

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?

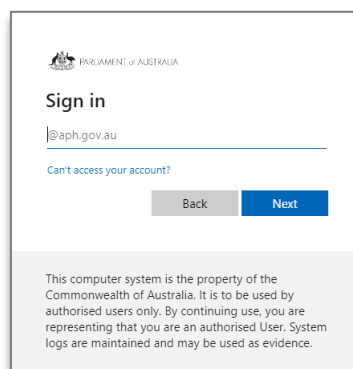
Pre-requisite: Install the Microsoft Authenticator application on your mobile device

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



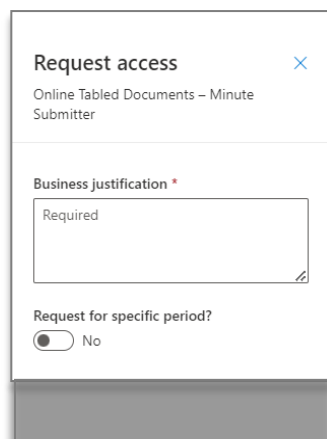
- 1. Access User Request Form:** Register for OTD by visiting the below link and signing in with your **.gov.au** email address and following the Microsoft Authenticator setup steps.

Link: [User Request Form](#)



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

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





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

Parliament of Australia

Your request for access to Online Tabled Documents – Minute Submitter has been approved

If you'd like more details, [please view the request.](#)

Requested access to:	Online Tabled Documents – Minute Submitter
Access start date:	Now
Access end date:	No end date
Request outcome:	Approved on 07 July 2022

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](#)

Online Tabled Documents

Submit tabling minute

Document details

Table*
Please enter the title of the document to be tabled

Document type*
Please select the type of document you would like to be tabled

Government document

Contact details

Submitting department / agency
Name of the associated department

Name
Name of the contact

Contact phone number
Phone number

Email address
Contact email address

Tabling details

Chambers
Please select the Chambers in which the document will be tabled in

☒ House of Representatives

☐ Senate

Approval details

Minister's name and title*
Please select the approving Minister's name and title

Date submitted to the Minister
EDMMDDYYYY

Date received by the Minister
EDMMDDYYYY

Date approved by the Minister
EDMMDDYYYY

Legislative requirements

☒ Legislative requirement
Check this box if the document has a legislative requirement

Title of the Act and year*
Please enter the title of the Act and year

Section*
Please provide the section within the Act

Authoring department / agency details

Authoring department / agency
Name of the associated department

Title
Title of the contact

Branch
Branch of the contact

Name
Name of the contact

Contact phone number
Phone number

Email address
Contact email address

File upload
Choose one or more files from your computer

Click to add files

* Files must be less than 20 MB and some file types such as .exe are not permitted.
No files have been added yet.

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 4807