

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.

Welcome to the Liquor Portal

The Liquor Portal is designed to help licensees manage their existing liquor licence, lodge a new restaurant and cafe licence application or transfer an existing licence.

The Liquor Portal will also help you remain compliant.

For instructions on how to register for the Liquor Portal, see: [Liquor Portal registration](#)

Register a new account

Register an Account

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

Your Details

Title:

Surname:

Given Name:

Email:

Re-Type Email:

Password:

Re-Type Password:

*must be between 6 and 20 characters including at least one lowercase, one uppercase and one numeric character

Mobile Number:

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

Organisation Details (optional)

Name:

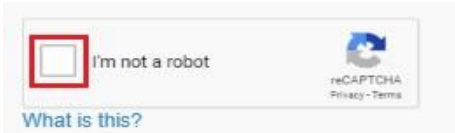
Address:

Suburb: Postcode: State:

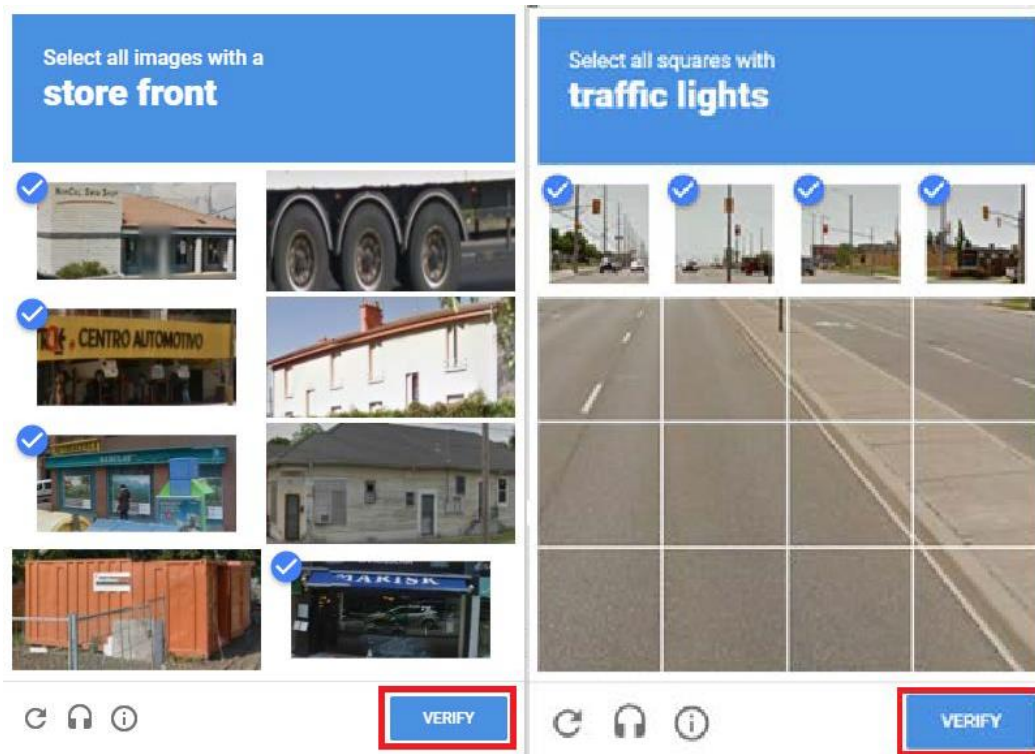
Phone: Fax:

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

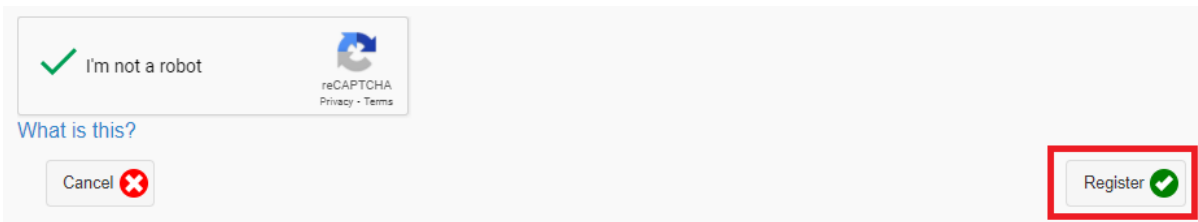
Note: This is a security measure designed to protect the website from misuse.



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.

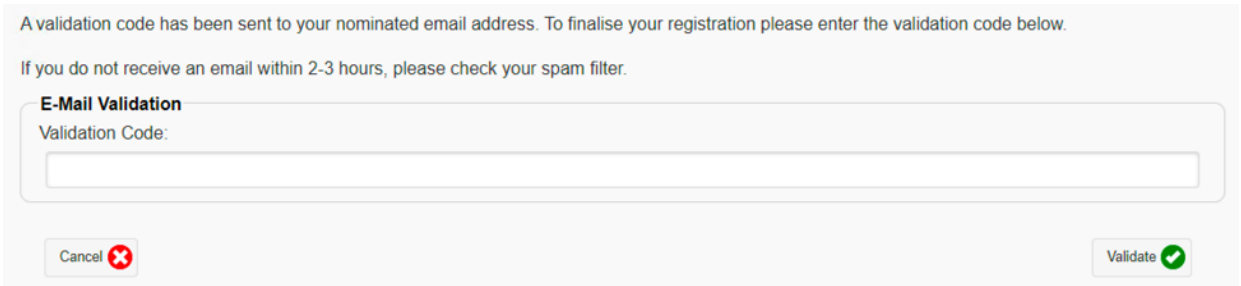


7. Once you have completed the images verification, tick the I'm not a robot box and register box.



The screenshot shows a registration form with a green checkmark and the text "I'm not a robot" next to a reCAPTCHA icon. Below this is a link "What is this?". At the bottom left is a "Cancel" button with a red 'X' icon. At the bottom right is a "Register" button with a green checkmark icon, which is highlighted with a red rectangular 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.



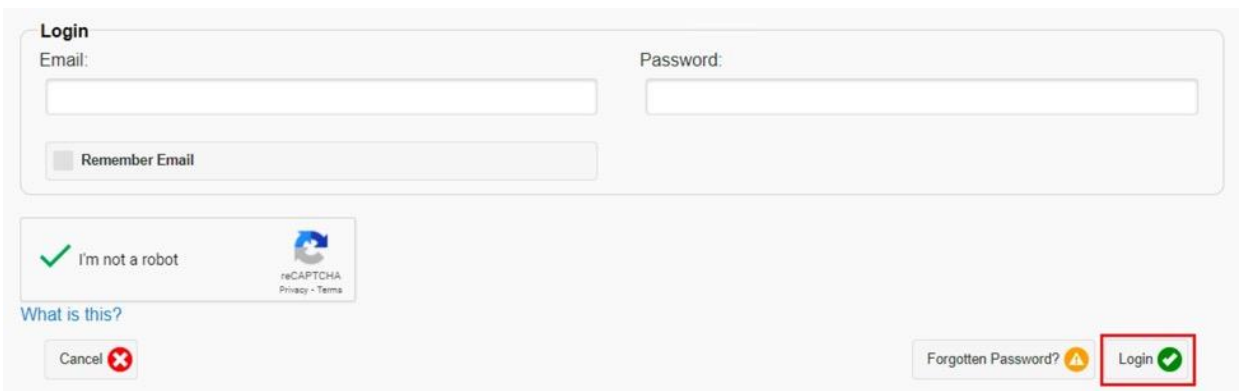
The screenshot shows an email validation page. At the top, it says "A validation code has been sent to your nominated email address. To finalise your registration please enter the validation code below." Below this is a note: "If you do not receive an email within 2-3 hours, please check your spam filter." The main section is titled "E-Mail Validation" and contains a "Validation Code:" label and a large text input field. At the bottom left is a "Cancel" button with a red 'X' icon. At the bottom right is a "Validate" button with a green checkmark icon, which is highlighted with a red rectangular box.

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.



The screenshot shows an email body. It starts with "You have recently registered the user account contact@vcqlr.vic.gov.au on the VCGLR Liquor Portal." Below this is the text: "To complete your user registration either open the following URL in your web browser or manually enter the validation code in the field provided on the validation page." A red rectangular box highlights the following text: "Validation URL: <https://liquor.vcqlr.vic.gov.au/liquorportal/Validate.aspx?U=90e62b8b-0c6c-41de-a3ed-d6b44ce96659&C=C00E9B1929>" and "Validation Code: C00E9B1929". Below this is the signature: "Kind regards, Victorian Commission for Gambling and Liquor Regulation contact@vcqlr.vic.gov.au".

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.

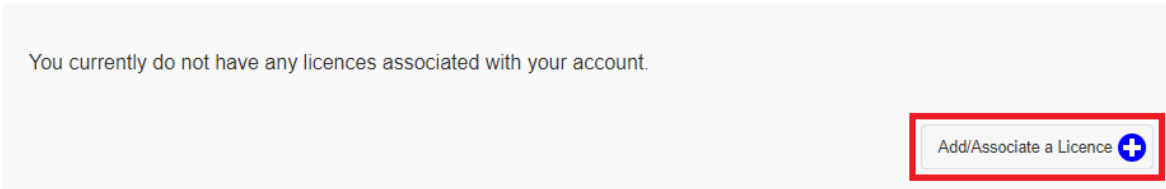


The screenshot shows a login page. At the top is the "Login" heading. Below it are two input fields: "Email:" and "Password:". Below the "Email:" field is a "Remember Email" checkbox. At the bottom left is a green checkmark and the text "I'm not a robot" next to a reCAPTCHA icon. Below this is a link "What is this?". At the bottom left is a "Cancel" button with a red 'X' icon. At the bottom right is a "Login" button with a green checkmark icon, which is highlighted with a red rectangular box. To the left of the "Login" button is a "Forgotten Password?" link with a yellow warning icon.

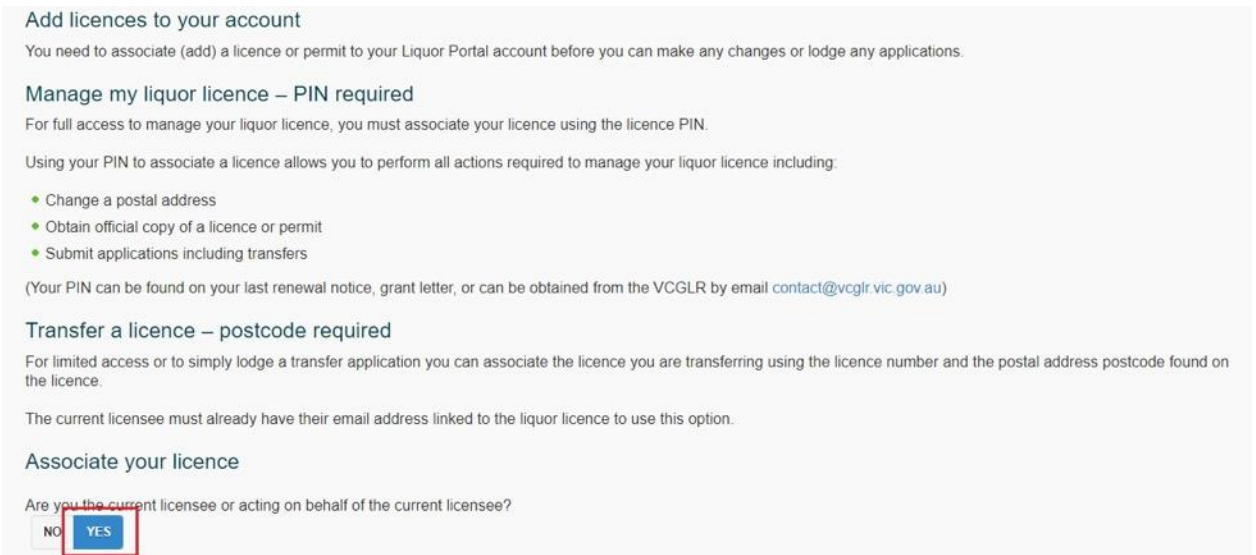
11. Once you are Logged into your Liquor Portal account, click on **Associated Licences**.



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.

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

[Add/Associate a Licence !\[\]\(41ed6116cca5a487e79f9520470556e5_img.jpg\)](#)

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.

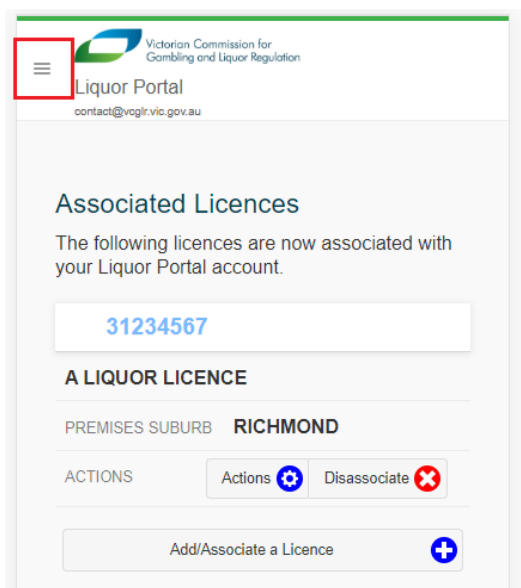
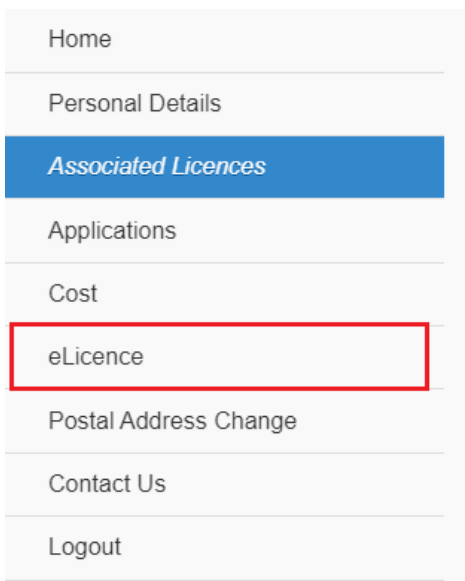


Figure 1 - Mobile Device Menu Icon

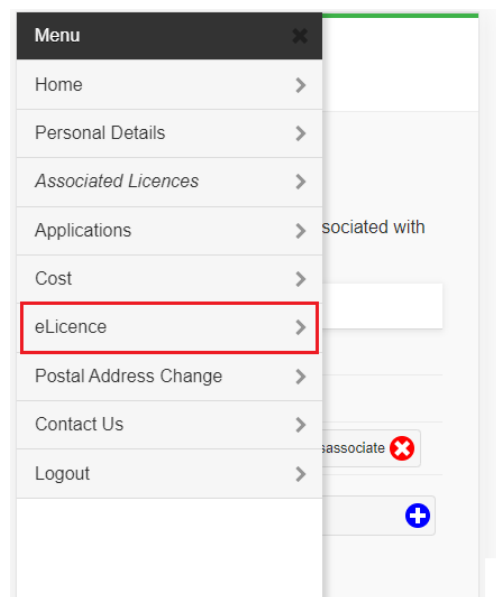


Figure 2 - Mobile Device Menu Open


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**.

New Details

Email Address for Service of Notices: Re-Type Email:

Newsletter Subscription

Cancel  **Save** 



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:

Back  **Validate** 

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

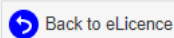
Newsletter Subscription: Yes

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.

Licence Number: 31234567

Email Address: contact@vcglr.vic.gov.au

 Back to eLicence

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