Liquor Portal Registration

Victorian Commission for Gambling and Liquor Regulation
Liquor Portal Registration

To register and set up your Liquor Portal account, you will need your liquor licence number and PIN. This information can be found on your last renewal notice or by emailing contact@vcglr.vic.gov.au.

Note: The PIN can only be provided to the licensee. If the licensee is a company this means an approved director. If the licensee is a club this means a senior committee member.

2. Select Register an Account on the home page.

3. Complete the Your Details section and choose a password. 
   Note: the password must be between 6 and 20 characters including at least one lowercase, one uppercase and one numeric character

4. You have the option to complete the Organisation Details. Skip to step 5 if you don’t wish to provide this information.
5. Select I'm not a robot.
   Note: This is a security measure designed to protect the website from misuse.

6. A window like the below may appear. Select the images as indicated in the pop up window, click on Verify. You may be asked to repeat this exercise throughout your registration for security purposes.

7. Once you have completed the images verification, tick the I’m not a robot box and register box.

8. You will now see the screen below. Open the email account you provided in Step 3 as a validation email has been sent to you.
9. The email you are looking for has the subject line: User Registration Validation on VCGLR Liquor Portal. **Click on the validation link** in the email.

![Validation screenshot]

10. The link will take you to the login page. Login using your email address and the password you created in Step 3. Tick the **I'm not a robot** and the **Login** button.

![Login page screenshot]

11. Once you are Logged into your Liquor Portal account, click on **Associated Licences**.

12. Click the **Add/Associate a Licence** button.

13. Click **YES** to the question “Are you the current licensee or acting on behalf of the current licensee?”
14: Enter your licence number and PIN (see above on how to obtain this information). Tick the I’m not a robot button and the Associate button.

The licence is now associated to your account and will be listed on the Associated Licences page.
15: Click the **eLicence** option listed to the left side of the screen. If you are using a mobile device, you may need to open the menu first by clicking the menu icon in the top left.
16: Click the **Actions button** and select **Update Email**.

17: Enter the email address you wish to have your renewal notice and liquor licence sent to. This can differ from the email address used to register your account. **Enter your email twice** and click **Save**.

18: An email validation has been sent to the email listed.
19: The email you are looking for has the subject line “eLicence Service of Notices Email Validation on VCGLR Liquor Portal”. Click on the validation link in the email to complete eLicence set-up.

Dear Liquor Portal,

You have recently registered the email account contact@vcglr.vic.gov.au for Service of Notices on the VCGLR Liquor Portal.

To complete your registration either open the following URL in your web browser or manually enter the validation code in the field provided on the validation page.


Validation Code: E06981EE003A

Newsletter Subscription: Yes

Kind regards,
Victorian Commission for Gambling and Liquor Regulation
contact@vcglr.vic.gov.au

20: You will see the screen below confirming the email that has been set up for your licence number. Your annual renewal notice and liquor licence will now be emailed directly to this address from late November each year. Your liquor licence will be emailed within five working days of payment ready for you to print and display.

If you require any help during this process, please call our Client Services team on 1300 182 457, Monday – Friday 9am-5pm.