

# Registering for the Web Portal

Open the site required / applicable on your browser:

ALM Customers: [www.almliquor.com.au](http://www.almliquor.com.au)

Harbottle Customers: [www.harbottleonpremise.com.au](http://www.harbottleonpremise.com.au)

Click the “**Registration**” button

The screenshot shows the ALM website in a Microsoft Internet Explorer browser window. The address bar displays <https://www.almliquor.com.au/alm/index.jsp>. The page features a navigation menu with links for Home, News&Alerts, Metcash Advantage, and Contact Us. A central banner advertises a wine, stating it was 'Voted in the Top 100 wines by James Halliday' and provides a 'FIND OUT MORE' button. Below this is an advertisement for the 'ALM Gold Card' American Express card, with a 'LEARN MORE' button. On the right, there is a 'News & Alerts' section with several news items, each with a 'READ MORE' link. The left sidebar contains a 'Log In !!' section with fields for State, Customer ID, and Password, and a 'LOG IN' button. Below this is a 'REGISTRATION' section with buttons for 'REGISTRATION', 'FORGOTTEN PASSWORD', and 'APPLICATION FORM'. A red arrow points to the 'REGISTRATION' button. The sidebar also includes a 'FIRST TIME? AS A CUSTOMER YOU CAN...' section with links for ordering products, viewing orders, and downloading invoices. It also provides instructions for existing customers and new customers. At the bottom of the sidebar, there is a section titled 'Accessing the Site:' with information about browser requirements and a link to update the browser. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

The below screen will appear after clicking the “Registration” button. Complete the details requested and then click the “Submit” button – A temporary password will then be issued to the email address you nominated in the “Email address” field.

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### Registration Details

Please enter the following registration details. We will email you a temporary password to access your home page.

Customer Number  \*

**\*If you have been given an 8 Digit Customer Number starting with 71-78, please disregard the first two digits and only use the last 6 Digits as your Customer Number.**

The state where your account is HELD  Choose a state/territory +

Email address  \*

Phone Number  \*

Fax Number

Contact Name  \*

\* Mandatory Fields

+ In particular customers in southern NSW who are supplied from the ACT or VIC, and customers in the Northern Rivers of NSW who are supplied from Queensland.

#### Accessing the Site:

To view this site you will need to have an updated version of Internet Explorer  
"Version 6.0 with Service Pack 1"  
It is available as a free upgrade from Microsoft:  
[Click here to view update site.](#)  
Or other browser with 128 bit encryption support.

### Notes:

- If you have been given an 8 digit Customer #, please remove the 1<sup>st</sup> two digits and use the last 6 as your customer number.
- The state you enter is the state you purchase your stock from. If unsure of what state you purchase from, the 1st 2 digits of your 8 digit customer # are a guide as shown below.

71 = New South Wales

72 = Victoria

73 = Queensland

74 = Western Australia

75 = South Australia

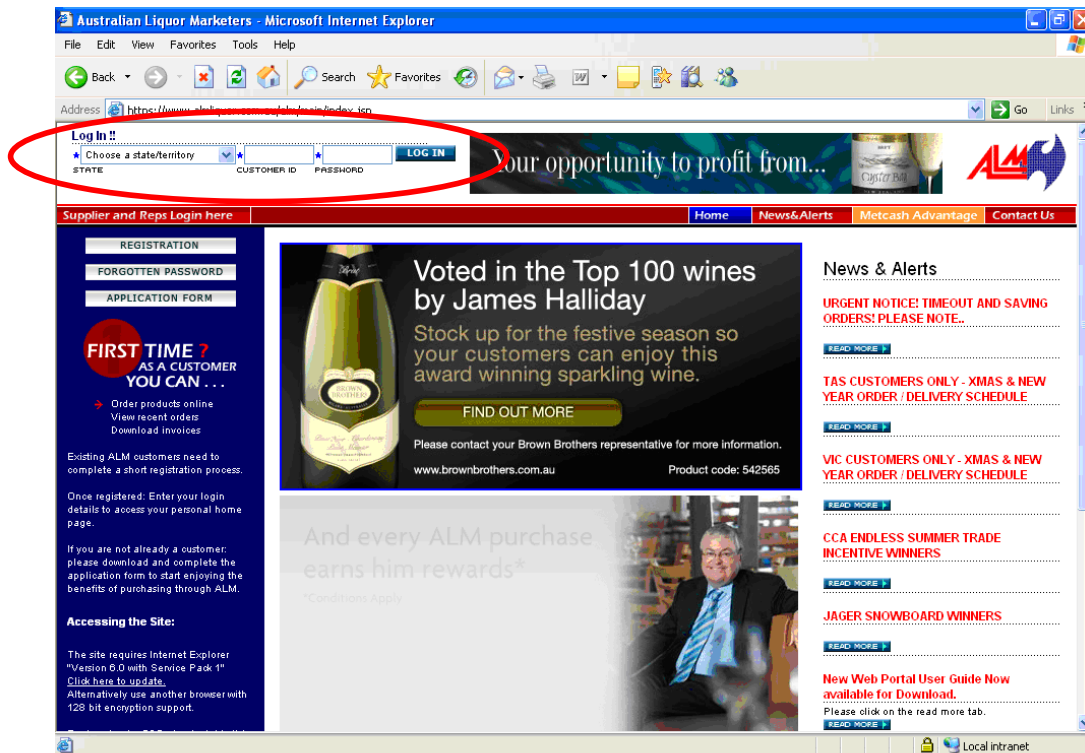
76 = Northern Territory

77 = Tasmania

78 = Australian Capital Territory

## Logging onto the Web Site

- Click on the drop down arrow next to “**Choose a State or Territory**” and select your State or Territory.
- Enter your Customer Number (6 Digits) in the “**Customer ID**” field
- Enter the Temporary password from your email – you will then be prompted to change the password when you first log on. Your new password should be between 6 to 10 characters, and is case sensitive.
- Click “**Log in**” – The Page will refresh to the “**Orders and Profile Homepage**”



***Features include.....***

- ✓ Ordering Online 24/7
- ✓ Stock on hand levels updated every 30 minutes
- ✓ Immediate confirmation of Orders
- ✓ Invoices and Statements available in PDF Format
- ✓ View Promotions, Bonus, Parcel Buy and QDA information
- ✓ Ordering History
- ✓ Product History
- ✓ Build your own 'Order Templates' to save valuable time!
- ✓ Free Training provided