



Australian Government

Wine Australia

Online Grant Application Portal

Applicant Registration User Guide

Wine Tourism and Cellar Door Grants

January 2019

Applicable to: Wine Tourism and Cellar Door Grants

Commonwealth entity: Wine Australia

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1 Introduction

1.1 Purpose

This document provides information on how to register yourself and your organisation in the Wine Australia Grant Application Online Portal (Online Portal).

You must first register before you will be able to commence an application. If you have already registered in Enquire for previous grant rounds (i.e. the Wine Export Grant), you will not need to complete a new registration. If you have forgotten your password from a previous registration this can be reset from the application portal.

1.2 Scope

The main audience for this document is the person/s who are involved in the creation of an application for the Wine Tourism and Cellar Door Grant.

1.3 Using this document

This document contains multiple procedures which will guide users to effectively set themselves up as a user in the Grant Application Online Portal (Online Portal) and begin an application.

2 Getting Started

2.1 How to access the Wine Australia grant application online portal (Enquire)

The link to the grant application online portal can be found on the Wine Australia website <https://www.wineaustralia.com/>. For the best user experience, we recommend that one of the following web browsers are used:

- Google Chrome (https://www.google.com.au/chrome/browser/desktop/index.html?brand=CHBD&gclid=EAlalQobChMlwP2V48Pk1wlVYDUrCh1ZUg7tEAAYASAAEgImG_D_BwE&qclsrc=aw.ds&dclid=CNrQh-bD5NcCFVEjvQoduKclAg)
- Firefox (<https://www.mozilla.org/en-US/firefox/new/>)
- Microsoft Edge (<https://www.microsoft.com/en-au/windows/microsoft-edge>)

Note: Some **functionality may not be available** if you choose **Internet Explorer** as your browser.

It is recommended that once you have accessed the portal, you save the link to your browsers bookmark or favourites menu, so it can be accessed again, easily at any time.

2.2 Online Application Portal FAQs

Q1. Can I save my application at any point and come back to complete it later?

A1. Yes. Simply click SAVE before exiting and the application will be saved in your **My Grants** page which can be accessed from the top toolbar menu.

Q2. Where is the next button in the application?

A2. The next button is located at the top of the application form in arrow form and helps navigate from page to page of the application form.

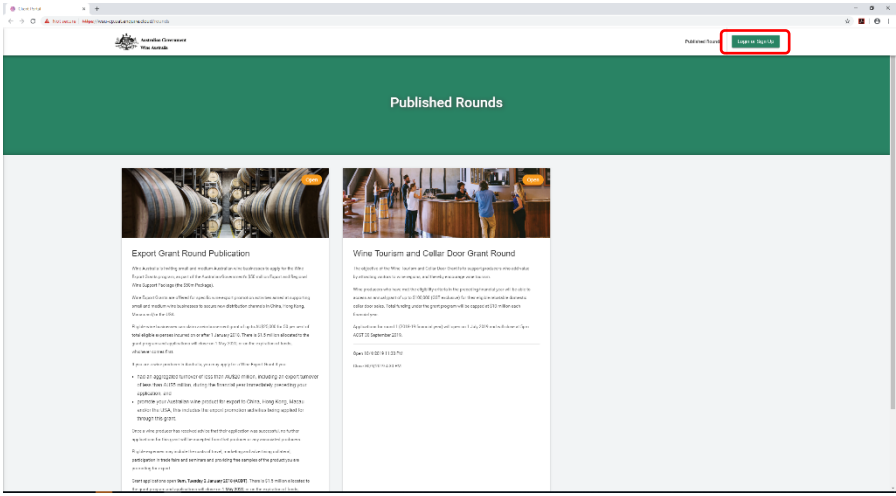
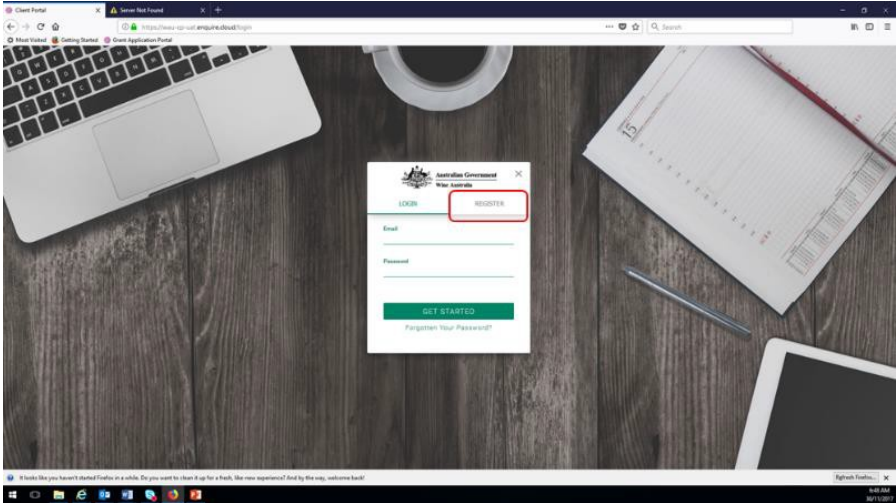
Q3. Why should I use Google Chrome or Firefox web browsers?

A3. Google Chrome, Edge or Firefox will offer an optimised user experience and enables functions that Internet Explorer does not support.

3 New User Sign up

3.1 How to sign up as a new applicant

To use the online grant application portal, you need to register yourself by creating your own user account. To create a new user account, follow the procedure below.

Step	Action
1	Open the online grant application portal : https://wau-cp.enquire.cloud
2	From the online portal homepage toolbar, click Login or Sign Up . 
	Result: the grant Login or Register form is displayed.
3	From the Login or Register form click Register . 
	Result: the Registration form is displayed.

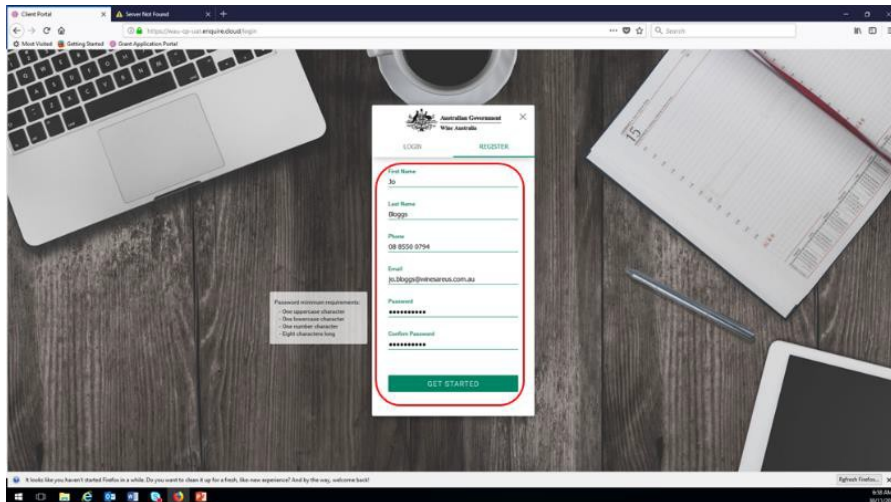
4

From the Registration form

- Complete **all applicant** details (this is you as an individual – your business or organisation details are created later)
- Create a **password** for this applicant account, and

Note: password minimum requirements are one uppercase character, one lowercase character, one number character and eight characters long

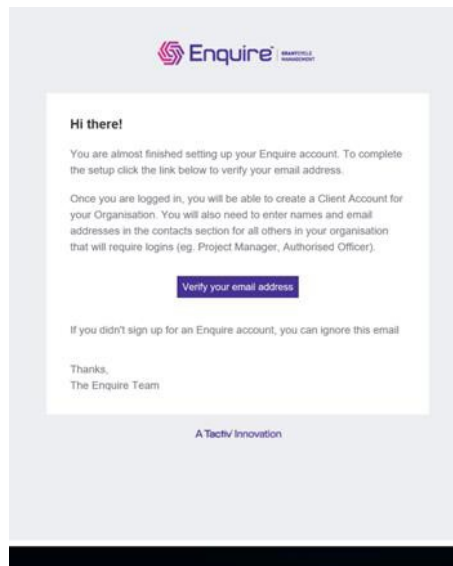
- Click **Get Started**.

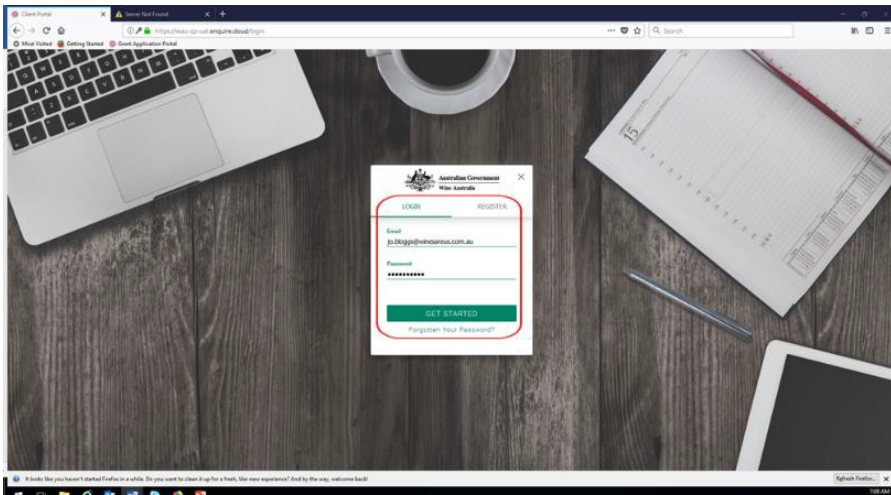
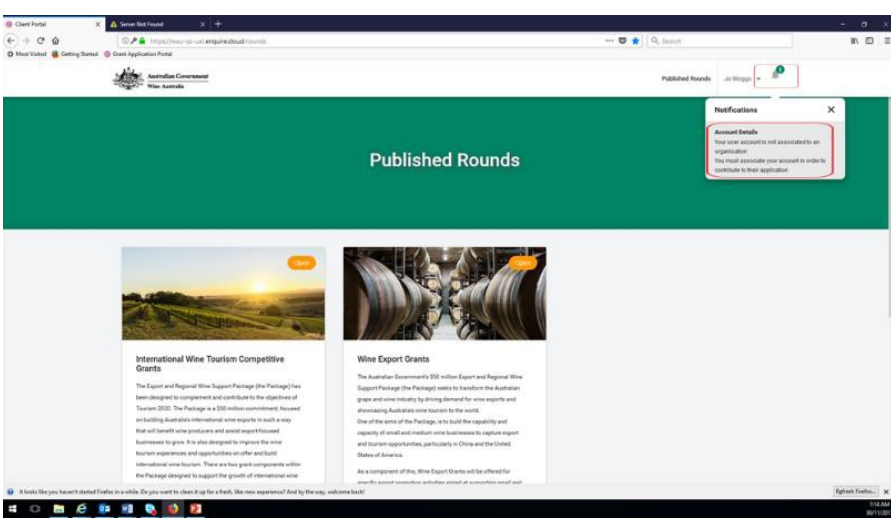
A screenshot of a web browser displaying the registration form for the Australian Government My Enquire system. The form is titled "My Enquire" and has tabs for "LOGIN" and "REGISTER". The "REGISTER" tab is active. The form fields include: "First Name" (filled with "Jo"), "Last Name" (filled with "Bloggs"), "Phone" (filled with "08 8550 8794"), "Email" (filled with "j.bloggs@myenquire.com.au"), "Password" (filled with "*****"), and "Confirm Password" (filled with "*****"). A green "GET STARTED" button is at the bottom of the form. To the left of the form, there is a box with "Password minimum requirements:" followed by a list: "One uppercase character", "One lowercase character", "One number character", and "Eight characters long". The background of the browser window shows a desk with a laptop, a pen, and some papers.

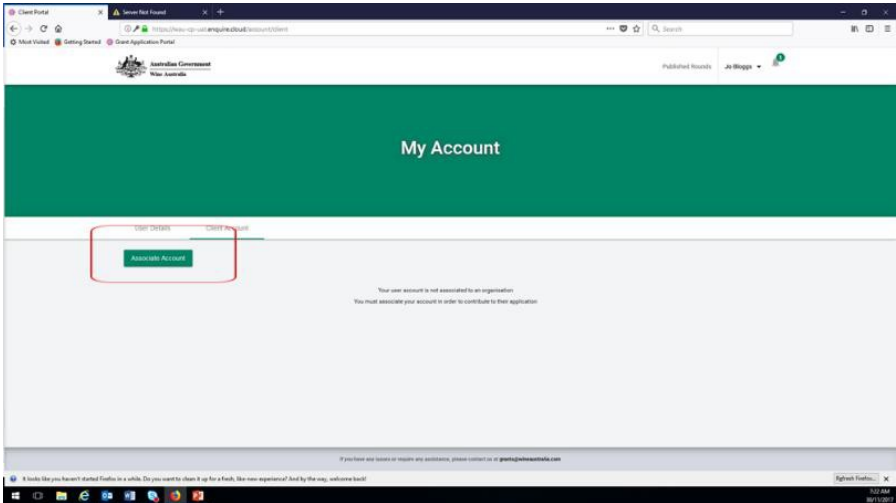
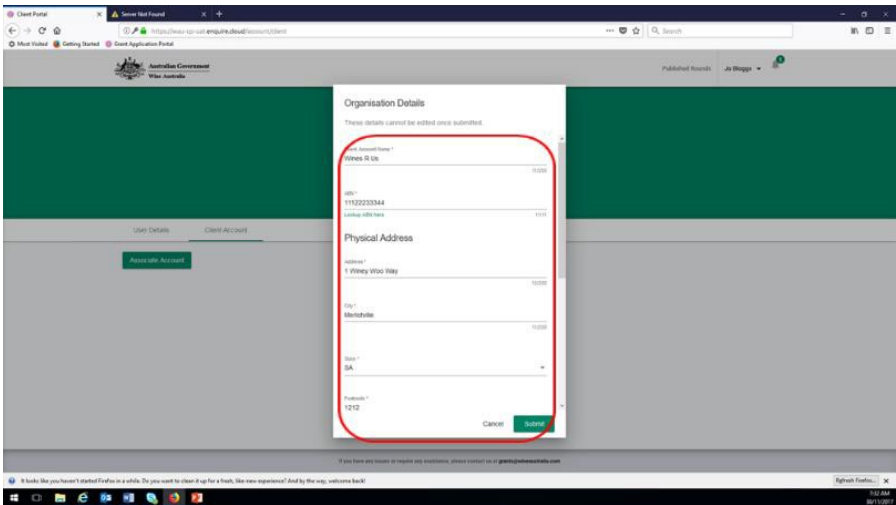
Result: your account has been created and a **confirmation email** has been sent to the **email account specified**.

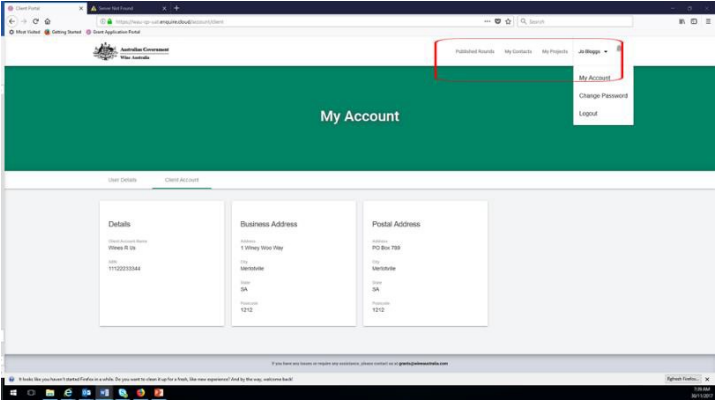
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From the email, you can click **Verify your email address** or you can login straight away from the **Login form**.



Step	Action
6	<p>From the Login form</p> <ul style="list-style-type: none"> • Enter your registered email address, • Enter your password, and • Click Get Started.  <p>Result: you are logged in as a registered user and the home page is displayed.</p>
7	<p>Now that you have created your account, you need to enter the details of the organisation or business you are representing. You must complete this step, or you will not be able to continue with the application process.</p> <p>From the home page</p> <ul style="list-style-type: none"> • Click on the Notification icon, and • Click on the Account Details text.  <p>Result: the My Account page is displayed.</p>

Step	Action
8	<p>From the My Account page, click Associate Account.</p>  <p>Result: the Organisation Details form is displayed.</p>
9	<p>From the Organisation Details form</p> <ul style="list-style-type: none"> • Complete your Organisation details, • Complete your Business Address, • Complete the Postal Address (for correspondence regarding your grant application), and • Click Submit.  <ul style="list-style-type: none"> • Result: the My Account page is displayed and now shows your organisation details.

Step	Action
10	<p>Your registration is now complete, and the following pages are now available to you</p> <ul style="list-style-type: none">• Published Rounds• My Tasks• My Contacts• Account Management (displayed as your username with a dropdown arrow)  <p>End of procedure</p>