



How to Use the Property Access Request Portal

How to Use this Document:

- **Scroll down one page to the Contents Page.**
- This document is a collection of small instructions for specific PAR tasks.
- Scan the table of contents to find the instructions you're looking for.
- Click on the heading in the table of contents to be taken directly to those instructions
- Use the links within the instructions to navigate between related instructions.

Purpose:

The purpose of this document is to provide users with instructions to use the Property Access Request (PAR) Portal.

This document is for any Arrow staff & contractors that use the PAR Portal to request access to sites as well as view, send, or print Property Access Conditions (PAC).

The document provides an overview of the process and instructions to access the Property Access Request Portal, find and create Property Access Requests, view and send Property Access conditions and more.

Who can use the Property Access Request Portal:

Anyone with an Arrow email & login can use the PAR Portal. All staff automatically have access. Contractors can also access the portal via a request from their Arrow Energy supervisor/contract holder.

Contents

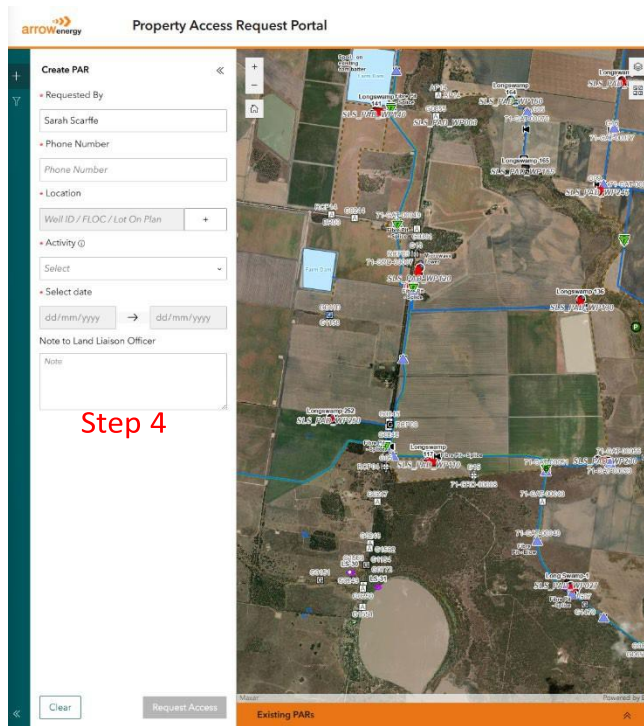
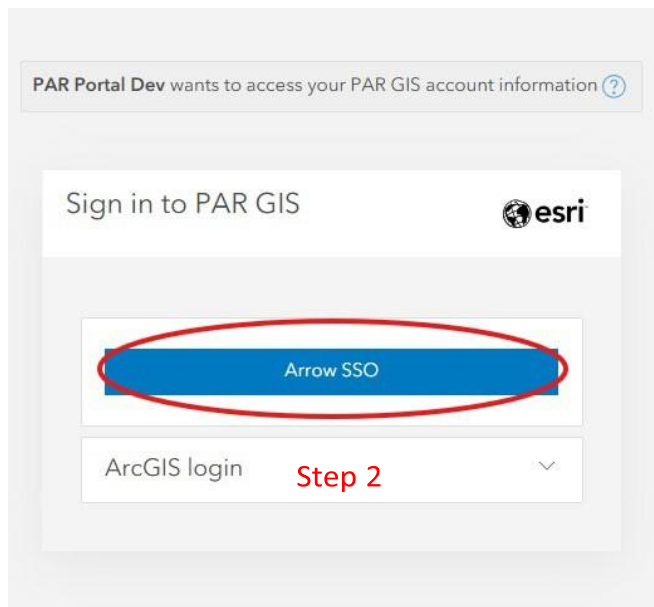
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Instruction Sheet

Getting Started

Logging in to the Property Access Request Portal

You can use the PAR portal on your mobile device (Mobile) or computer (PC)



Step 1: Open the PAR portal at <https://propertyaccess.arrowenergy.com.au/PAR/portal>

Step 2: Click the blue *Arrow SSO* button.

Step 3: If prompted, enter your Arrow email address and password to login.

Step 4: The Portal will open to the initial landing page.

Before Creating a PAR

Before creating a new PAR for your activities, search in the portal to see if there is an existing PAR for that property.

If an existing PAR matches the property, activities and planned dates, users can sign on to that existing PAR, instead of creating a new one.

Instruction Sheet

Activities, Duration and Request Periods

The PAR portal requires users to select an Activity when requesting a PAR.

The Activity Type determines how long the PAR can last for (Duration) and how long in advance the PAR needs to be requested, before activities can begin (Request Period).

Once an activity is selected, the system will only allow you to select dates that match the default Duration and Request Periods for the specific activity.

For properties with specific notice period requirements that are longer than the default request periods, PAR will automatically pull those requirements through and the system will only allow you to select dates that match the Request Period for that specific property.

LLOs can overwrite time frames and apply new dates when the Approve requests.

The table below outlines what work falls under what Activity, and the Duration and default Request Period that applies.

Activity	Activity Description	Duration	Request Period
Planning & Assessment	Area Wide Planning, Site Scouting, Survey, Seismic, Geotech, Water/Soil Sampling, Flora & Fauna Monitoring	60 Days	16 Days
Construction	Survey Pegging, Site Preparation, Roads & Access, Civil Works, Gathering, Initial Rehabilitation/Stabilisation, Pressure Testing	90 Days	16 Days
Commissioning & Startup	Handover Activities, Introduction of Hydrocarbons, Nitrogen Purge, Walk Down	30 Days	10 Days
Operations & Maintenance	Asset maintenance, Inspections, Wellfield Operations, Weed Spray, Maintenance remediation work including excavations, grading, dig-ups	7 Days	0 Days
Vegetation Management	Slashing, Spraying, Vegetation Removal	30 Days	0 Days
Decommissioning	Final Rehabilitation Works, Rehabilitation Monitoring, Cut & Cap	30 Days	10 Days
Visitor	Delegations, Site Visits	30 Days	2 Days
Radiographic Testing	Radiographic Testing	7 Days	0 Days
Rig Activities - Completions	Completions Rig	30 Days	10 Days
Rig Activities - Workover	Workover Rig	30 Days	10 Days
Rig Activities – Plug & Abandon	Plug & Abandon Rig	30 Days	10 Days
Rig Activities - Drilling	Drilling Rig	30 Days	10 Days

Instruction Sheet

PAR Portal Automatic Emails

The PAR Portal will automatically send emails to the user/s at different stages of the PAR process.

Emails will be sent from no-reply-PAR@arrowenergy.com.au.

Below is a table summarising at what stages emails are sent, and which email addresses (users) they are sent to.

Function	Email
Create a new PAR	New PAR email (not an approval) or Approved PAR email (for auto-approved PARs)
PAR status set to Approved by LLO	Approved PAR email
PAR status set to Declined by LLO	Declined PAR email
LLO 'Notify User'	PAR Alert Email (Signed On Work Party Members & Requestor)
LLO 'Change Date'	Date Change Email (Signed On Work Party Members & Requestor)
PAR 48 hours from expiry	Expiry warning email (not for O&M activities)
PAR Expired	No Email
Sign On	No Email
Request Property Access Conditions	Property Access Conditions email
Request Property Access Pass	Property Access Pass email (and SMS)

Below is a sample of some of the emails that users receive.

PAR Approved - PAR#1256

 **no-reply-PAR@arrowenergy.com.au**
To: Alice Davies
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Approved

Dear Alice Davies,

PAR Declined - PAR#1279

 **PAR@arrowenergy.com.au**
To: Alice Davies
This message was sent with High importance.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Declined

Dear Alice Davies,

Property Access Request PAR#1279 has been declined, you do not have approval to enter this property.

PAR ID	1279
Start Date	11/09/2025

Property Conditions

 **no-reply-PAR@arrowenergy.com.au**
To: Alice Davies
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Property Access Conditions

THIS IS NOT AN APPROVAL

Dear user,

Please see links below for the Property Access Conditions for PAR#1206

PAR Date Change - PAR#1279

 **PAR@arrowenergy.com.au**
To: Alice Davies
This message was sent with High importance.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Date Change

Dear Alice Davies,

Property Access Request PAR#1279 dates have been changed

PAR ID	1279
--------	------

Instruction Sheet

PAR Status

Status	Description
New	PAR has just been created, and is sitting with Land Access to review
Approved – Inactive	The PAR has been approved, however the start date for the PAR is in the future
Approved – Active	The PAR has been approved, and the PAR dates are current
Declined	The PAR has been declined
Expired	The finish date for the PAR is in the past

PAR Approvals

Once a PAR is requested, there are two modes of approval. Auto-Approval & Manual Approval.

Auto-Approval :

Where Property Access Conditions are set to Auto-Approval the PAR will be automatically approved in line with the default Request Period & Duration, or the specific property Request Period requirements.

Users will receive a PAR Approved email, and PAR Status will change automatically to approved.

Manual Approval:

Where Property Access Conditions are not set to auto-approval; once a PAR is created, the system will send the PAR to the LLO for review. .

You will receive an email confirming that a new PAR has been created.

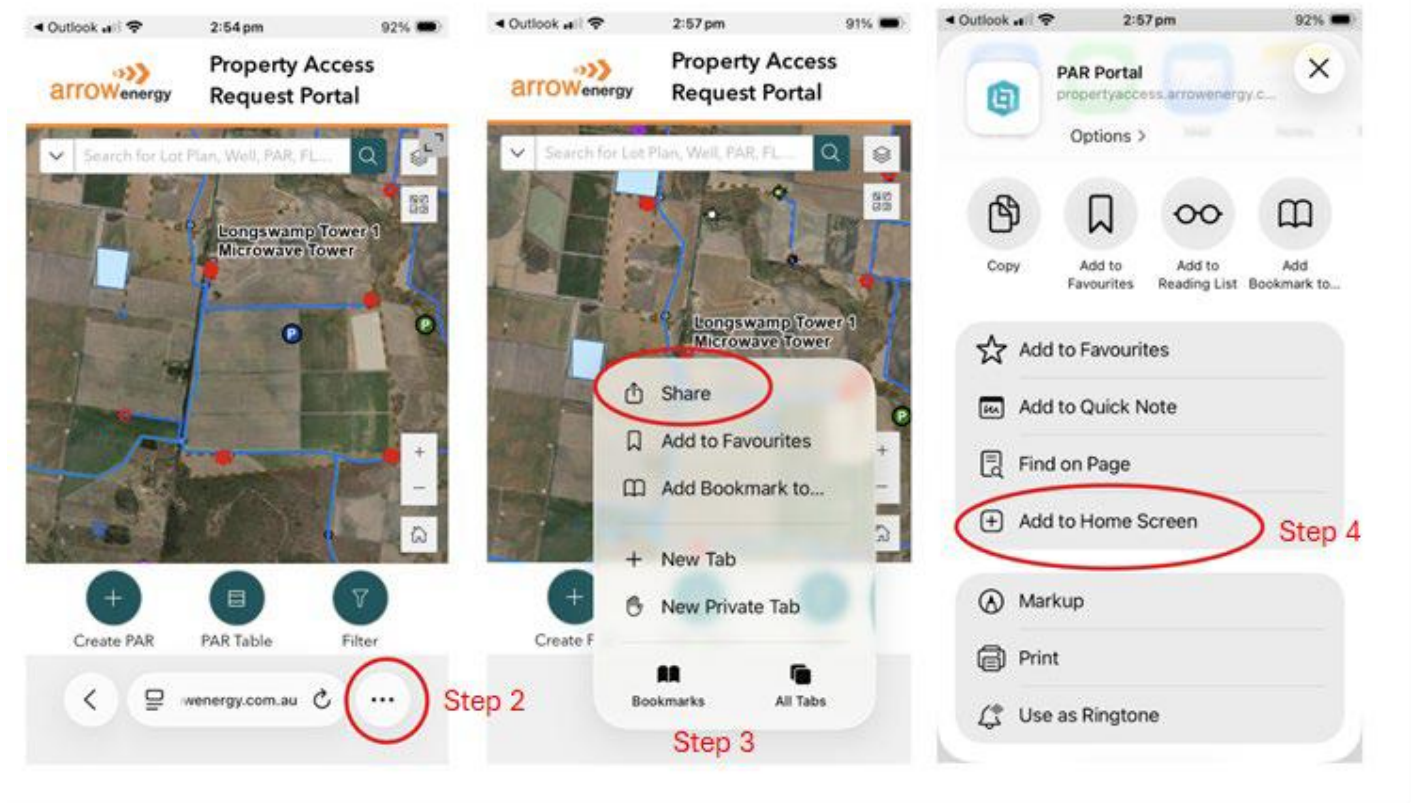
When the LLO approves the PAR, you will receive a PAR Approved Email.

Property Access Conditions can be viewed as soon as the PAR is created.

Instruction Sheet

Add a URL Shortcut to the PAR Portal on an Apple Mobile Device.

For ease of access, a shortcut to the PAR Portal can be added to the app screen on your mobile device. The shortcut appears like an app and will load the portal in a new tab in Safari each time the icon is pressed.



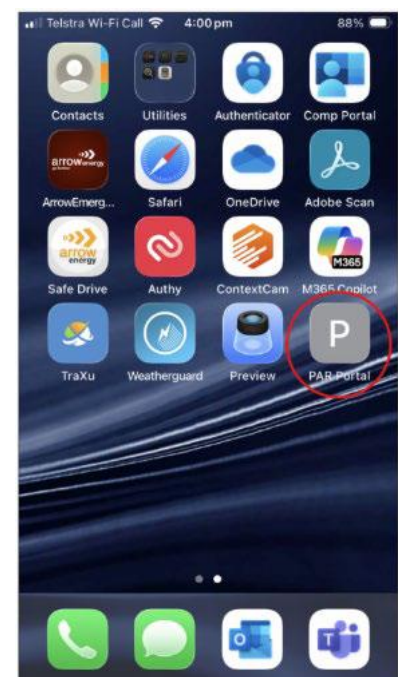
Step 1: Open the PAR Portal in Safari

Step 2: Press the three buttons to display menu options

Step 3: Press 'Share'

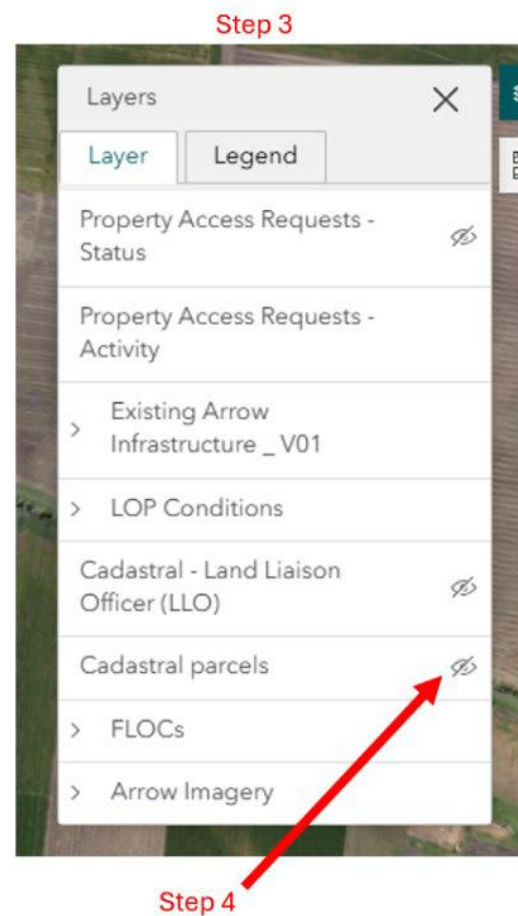
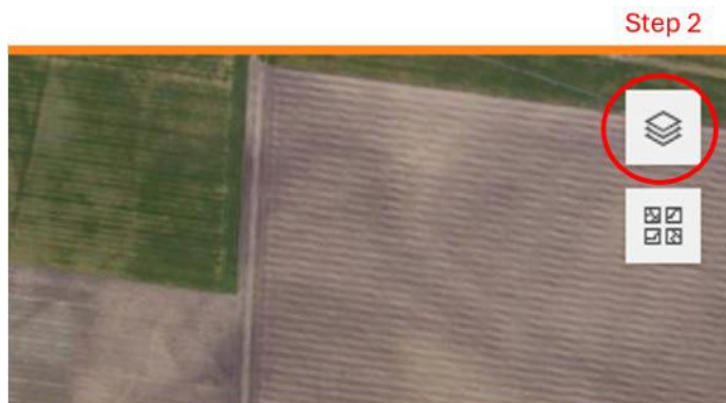
Step 4: Press 'Add to Home Screen'

Step 5: Icon will display on home screen



Instruction Sheet

How to Change Map Layers on PC and Mobile Device



Step 1: Open the PAR Portal

Step 2: In the top right-hand corner of the map select paper icon



Step 3: A grey box will appear with all available map layers

Step 4: Press the 'eye symbol' to turn a layer on or off. An eye will appear as you hover over the right-hand side of the box

Note: A crossed eye symbol means the layers are turned off 

How to Create a PAR

PARs can be created on PC Using

- Asset ID
- Functional Location (FLOC)
- Lot on Plan (LOP)
- Interactive Map

PARs can be created on Mobile by using:

- Create PAR button
- Search Bar to select Asset ID, FLOC or LOP
- Interactive Map

Instruction Sheet

Create a PAR on PC with an Asset ID

The screenshot displays the 'Property Access Request Portal' (PAR) interface. On the left, a sidebar contains a 'Create PAR' form with the following fields:

- Requested By:** Tobias Burwood
- Location:** Well ID / FLOC / Lot On Plan (STEP 2)
- Activity:** Select (STEP 3)
- Select date:** dd/mm/yyyy → dd/mm/yyyy (STEP 4)
- Description of Activities:** Example: "Access requested for Contractor to carry out generator servicing on wells 1, 2 & 13. On site contact is Joe Bloggs on 111 222 333" (STEP 5)

At the bottom of the sidebar are 'Clear' and 'Request Access' buttons. The main area shows a map with numerous colored markers (blue, orange, green) representing existing PARs. A search bar at the top right of the map area contains the text 'Daandine 1'. A dropdown menu is open, listing the following assets:

- ☐ Daandine 1
- ☐ Daandine 10
- ☐ Daandine 100
- ☐ Daandine 101
- ☐ Daandine 102
- ☐ Daandine 103
- ☐ Daandine 104

Below the asset list, a list of activities is visible:

- Commissioning & Startup
- Construction
- Decommissioning
- Operations & Maintenance
- Planning & Assessment
- Radiographic Testing
- Rig Activities - Completions
- Rig Activities - Drilling
- Rig Activities - Plug & Abandon
- Rig Activities - Rigless Operations

Step 1: Open the [PAR portal](#) and select the (+) sign on the left-hand bar

Step 2: Click the (+) in the 'Location' bar and search via Asset name ie. Daandine 100. You can add multiple assets.

Step 3: Click the (↓) in the 'Activity' bar and select one activity.

Step 4: Select a start date and finish date for activities. [See duration & request periods](#)

Step 5: Add a short note to the Land Liaison Officer to describe the activities to be carried out under the PAR.

Step 6: Click 'Request Access', a link will appear with your request details

Instruction Sheet

Create a PAR on PC with Functional Location (FLOC)

The screenshot displays the 'Property Access Request Portal' (PAR) interface. On the left, the 'Create PAR' form is visible, featuring fields for 'Requested By' (Tobias Burwood), 'Location' (Well ID / FLOC / Lot On Plan), 'Activity' (a dropdown menu), 'Select date' (dd/mm/yyyy), and 'Description of Activities' (a text area with an example). The form is divided into six steps, indicated by red arrows and labels: STEP 1 (Create PAR), STEP 2 (Location), STEP 3 (Activity), STEP 4 (Select date), STEP 5 (Description of Activities), and STEP 6 (Request Access). A search bar for 'Search PAR Records' is located above the map, showing a list of records including STP.H01.B0101.STP01001 and STP.H01.B0101.STP01701. The map on the right shows a satellite view of a landscape with numerous colored markers (blue, orange, green) representing existing PARs. A legend at the bottom left of the map indicates 'Existing PARs'.

Step 1: Open the [PAR portal](#) and select the (+) sign on the left-hand bar

Step 2: Click the (+) in the 'Location' bar and search via Functional Location ie. STP.H01. etc . You can add multiple FLOCs

Step 3: Click the (↓) in the 'Activity' bar and select one activity.

Step 4: Select a start date and finish date for activities. [See duration & request periods](#)

Step 5: Add a short note to the Land Liaison Officer to describe the activities to be carried out under the PAR.

Step 6: Click 'Request Access', a link will appear with your request details

Instruction Sheet

Create a PAR on PC with Lot on Plan (LOP)

The screenshot displays the 'Property Access Request Portal' (PAR) interface. On the left, the 'Create PAR' form is visible, with steps 1 through 6 indicated. Step 1 is 'Requested By' (Tobias Burwood). Step 2 is 'Location' (Well ID / FLOC / Lot On Plan). Step 3 is 'Activity @' (Select). Step 4 is 'Select date' (dd/mm/yyyy). Step 5 is 'Description of Activities' (Example: 'Access requested for Contractor to carry out generator servicing on wells 1, 2 & 13. On site contact is Joe Bloggs on 111 222 333'). Step 6 is 'Request Access'. A red arrow points from the 'Location' field to a search bar on the map. The search bar contains '121'. Below the search bar, a list of results is shown, including '004-HP-IPS2544-0121', '004-HP-IPS2862-0121', '013-ER-IPS-2668-W121-N314', '013-IPS-1815-03/121', '1212DER34118', '121DY306', and '121SP121761'. A dropdown menu is open, showing various activities: Commissioning & Startup, Construction, Decommissioning, Operations & Maintenance, Planning & Assessment, Radiographic Testing, Rig Activities - Completions, Rig Activities - Drilling, Rig Activities - Plug & Abandon, and Rig Activities - Rigless Operations. The map on the right shows a satellite view of a landscape with numerous colored markers (blue, orange, green) representing existing PARs. The bottom of the map shows 'Existing PARs' and 'Powered by Esri'.

Step 1: Open the [PAR portal](#) and select the (+) sign on the left-hand bar

Step 2: Click the (+) in the 'Location' bar and search via Lot on Plan ie. 121DY306. You can add multiple lot on plans.

Step 3: Click the (↓) in the 'Activity' bar and select one activity.

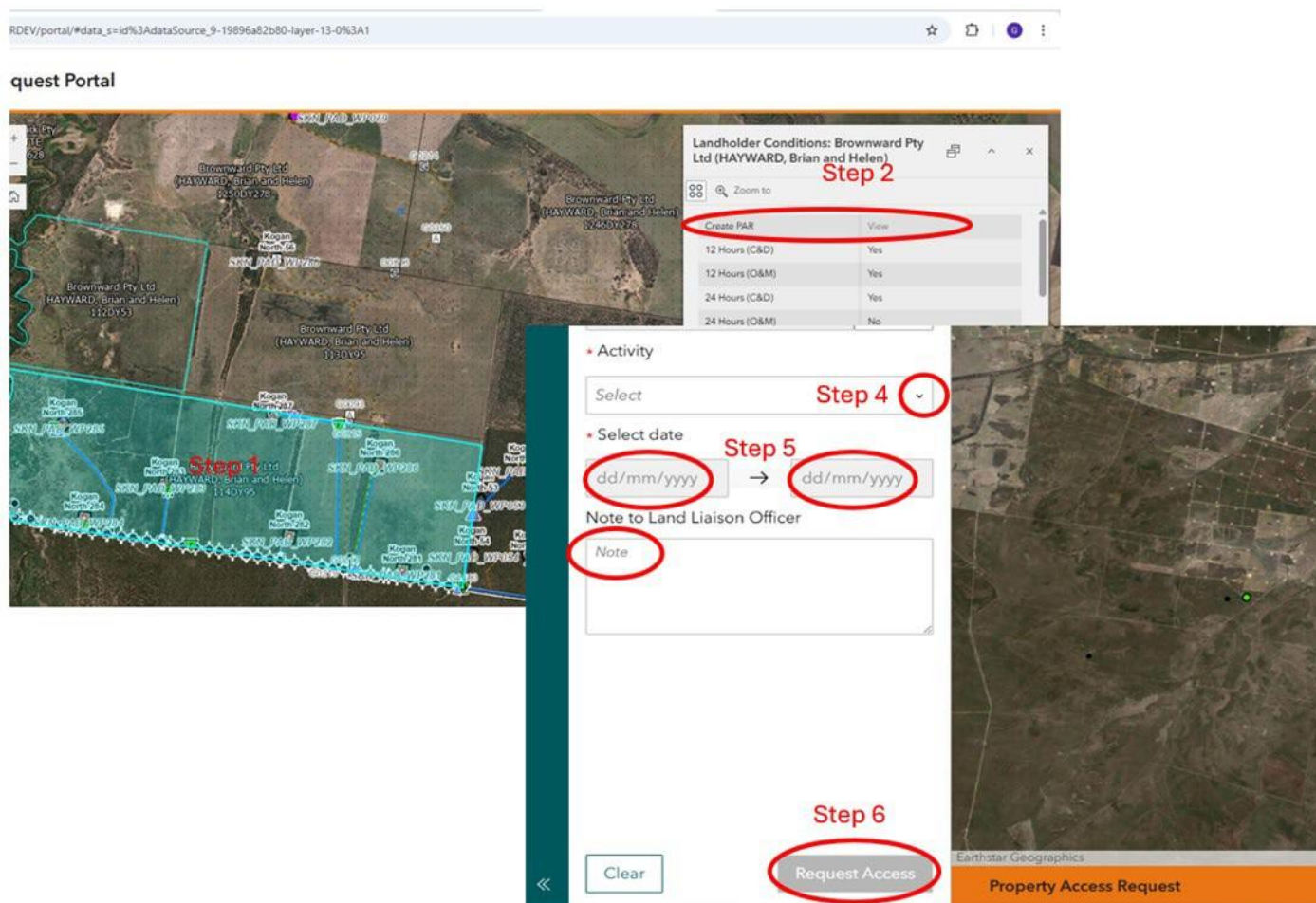
Step 4: Select a start date and finish date for activities. [See duration & request periods](#)

Step 5: Add a short note to the Land Liaison Officer to describe the activities to be carried out under the PAR.

Step 6: Click 'Request Access', a link will appear with your request details

Instruction Sheet

Create a PAR on PC using the interactive Map



Step 1: Open the [PAR portal](#) and find the target property/asset on the map

Step 2: Click the property/asset and a grey box will pop up. On the grey box, click 'View' next to create PAR. A new window will open with the Location information populated

Step 3: Click the (↓) in the 'Activity' bar and select one activity.

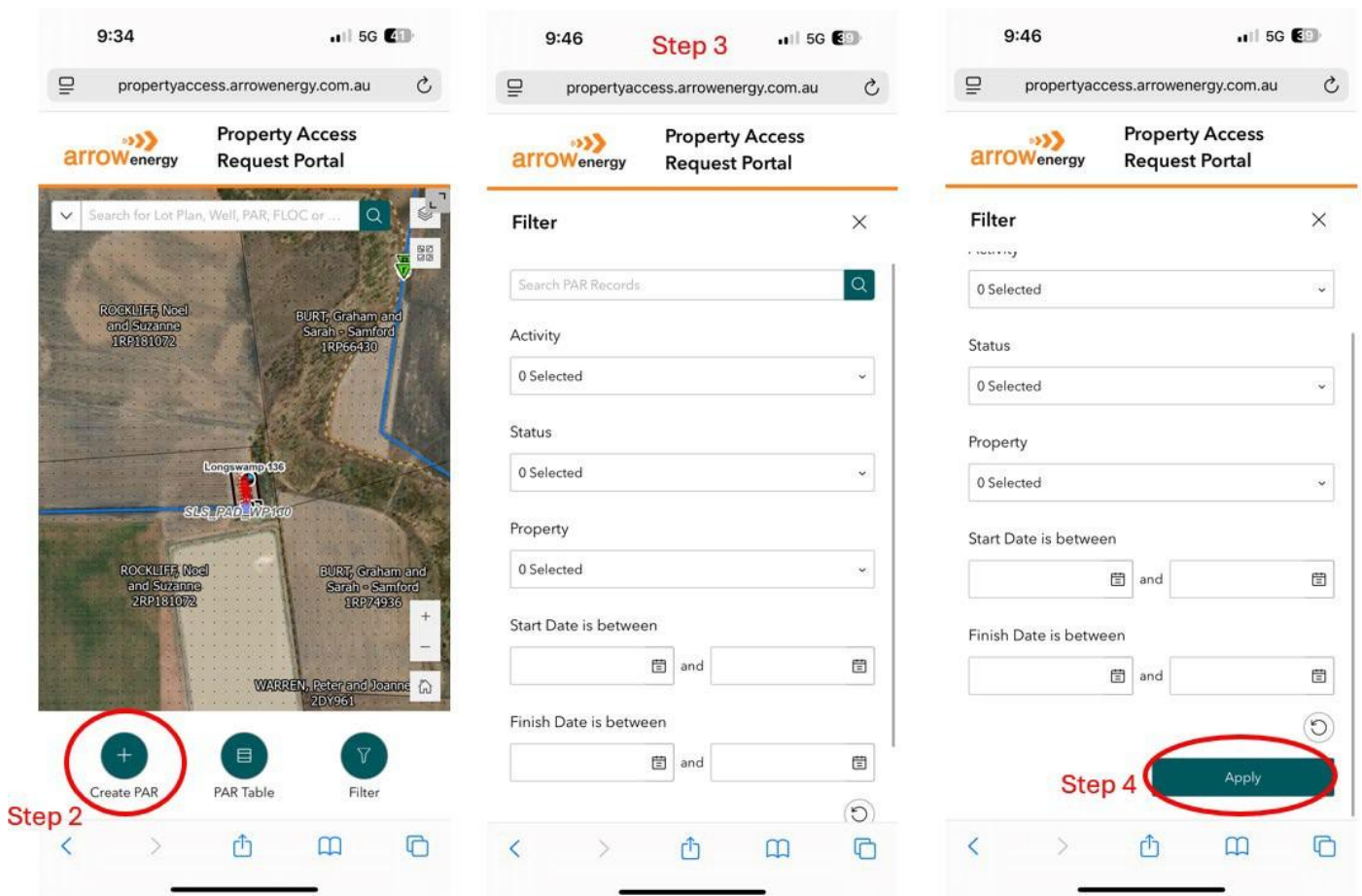
Step 4: Select a start date and finish date. [See duration & request periods](#)

Step 5: Add a short note to the Land Liaison Officer to describe the activities to be carried out under the PAR.

Step 6: Click 'Request Access', a link will appear with your request details

Instruction Sheet

Create a PAR on Mobile



Step 1: Open the [PAR portal](#) on your Mobile device

Step 2: Press 'Create PAR'

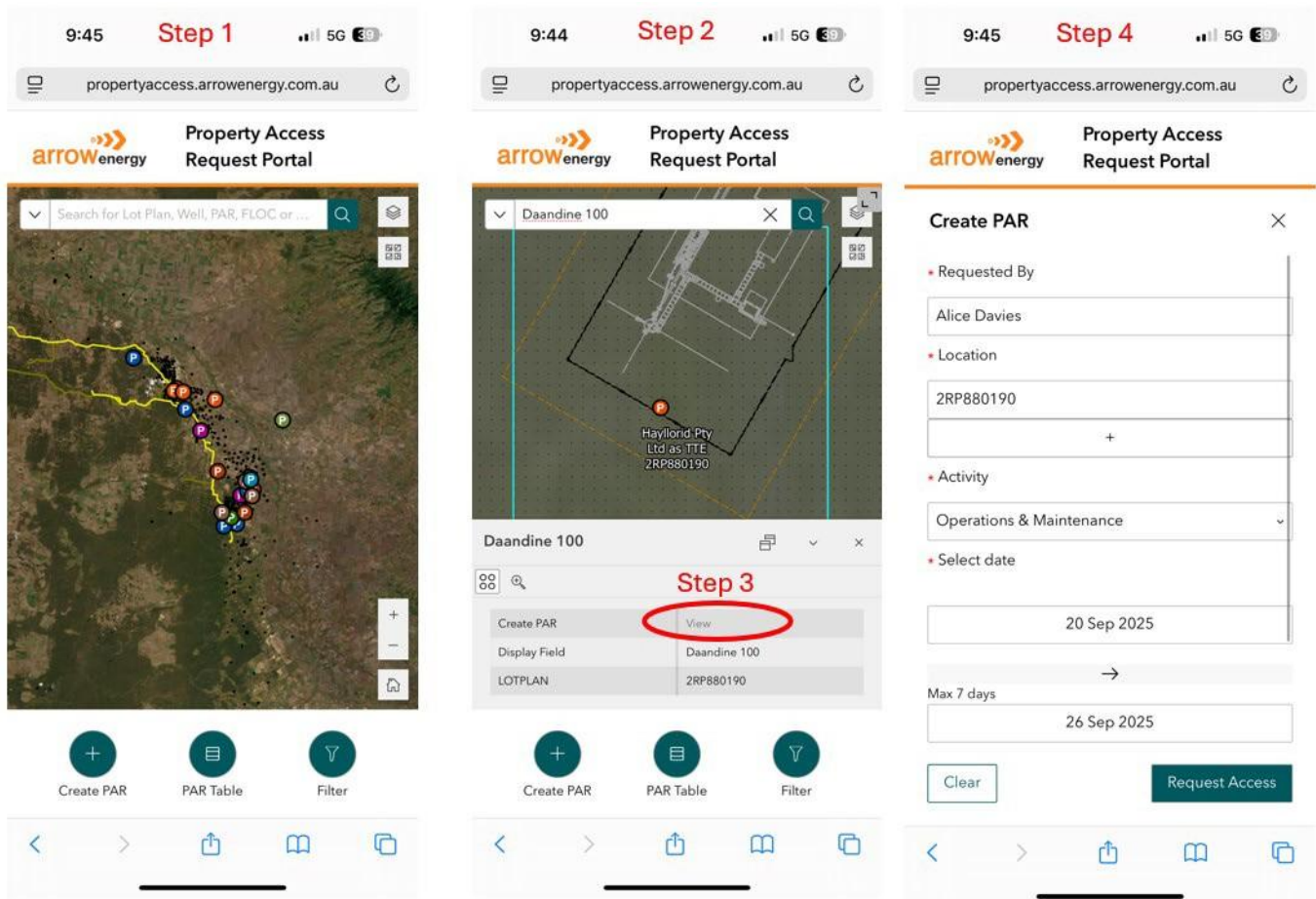
Step 3: Fill out the details from top to bottom

Step 4: Press 'Apply'

Step 5: The link to the PAR Details Screen will appear at the bottom of the screen (you may need to scroll down).

Instruction Sheet

Create a PAR on Mobile from the Search Bar (FLOC, Asset ID, and LOP)



Step 1: Open the [PAR portal](#) on your Mobile device

Step 2: Search for a location in the 'Search Bar' by entering an Asset ID, FLOC, or Lot on Plan

Step 3: Press 'View' next to 'Create PAR'

Step 4: The Location details will be pre-filled. Enter the rest of the details

Step 5: Press 'Apply'

Step 6: The link will appear on the bottom on the screen (you may need to scroll down)

Instruction Sheet

Create a PAR on Mobile from the Map

The image displays three sequential screenshots of the 'Property Access Request Portal' mobile application, illustrating the process of creating a PAR from a map.

Step 1: The screen shows a map with several property boundaries. A red pin is placed on a property labeled 'SLS PAR WP110'. The bottom navigation bar includes 'Create PAR', 'PAR Table', and 'Filter' buttons.

Step 2: The screen displays the 'Landholder Conditions: Arrow (Tipton) Pty Ltd - Glenelg'. A table lists various conditions and their status. The 'Create PAR' button is circled in red, and the 'View' button next to it is also circled in red. The bottom navigation bar remains the same.

Step 4: The screen shows the 'Create PAR' form. Fields include 'Requested By' (Alice Davies), 'Location' (2RP880190), 'Activity' (Operations & Maintenance), and 'Select date' (20 Sep 2025). The 'Request Access' button is circled in red. The bottom navigation bar remains the same.

Condition	Status
12 Hours (C&D)	Yes
12 Hours (O&M)	Yes
24 Hours (C&D)	Yes
24 Hours (O&M)	No
3rd party buried infrastructure known	
3rd Party Hygiene Certificate	No
10 km/hr around buildings and livestock	No
10 km/hr around buildings and	No

Step 1: Open the [PAR portal](#) on your Mobile device

Step 2: Find and select the property, the screen will turn blue

Step 3: Press 'View' next to 'Create PAR'

Step 4: The Location details will be pre-filled. Enter the rest of the details

Step 5: Press 'Apply'

Step 6: The link will appear on the bottom on the screen (you may need to scroll down)

Find an Existing PAR

Before creating a new PAR, you can search for an Existing PAR.

If an existing PAR matches the property, activities and planned dates, you can sign on to that existing PAR, and complete work under that PAR instead of creating a new one.

Existing PARs can be found on PC by using:

- Search Function
- Filter Function

Existing PARs can also be found on Mobile.

Once a PAR has been identified, users can:

- Sign on to an existing PAR
- View, send or print Property Access Conditions
- Send a Property Access Pass

Make sure you read the Property Access Conditions before heading to site.

Instruction Sheet

Find an Existing PAR on PC using the Search Function

Property Access Request Portal

Property Access Request

Property Access Requests - Activity

Search

Step 1

Step 2

PAR ID	Status	Activity	Start Date	Finish Date	Landholder Name
1270	Approved - Inactive	Operations & Maintenance	10/09/2025	17/09/2025	Arrow (Daandine) Pty Ltd.
1269	New	Construction	26/09/2025	30/09/2025	Arrow (Daandine) Pty Ltd.
1267	New	Planning & Assessment	24/09/2025	24/10/2025	LITTLE, Harold Ivan
1266	New	Planning & Assessment	24/09/2025	24/10/2025	ROSS, Robert Charles_GIL...

Step 1: Open the [PAR portal](#) and select the up arrow on the orange bar

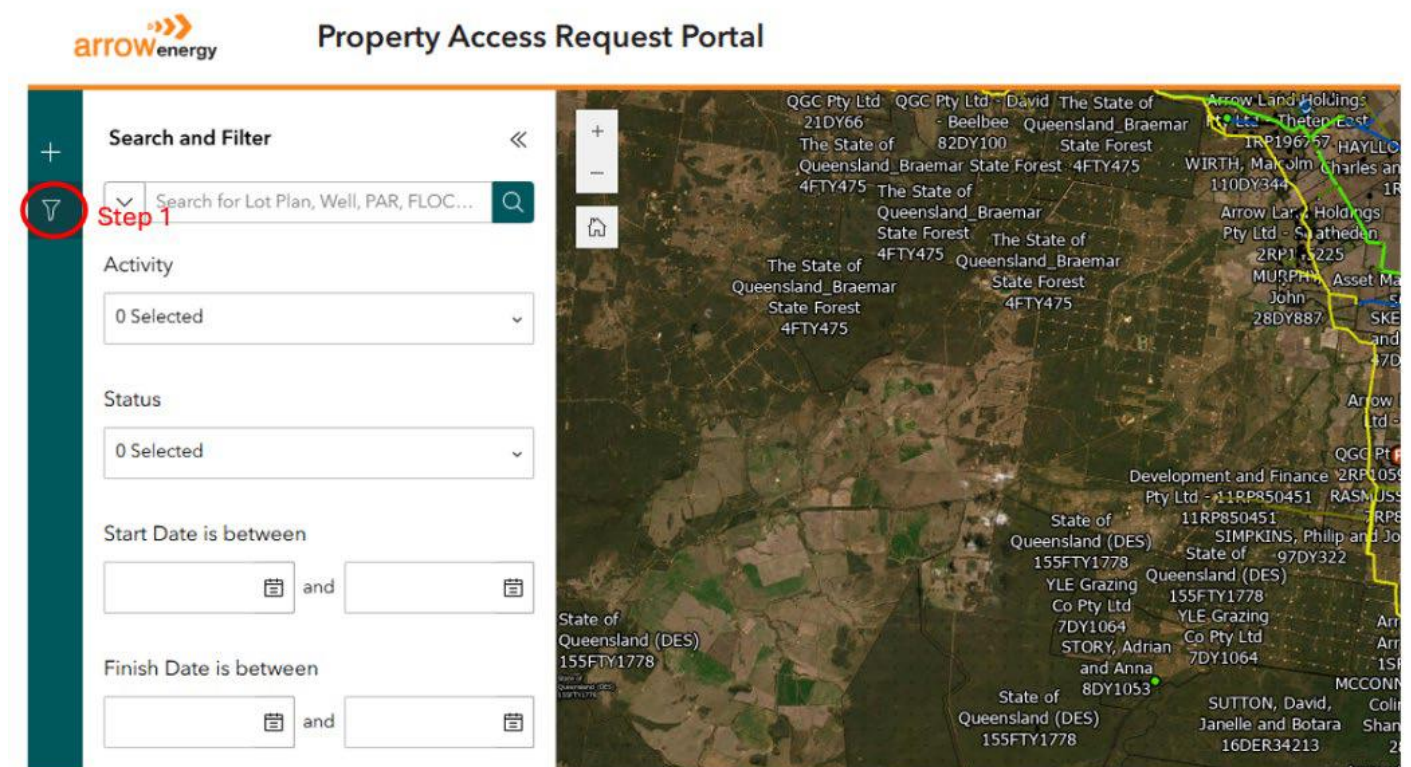
Step 2: Search the list of PARs using any word or number under any of the headings and press enter. The results will display in the grey table.

For example, search by PAR ID (e.g. 1254), Activity (e.g. Construction), or Lot on Plan (e.g. 59DY595)

Step 3: Double click beside the PAR ID number to load the PAR details page.

Instruction Sheet

Find an Existing PAR on PC using the Filter Function



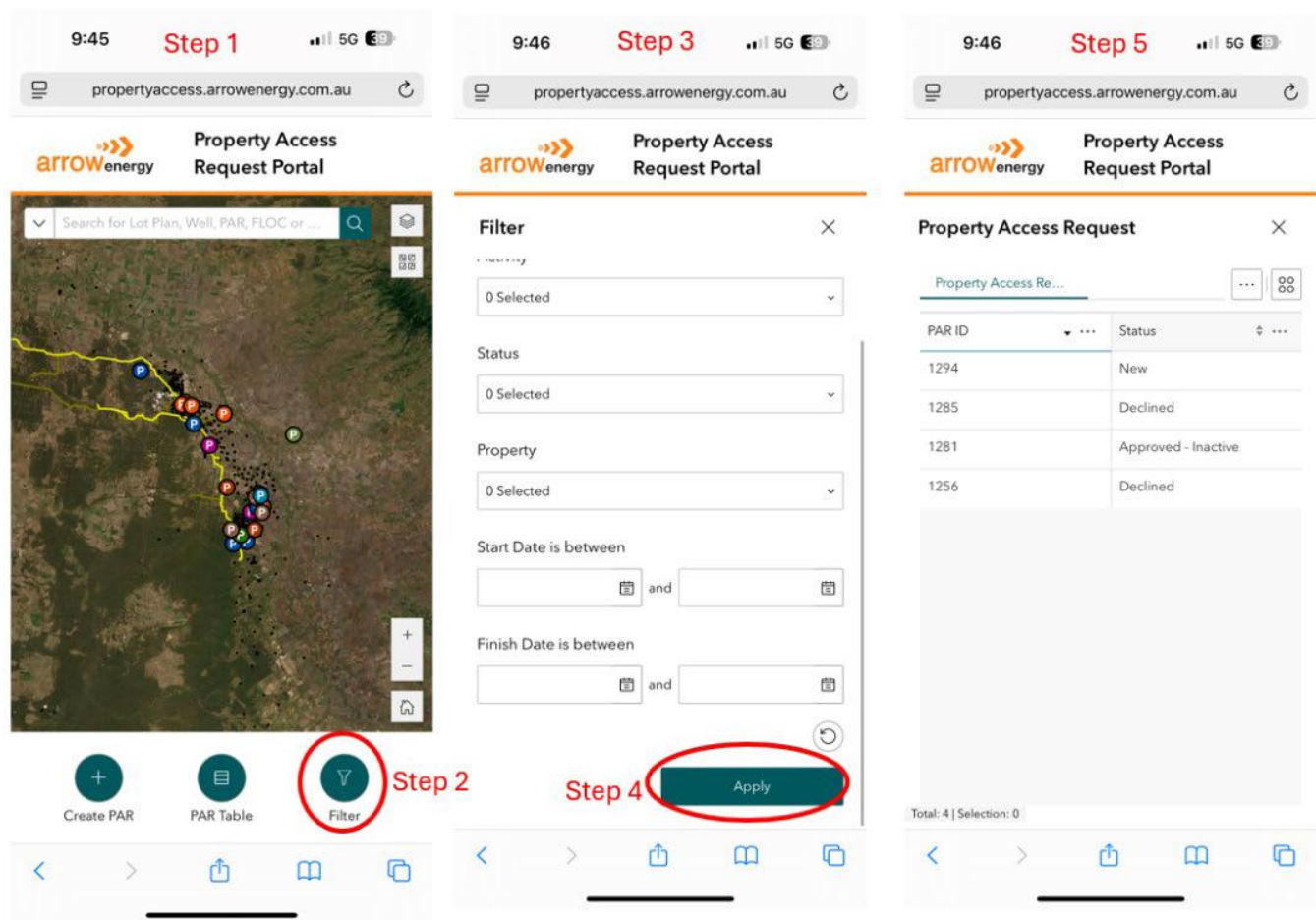
Step 1: Open the [PAR portal](#) and select the filter icon on the left hand bar 

Step 2: Fill out all or some of the 'Search and Filter' options and press enter. The results will display on the map.

Step 3: Single click beside the PAR ID number to load the PAR details page.

Instruction Sheet

Find an Existing PAR on a Mobile Device



Step 1: Open the [PAR portal](#) on your Mobile device

Step 2: Press Filter

Step 3: Fill out the search fields – one or multiple

Step 4: Press 'Apply'

Step 5: A table will appear with a list of the applicable PARs

Step 6: Press on the PAR ID to open the PAR Details Page

Sign On to an Existing PAR

Users must ensure that a PAR is in place before accessing a property – but – not everyone needs to Sign On to an existing PAR.

Check with your supervisor to determine whether you need to sign on to a PAR.

The user creating the PAR will automatically be signed on to the PAR when approved.

Users can sign on to an Existing PAR on PC or a Mobile Device.

Bulk sign on is available for larger work parties. This involves an excel spreadsheet bulk upload of the required details.

Instruction Sheet

Sign On to an Existing PAR on a PC

Property Access Request Portal

[Back to portal](#)

Property Access Request Details

Step 2

Step 3

Sign On

Send Property Access Conditions

Send Property Access Pass

PAR ID	Activity	Status	Start Date	Finish Date	Primary LLO	Contact	Secondary LLO	Contact
1252	Operations & Maintenance	Approved Active	28/08/2025	04/09/2025	Leila Duggan	+61474965694	Sarah Scarffe	+61 499 473 776

Property Conditions

Landholder Name	Property Name	Lot On Plan/s	Property Type	Property Specific Conditions	Specific Access Days/Times	Extra Vehicle Hygiene Conditions	Property Condition Link	Last Updated
BAKER, Scott	Wongalea	121DY306	Primary	✓	✓	✓	View PAC-00063	09/08/2025
O'CONNOR, Thomas and Michelle	Daandine Homestead	1225P204689,147 DY579,148DY910, 157DY910,158DY 910	Transit	✓		✓	View PAC-00060	11/08/2025

Asset List

Property	Asset ID	SAP Asset Description
121DY306	VV-0119	High Point Vent
	DV-0092	Low Point Drain
	DV-0094	Low Point Drain
	SDA_PAD_WP072	Well Pad

Property Access Request Portal

[Back to portal](#)

Property Access Request Details

Outcome

Sign On Success

Sign On

Send Property Access Conditions

Send Property Access Pass

PAR ID	Activity	Status	Start Date	Finish Date	Primary LLO	Contact	Secondary LLO	Contact
1252	Operations & Maintenance	Approved Active	28/08/2025	04/09/2025	Leila Duggan	+61474965694	Sarah Scarffe	+61 499 473 776

Property Conditions

Landholder Name	Property Name	Lot On Plan/s	Property Type	Property Specific Conditions	Specific Access Days/Times	Extra Vehicle Hygiene Conditions	Property Condition Link	Last Updated
BAKER, Scott	Wongalea	121DY306	Primary	✓	✓	✓	View PAC-00063	09/08/2025
O'CONNOR, Thomas and Michelle	Daandine Homestead	1225P204689,147 DY579,148DY910, 157DY910,158DY 910	Transit	✓		✓	View PAC-00060	11/08/2025

Asset List

Property	Asset ID	SAP Asset Description
121DY306	VV-0119	High Point Vent
	DV-0092	Low Point Drain
	DV-0094	Low Point Drain
	SDA_PAD_WP072	Well Pad

Work Party Sign-On

Is your Land Access Induction up to date?

Name	Email	Company Name
Shelvia De Silva	ss@shelviaenergy.com.au	ESB AUSTRALIA PTY LTD
Greg Bennett	greg.bennett@arrowenergy.com.au	MY P3 PTY LTD
Sri-Venkata Kumar	kumar.vv@arrowenergy.com.au	ARROW ENERGY AUSTRALIA

Step 1: Find the existing PAR to sign on to ([See Instructions to Find Existing PAR](#))

Step 2: Check that the PAR Status is Approved

Step 3: Click on the Sign On button

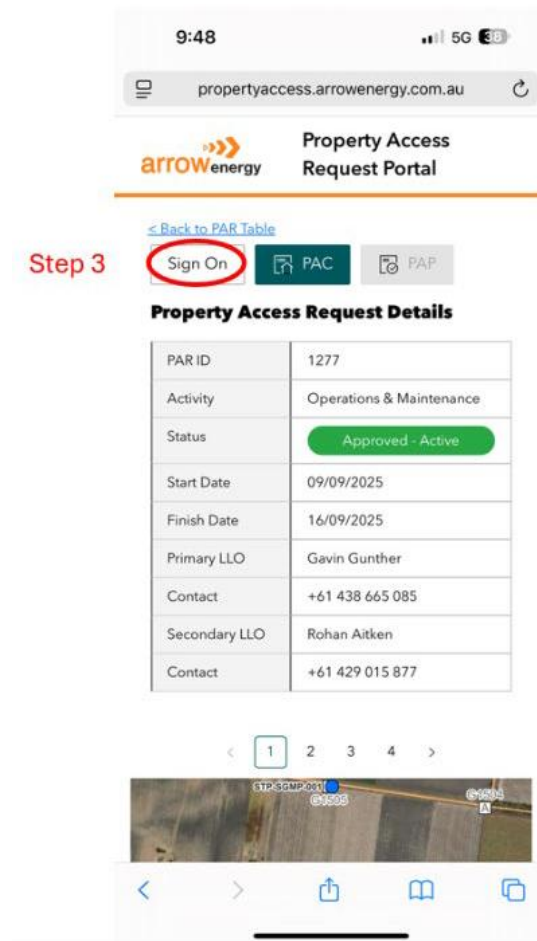
Step 4: If you have not provided your phone number to ICT for open display in the Outlook address book, you will be prompted to now

Once completed, the User's name will be listed in the Work Party Sign On Sheet.

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Instruction Sheet

Sign On to an Existing PAR on a Mobile Device



Step 1: Open the [PAR portal](#) on your Mobile device

Step 2: Search or Create a PAR and open PAR Details

Step 3: Press 'Sign On'

Once completed, the User's name will be listed in the Work Party Sign On Sheet.

Note: You can only 'Sign On' when the PAR status is Approved

Instruction Sheet

Bulk Sign On (Bulk Upload)

The first screenshot shows the 'Create PAR' page with a sidebar icon (a green square with a white upward arrow) circled in red. The main content area shows 'Requested By: Tobias Burwood' and a 'Bulk Sign On' button circled in red.

The second screenshot shows the 'Bulk Sign On' page with a 'Choose File' button and a 'Bulk Sign On' button. A table titled 'STEP 2' is shown with the following data:

	A	B	C	D	E
1	PAR ID	Full Name	Email Address	Phone Number	Company Name
2	2640	test 1	test1@email.com	24567892	Test Esri
3	2640	test 2	test2@email.com	123456789	Test Esri
4	2640	test 3	test3@email.com	368521459	Test Esri Company
5	2640	test 4	test4@email.com	845625142	Test Esri Company 2
6					

There are two locations within the PAR Portal from which a bulk upload can be initiated for sign ons. Select either of these to begin the process.

1. The icon on the left of the 'Create PAR' landing page 
2. The button on the PAR Details page 

NOTE: Before you begin, download the bulk upload template from the Arrow Energy website: <https://www.arrowenergy.com.au/work-with-us/supplier-portal/property-access-request-par/>

Fill out the columns of the template as required. **ENSURE** you update the correct PAR ID as the bulk upload feature will add the names to whatever PAR ID you choose.

Step 1: Press 'Choose File' and then select your completed and saved template.

Step 2: Select your completed and saved template. Double check details.

Step 3: Press 'Sign On', an alert will show to confirm a successful upload.

Once completed, the User's name will be listed in the Work Party Sign On Sheet. **Note:**

You can only 'Sign On' when the PAR status is Approved

View, Print & Send Property Access Conditions

About Property Access Conditions

Property Access Conditions outline the requirements that landholders have for Arrow staff & contractors operating on their property. PACs are created by the Land Access Team and exist for all properties, even if no PAR exists.

Property Access Conditions have replaced the old Landholder Conditions, or Property Conditions.

All Arrow staff & contractors must abide by all conditions outlined in the PACs. Before completing any work on a property, make sure you have read and understood the PACs. If you have any questions, you can contact the LLO listed on the PACs for more information.

View PACs

PACs can be viewed, printed and sent once a PAR is created. It does not need to be approved to access PACs.

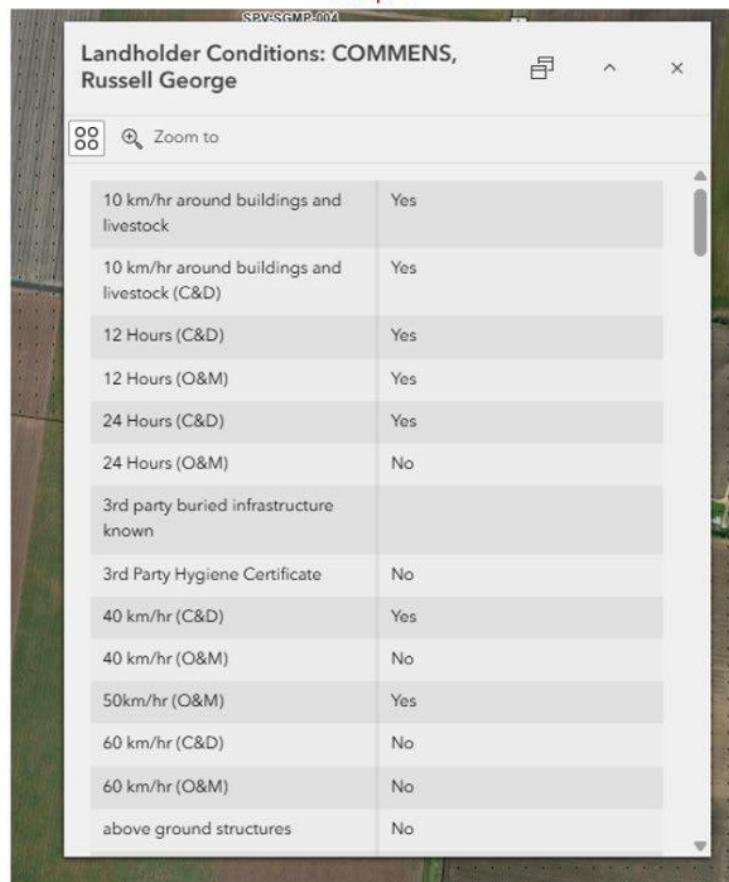
Instruction Sheet

View Property Access Conditions without a PAR (Mobile & PC)

Step 2



Step 3



Step 1: Open the [PAR portal](#) and find the target property/asset on the map

Step 2: Select the property/asset on the map – it will become highlighted

Step 3: A grey box will show up with a list of conditions.

Note: Conditions with the abbreviation O&M = Operations and Maintenance, and C&D = Construction and Drilling.

These conditions can be used for planning or general purposes and are not related to a Property Access Request.

Instruction Sheet

View Property Access Conditions with a PAR on PC

[← Back to portal](#)

Property Access Request Details

Step 1

PAR ID	Activity	Status
1206	Vegetation Management	Approved - Active

Property Conditions

Landholder Name	Property Name	Lot On Plan/s
COMMENS, Russell George	Bottom Block	3DY849

Sign On	Send Property Access Conditions	Send Property Access Pass
Contact	Secondary LLO	Contact
+61 438 665 085	Rohan Aitken	+61 429 015 877

Extra Vehicle Hygiene Conditions	Property Condition Link	Last Updated
	View Property Conditions	10/08/2025

Step 2

arrowenergy Property Access Request Portal

[← Back to PAR Detail](#)

Property Access Conditions Step 3

PAR ID 1206 **Approved - Active** PRIMARY

Start Date	14/08/2025	Finish Date
Activity	Vegetation Management	
Property Name	Bottom Block	
Landholder Name	COMMENS, Russell George	
Lot On Plan	3DY849	

Before You Go Arrow Weed & Machinery Hygiene Declaration

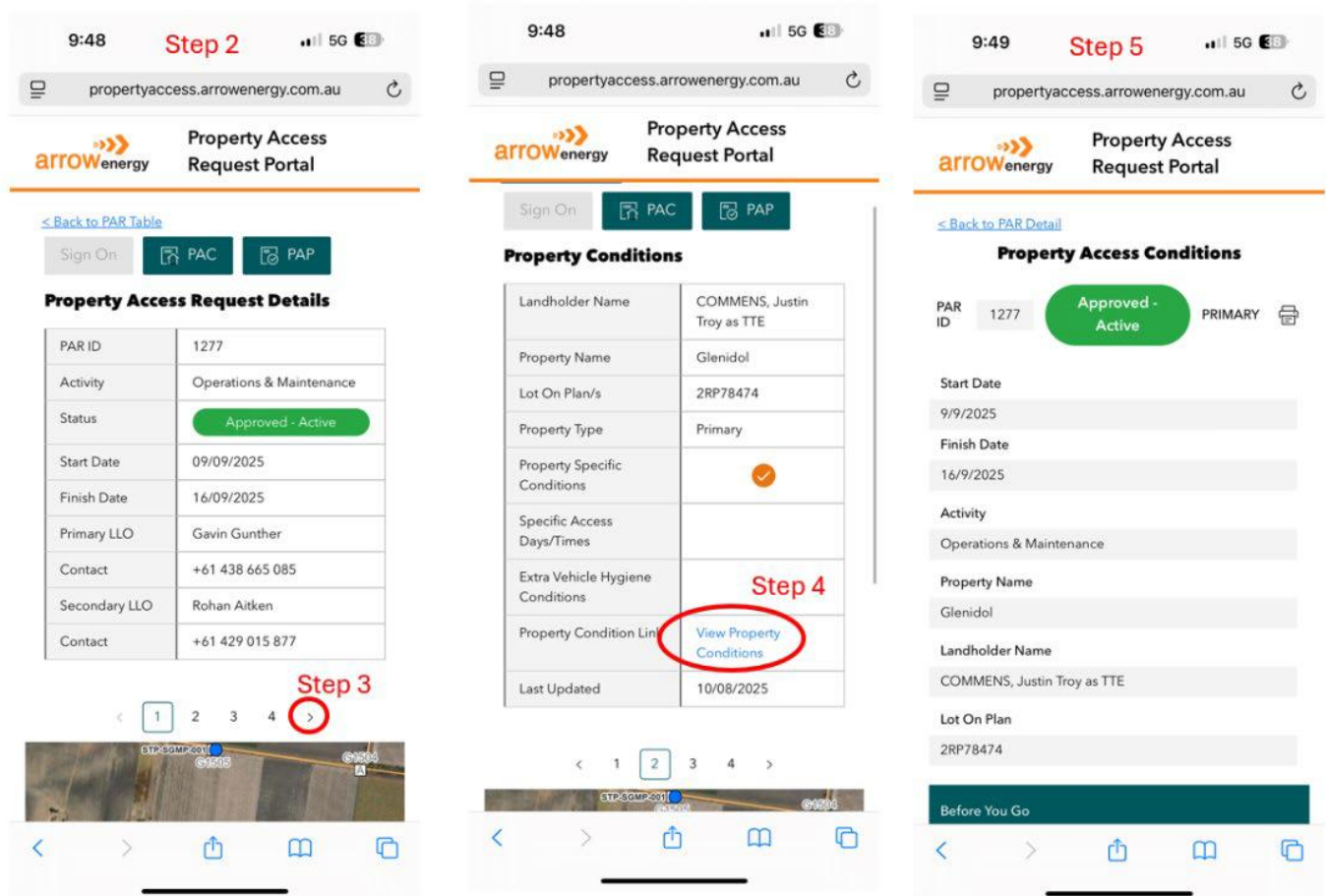
Step 1: Open the PAR Details page by [finding an existing PAR](#) and double clicking on a PAR or clicking on the link from the confirmation email.

Step 2: In the Property Conditions table, select 'View Property Conditions'

Step 3: This will open a screen with the Property Access Conditions and map

Instruction Sheet

View Property Access Conditions with a PAR on a Mobile Device



Step 1: Open the [PAR portal](#) on your Mobile Device.

Step 2: [Search](#) or [Create a PAR](#) and open PAR Details

Step 3: Press the right arrow button to go to the next page

Step 4: Press 'View Property Conditions'

Note: There may be more than one Property Conditions, please scroll.

Instruction Sheet

Print Property Access Conditions with from PC

 **Property Access Request Portal**

[< Back to PAR Detail](#)

Step 2

Property Access Conditions

PAR ID 1206

Approved - Active

PRIMARY 

Start Date

14/08/2025

Finish Date

Activity

Vegetation Management

Property Name

Bottom Block

Landholder Name

COMMENS, Russell George

Lot On Plan

3DY849

Before You Go

Arrow Weed & Machinery Hygiene Declaration

Step 3   |  

 **Landholder_Condition_1206_10092025092107.pdf**  
1,273 KB • Done

Step 1: Complete steps to [View Property Access Conditions](#)

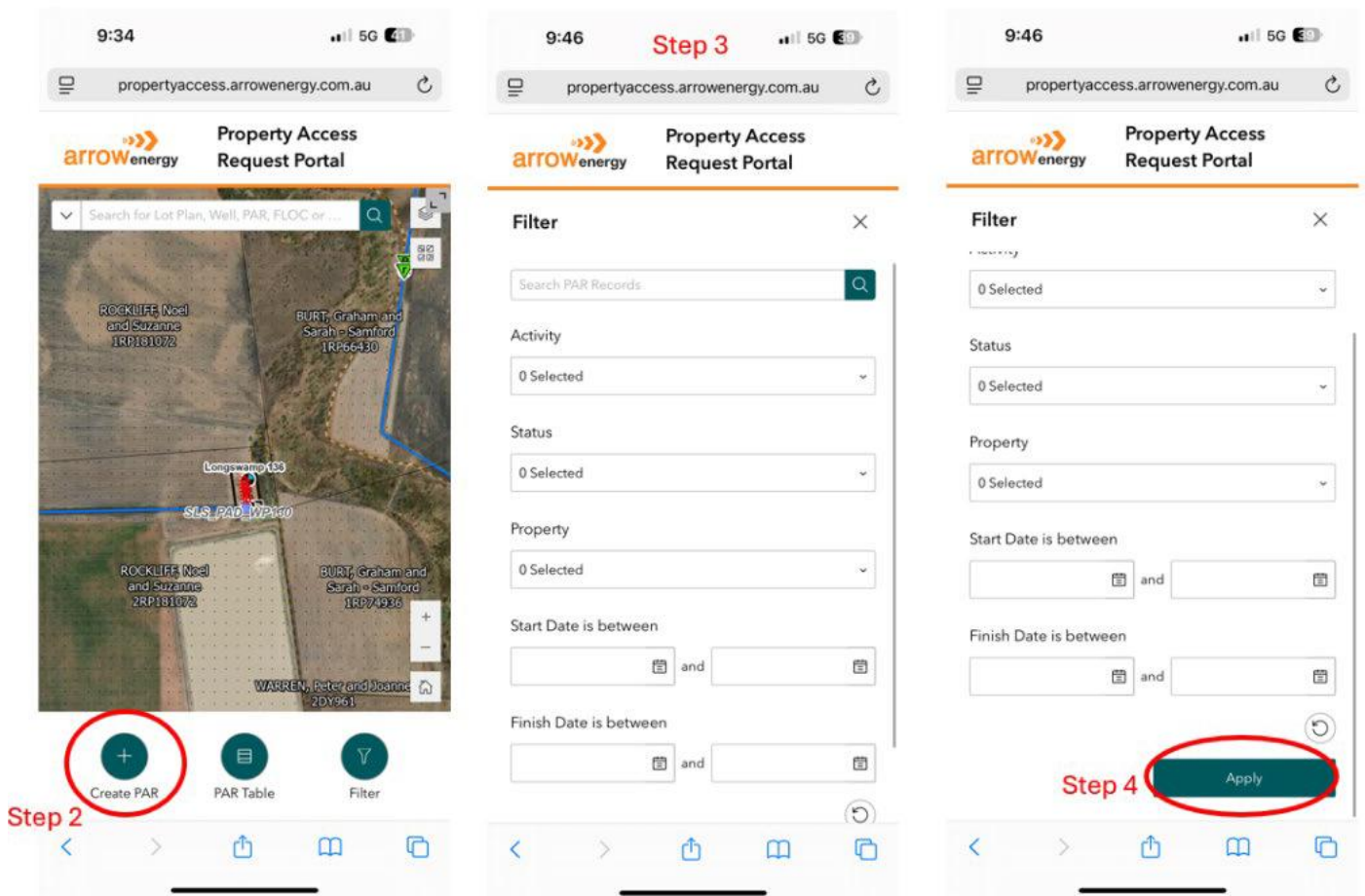
Step 2: Select the print icon 

Step 3: This will create a PDF file of the Property Access Conditions and will appear in your browser 'Downloads' folder.

Step 4: Open this file & print PDF document

Instruction Sheet

Send Property Access Conditions with from PC



Step 1: Open the PAR Details page by [finding an existing PAR](#) and double clicking on a PAR or clicking on the link from the confirmation email.

Step 2: Press 'Send Property Access Conditions'

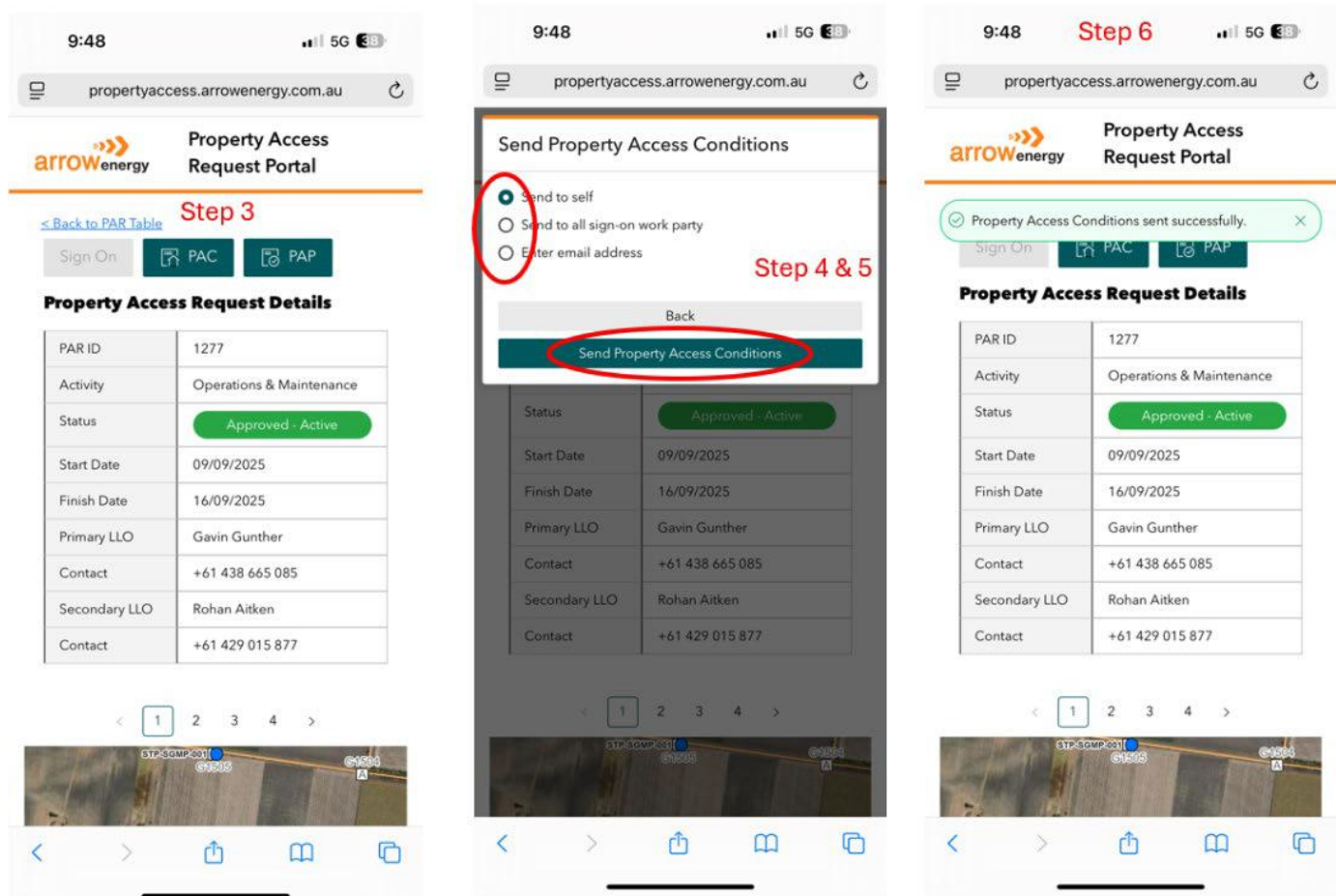
Step 3: A pop-up box will appear, select the desired option.

Step 4: Press 'Send Property Access Conditions'

Note: Property Access Conditions can be sent when the PAR is in any status

Instruction Sheet

Send Property Access Conditions with from a Mobile Device



Step 1: Open the [PAR portal](#) on your Mobile Device.

Step 2: Search or Create a PAR and open PAR Details

Step 3: Press the 'PAC' button

Step 4: A pop-up will ask you where you would like the PA

Step 5: Press 'Send Property Access Conditions'

Step 6: If sent successfully a green bar will appear confirming

Send a Property Access Pass (PAP)

A property access pass is an optional function of the PAR Portal that allows Arrow staff and contractors completing work on landholder properties to have their approved Property Access Request details, and the Property Access Conditions easily accessible from their mobile devices.

All Arrow personnel are required to present proof of approval to enter the property, if asked by a landholder. PAPs satisfy this requirement.

Before Sending a Property Access Pass

To send a Property Access Pass, users must be Signed on to that PAR.

Instruction Sheet

Send Property Access Pass from a PC

[< Back to portal](#)

Property Access Request Details

Step 1

PAR ID	Activity	Status	Start Date
1206	Vegetation Management	Approved - Active	14/08/2025

Property Conditions

Landholder Name	Property Name	Lot O	Sign On	Send Property Access Conditions	Send Property Access Pass
COMMENS, Russell George	Bottom Block	3DY8			
Contact	Secondary LLO	Contact			
+61 438 665 085	Rohan Aitken	+61 429 015 877			
Extra Vehicle Hygiene Conditions	Property Condition Link	Last Updated			
	View Property Conditions	10/08/2025			

Step 3

Step 1: Open the PAR Details page by [Searching for an existing PAR](#), or following the link provided in the approval email.

Step 2: Sign on to PAR (if not already signed on)

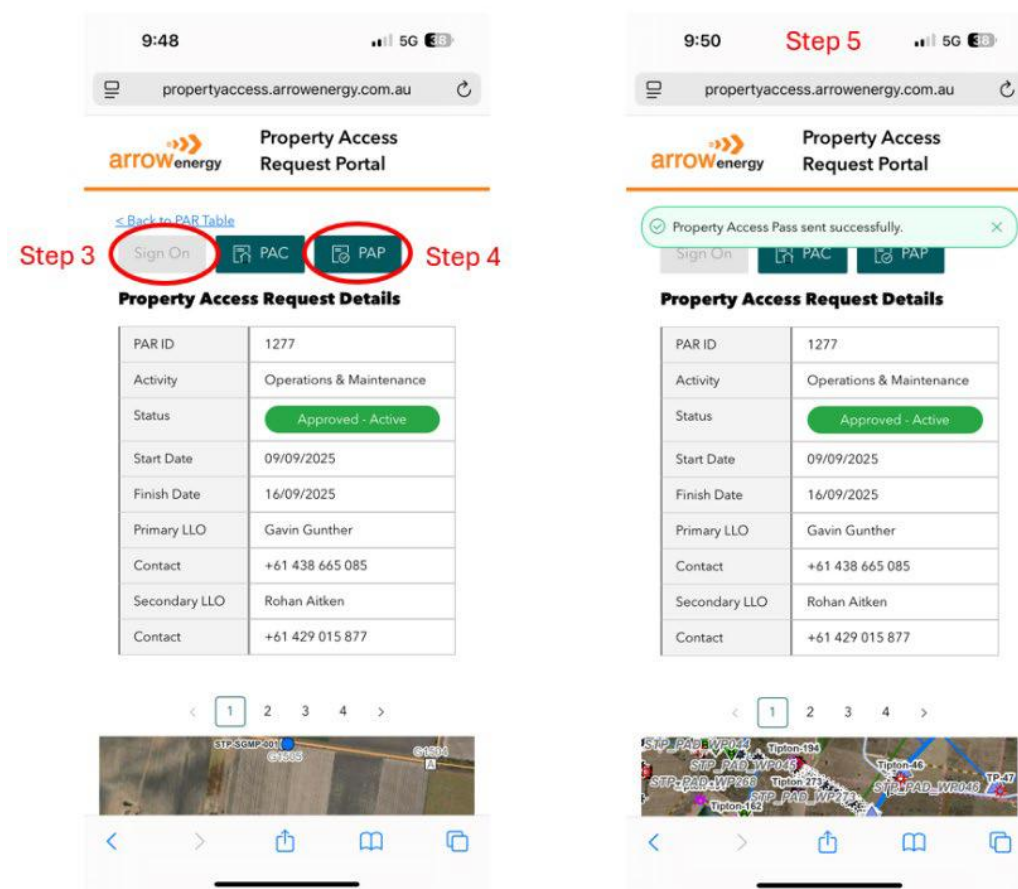
Step 3: Press 'Send Property Access Pass'.

Users will receive an email and an SMS with access details including PAR and PAC details.

Note: this function only works when the PAR status is Approved.

Instruction Sheet

Send Property Access Pass from a Mobile Device



Step 1: Open the [PAR portal](#) on your mobile device

Step 2: Search for an Existing PAR, or Create a PAR and Open PAR Details Page

Step 3: Sign on to PAR (if not already signed on) - When Sign On button is grey, the user is signed on.

Step 4: Press 'PAP' (Property Access Pass)

Step 5: Property Access Pass will be sent: Once sent successfully, a green confirmation bar will appear

Users will receive an email and an SMS with access details including PAR and PAC details.

Note: this function only works when the PAR status is Approved.