



Australian Made Campaign

Managing your licence online

A quick guide to managing your Australian Made, Australian Grown licence online via australianmade.com.au

Contents

Introduction	3
To renew online	4
To download logo artwork	6
To generate your certificate	7
To add new products	8
To edit your product name	9
To change your product category	10
To change a contract manufacturer	11
To delete existing products	12

Introduction

All products which carry the logo, or are marketed using the logo, must be registered with AMCL. If you're not sure which products have been approved, check your certificate or give us a call.

When you apply for a licence to use the logo, you will be asked to provide a list of products. These can be specific product names, for example, 'Tuscan Dining Suite', or names of ranges or types of products, such as 'Timber bedroom furniture'.

You should not use the logo on any products except those on the list. It is a requirement of your licence that you inform AMCL of any change to your list of products. If a product no longer meets the compliance criteria, for example, if you move your manufacturing offshore, the product must be removed from your list and you must stop using the logo in relation to that product immediately. If you cease manufacturing the product, you must notify AMCL.




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


> To renew your licence online

1. Log in to your licensee account 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 

2. Check that all your details are correct. Make changes to the relevant sections by clicking the corresponding **Edit** buttons.

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

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


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

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 

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

Edit company details 

Edit contact details 

Click the **Continue** button to proceed to the next step.

3. To calculate your licence fee, click on the drop-down menu and select the range which represents the combined sales of all products listed for the last 12 months and click the **Calculate** button.

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.



The image shows a web form interface. At the top is a dropdown menu with the text "Please select one" and a downward arrow on the right. Below the dropdown is a button labeled "Calculate". Two orange hand icons with pointing fingers are overlaid on the image: one pointing to the "Calculate" button and another pointing to the dropdown arrow.

Confirm that your turnover figure is true and correct. Click the **Save and continue** button to proceed to the next step.

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



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. *



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

5. You can pay your licence fee online with your Visa or MasterCard using the secure PayWay system. Click on the **Pay renewal fee** button at the top of the Renewal Complete page to open the payment panel in a new window.



All transactions are processed in AUD.

Thanks for renewing your licence. You can pay your licence fee online straight away using the link above.

If you don't want to pay straight away, we will send you an invoice by email.

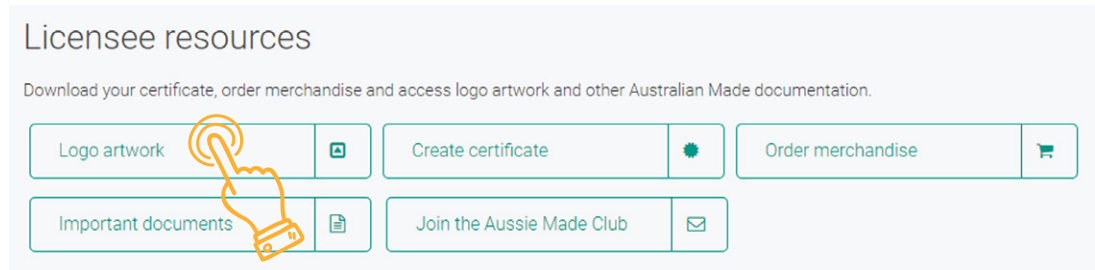
Please allow 2-3 business days for this to arrive.

Please be aware that, even if you have paid online, your renewal requires some manual processing at our end. Please allow 2-3 business days for this to happen.

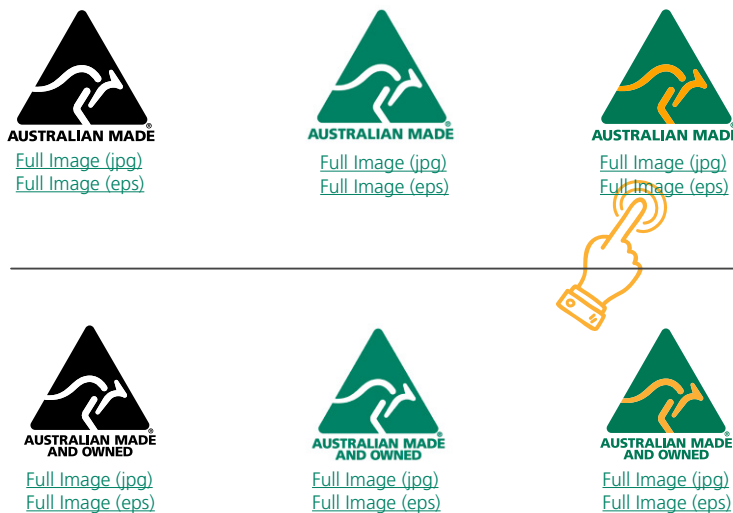
We will send you an email confirming that your licence has been renewed.

> To download logo artwork

1. Log in to your licensee account and click on the **Logo artwork** button found under **Licensee Resources**.



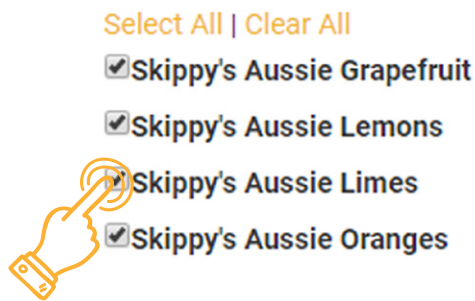
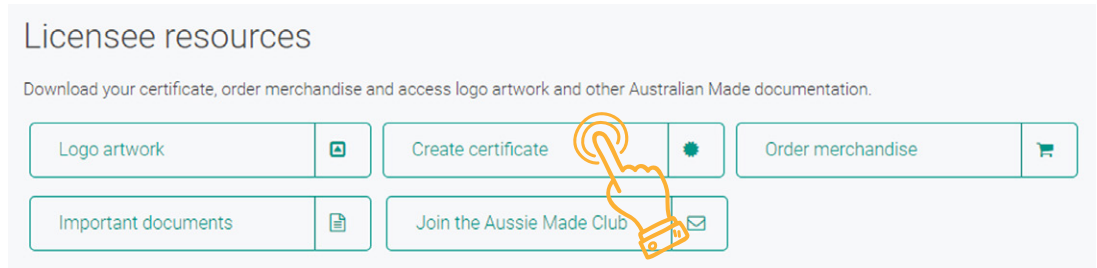
2. Click **Full Image** to download the logo that meets your requirements. The logo will download in a new window.



If you have any problems with the process, call us on [1800 350 520](tel:1800350520).

> To generate your certificate

1. Log into your licensee account and click on the **Create certificate** button found under **Licensee Resources**.



2. Check the tickbox next to the licensed products you wish to display on your certificate. Please note you must select at least one product.



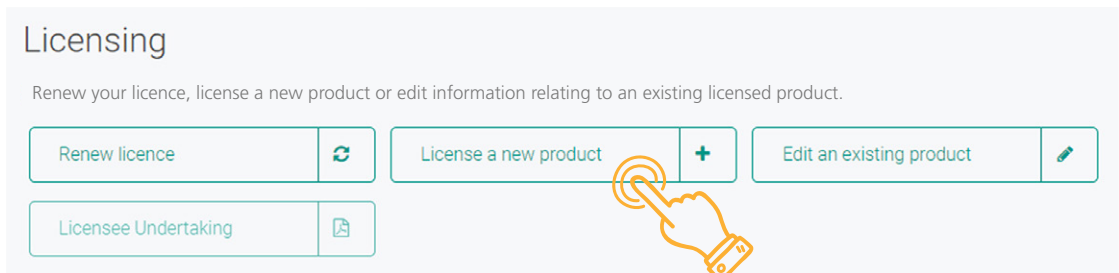
3. Click the **Generate certificate** button. Your certificate will appear in a new window.

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

If you have any problems with the process, call us on [1800 350 520](tel:1800350520).

> To add new products

1. To add products online, log in to your licensee account and click on the **License a new product** button under **Licensing**.



License a new product



2. To create a new product, click on the **Add a product** button at the top of the page. A new panel will appear.

3. Fill in the details of your new product. Don't forget to click on the **Save product** button when you're finished.

Alternatively, if your product is very similar to another product which is already listed, you can save time by cloning that product. Just click on the Clone button next to the existing product.



A window will open up with that product's details. All you need to do is to change the product name to the name of your new product, make sure all the other details are correct, and Save the product.

New products will show in your account with a **yellow background**.

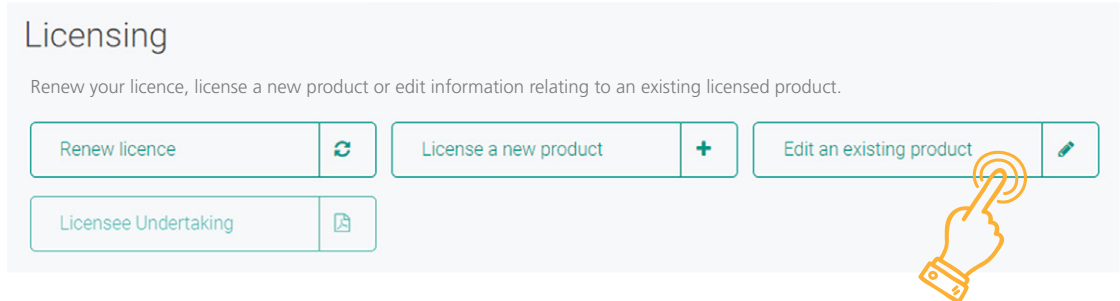
This means they have not yet been approved to carry the logo. A member of AMCL's Compliance team will contact you about the new products and you may be asked to provide more information about how the products are made, or complete a product worksheet as part of the product review.

Please note you cannot apply the logo to the 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.

> To edit your product name

1. Log in to your licensee account and click on the **Edit an existing product** button under **Licensing**.



2. To edit the product name, click on the **Edit** button next to the product you wish to change.

Product/range name: *

3. Type your text into the **Product/range name** field.

Click **Save product** to confirm the changes.

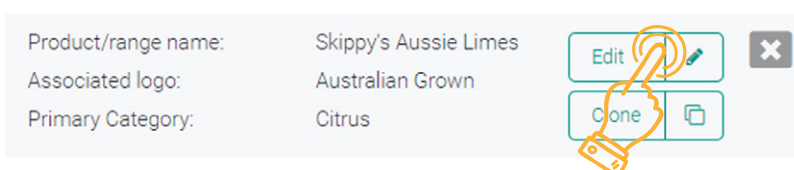
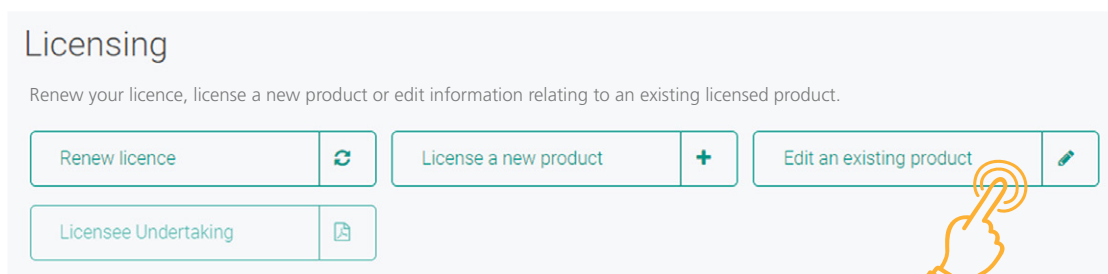
Please note: you cannot change the name of a licensed product to create a new product. For example, if your licensed product was called "Dog food", you could change the name to "ExtraNice dog food". However if you changed the name to "Cat food", that would have the effect of deleting the original product and adding a new one, and therefore require a compliance review.

Any changes you make to your products via your licensee account will not appear on the Australian Made website until the next day.

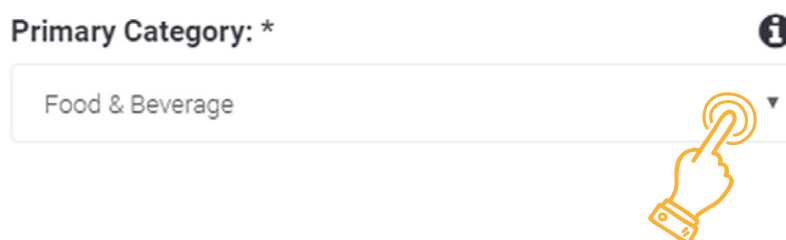
If you have any problems with the process, call us on [1800 350 520](tel:1800350520).

> To change your product category

1. Log in to your licensee account and click on the **Edit an existing product** button.



2. To change the product category, click on the **Edit** button next to the product you wish to change.



3. Click on the drop-down menus to choose categories that best describe your product.

Click **Save product** to confirm the changes.

Please note that nominating a primary category is mandatory and you must select all requested subcategories to proceed. The secondary and tertiary categories are optional.

However, if you choose to include a secondary and/or tertiary category, then you must make a selection on each sub-level to proceed.

Any changes you make to your products via your licensee account will not appear on the Australian Made website until the next day.

If you have any problems with the process, call us on [1800 350 520](tel:1800350520).


> To change a contract manufacturer

1. Log in to your licensee account and click on the **Edit an existing product** button.

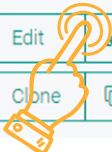
Licensing

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

Renew licence	↻	License a new product	+	Edit an existing product	✎
Licensee Undertaking	📄				



Product/range name:	Skippy's Aussie Limes	Edit	✕
Associated logo:	Australian Grown	Clone	📄
Primary Category:	Citrus		




2. Click on the **Edit** button next to the product you wish to make changes to.

Do you use a contract manufacturer?

Yes No

Manufacturer name:	Australian	Edit	✕
Manufacturing Address:	567 Brown Rd OFFICER VIC 3809 AU		



3. Click on the **Edit** button found under **Do you use a contract manufacturer?**

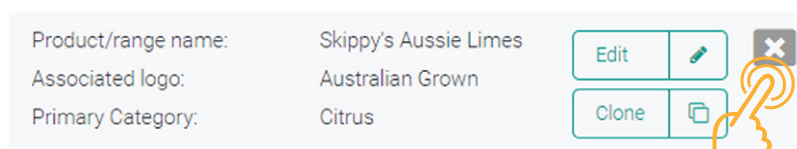
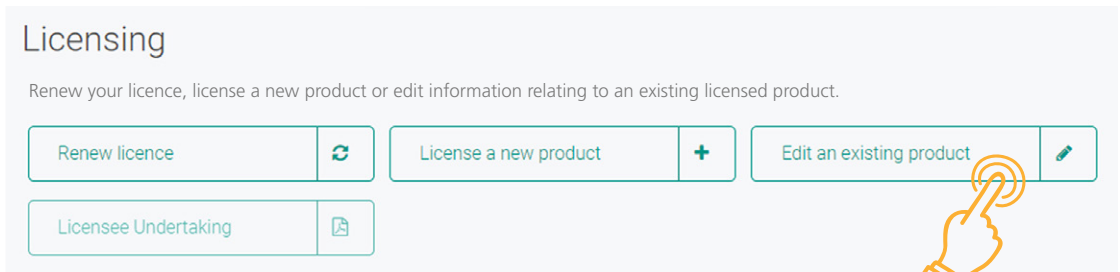
4. Enter your information about your contract manufacturer into the required fields. Then click **Save manufacturer** and **Save Product** to confirm the changes.

Please note any changes you make to your products via your licensee account will not appear on the Australian Made website until the next day.

If you have any problems with the process, call us on [1800 350 520](tel:1800350520).

> To delete existing products

1. Log in to your licensee account and click on the **Edit an existing product** button.



2. To delete a product, click on the **X** next to the **Edit** button.

Click **OK** to confirm the deletion.

If you have any problems, call us on [1800 350 520](tel:1800350520).

Alternatively you can email us (info@australianmade.com.au) requesting that the products be deleted.