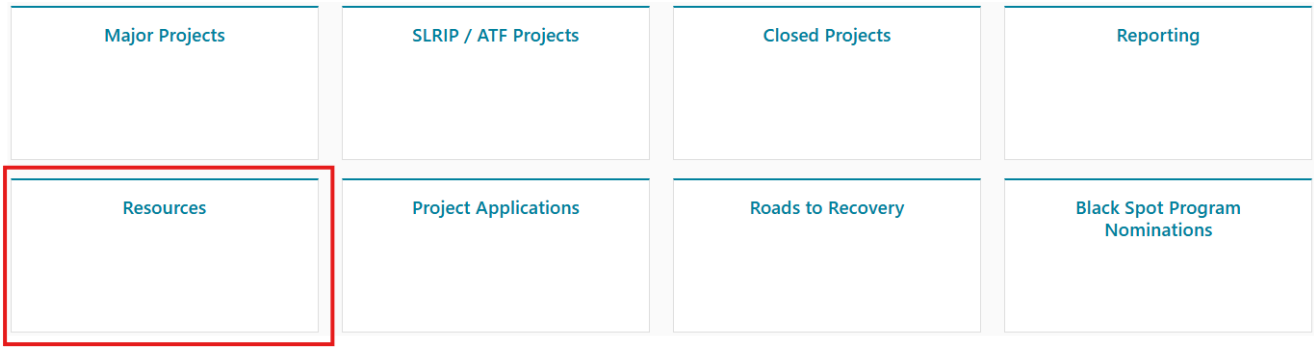
Unpaid Approved Milestones	YTD Payments Total	FY Allocation

Additional columns provide the following information from the Project:

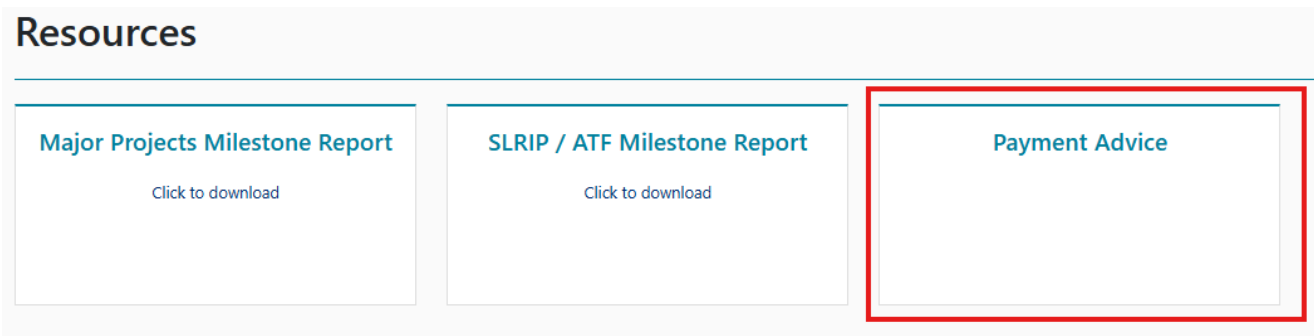
- Total of Unpaid Approved Milestones
- Total Year to Date (YTD) Payments
- The AG Commitment Amount for this financial year.

7.2 Payment Advice

Step 1: From the [RPM Portal home page](#), select the **Resources** tile.



Step 2: Select the **Payment Advice** tile.

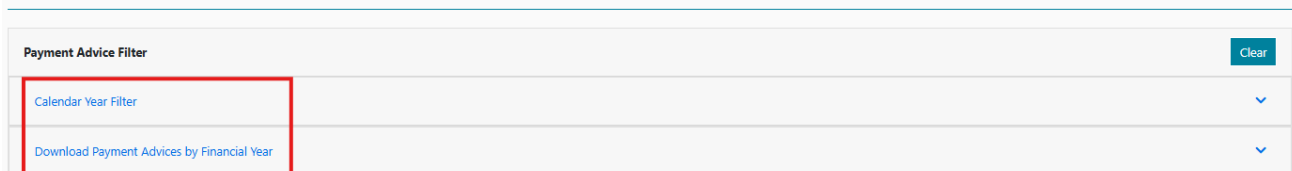


The Payment Advice Filter has two options:

- **Calendar Year Filter** – select to view and download payments for a specific year, month or program.
- **Download Payment Advices by Financial Year** – select to download all payments in a financial year.

[Dashboard](#) > [Resources](#) > [Payment Advice](#)

Payment Advice



Step 3: Selecting **Calendar Year Filter** will display a new filter.

The options include:

- **Year**
- **Month**
- **Program Name**

Year Month Program Name
 -- Select the Calendar Year -- -- Select Month -- All

Select the required **Year**, then optionally select the required **Month** or **Program**.

Note: As soon as a **Year** is selected, the **Download Payment Advices by Financial Year** option is replaced with the list of filtered payments.

Select the **Download Data File** button to download the filtered Payment Advice in a PDF. Alternatively, select the **Clear** button to return to the default filter options.

Payment Advice Filter

Calendar Year Filter

Year: 2026 Month: -- Select Month -- Program Name: All

Clear

Download Data File

Step 4: Selecting **Download Payment Advices by Financial Year** will display a new filter.

Select Financial Year

[Download Payment Advices by Financial Year](#)

-- Select Financial Year --

Note: This filter will not display the data on the screen, creating a file to download only.

Select the required **Financial Year**. Two new buttons will display:

- **Download FY PDF**
- **Download FY Excel**

Payment Advice Filter

Calendar Year Filter

Download Payment Advices by Financial Year

2026-27

Download FY PDF Download FY Excel

Note: This filter will not display the data on the screen, creating a file to download only.

Select the **Download FY PDF** button to download Payment Advice in a PDF.

Select the **Download FY Excel** button to download Payment Advice in excel.

Alternatively, select the **Clear** button to return to the default filter options.