

RENEW ONLINE

HOW TO RENEW YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE VIA AUSTRALIANMADE.COM.AU



HOW TO RENEW

YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE

➔ **1** Log in to your licensee account

Please enter your username and password to access your account.

Username
Username

Password
Password

Login

🖱️ **2** Scroll down to the 'Licensing' section and click on the 'Renew licence' button

Licensing

Renew your licence, license a new product or edit information relating to an existing licensed product.

Renew licence License a new product Edit an existing product Licensee Undertaking



3 Check that all your details are correct and current. You can make changes to the relevant sections by clicking the corresponding 'Edit' buttons. Once updated, click 'Continue' to proceed to the next step.

Registered Business Name: I Love Australian Made
ABN: 66 666 666 666
Trading Name(s):
• Skippy's Aussie Fruit
Consumer business name: Skippy's Aussie Fruit
Consumer business website: http://www.australianmade.com.au/
Your industry: Agriculture, farming, fisheries

Edit company details

Mailing address
Address: SUITE 105, 161 SAMPLE ST
Suburb: SOUTH MELBOURNE
State: VIC
Postcode: 3205
Country: AU
State: NSW
Postcode: 2323
Country: AU

Edit product details

Product/range name: Skippy's Aussie Limes
Associated logo: Australian Grown

Product/range name: Skippy's Aussie Oranges
Associated logo: Australian Grown

Edit contact details

Title: Miss
First name: Sophie
Surname: Sample
Position: Assistant
Email address: tim@australianmade.com.au
Phone: 0396861500
Mobile: 0400 000 000
Fax: 0396861600

Edit contact details



4 You'll now be asked to calculate your licence fee based on the actual sales of licensed products for the previous 12 months. If you have any new products, you'll also need to include the projected sales for the next 12 months.

Combined sales of all products listed in this application:

1. Tally up the actual sales for the previous 12 months or, if any are new products, the projected sales for the next 12 months, of the products to carry the AMAG logo. This is the 'turnover' figure for your annual licence fee.
2. Match this turnover figure to one of the corresponding turnover ranges from the drop-down list and select it.
3. Press the 'calculate' button and your annual license fee will appear.

Please select one ▼

Calculate

Click on the drop-down menu and select the range which represents the combined sales of all products listed on your account.

Once selected, tick the box to confirm your turnover figure is true and correct and click the **'Save and continue'** button to proceed to the next step.

I hereby attest that the turnover figure above is accurate, true and consistent with the claim made by the applicant in the Licensee Undertaking document. *

Please note: You must read and respond to the advertising reminder as well as the **'agreement to terms and conditions'** check boxes to proceed.



5 To submit your renewal application, click the **'Renew'** button at the bottom of the page. Your renewal application has now been submitted.

Renew

HOW TO PAY

YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE



6 Once you've renewed your licence, you can pay it online with your Visa or MasterCard using the secure PayWay system. To do this you'll need to click on the **'Pay renewal fee'** button to open the payment panel. This will open in a new window. Once open please enter your details to make the payment.

Pay renewal fee

Email renewal invoice

If your payment is successful, a receipted invoice will be sent to you and your licence will be renewed immediately.

Please note: Credit card payments are handled by Westpac's PayWay system – Australian Made does not see or record your credit card details at any time.

If you don't want to pay straight away, click the **'Email renewal invoice'** button and your invoice will be emailed to you. Payment options are included on the invoice. Offline payments require manual processing and it may be several days before your renewal is finalised.

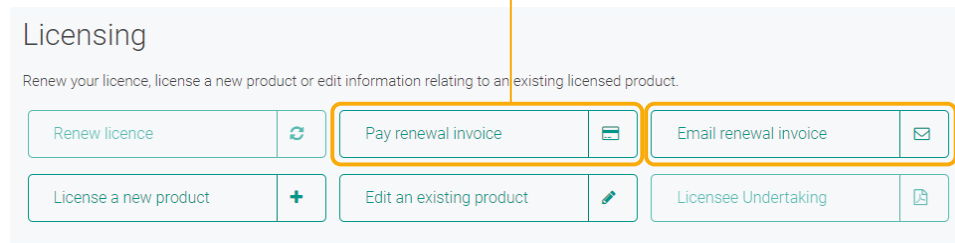
You can log out at this point or return to your dashboard.



HOW TO PAY LATER

YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE

If you want to pay your invoice online at a later date, you can log back into your dashboard and select the **'Pay renewal invoice'** button under the 'Licensing' section. This will open the secure PayWay page in a new window.



Once the secure PayWay page is open, please enter your details to make the payment. If your payment is successful, a receipted invoice will be sent to you and your licence will be renewed immediately.

If you need another copy of your invoice, you can also use the **'Email renewal invoice'** button and your invoice will be sent to you.

Please note: Only unpaid invoices are available to email.



If you have any difficulties logging in to your account, please call us on **1800 350 520** or email **info@australianmade.com.au**

For queries regarding your invoice or payment, please email **accounts@australianmade.com.au**

FIND OUT MORE AT AUSTRALIANMADE.COM.AU

