

Liquor Portal Registration



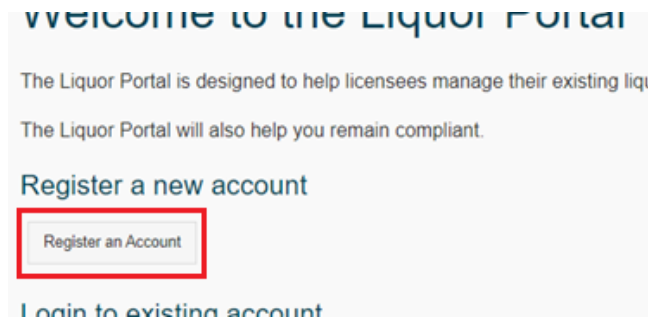
Victorian Commission for
Gambling and Liquor Regulation

Liquor Portal Registration

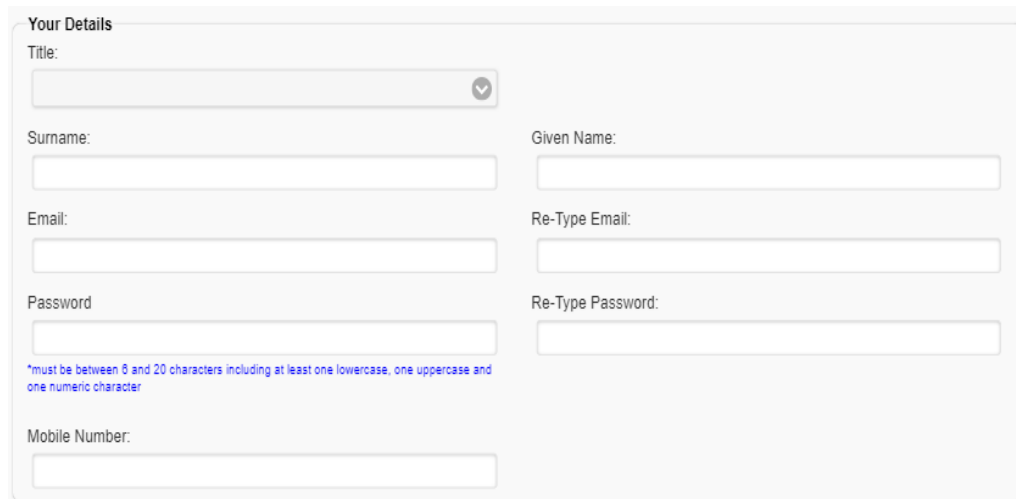
To register and set up your Liquor Portal account, you will need your liquor licence number and PIN. This information can be found on your last renewal notice or by emailing contact@vcqlr.vic.gov.au.

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.

1. Type in liquor.vcqlr.vic.gov.au/liquorportal/ to your web browser.
2. Select **Register an Account** on the home page.

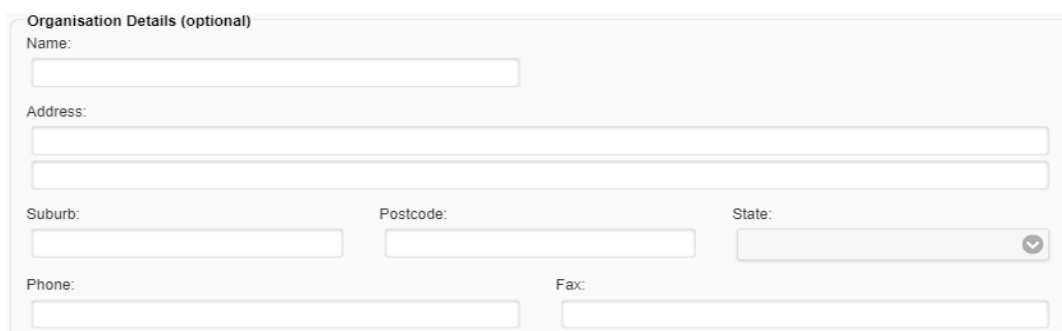


3. Complete the **Your Details** section and choose a password.
Note: the password must be between 6 and 20 characters including at least one lowercase, one uppercase and one numeric character



The screenshot shows a registration form titled 'Your Details'. It contains several input fields: 'Title:' with a dropdown menu, 'Surname:', 'Given Name:', 'Email:', 'Re-Type Email:', 'Password:', 'Re-Type Password:', and 'Mobile Number:'. A note below the password fields states: '*must be between 6 and 20 characters including at least one lowercase, one uppercase and one numeric character'.

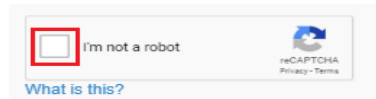
4. You have the option to complete the **Organisation Details**. Skip to step 5 if you don't wish to provide this information.



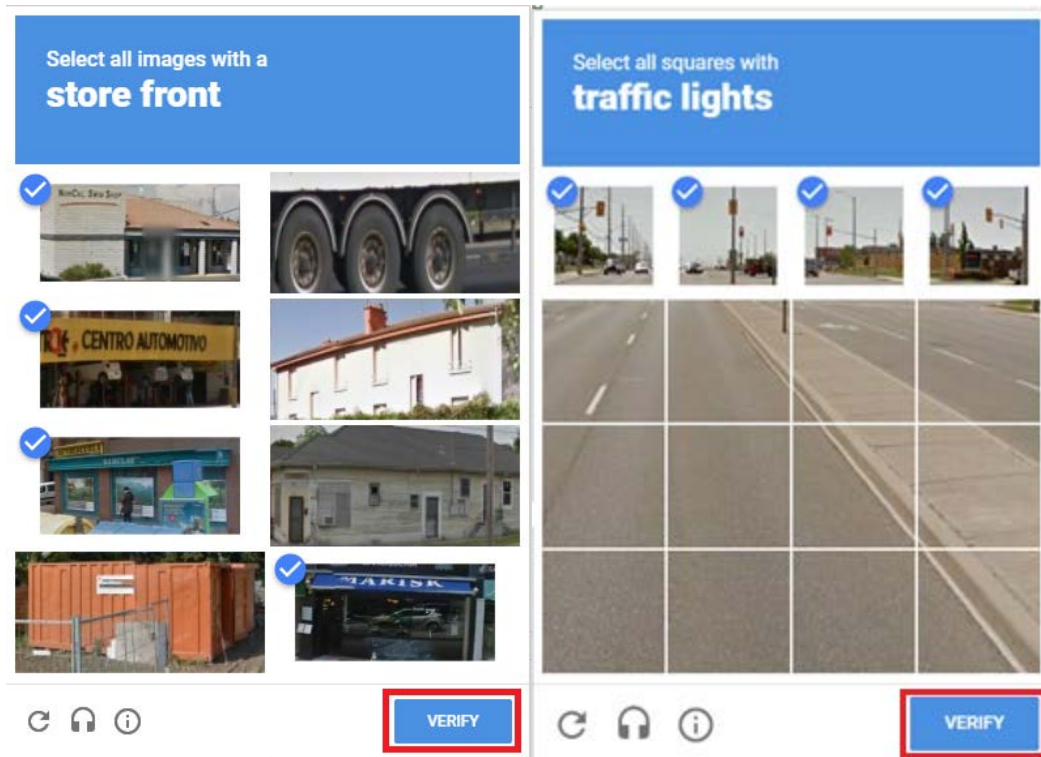
The screenshot shows an optional registration form titled 'Organisation Details (optional)'. It contains several input fields: 'Name:', 'Address:', 'Suburb:', 'Postcode:', 'State:' (with a dropdown menu), 'Phone:', and 'Fax:'.

5. Select **I'm not a robot**.

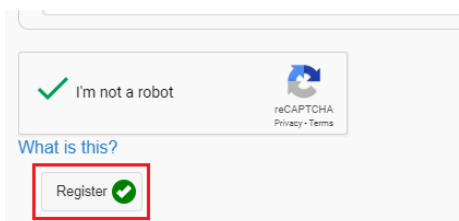
Note: This is a security measure designed to protect the website from misuse.



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.

A validation code has been sent to your nominated email address. To finalise your registration please enter the validation code below.

If you do not receive an email within 2-3 hours, please check your spam filter.

E-Mail Validation

Validation Code:

Validate Cancel

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.



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

Email:

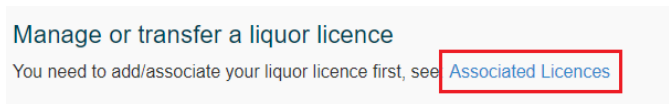
Password:

Remember Email

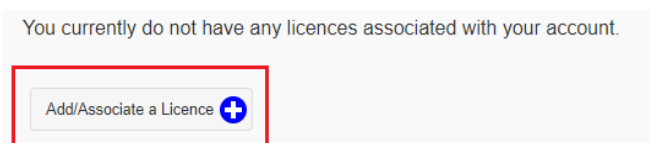
I'm not a robot

What is this? [hCAPTCHA](#)

- 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?"

Add licences to your account

You need to associate (add) a licence or permit to your Liquor Portal account before you can make any changes or lodge any applications.

Manage my liquor licence – PIN required

For full access to manage your liquor licence, you must associate your licence using the licence PIN.

Using your PIN to associate a licence allows you to perform all actions required to manage your liquor licence including:

- Change a postal address
- Obtain official copy of a licence or permit
- Submit applications including transfers

(Your PIN can be found on your last renewal notice, grant letter, or can be obtained from the VCGLR by email contact@vcglr.vic.gov.au)

Transfer a licence – postcode required

For limited access or to simply lodge a transfer application you can associate the licence you are transferring using the licence number and the postal address postcode found on the licence.

The current licensee must already have their email address linked to the liquor licence to use this option.

Associate your licence

Are you the current licensee or acting on behalf of the current licensee?

NO YES


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.

Are you the current licensee or acting on behalf of the current licensee?

NO YES

Details

Licence Number: PIN:

I'm not a robot  reCAPTCHA
Privacy · Terms



[What is this?](#)


Associate

The licence is now associated to your account and will be listed on the Associated Licences page.

Associated Licences

The following licences are now associated with your Liquor Portal account.

LICENCE NUMBER	PREMISES NAME	PREMISES SUBURB	ACTIONS
31234567	A LIQUOR LICENCE	RICHMOND	Actions  Disassociate 



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.

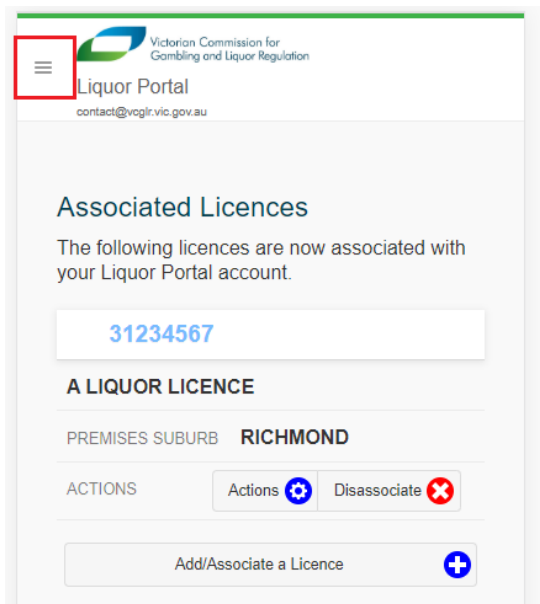
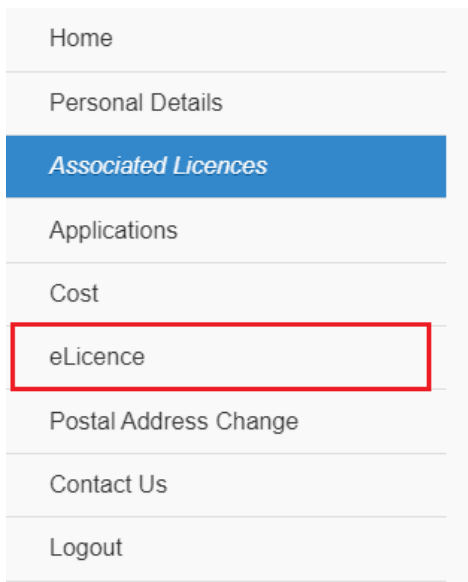


Figure 1 - Mobile Device Menu Icon

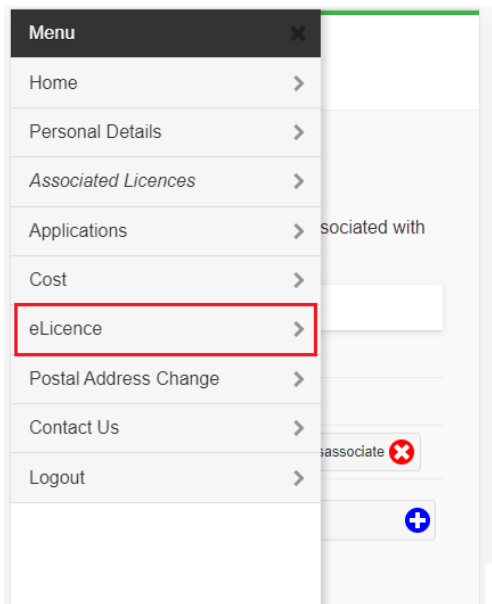


Figure 2 - Mobile Device Menu Open


16: Click the **Actions** button and select **Update Email**.


eLicence






From here you can now perform the following actions


- Update email (this is the email address your renewal notice and liquor licence will be sent to. This can differ from the email address used to create your account)
- View or print your liquor licence
- View or print your renewal notice (please note this is only available during licence renewal periods)
- View or print your red line plan

*Note: to perform the above, see the 'Actions' button.

LICENCE NUMBER	PREMISES NAME EMAIL FOR SERVICE OF NOTICES	VALIDATION STATUS	NEWSLETTER SUBSCRIPTION	ACTIONS
31234567	A Liquor Licence contact@vcglr.vic.gov.au	Verified - 14/10/2019 08:53:08	Yes	Actions 

Add/Associate a Licence 

LICENCE NUMBER	PREMISES NAME EMAIL FOR SERVICE OF NOTICES	VALIDATION STATUS	NEWSLETTER SUBSCRIPTION	Choose an Action
31234567	A Liquor Licence contact@vcglr.vic.gov.au	Verified - 14/10/2019 08:53:08	Yes	Update Email  View Licence  View Renewal Notice  View Plan  Cancel 

Add/Associate a Licence 

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**.



LICENCE NUMBER	PREMISES NAME	CURRENT EMAIL ADDRESS
31234567	A LIQUOR LICENCE	contact@vcglr.vic.gov.au

New Details

Email Address for Service of Notices:

Re-Type Email:

Newsletter Subscription

Save  Cancel 



18: An email validation has been sent to the email listed.

An email has been sent to your nominated address. To finalise your registration please click on the Validation URL link in the email or type the Validation Code shown in the email into the text box below.

If you do not receive an email within two to three hours, please check your spam or junk email folder.

E-Mail Validation

Validation Code:

Validate  Back 

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,

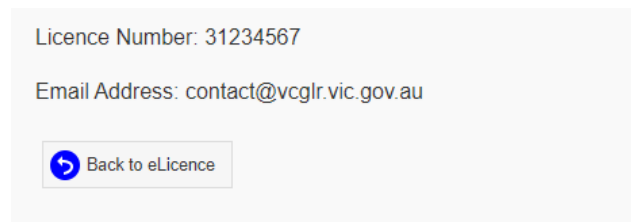
You have recently registered the email account contact@vcglr.vic.gov.au for Service of Notices on the VCGLR Liquor Portal.

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 URL: <https://liquor.vcglr.vic.gov.au/liquorportal/eLicenceValidate.aspx?U=71aa91ca-fcf5-4a25-ac38-968cd33da5ad&C=D6981EE0DA>
Validation Code: D6981EE0DA
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.