

Lodging expressions of interest in MARS

MARS is the Management and Reporting System online portal administered by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications.

Expressions of interest (EOI) can be created and lodged in MARS by authorised system users.

Accessing MARS

If you are not already a registered MARS user, please complete a MARS Portal user access form and provide it to support@qra.qld.gov.au. Forms are located on the QRA website under the **funding** tab.

The following MARS security roles are required to create and lodge an EOI to QRA.

- Submission Builder – create and edit EOIs
- Organisation Executive – create, edit and **lodge** EOIs

If you are already a registered MARS user with the appropriate roles as outlined above, you can log in to MARS and start creating an EOI.

Creating and lodging an EOI

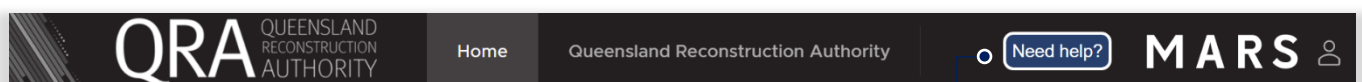
EOIs in MARS are a simple online form with customised drop-down options, depending on the package category available to your organisation. QRA has implemented step-by-step guidance called WalkMe in MARS to assist users to complete an EOI.

1. Access the MARS Portal from the QRA website (<https://www.qra.qld.gov.au/>) and log in



Click to access MARS Portal login page

2. Navigate to the **need help** menu



Click to access guided walk-through options

3. Select **create an expression of interest** and follow the WalkMe steps

The screenshot shows a user interface titled "How can we help you?". At the top right, there are links for "information" and "start walk-through". Below the title is a search bar with the placeholder text "Type in your question..." and a magnifying glass icon. A list of navigation options follows, each with a right-pointing chevron: "Take a tour of MARS", "My activations", "My submissions", "My queries", "My unassigned line items", "My progress reports", "My expressions of interest", and "General activities". The "My expressions of interest" option is expanded, showing two sub-options: "Create an expression of interest" and "Update draft expression of interest". At the bottom left, there is a "Contact Support?" link with an upward-pointing chevron. At the bottom right, it says "powered by walkme".

Two blue callout circles with lines pointing to the interface elements are present:

- One circle points to the downward-pointing chevron next to "My expressions of interest". The text next to it says: "Click to access drop-down list of walk-throughs".
- Another circle points to the "Create an expression of interest" option. The text next to it says: "Click to access walk-through to create expression of interest".

4. If you experience technical difficulties in MARS please contact support@gra.qld.gov.au and include details of your issue.