**Transcript: Complete a Production and Royalty Report for Minerals on the RRAM Portal**

Thank you for watching this tutorial video brought to you by Earth Resources Regulation at the Department of Jobs, Precincts and Regions. The Resource Rights Allocation and Management Portal – more commonly referred to as RRAM – provides an easy way to manage licence applications, renewals, fee payments and more all online.

In this video, I'm going to show you how to complete a production and royalty report for minerals on the RRAM Portal.

Before we navigate to the RRAM Portal, I encourage you to reference the Earth Resources website at earthresources.vic.gov.au. On our “Legislation & regulations” webpage, you can examine legislation pertaining to Victoria’s earth resources. You can also review guidance materials and fact sheets regarding annual reporting. While you prepare your annual report on the RRAM Portal, utilizing the resources on our website can be helpful.

Now, let's move to the RRAM Portal and begin.

First, let's navigate to the RRAM Portal's webpage at https://rram.force.com. Input your username and password to log in.

If you do not recall your username or do not have access to the email address used at registration, please contact RRAM Support for assistance.

Once logged in, navigate to and click the “Tenements” tab near the top of the screen.

Locate the desired tenement in the tenement list.

If you do not see your tenement listed, select the “All Tenements” option in the “View” field above, and click the “Go!” button. Your tenement should now appear in the list.

Click on the number of the tenement you are reporting for this year.

At this point, you will be reviewing the tenement record. Near the top of the page, place your mouse pointer over the “Legislative Reports” hover link, and click on the “New Legislative Report” button.

The “New Legislative Report” page will appear. From the drop-down list for “Record Type of new record,” select the type of report you wish to create. We will select “Production & Royalty - Minerals.”

Click on the “Continue” button.

The “Legislative Report Edit” page will appear.

As you progress through the report, you will notice that mandatory fields include a red bar in front of them. Every mandatory field must include a response before you can progress through the report.

You will also notice orange help text bubbles near some fields. As you hover over a bubble, help text will appear that is specific to that field.

Let us now input our information into the report. Information used in this tutorial video is for demonstration only. Please supply appropriate information reflecting your business.

With the appropriate fields completed on the page, we are ready to consider submitting the report.

At this point, you can save the report without submitting it or you can progress with the submission now. Once the report is submitted, you will no longer be able to edit it. If you are not ready to submit the report or if you need to add attachments, you will want to save the report without submitting.

We want to add an attachment to this report, so we will only save here.

After clicking the “Save” button, click the “Legislative Reports” tab to return to the “Legislative Reports” page.

Click the legislative report number where you wish to add an attachment.

You are now reviewing the report record that we were working on previously. Near the top of the page, place your mouse pointer over the “Notes & Attachments” hover link and click on the “Attach File” button.

The “Attach File” page will appear. Click the “Choose File” button. Locate the file you wish to attach and click the “Open” button. Now, click the “Attach File” button. The RRAM Portal will now attach your file.

Click the “Done” button to return to the legislative report.

The file will now be listed in the “Notes & Attachments” list on the report. We are now ready to submit the report.

Click the “Edit” button near the top of the page on the report.

Progress through the report by scrolling down the page. As you progress, you can review the information that you have prepared for submission. Once you submit the report, you will not be able to make further edits.

Near the bottom of the page, the “Submission” and “Terms and Conditions” sections will appear. Place a check in the “Submit This Report” box and the “I agree” box after you have reviewed the terms and conditions. Click the “Save” button.

Great job! You have submitted the production and royalty report for minerals.

We hope you appreciate this tutorial video. If you need assistance beyond the content of this video, please contact us via email at RRAM.Support@ecodev.vic.gov.au. You can also contact us at 0436 627 407. Thank you.