# Transcript: Complete an Expenditure and Activity Report for an Exploration Licence 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 an expenditure and activity report for an exploration licence 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 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 “Expenditure & Activity - Exploration.”

Click on the “Continue” button.

The “Start Report” 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.

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

With the appropriate fields completed on the page, click the “Next” button.

The “Office based activities” page will appear. Input the appropriate responses into the fields.

Click on the “Next” button.

The “Reconnaissance Activities” page will appear. Input the appropriate responses into the fields.

Click on the “Next” button.

The “Sub-surface evaluation” page will appear. Input the appropriate responses into the fields.

Click on the “Next” button.

The “Final section” page will appear. At this point, you can save the report without submitting 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, you will want to save it by clicking the “Save” button. You can return to the report by navigating to the “Legislative Reports” page by clicking the “Legislative Reports” tab near the top of the page.

Please be aware that a separate technical report will also need to be submitted. Please see our other tutorial video on submitting a technical report.

To submit, place a check in the “I agree” box after you have reviewed the terms and conditions. Click the “Submit” button.

Great job! You have submitted the expenditure and activity report for your exploration licence. You can click the “Continue” button to review your submitted report.

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.