





## Business/Organisation Registration Process

In order to access the LivMate, your business needs to be registered within the LivMate system.

Begin your registration by clicking the [Register here](#) link found on the LivMate login screen:

The login screen is located at: [livmate.com.au/login](http://livmate.com.au/login) *(to be confirmed)*

 If you have multiple venues, [please click here to contact customer support](#) to assist you with your registration process.

 The registration process requires the following five web forms to be completed.

*All compulsory fields are marked with a red asterisk \**

### Business type


Select which business profile is relevant to you:

- Business
- Not for Profit

### login details

Information recorded on this page will be used to create your *login details* once your registration is complete:

- Trading Name\*
- Account Code
- Account Email address\*
- Password\*
- Sales Person Code

 Your Account Code is automatically generated by the system based on your *Trading Name*.

## Business Information

You can enter your business name and ABN manually or you can search for your business name by using the search button to access the ABN lookup. This will search the ABN register based on the content of the *Business Name* field:

- Business Name\* (Registered business name)
- ABN\*
- About your Business
- Agree to Terms and Conditions\*
- Agree to Privacy Policy\*

## Venue Details

Here you record your actual venue information where your patrons/customers will be attending:


- Venue Name\*
- Address 1\*
- Address 2
- Suburb\*
- State\*
- Postcode\*
- Phone Number\*
- Email Address\*

## Primary Contact Details

Record the contact details of the person who will be the Primary Contact regarding the registration of the LivMate system:

- Title
- First Name\*
- Last Name\*
- Address Line 1\*
- Address Line 2\*
- Suburb\*
- State\*
- Post Code\*
- Country\*
- Phone Number\*
- Email Address\*


## Secondary Contact Details

 You have the **option** of providing the details of a **secondary** contact person (i.e.: this is not compulsory)...

As per the Primary Contact details, the following information is requested:

- Title
- First Name
- Last Name
- Address Line 1
- Address Line 2
- Suburb
- State
- Post Code
- Country
- Email Address

Click the **Register** button to complete the registration process.

 Once your registration has been processed, A Registration Confirmation page will be supplied that will also list your *login information*.

### Upon first login:

- You will be taken to a Welcome screen that gives you access to the ***User Agreement***.
- You must accept the User Agreement within 2 weeks of registering to be eligible to keep using the LivMate system.