

Welcome to the NEW Porters Trade Portal

- You can now access your account data **LIVE** online:
- ✓ Account status and balance due
 - ✓ Transactions & statements for the past two years.

Register for access in 4 easy steps!

To register, please have your recent Porters account statement handy. You will need the reference number that appears on your account statement beneath your account number.

Step 1: Go to www.porterscando.com.au and click on the 'Trade' tab at the top left corner, then select 'My Account'

Step 2: Click on 'Register'

Step 3: Complete all the fields and then click 'Register'

Step 4: Once you receive the confirmation message, you can log in using the username and password you chose during the registration process.

Using The Portal

Use the link tools as listed below to view your account information.

The Home Page

- ✓ View log in information & account balances

The Invoices Link

- ✓ Use the date selector to view account transactions (transactions are available for the past 2 years)
- ✓ Double clicking on a transaction line allows you to view the details (note the line prices do not include GST, the transaction total does list the GST amount)
- ✓ Email the transactions or a range of transactions for future reference

The Statements Link

- ✓ Lists account statements for the account and the current account balance
- ✓ Double clicking on a statement line will display the transactions listed in the statement
- ✓ Easily print current statements

My Account

- ✓ Update contact information
- ✓ Log out of the Porters Trade Portal

Please note you will still receive your invoices and statements by email, fax or post in addition to this service. The Porters Trade Portal is designed for desktop computer use. Please contact us for password retrieval.

If you require more information about the Porters Trade Portal or other Porters account features, please contact our customer accounts desk on 07 4967 3333 or credit@cporter.com.au.