1. Spec	ify you	ır request type					
1. Create new access			3. A	3. Add a new user to existing e-LMS access			
Add a sub-account (must provide existing username)			 Add a lodgement point to an existing eLMS access (facilitated by Credit Management) 				
2. Enter	r your	Company Details					
Busine	ss Name						
Department	/Section						
Postal	Address						
	State			I	Postcode		
3. Nominate your internal e-LMS Account Administrator							
Your administrator will be able to add users to your account							
First name			Last nan	Last name			
e-LMS Username							
Office address							
Phone							
	Email						
4. Enter your Australia Post Account Numbers and Lodgement Points							
Acc. No.	State	Lodgement Point	Acc. No.	State	Lodgement Point		
				_			

5. If you're a 3rd Party lodging on behalf of Customers...

Please enter you Customer's Australia Post Account Numbers and Lodgement Points

You must obtain written consent from your customers to use their Australia Post Account Numbers

Account Number	Customer Name	State	Lodgement Point				
6. Enter your contact details							
Only enter if your details are different to those of the internal e-LMS Account Administrator (section 3)							
Name		Position	1				
Phone		Emai	l				
Terms & Conditions and Privacy Statement							
I have read and agree to both the Terms & Conditions and Privacy Statement on the next page outlined by Australia Post for this service.							

How to submit this form

Please email the completed PDF form as follows:

If you selected Option 1, 2 or 3 in the request type (section 1): eLMSSupport@auspost.com.au

If you selected option 4 in the request type (section 1): CreditManagementLodgementPoints@auspost.com.au



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