



Australian Government

Wine Australia

Online Grant Application Portal

Applicant Registration User Guide

Wine Tourism and Cellar Door Grants and

Wine Export Grants

August 2020

Applicable to:	Wine Tourism and Cellar Door Grants and Wine Export Grants
Commonwealth entity:	Wine Australia
Enquiries:	If you have any questions, please contact Wine Australia on (08) 8228 2000. Email: cellardoorgrants@wineaustralia.com

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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, you will not need to complete a new registration.

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=EAlalQobChMlwP2V48Pk1wIVyDUrCh1ZUg7tEAAYASAAEgImG_D_BwE&gclsrc=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.

Note: If your business has **previously applied** through Wine Australia's online grant portal, **please contact the Grants Team on 08 8228 2000** to ensure your login credentials are linked to your business.

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 Projects** page which can be accessed from the top main menu.

Q2. Where is the next button in the application?

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

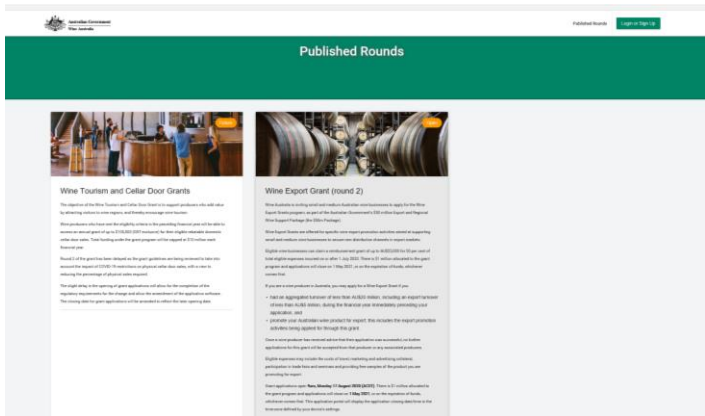
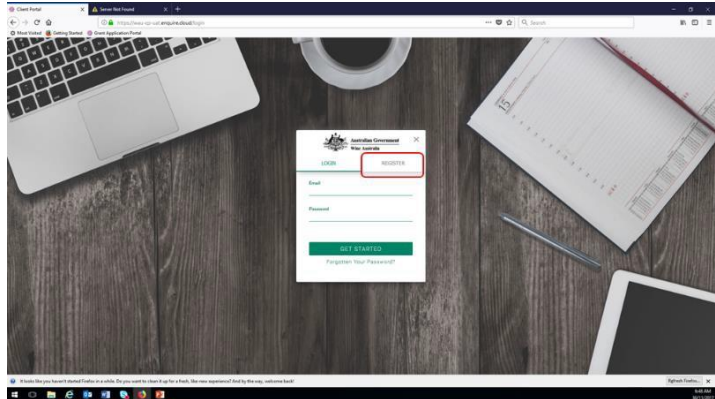
Q3. Why should I use Google Chrome or Firefox web browsers?

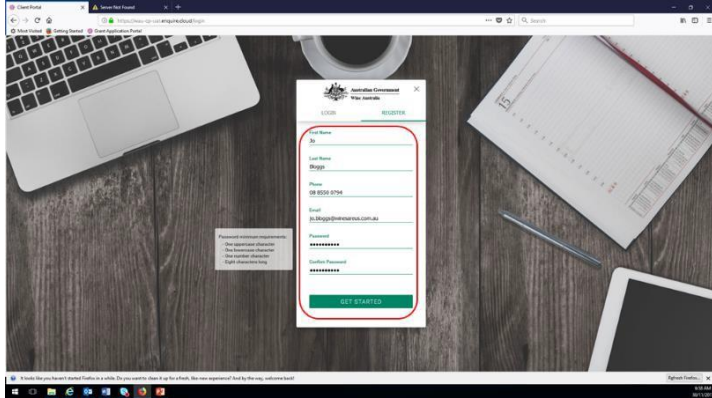
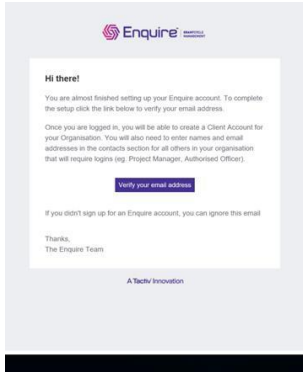
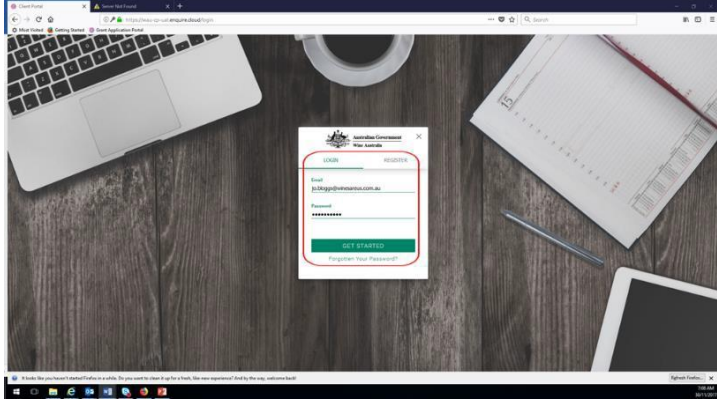
A3. Google Chrome, Edge or Firefox will offer an optimised user experience and enables functions that Internet Explorer does not support.

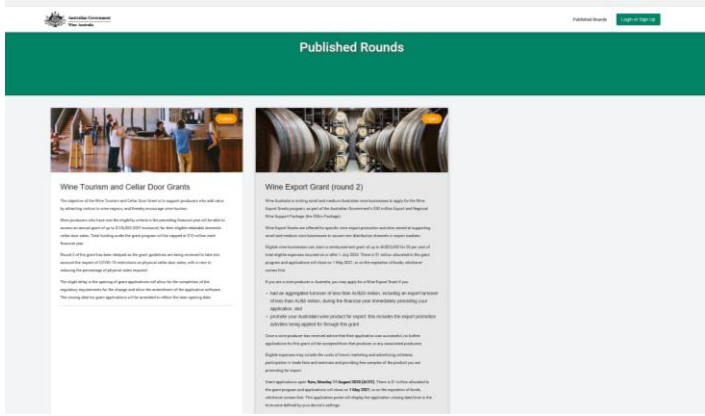
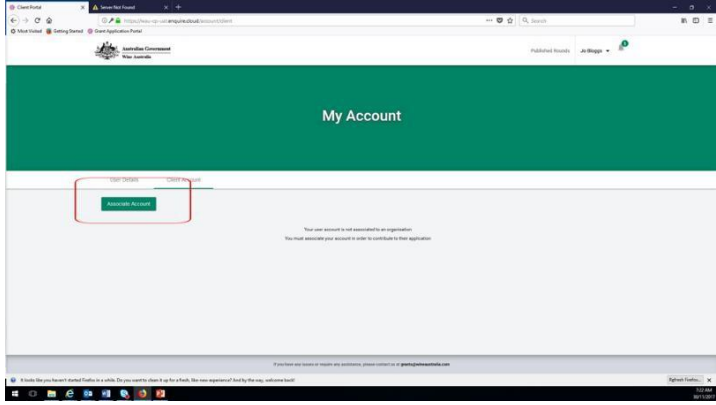
3 New User Sign up

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 <ul style="list-style-type: none"> • 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

Step	Action
	<ul style="list-style-type: none"> Click Get Started.  <p>Result: your account has been created and a confirmation email has been sent to the email account specified.</p>
5	<p>From the email, you can click Verify your email address or you can login straight away from the Login form.</p> 
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>

Step	Action
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>
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.

Step	Action
	<div data-bbox="523 257 1241 667" data-label="Image"> </div> <p data-bbox="284 712 1216 745">Result: the My Account page is displayed and now shows your organisation details.</p>
10	<p data-bbox="284 779 1209 813">Your registration is now complete, and the following pages are now available to you</p> <ul data-bbox="335 835 1209 1014" style="list-style-type: none"> • Published Rounds • My Contacts • My Projects • Account Management (displayed as your username with a dropdown arrow) <div data-bbox="510 1048 1228 1451" data-label="Image"> </div> <p data-bbox="284 1496 507 1529">End of registration</p>