

# New Operators Online Licence Applications

## First Time Tour Operator or Activity Provider Licence Registration

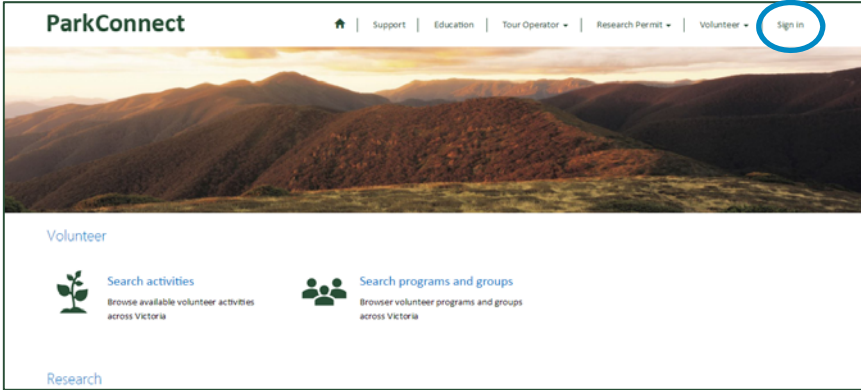
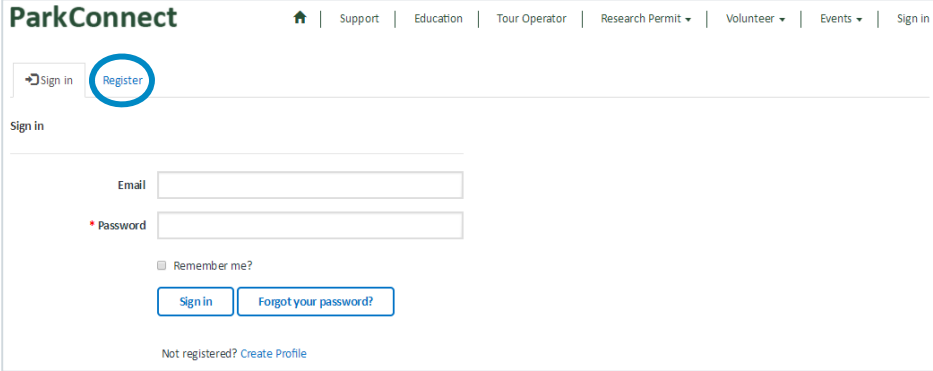
### Registering and Applying for your Licence

To apply for a licence, you will need to complete these two tasks:

1. [Sign on to ParkConnect and register](#), and
2. [Apply for your Tour Operator or Activity Provider Licence](#)

#### Sign on to ParkConnect and register

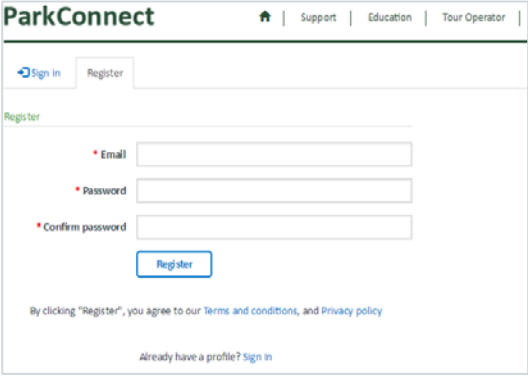
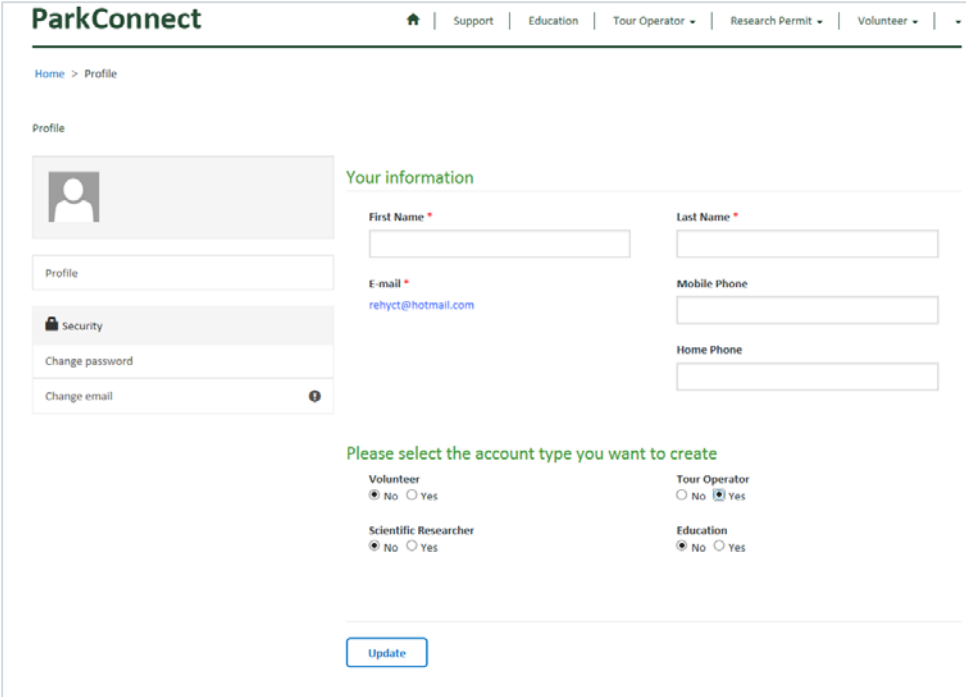
Follow these steps to register and sign in to ParkConnect online.

Step	Action
1	<p>Go to <a href="https://www.parkconnect.vic.gov.au/">https://www.parkconnect.vic.gov.au/</a></p> <p><b>Result:</b> The ParkConnect Sign in page for Licenced Tour Operators, Volunteers, Researchers and Education groups displays.</p> 
2	<p>Click on Sign in on the far-right hand side.</p> <p><b>Result:</b> The Sign in or Register page displays</p> 

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## Registering and Applying for your Licence, continued

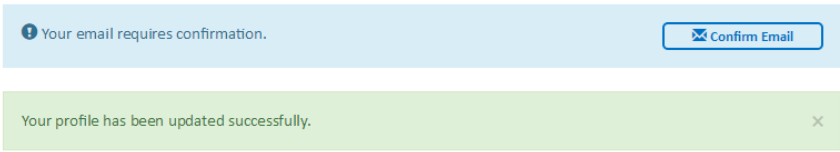
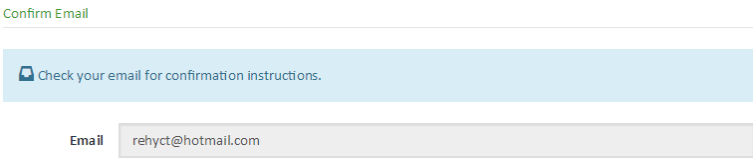
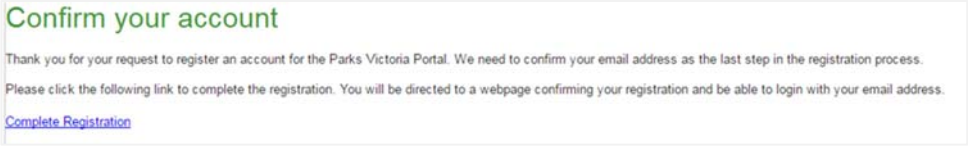
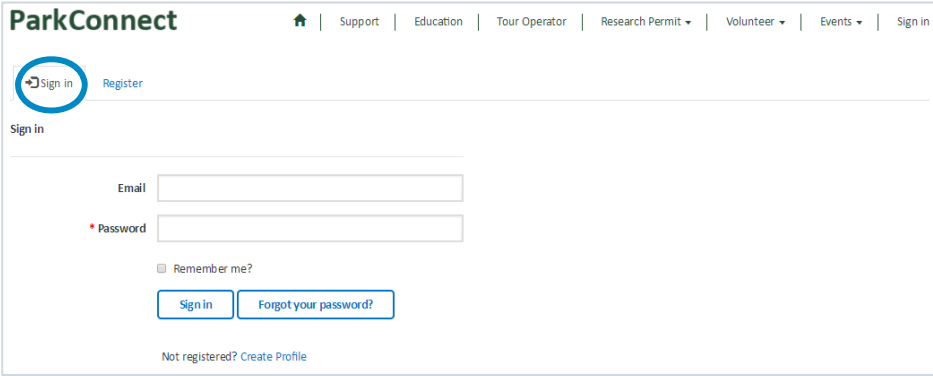
### Sign on to ParkConnect and register, continued

Step	Action
3	<p>Click on the <a href="#">Register</a> tab.</p> <p><b>Result:</b> The Register input option displays</p> 
4	<p>Type in:</p> <ul style="list-style-type: none"> <li>• your email</li> <li>• a Password, and</li> <li>• a confirmation (repetition) of the password</li> </ul> <p><b>Note:</b> Your email must be unique and cannot be used by anyone else to register as it becomes your Username.</p>
5	<p>Click on <a href="#">Register</a></p> <p><b>Result:</b> Your Profile page displays.</p> 

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## Registering and Applying for your Licence, continued

### Sign on to ParkConnect and register, continued

Step	Action
6	<ul style="list-style-type: none"> <li>Type in your information:               <ul style="list-style-type: none"> <li>First name</li> <li>Last name</li> <li>Mobile Phone, and/or</li> <li>Home Phone</li> </ul> </li> <li>Click on Yes for Tour Operator, and</li> <li>Click on Update.</li> </ul> <p><b>Result:</b> These two messages display on the page.</p> 
7	<p>Click on <a href="#">Confirm Email</a> to send a confirmation email to yourself.</p> <p><b>Result:</b> This message displays and an email is sent to your email address.</p> 
8	<p>Locate the email in your inbox and click on the link to complete the registration.</p> <p><b>Example:</b></p>  <p><b>Result:</b> A new window opens confirming your email address.</p>
9	<p>Click on Sign in on the far-right hand side.</p> <p><b>Result:</b> The Sign in or Register page displays</p> 

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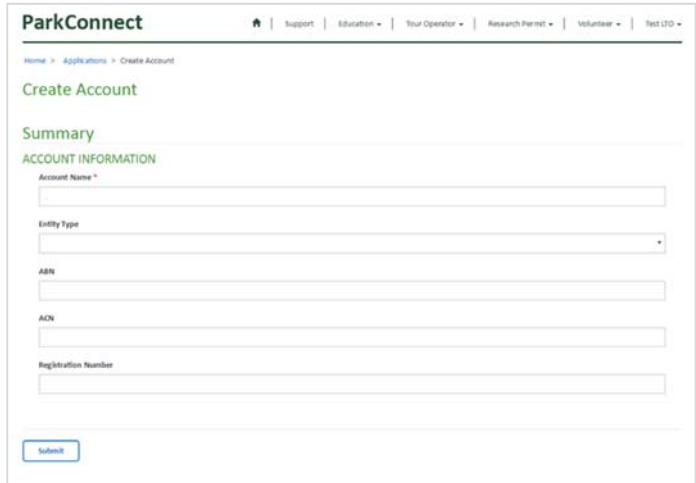
## Registering and Applying for your Licence, continued

### Sign on to ParkConnect and register, continued

Step	Action
10	<p>Type in:</p> <ul style="list-style-type: none"> <li>• your email</li> <li>• your Password that you entered</li> <li>• click <b>Sign in</b></li> </ul> <p><b>Note:</b> If you forget your password select <a href="#">Forgot your password?</a> then follow the prompts to reset your password.</p> <p><b>Result:</b> You are now signed into ParkConnect.</p>

### Apply for your Tour Operator or Activity Provider Licence

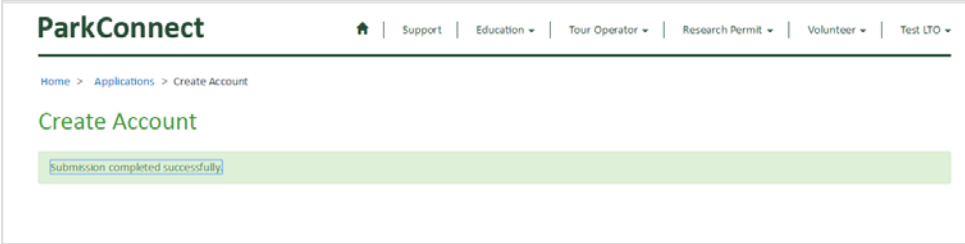
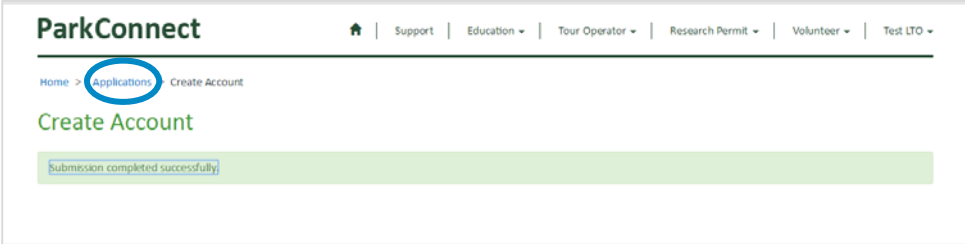
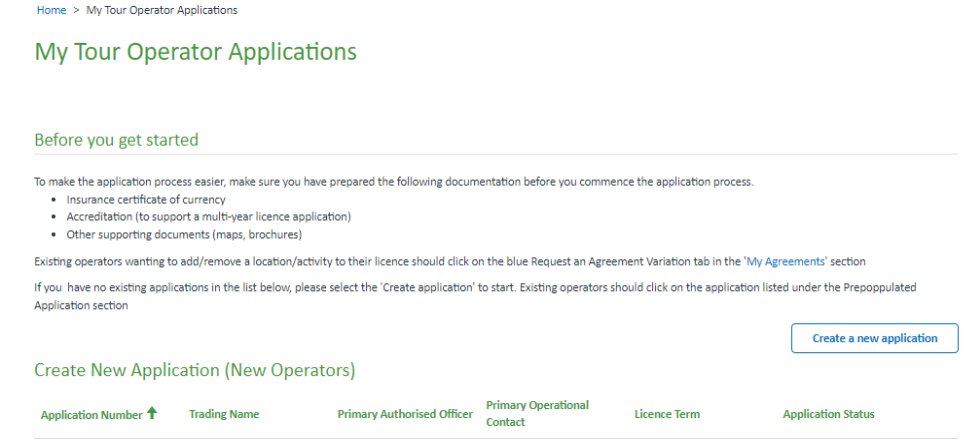
Follow these steps to apply for a licence

Step	Action												
1	<p>Click on Tour Operator then My Applications/Agreements.</p> <p><b>Result:</b> The Applications page displays.</p> <p><b>Applications</b></p> <p><b>Before you get started</b></p> <p>To make the application process easier, make sure you have the following</p> <ul style="list-style-type: none"> <li>• Ensure you have finalised visitation reporting for your current licence. <a href="#">Click here</a> to manage your visitations.</li> <li>• Get your documents ready</li> <li>• Insurance certificate</li> <li>• Accreditation</li> <li>• Other supporting documents</li> </ul> <p>Before creating a new application, you must first establish your account</p> <p style="text-align: right;"><a href="#">Create account</a></p> <table border="1"> <thead> <tr> <th>Application Number ↑</th> <th>Trading Name</th> <th>Primary Authorised Officer</th> <th>Primary Operational Contact</th> <th>Licence Term</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td colspan="6">There are no records to display.</td> </tr> </tbody> </table>	Application Number ↑	Trading Name	Primary Authorised Officer	Primary Operational Contact	Licence Term	Application Status	There are no records to display.					
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2	<p>Click on <a href="#">Create account</a></p> <p><b>Result:</b> The account creation page will display.</p> 												

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## Registering and Applying for your Licence, continued

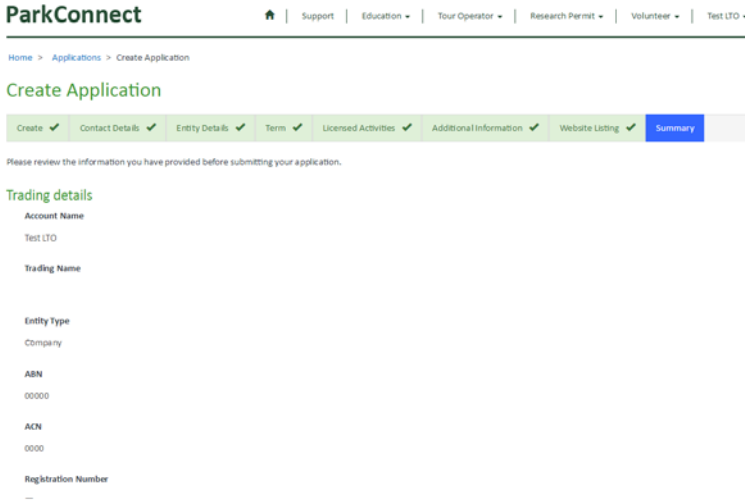
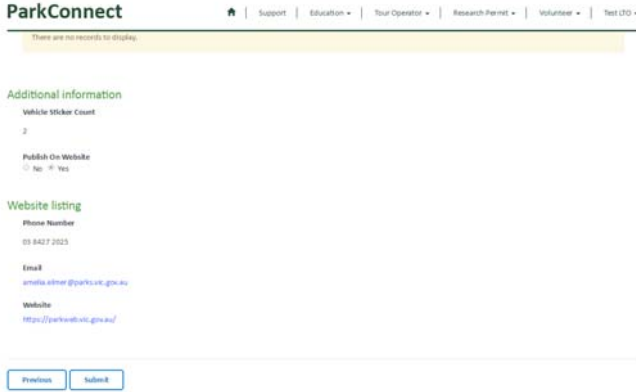
### Apply for your Tour Operator or Activity Provider Licence, continued

Step	Action
3	<ul style="list-style-type: none"> <li>Type in Your Information:               <ul style="list-style-type: none"> <li>Account name (your business entity name)</li> <li>Entity Type (company, individual, association etc.)</li> <li>ABN and/or</li> <li>ACN</li> <li>Registration Number (if applicable)</li> </ul> </li> <li>Click <a href="#">Submit</a></li> </ul> <p><b>Result:</b> Successful registration page will display.</p> 
4	<p>Click on Applications</p>  <p><b>Result:</b> The Application page displays.</p> 
5	<p>Click on <a href="#">Create a new application</a></p>
6	<p>Complete each page of the application with as much detail as possible. Ensure you include:</p> <ul style="list-style-type: none"> <li>A valid Certificate of Currency</li> <li>A Tour Schedule with maps</li> <li>Accreditation for any multiyear license applications</li> </ul>

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## Registering and Applying for your Licence, continued

### Apply for your Tour Operator or Activity Provider Licence, continued

Step	Action
7	<p>When on the summary page, review all information to make sure all sections are complete, and correct any mistakes.</p> 
8	<p>Once the information is correct click <b>Submit</b></p>  <p><b>Note:</b> Once submitted you cannot make any changes to your application online. Please contact the Customer Support team for any corrections.</p> <p><b>Result:</b> You will receive an automated email to confirm your submission. Your application has been submitted to the Customer Service Team for processing.</p>
	