

Fast-track Portal

Viewing applications and requests and creating feedback

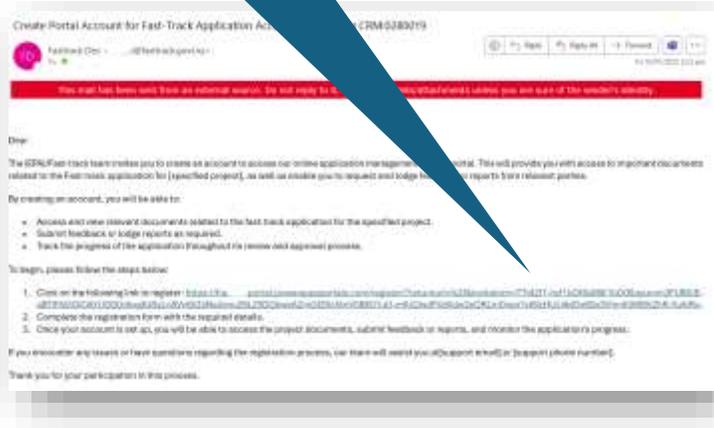
Updated June 2025

Fast-track Portal

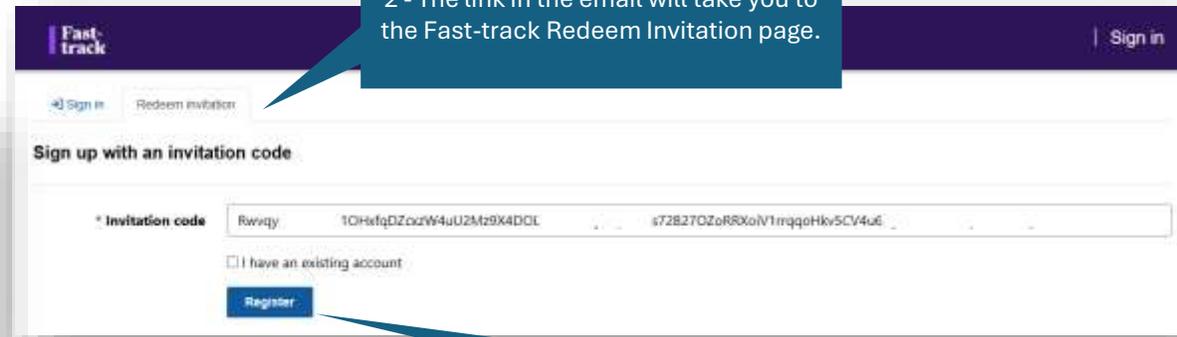
Portal Registration & Password Reset

Portal Registration (for all Portal users)

1 - A Fast-track portal invitation email will be sent with an invitation code



2 - The link in the email will take you to the Fast-track Redeem Invitation page.



3 - Click the Register button

Register for a new local account

* Email

* Username

* Password

* Confirm password

4 - Enter a Username & Password, then click Register to create your account

12. Severability

12.1 Partial invalidity

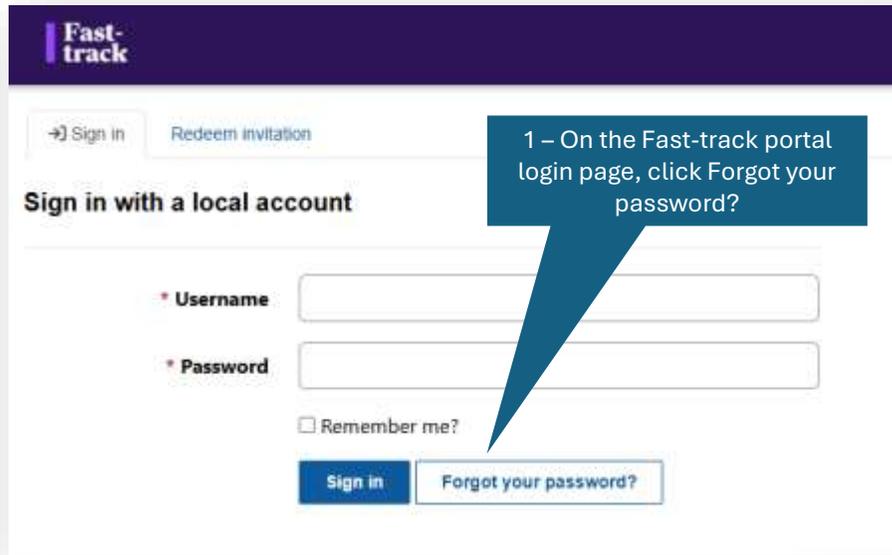
If any provision of these Terms and Conditions is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall be severed from the remaining provisions, which shall continue in full force and effect.

I agree to all the Terms and Conditions outlined above

5 - Once the Terms & Conditions have been accepted, click the Submit button

6 - CONGRATULATIONS !!!
You now have access to the Fast-track portal. Further instructions will follow.

Password Reset (for all Portal users)



Fast-track

→ Sign in Redeem invitation

Sign in with a local account

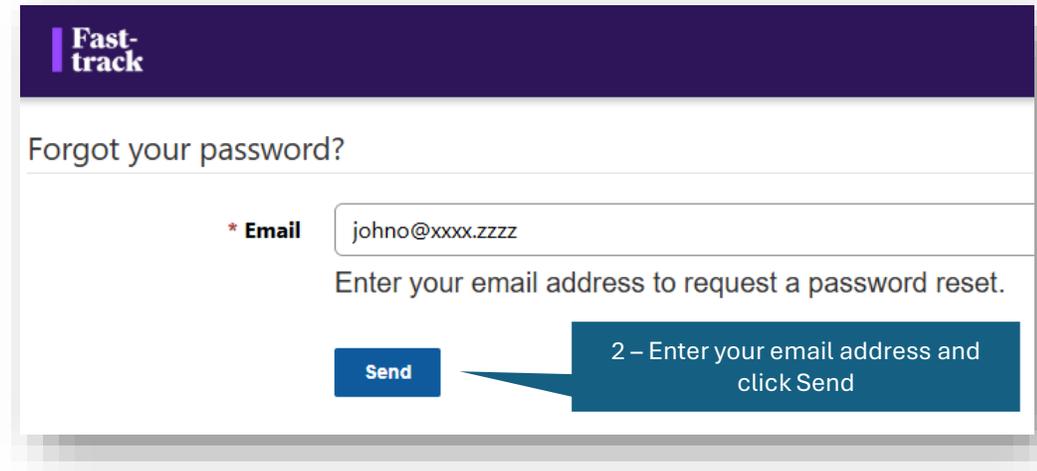
* Username

* Password

Remember me?

Sign in Forgot your password?

1 – On the Fast-track portal login page, click Forgot your password?



Fast-track

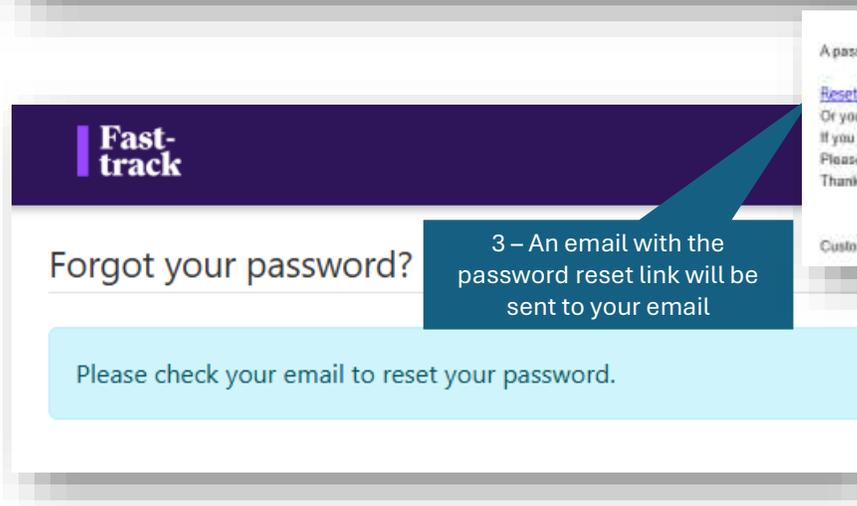
Forgot your password?

* Email

Enter your email address to request a password reset.

Send

2 – Enter your email address and click Send

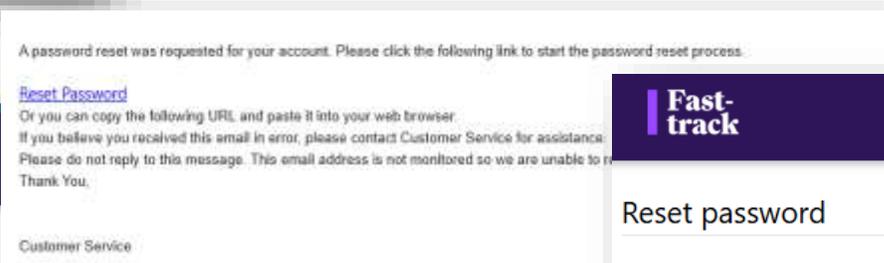


Fast-track

Forgot your password?

Please check your email to reset your password.

3 – An email with the password reset link will be sent to your email



A password reset was requested for your account. Please click the following link to start the password reset process.

[Reset Password](#)

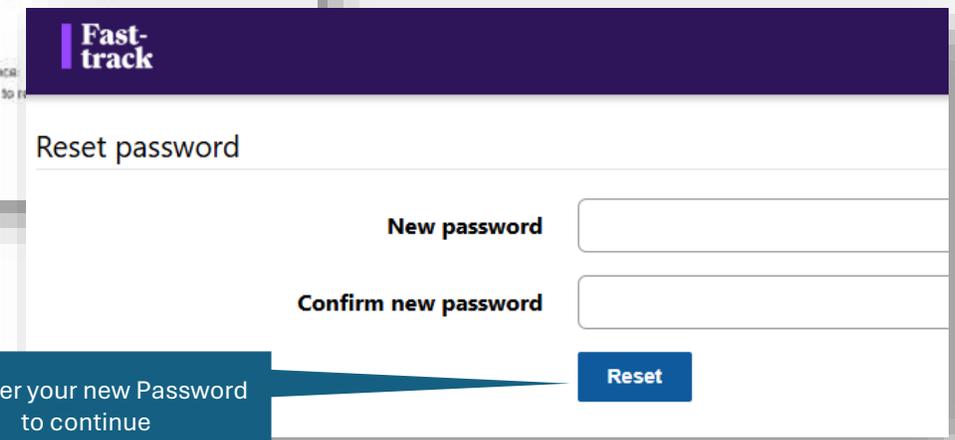
Or you can copy the following URL and paste it into your web browser.

If you believe you received this email in error, please contact Customer Service for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond.

Thank You,

Customer Service



Fast-track

Reset password

New password

Confirm new password

Reset

4 – Enter your new Password to continue

Fast-track Portal

Viewing applications and requests and creating feedback

Viewing My Applications

Fast-track Home Applications Request Terry Third Party

Welcome to the Fast-track Portal

Please see the guidance below based on your role in the Fast-track process:
We're here to help every step of the way. If you need assistance, feel free to contact our support team at 0800 FASTRICK (0800 327 875) or info@fastrack.govt.nz.

Administering Agencies

This is a secure area where you can view an application, receive communications, upload your response and carry out activities that relate to your assigned role.
Most 3rd party requests will require responses within a due date.
Once you have formally received a request, you can:

View or download the following:

- The complete application information and any formal correspondence from the applicant.

Upload the following:

- Any responses such as further information, invited comments about the application, and technical report responses.
- Responses to draft conditions and draft decisions (substantive)

Track progress:

- See the status of an application (substantive)

[View Applications](#) [Provide Feedback](#)

Local Authorities
Ministers
Other Parties

On any page, Click Applications to view all Applications I am associated to.

On the Home page, Click View Applications to view all Applications I am associated to.

Click on the Application Number to view the details of an individual Application record

Unique Ref. No ↓	Project Name	Applicant Organisation	Application Type	Status
FTAA-2506-1046	Phase 2 Substantive Application V1	TEST INFO DATA LIMITED	Substantive Approval	Submitted
FTAA-2506-1045	New Referral Phase 2 Application	TESTING OVERSEAS	Referral	Submitted

Viewing My Requests

Click on Requests to view all Requests I need to provide feedback to

The screenshot shows the 'Fast-track' web application interface. At the top, there is a dark purple navigation bar with the 'Fast-track' logo on the left and menu items 'Home', 'Applications', 'Request', and 'Terry Third Party' on the right. Below the navigation bar is a search bar with the text 'Search' and a magnifying glass icon. The main content area displays a table of requests. The table has five columns: 'Request Number', 'Title / Subject', 'Application', 'Due Date', and 'Created On'. A single row is visible with the following data: Request Number 'REQ001022H4V5', Title 'To Terry', Application 'New Referral Phase 2 Application', Due Date '2/7/2025', and Created On '11/6/2025 1:07 AM'. A small downward-pointing arrow is located at the end of this row. A callout box points to the 'Request' menu item, and another callout box points to the arrow on the request row.

Request Number ↓	Title / Subject	Application	Due Date	Created On
REQ001022H4V5	To Terry	New Referral Phase 2 Application	2/7/2025	11/6/2025 1:07 AM

Click on View Request to view the details of a Request

Viewing a Request Details

1 General 2 Documents 3 Feedback

Documents tab

Feedback tab

Request Detail

Title / Subject * Title/Subject of the Request

To Terry

Application * Regarding the Application

New Referral Phase 2 Application

Description * Details regarding the Request

Please review Docs

Due Date Due Date by when I need to provide feedback

2/7/2025

Next

Click Next to view the Documents tab

1 General ✓ 2 Documents 3 Feedback

Documents

Documents

Click on a document name to download

Name ↑	Modified
sample_640×426.jpg (86 KB)	6 minutes ago

Previous Next

Creating Feedback for a Request

1 - Navigate to the Feedback tab of a Request

The screenshot shows the 'Feedback' tab selected in a navigation menu. Below the menu, there is a 'Feedback' section with a 'Create Feedback' button. A table below the button is empty, with columns for 'Feedback ID', 'Title', 'Regarding', 'Application', 'Status', 'Created By (Contact)', and 'Created On'. A 'Previous' button and a 'Close' button are at the bottom.

2 - Click Create Feedback

Create Feedback

3 - Enter your title

The screenshot shows the 'General' tab of the feedback form. It includes a 'Feedback ID' field, a 'Title' field with the placeholder 'My Feedback', and a 'Comments' field with the placeholder 'the details here'. A 'Next' button is at the bottom.

4 - Provide a succinct summary of your feedback

5 - Click Next

Next

The screenshot shows the 'Documents' tab selected in a navigation menu. Below the menu, there is a 'Documents' section with an 'Add Files' button. A yellow message box below the button says 'There are no folders or files to display'. A 'Previous' button and a 'Submit' button are at the bottom.

6 - Add feedback as an attachment (please provide the feedback requested as a single compiled document)

7 - Click Submit to submit your Feedback

Previous

Submit