

The Online Tabled Documents (OTD) portal provides Australian Government departments and agencies the ability to electronically submit documents for tabling in Parliament. In accordance with the [Tabling Guidelines](#), each individual document that is submitted for tabling is accompanied with a tabling minute which is now an online form included with the document upload. Tabling minutes and documents are electronically received by the PM&C Parliamentary Liaison Officers who then allocate documents to a sitting day for tabling.

The OTD portal accepts the electronic submission of the following documents for tabling:

- Government documents
- Government responses to parliamentary committee reports
- Ministerial statements

How to request access to the OTD portal?

Pre-requisite: Install the Microsoft Authenticator application on your mobile device

OTD has multi-factor authentication (MFA) setup to verify your identity when using the portal.



- 1. Access User Request Form:** Register for OTD by visiting the below link and signing in with your **.gov.au** email address and following the Microsoft Authenticator setup steps.

Link: [User Request Form](#)

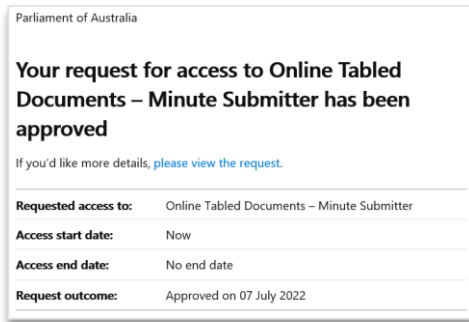
The screenshot shows the 'Sign in' page for the OTD portal. At the top, it says 'PARLIAMENT of AUSTRALIA'. Below that, it says 'Sign in'. There is a text input field containing '@aph.gov.au'. Below the input field, it says 'Can't access your account?'. There are two buttons: 'Back' and 'Next'. At the bottom, there is a disclaimer: 'This computer system is the property of the Commonwealth of Australia. It is to be used by authorised users only. By continuing use, you are representing that you are an authorised User. System logs are maintained and may be used as evidence.'

- 2. Submit Access Request:** Enter the following business justification and click submit:

Access required to submit documents for tabling for the <Department/agency name>

The screenshot shows the 'Request access' form. At the top, it says 'Request access' with a close button (X). Below that, it says 'Online Tabled Documents - Minute Submitter'. There is a section for 'Business justification *' with a text area containing the text 'Required'. Below that, there is a section for 'Request for specific period?' with a radio button selected for 'No'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

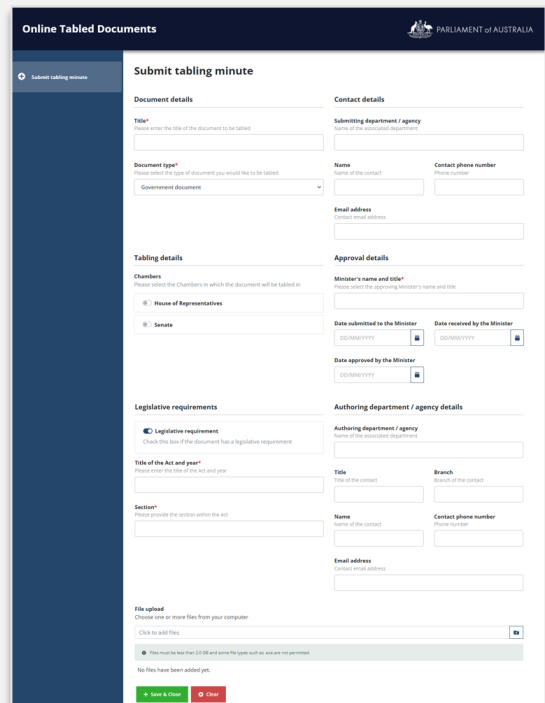
3. Await Access Approval: When your access request has been approved you will receive an approval email



4. Access the OTD Portal: Once approved you will be able to access the OTD portal URL to submit documents for tabling using the link below.

Note: If you have accessed the OTD portal link before receiving your approval email, your internet browser may remember you as being an unauthorised user of OTD. If this occurs, please sign-out using this [sign-out link](#), close the browser and try again in a new browser window.

Link: [OTD Portal](#)



Contact information

For more information relating to the OTD portal, contact the PM&C Parliamentary Liaison Officers.

**House of Representatives
Parliamentary Liaison Officer**
Email: HousePLO@pmc.gov.au
Ph: (02) 6277 7377

Senate Parliamentary Liaison Officer
Email: SenatePLO@pmc.gov.au
Ph: (02) 6277 3037

For inquiries and support relating to OTD portal access, contact the table offices.

Senate Table Office
Email: table.inquiries.sen@aph.gov.au
Ph: (02) 6277 3010

**House of Representatives
Table Office**
Email: table.office.reps@aph.gov.au
Ph: (02) 6277 4808