

1. About this document

SmartyFile is a central repository that records and stores all grant/funding application information in one place. SmartyFile gives you the functionality to create an account for your Organisation, allowing you to make, create and contribute to applications on behalf of your organisation, or to collaborate with other users in your organisation.

The Road Trauma Trust Account (RTTA) uses the SmartyGrants/SmartyFile platform to administer and manage all funding rounds and subsequent reporting requirements. All applications for funding are submitted through and progressed via the platform.

You are encouraged to use SmartyFile if you are applying on behalf of an organisation to mitigate risk in the event of role departure.

2. Starting with SmartyFile

2.1. Log in or create an account.

To access SmartyFile, you will require a SmartyGrants user account.

I DO have a SmartyGrants Account

↓

[Visit here](#) to login using your name and password

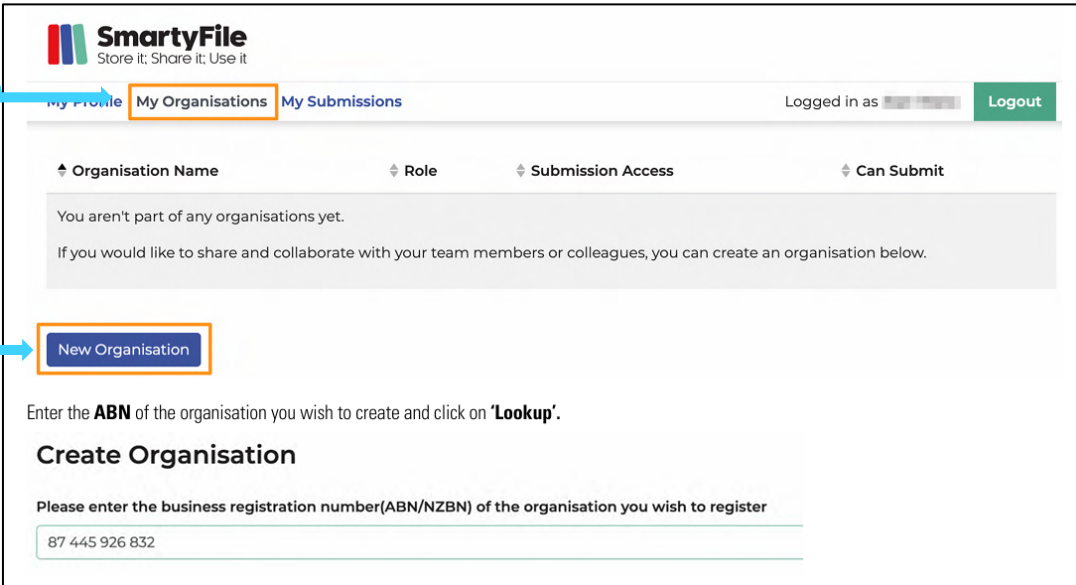
I DON'T have a SmartyGrants Account

↓

[Visit here](#) to create an account

2.2. Setting up my organisation in SmartyFile

Click on **My organisation**, and then **Create Organisation**



SmartyFile
Store it; Share it; Use it

1 **My Profile** **My Organisations** My Submissions Logged in as [user] [Logout](#)

Organisation Name	Role	Submission Access	Can Submit
You aren't part of any organisations yet.			
If you would like to share and collaborate with your team members or colleagues, you can create an organisation below.			

2 **New Organisation**

Enter the **ABN** of the organisation you wish to create and click on **'Lookup'**.

Create Organisation

Please enter the business registration number(ABN/NZBN) of the organisation you wish to register

Please enter the business registration number(ABN/NZBN) of the organisation you wish to register

87 445 926 832 ✓ Q Lookup

ABN Details		
Registered name JACANA CRICKET CLUB	ABN status Active	Registered for GST No
DGR endorsed No	Charity type -	ACNC registration -
Location VIC, 3047	Tax concessions -	

Please enter a name for your organisation:

Important notes: By clicking 'Create', you will be the administrator of this organisation. As administrator, you will have authority to manage the organisational profile, invite additional users and manage their permission levels. For further information on managing your organisation and users, please visit our [Help page](#).

Enter your **ABN** and press **Lookup**.

Then enter your organisation's name.

Complete the **organisation details**.

Contact Details 

Address Lorraine Cres, Broadmeadows, VIC, 3047, Australia Primary	Email cricketsecretary@example.com Primary
Phone 03 1234 5678 Primary	Website www.jacanacc.example.com Primary

Complete your **Organisation** details.

When you set up an organisation, you will automatically be assigned as the administrator. As administrator you have the responsibility of:

- Managing the organisation's SmartyFile profile
- Adding additional users and administrators
- Managing permission levels

It is recommended that more than one administrator is created to mitigate risk in the event of illness, or organisation departure.

If you want to join an Organisation that already exists in SmartyFile, you need to:

- Click on **My Organisation**
- Click on **New Organisation**
- Enter the **ABN** of the organisation you want to join and select **Lookup**
- You will receive a notification that says, "This ABN is already registered with SmartyFile"
- It will invite you to join an existing organisation
- Once you have requested to join, a notification will be sent to the Administrator requesting to join.

3. User roles and access levels

3.1. Role functions

The functions for each role are outlined below.

The Administrator is responsible for assigning roles to users, defining access levels, and whether they have permission to make submissions. You can customise roles by clicking on the custom toggle and move areas you wish to enable for the role. If the function is active, it will appear green.

OrgHQ

Jacana Cricket Club

Details

Users

Roles

Security

Permissions	Administrator	Author	Contributor	Viewer / Analyst	Custom ^①
Manage Organisation ^①		-	-	-	
View Organisation Profile ^①			-	-	
Create / Start Items			-	-	
Edit Items ^①				-	
View Items ^①					
Submit Items ^①			-	-	

Save

Cancel

3.2. Adding or editing users

Click on the **User** tab at the top of the page. This will provide a list of users and their access.

- (1) **Remove** a user by clicking on the X icon under actions
- (2) **Edit** a user by selecting the pencil icon under actions
- (3) **Add** a user by clicking on the add user button. Enter the user's email address and select the role you want them to have. To complete, click Add.

Add users here.
2

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Details
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Roles
Security

Name	Email	Date Joined	Role ^①	Submission Access ^①	Can Submit	Actions
Daisy Duke	daisy@example.com	18/01/2022	Administrator	All	✓	✎ ✕

Add User

1
Edit or delete submissions here.

Add User

Email:

Please select a Role for the User

Manage Organisation	✓	-	-	-
View Organisation Profile	✓	✓	-	-
Create / Start Items	✓	✓	-	-
Edit Items ⁽¹⁾	All	Limited ▾	All / Limited	-
View Items ⁽¹⁾	All	Limited ▾	All / Limited	All / Limited
Submit Items ⁽²⁾	Optional	Yes ▾	-	-

⁽¹⁾ **Limited** - Access to submissions owned by, or shared with, the user
All - Access to all submissions within the organisation
⁽²⁾ **No** - Cannot submit items on behalf of the organisation
Yes - Can submit items on behalf of the organisation

3 You can customise some functions by clicking here.

4. My submissions

4.1. Accessing your submissions

To view your submissions, click on **My Submissions** at the top of the page. This tab is used to sort, search, archive, delete, access forms you need to complete as part of your submission.

Click here to go to the submission in SmartyGrants.

These are the forms attached to your original submission. Click on them to access.

006 - Safety Camera Strategy

WA Road Safety Commission (WA Police)
Road Trauma Trust Account - Budget 2026-27

Submitted 1:52pm, 16 Oct 2025 (AWST) ✓ Submitted
Submitted 9:10am, 17 Nov 2025 (AWST) ✓ Submitted
Due midnight, 16 Jan 2026 (AWST) ✗ Incomplete
Due midnight, 01 Jun 2029 (AWST) ⚪ Not Started

[New Project Submission](#)
[VAR01 - Carryovers, variation and cost pressures](#)
[RTTA Quarterly Progress Report](#)
[New Project Submission](#)
[Start a Variation request](#)

Submitted, next form available

Next form due midnight, 01 Jun 2029 (AWST)
Total amount requested: \$4,533,004.00

Click here to archive, assign owner or share

This provides the status of each form, and the due date/time.

This is where you will add a variation request form when Budget Submissions are opened. Simply click on Start a Variation request, click ok, and follow the prompts.

4.2. Assigning an existing submission to your organisation

To assign an existing submission to your organisation, click on the hamburger icon at the top right of the page, and click **Assign to Org**, then click **Assign** to confirm.

4.3. Changing owner

Click on the hamburger icon on the submission. You will see a **Change owner** option. This will then give you a list of team members of your organisation whom you can assign the submission to.

A submission that is assigned to an organisation can only have the owner changed to Administrators or Authors in the SmartyFile organisation.

4.4. Sharing a submission

Click on the hamburger icon on the relevant submission. You will see a **Share** option. This will then give you a list of team members of your organisation that you can share the submission with.

You can enter a message for those users you are sharing with or set a date expiration for the share. If 'Share until date' is left blank, submissions will be shared until sharing permission removed.

5. Enabling Multi-Factor Authentication (MFA)

The Road Safety Commission encourages all applicants and organisations to enable MFA on their SmartyFile and SmartyGrants account.

Click on the **Security** tab, and then press the toggle to enable.

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Multi-Factor Authentication (MFA)

As an extra layer of security, you may require all users in this Organisation to use an authenticator mobile app (such as Google Authenticator or Authy) each time they log in.

☒
Enable Multi-Factor Authentication

Save

If a user needs their MFA reset, an administrator can reset the MFA for a user from the **Edit User** screen.

6. Need Help?

If you need technical support or help with managing your account, email service@smartyfile.com.au

You can also reference the [SmartyFile user guide](#), or the [SmartyGrants user guide](#).

The Commission is **only able to assist with the content of the application**. Please contact projects@rsc.wa.gov.au relating to content questions.