

# MANAGE YOUR LICENCE ONLINE

A GUIDE TO MANAGING YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE VIA [AUSTRALIANMADE.COM.AU](http://AUSTRALIANMADE.COM.AU)



## INTRODUCTION

All products that carry or are marketed with the Australian Made, Australian Grown (AMAG) logo must be registered with Australian Made Campaign (AMCL).

If you're not sure which products have been licensed you can check your Australian Made certificate, email [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

When you apply for a licence to use the AMAG logo you will be required to provide a list of products you manufacture in Australia. This can be specific product names (such as 'Tuscan Dining Suite), or names of product types/ranges (such as 'Timber bedroom furniture').

You cannot use the AMAG logo on any products except those supplied and approved. You are required to inform AMCL if any changes are made to your approved products. If a product no longer meets the compliance criteria (such as manufacturing of a product moved offshore) it must be removed from your list, and you must immediately stop using the logo in relation to that product.

If you are no longer making any of the products registered with AMCL, you must advise AMCL and cancel your licence.

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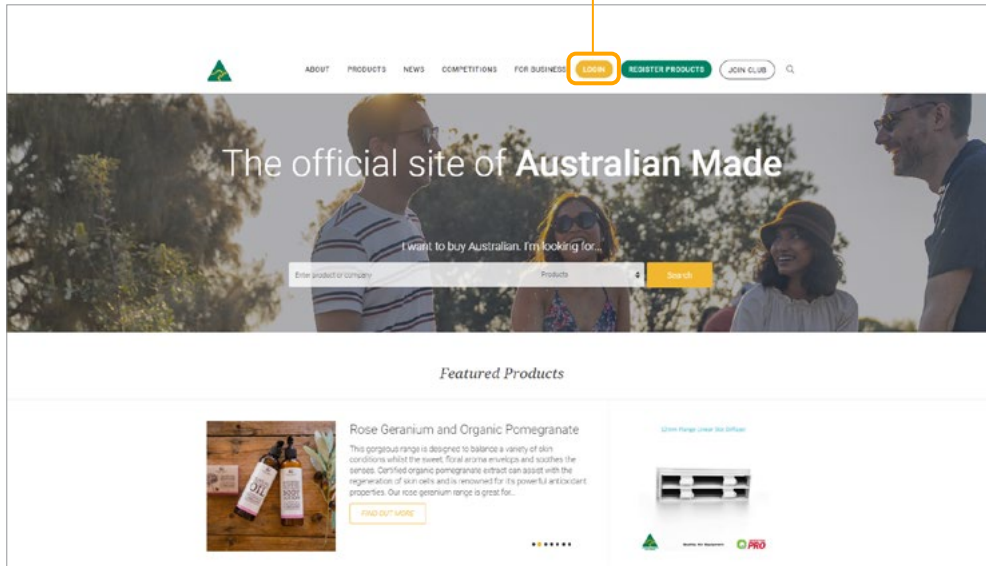


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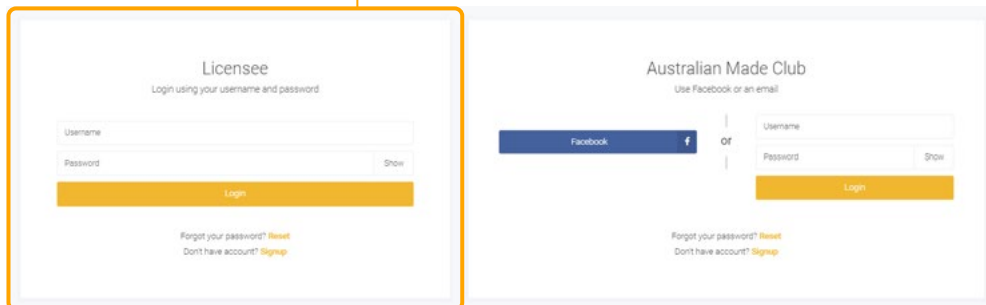
If you have any difficulties logging in to your account, please call us on **1800 350 520** or email [info@australianmade.com.au](mailto:info@australianmade.com.au)

# LOGGING IN

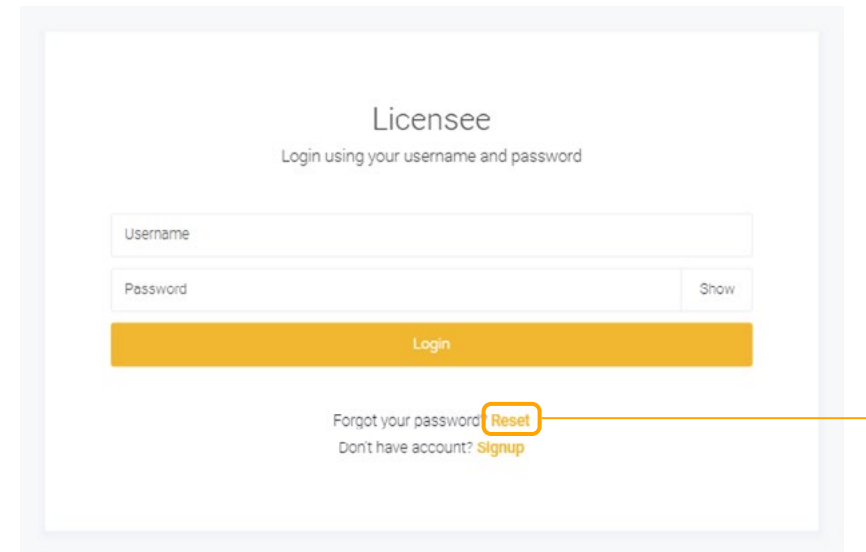
- 1 Go to [australianmade.com.au](http://australianmade.com.au) and click the yellow **'Login'** button on the homepage.



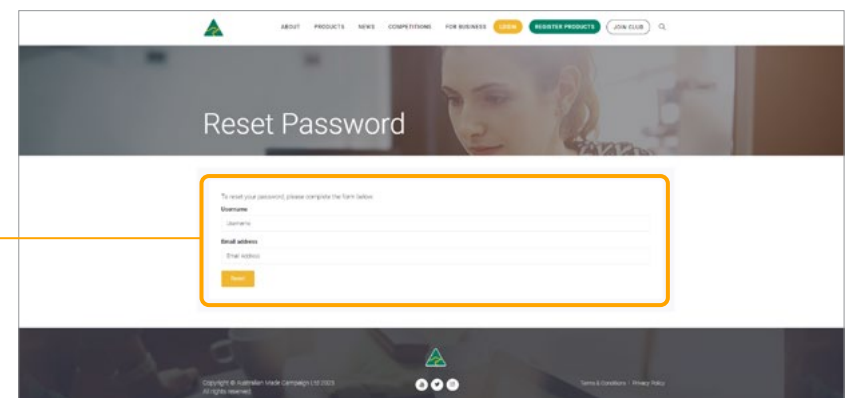
- 2 Log in to your **'Licensee account'** on the left-hand-side of the screen.



- 3 If you've forgotten your password, click the yellow **'Reset'** link.




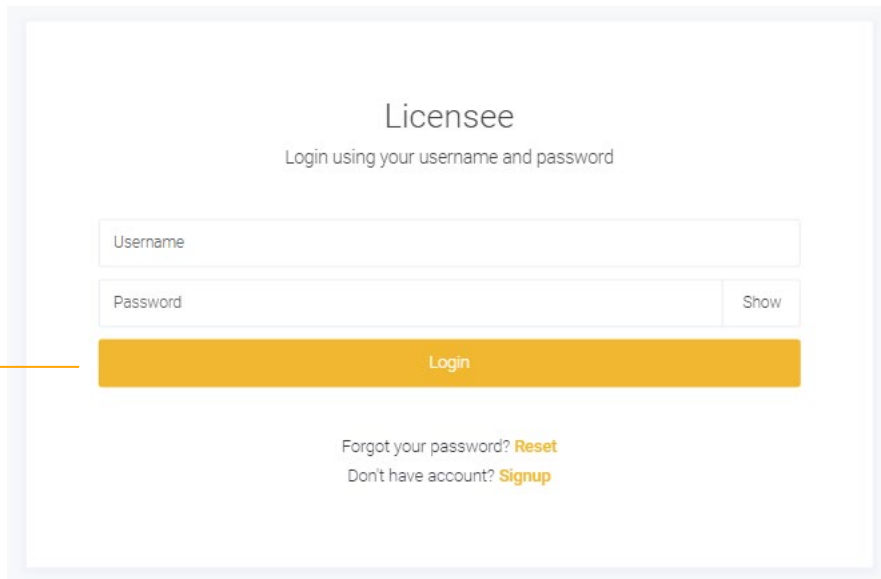
- 4 Enter your account username and account email address to reset your password. You will be sent a reset link to your email address.



If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

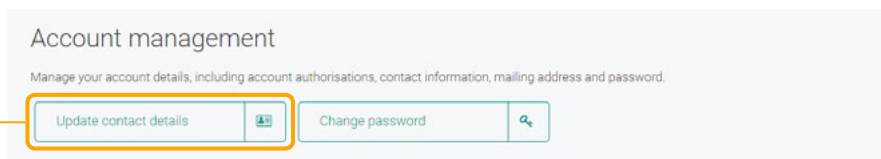
# UPDATE COMPANY CONTACT DETAILS

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




The screenshot shows the 'Licensee' login page. At the top, it says 'Licensee' and 'Login using your username and password'. Below this are two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show' button to its right. A large orange 'Login' button is centered below the fields. At the bottom, there are two links: 'Forgot your password? [Reset](#)' and 'Don't have account? [Signup](#)'.

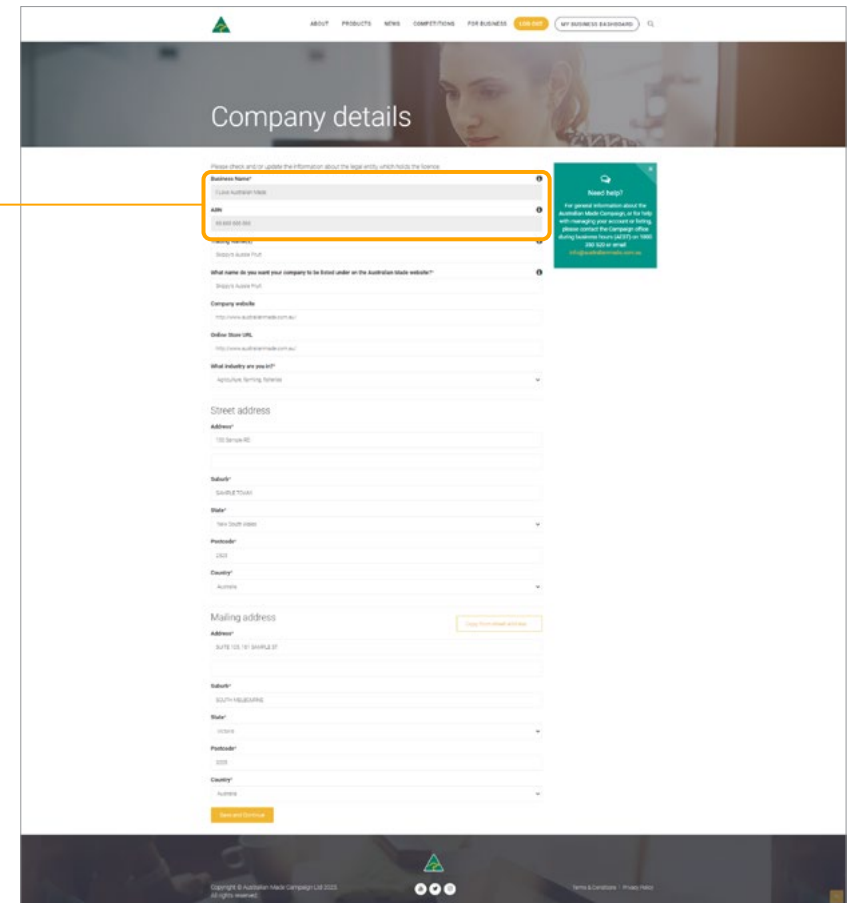
 **2** Scroll to the **'Account Management'** section on the licensee dashboard and click on the **'Update contact details'** button.



The screenshot shows the 'Account management' section. It has a sub-header 'Account management' and a description: 'Manage your account details, including account authorisations, contact information, mailing address and password.' Below this are two buttons: 'Update contact details' (highlighted with an orange box) and 'Change password'.

 **3** Once you're on the **'Company details'** page you can update your Company's Trade Name, website, industry, address and mailing address.

**Please note:** Your Business Name and ABN cannot be updated online. To make these changes, please email [info@australianmade.com.au](mailto:info@australianmade.com.au)



The screenshot shows the 'Company details' page. It has a navigation bar at the top with links for 'ABOUT', 'PRODUCTS', 'NEWS', 'COMPETITIONS', 'FOR BUSINESS', 'MY BUSINESS', and 'MY BUSINESS DASHBOARD'. The main heading is 'Company details'. Below this is a form with several sections: 'Business Name' (with a 'Reset Business Name' button), 'ABN', 'What name do you want your company to be listed under on the Australian Made website?', 'Company website', 'Dollar Store URL', 'What industry are you in?', 'Street address', 'Mailing address', and 'Industry'. A 'Save and Continue' button is at the bottom. A 'Reset Page?' button is also visible on the right side.

# CHANGE PASSWORD

- 1 Log in to your licensee account.

Licensee  
Login using your username and password

Username

Password

Login

Forgot your password? [Reset](#)  
Don't have account? [Signup](#)

- 2 Scroll to the **'Account Management'** section on the licensee dashboard and click on the **'Change password'** button.

Account management  
Manage your account details, including account authorisations, contact information, mailing address and password.

- 3 Once you're on the **'Change password'** enter your existing password and new password. When choosing a password, you should avoid using easily obtained information such as dates of birth and the names of pets. We recommend entering a password that is more than six characters long and contains numbers and special symbols.

Change Password

You should regularly change your password to ensure your account remains secure.

**Strong password hints:**  
When choosing a password, you should avoid using easily obtained information such as dates of birth and the names of pets, use passwords that are more than 6 characters long and which also contain numbers and special symbols.

Existing password  
New Password

New password  
New Password

Confirm new password  
Confirm Password

Need Help?

- 4 Hit **'Set password'** to change the password.

You should regularly change your password to ensure your account remains secure.

**Strong password hints:**  
When choosing a password, you should avoid using easily obtained information such as dates of birth and the names of pets, use passwords that are more than 6 characters long and which also contain numbers and special symbols.

Existing password  
New Password

New password  
New Password

Confirm new password  
Confirm Password

Need Help?

If you have forgotten your password and are unable to log into your account you can hit the **'Reset'** button on the licensee login screen. To reset your password you'll need your username and the email address associated with the account.

If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

# RENEW YOUR LICENCE

## RENEW YOUR AUSTRALIAN MADE, AUSTRALIAN GROWN LICENCE ONLINE

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

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

**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

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

Edit company details

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

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

Edit product details

Title: Miss  
 First name: Sophie  
 Surname: Sample  
 Position: Assistant  
 Email address: [tim@australianmade.com.au](mailto: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.

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.



# 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.

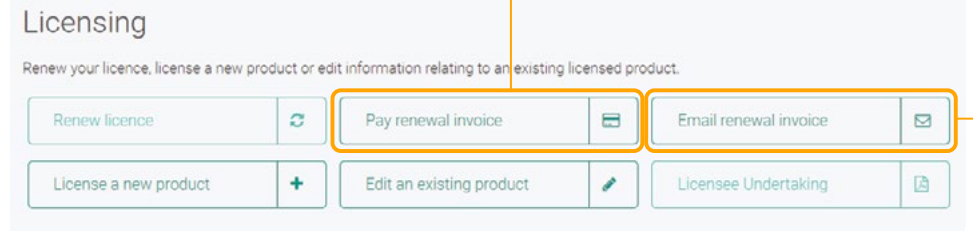
You can log out at this point or return to your dashboard.



# 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.



# DOWNLOAD LOGO ARTWORK



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

Licensee  
Login using your username and password

Username

Password Show

Login

Forgot your password? [Reset](#)  
Don't have account? [Signup](#)



**2** Scroll down to the **'Licensee resources'** section on the licensee dashboard and click on the **'Logo artwork'** button.

Licensee resources

Download logo artwork, print your licensee certificate, order merchandise and access important Australian Made documentation and news.

Logo artwork Create certificate Order merchandise

Important documents Join the Aussie Made Club Export guides

Licensee news



**3** Once you're on the **'Logos & Brand Guidelines'** page you can download the relevant logo artwork. The logo is available to be downloaded in CMYK (first and third column), spot colour (second column) and RGB (fourth column) colour modes.

**Please note:** The logo is a certification trade mark and can only be used on and in relation to products registered with Australian Made Campaign Limited.

ABOUT PRODUCTS NEWS COMPETITIONS FOR BUSINESS LOG OUT MY BUSINESS DASHBOARD

## Logos & Brand Guidelines

### Logos and artwork

As a licensee, you can use the logo on all products registered with the Australian Made Campaign. Logo artwork can be downloaded below and must always be used with an approved descriptor and in accordance with the AMCL style guide [here](#).

The logo is available to be downloaded in CMYK (first and third column), spot colour (second column) and RGB (fourth column) colour modes. If you are unsure which descriptor you should be using, please call us on 1800 350 520 or email [info@australianmade.com.au](mailto:info@australianmade.com.au).

AUSTRALIAN MADE Full image (jpg) Full image (ai)

AUSTRALIAN MADE Full image (ai)

AUSTRALIAN MADE Full image (jpg) Full image (eps) Full image (ai)

AUSTRALIAN MADE Full image (png) Full image (ai)

AUSTRALIAN MADE AND OWNED Full image (jpg) Full image (ai)


AUSTRALIAN MADE AND OWNED Full image (ai)

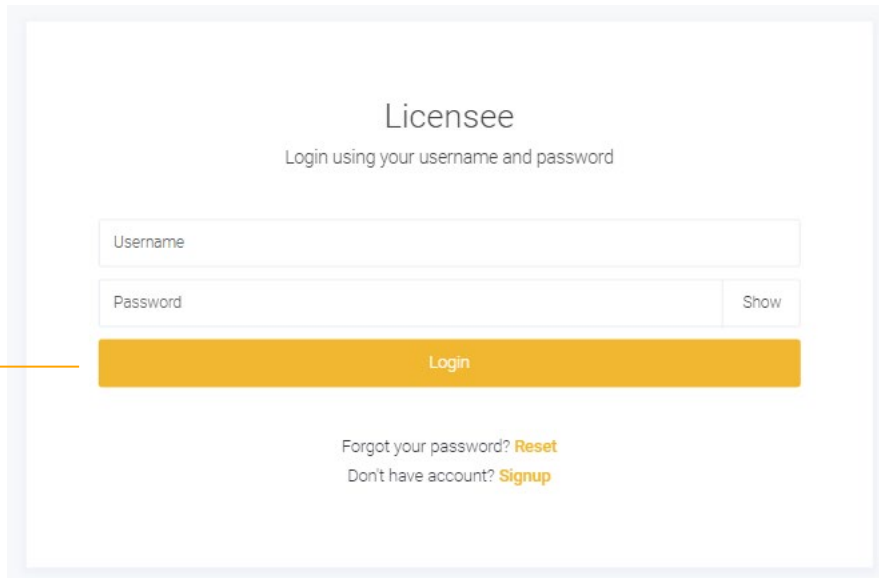
AUSTRALIAN MADE AND OWNED Full image (jpg) Full image (eps) Full image (ai)

AUSTRALIAN MADE AND OWNED Full image (png) Full image (ai)


If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

# GENERATE LICENSEE CERTIFICATE

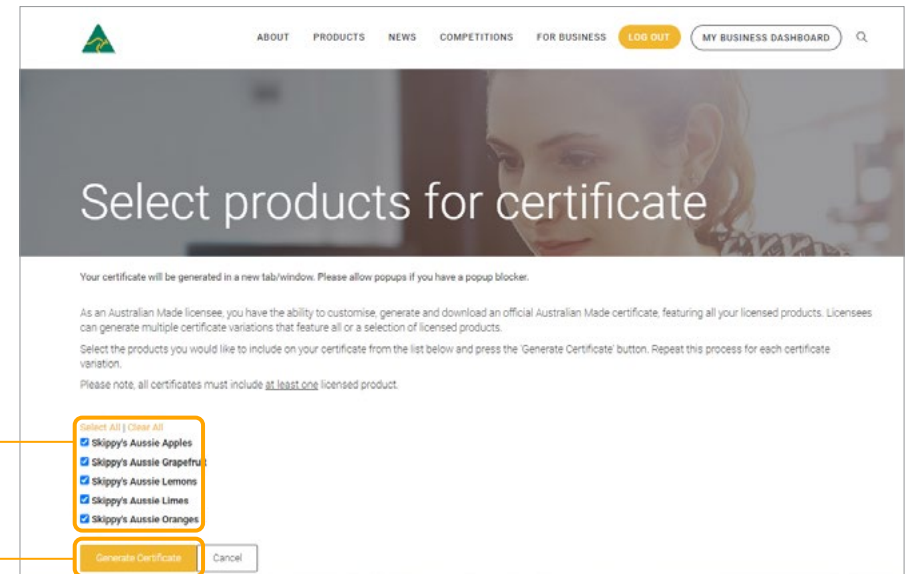
 **1** Log in to your licensee account.




The screenshot shows a login page titled "Licensee" with the instruction "Login using your username and password". It features a "Username" input field, a "Password" input field with a "Show" toggle, and a prominent orange "Login" button. Below the button, there are links for "Forgot your password? Reset" and "Don't have account? Signup".

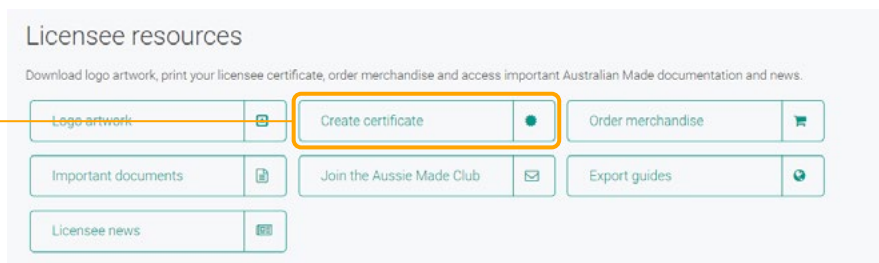
 **3** Select the products you would like to include on your certificate from the **checkbox list**. Licensees can generate multiple certificate variations that feature all or a selection of licensed products.

**Please note:** At least one product must be selected for the certificate to generate.




The screenshot shows a page titled "Select products for certificate". It includes a navigation bar with links for "ABOUT", "PRODUCTS", "NEWS", "COMPETITIONS", "FOR BUSINESS", "LOG OUT", and "MY BUSINESS DASHBOARD". The main content area contains a list of products with checkboxes: "Skippy's Aussie Apples", "Skippy's Aussie Grapefruit", "Skippy's Aussie Lemons", "Skippy's Aussie Limes", and "Skippy's Aussie Oranges". A "Generate Certificate" button and a "Cancel" button are at the bottom. A note states: "Please note, all certificates must include at least one licensed product."

 **2** Scroll down to the **'Licensee resources'** section on the licensee dashboard and click on the **'Create certificate'** button.



The screenshot shows the "Licensee resources" section with the subtext "Download logo artwork, print your licensee certificate, order merchandise and access important Australian Made documentation and news." It contains several buttons: "Logo artwork", "Create certificate" (highlighted with an orange box), "Order merchandise", "Important documents", "Join the Aussie Made Club", "Export guides", and "Licensee news".


 **4** Once you are happy with the products you've selected, click the **'Generate certificate'** button. Your certificate will generate in a new window.

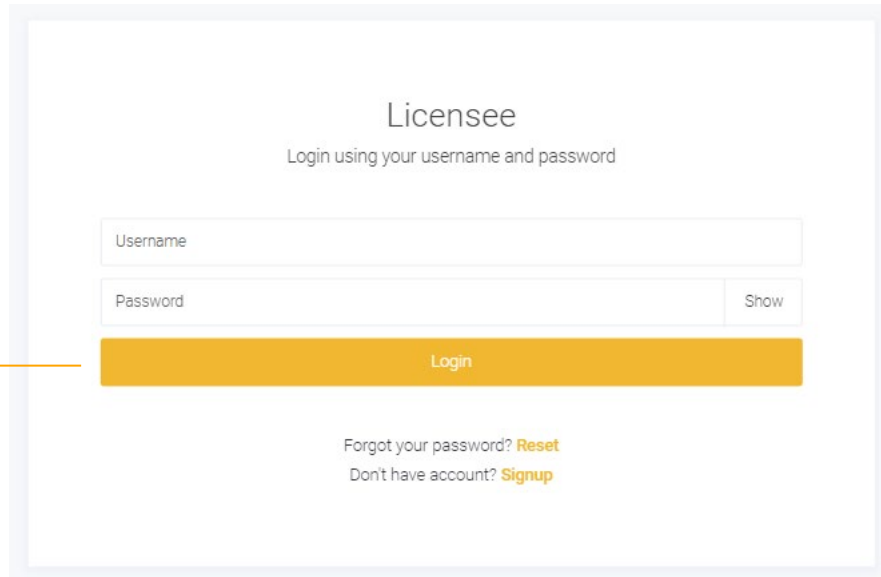
**Please note:** You may need to enable pop-ups in your browser settings to view your certificate.


If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

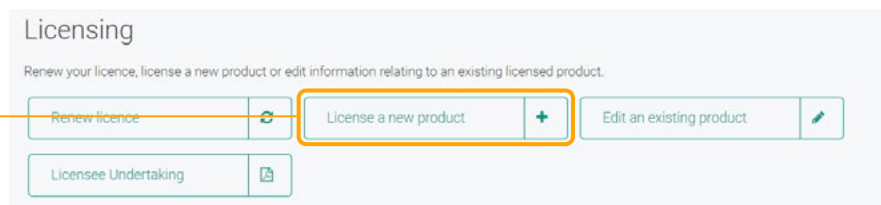



# ADD NEW PRODUCTS

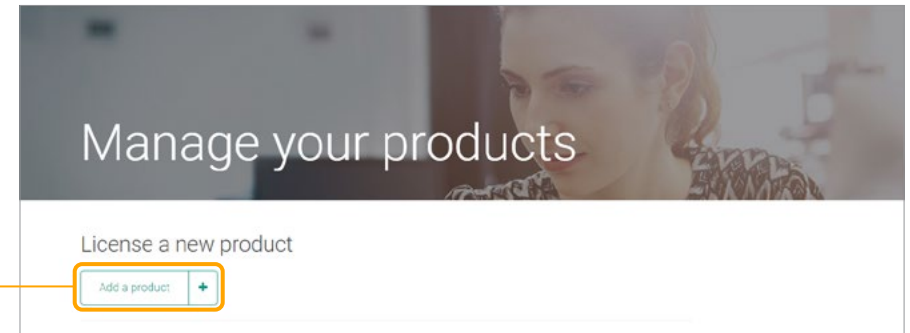
 **1** Log in to your licensee account.



 **2** Scroll down to the **'Licensing'** section on the licensee dashboard and click on the **'License a new product'** button.



 **3** On the **'Manage your products'** page, click the **'Add a product'** button and a new panel will open. Enter the details of your new product. Make sure to click the **'Save product'** button once you have finished.



Alternatively, if your new product is similar to another product already listed, you can clone the listed product. To do this, click on the **'Clone'** button next to the existing product. A new panel will open with the existing listed product's details. Make any changes, such as the name, and click the **'Save product'** button once you have finished.


Please note, new products will appear in your account with a yellow coloured background. This means they have not yet been approved to carry the AMAG logo.

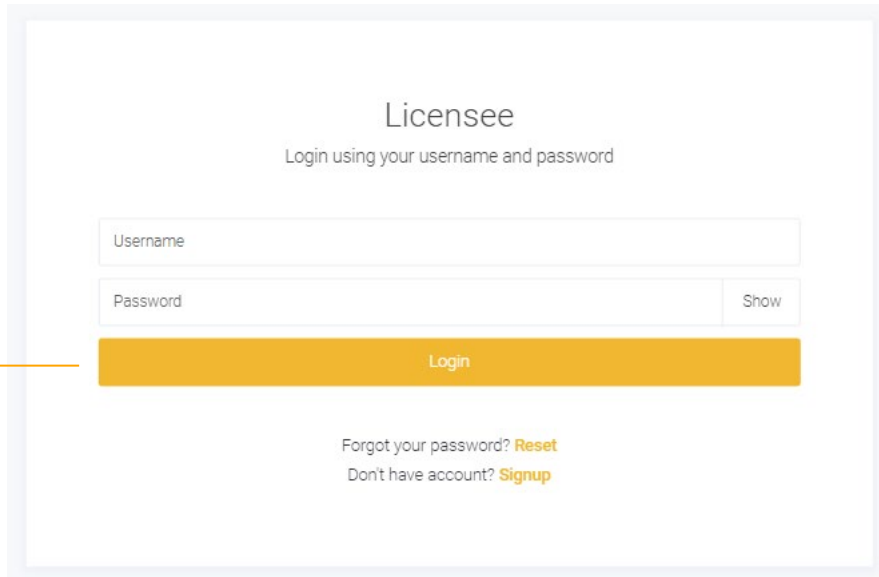
A member of AMCL's Compliance team will contact you about the new product, and you may be asked to provide more information about how the product is made or complete a product worksheet as part of the product review.

You cannot apply the AMAG logo to new products until they have been approved. New products will only be listed on the Australian Made website after they have been approved. Product images and descriptions cannot be added to pending products.

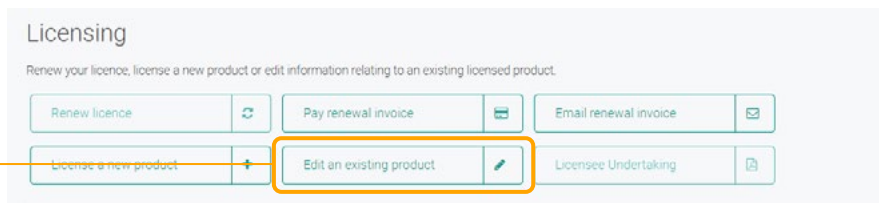
# EDIT A PRODUCT


## CHANGE A PRODUCT'S NAME OR CATEGORY

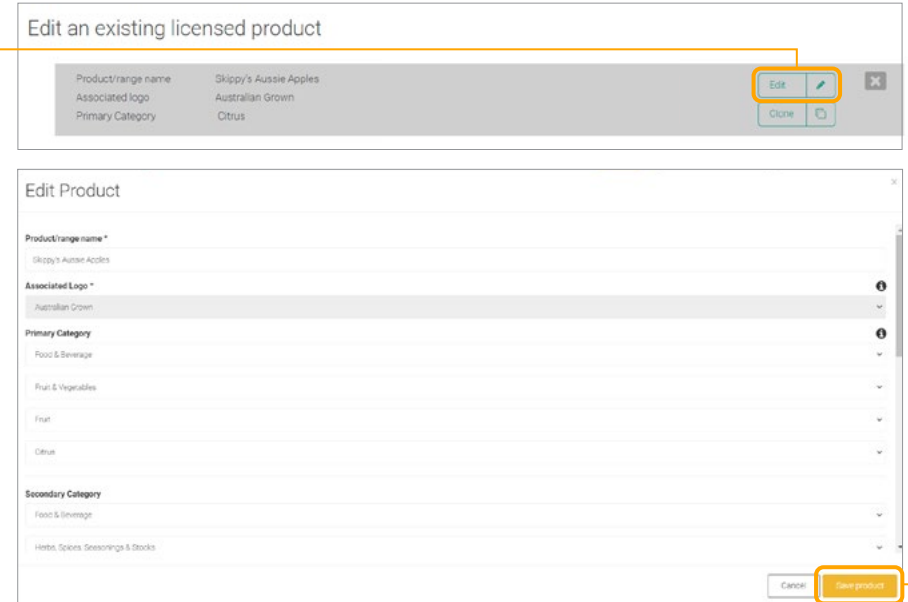
 **1** Log in to your licensee account.



 **2** Scroll down to the 'Licensing' section on the licensee dashboard and click on the 'Edit an existing product' button.



 **3** On the 'Manage your products' page, click the 'Edit' button next to the product you wish to make changes to. A new panel will open, make any relevant changes and click the 'Save product' button once you have finished.



## CHANGING A PRODUCT'S NAME

Please note, you cannot change the name of an already licensed product to a new product. All new products must be added as per instructions on [page 9](#).

For example, if your licensed product is named "Dog food", you can change the name to "ExtraNice dog food". However, if you changed the name to "Cat food" it would be the same as entering a new product, so it would require a Compliance review.

All name changes need to be approved by Compliance.

## CHANGING A PRODUCT'S CATEGORY

Please note that selecting a primary category and primary subcategory sections is mandatory. Secondary and tertiary categories are optional, but if you choose to include them you must make a selection on each sub-level to proceed.

Any changes made to your products via your licensee account will appear on the Australian Made website the next day. If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

# CHANGE CONTRACT MANUFACTURERS



1

Log in to your licensee account.

Licensee  
Login using your username and password

Username

Password

Forgot your password? [Reset](#)  
Don't have account? [Signup](#)



2

Scroll down to the **'Licensing'** section on the licensee dashboard and click on the **'Edit an existing product'** button.

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



3

On the **'Manage your products'** page, click the **'Edit'** button next to the product you wish to make changes to. A new panel will open, scroll down to the **'Do you use a contract manufacturer?'** section. Enter your information and click the **'Save manufacturer'** button.

Edit Product

Do you use a contract manufacturer?  
 Yes  No

Manufacturers Name \*

Tel

Address \*

133 Example Road

Suburb \*

Tel

State \*

Queensland

Postcode \*

4000

Country \*

Australia




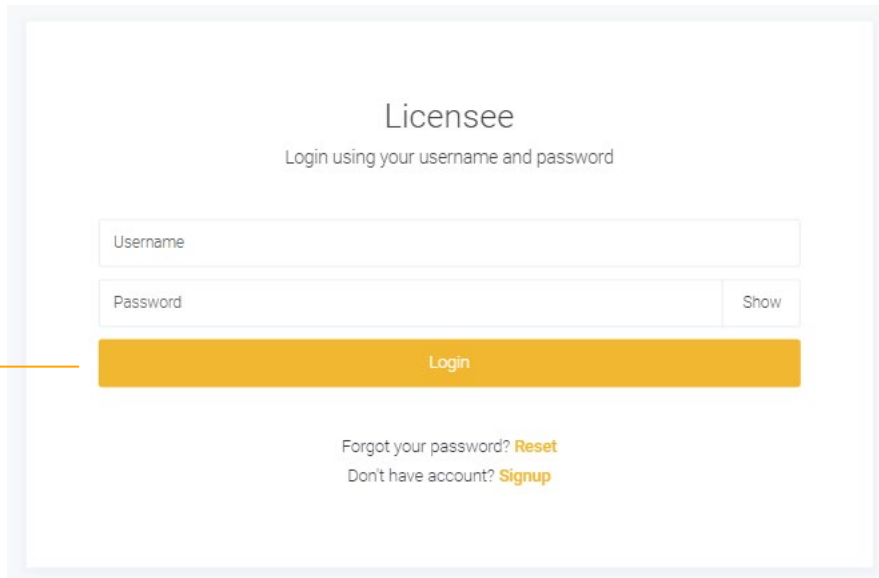
4

Make sure you also click the **'Save product'** button on the bottom right of the panel once you have finished.

Any changes made to your products via your licensee account will appear on the Australian Made website the next day. If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.

# DELETE EXISTING PRODUCTS

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




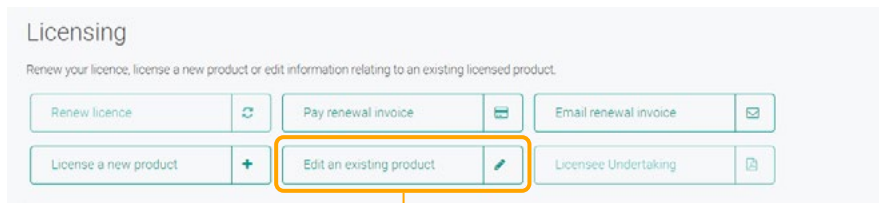
Licensee  
Login using your username and password

Username


Password

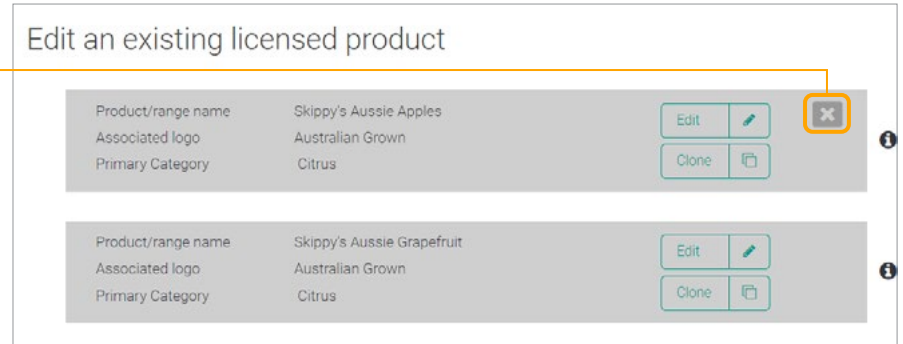
Forgot your password? [Reset](#)  
Don't have account? [Signup](#)

 **2** Scroll down to the **'Licensing'** section on the licensee dashboard and click on the **'Edit an existing product'** button. The **'Manage your products'** page will open.



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

 **3** To delete a product, click the grey **'X'** button in the relevant product box.




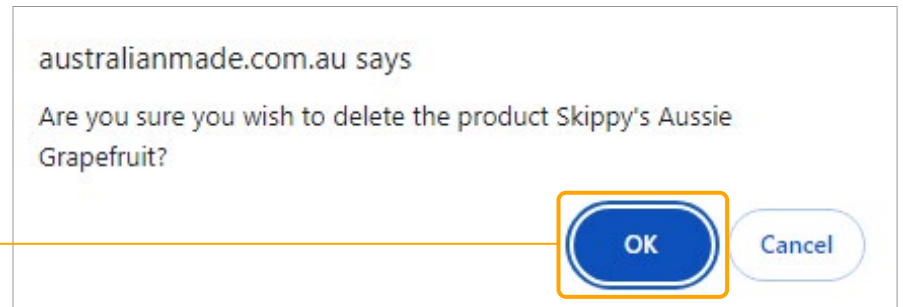
Edit an existing licensed product

Product/range name	Skippy's Aussie Apples	<input type="button" value="Edit"/>	<input type="button" value="X"/>
Associated logo	Australian Grown	<input type="button" value="Clone"/>	<input type="button" value="i"/>
Primary Category	Citrus		

Product/range name	Skippy's Aussie Grapefruit	<input type="button" value="Edit"/>	<input type="button" value="X"/>
Associated logo	Australian Grown	<input type="button" value="Clone"/>	<input type="button" value="i"/>
Primary Category	Citrus		

 **4** On the **'Manage your products'** page, you will see and click the **'Edit'** button next to the product you wish to delete. A pop-up box will then open asking you to confirm if you'd like to delete the selected product. Click the **'OK'** button to confirm.



australianmade.com.au says

Are you sure you wish to delete the product Skippy's Aussie Grapefruit?

Any changes made to your products via your licensee account will appear on the Australian Made website the next day. If you encounter any issues please contact AMCL at [info@australianmade.com.au](mailto:info@australianmade.com.au) or call **1800 350 520**.





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

For queries regarding your invoice or payment, please email **[accounts@australianmade.com.au](mailto:accounts@australianmade.com.au)**

**FIND OUT MORE AT AUSTRALIANMADE.COM.AU**

CONTINUED