

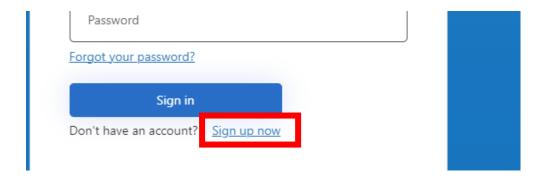
The Office of the Official Secretary to the Governor-General

Australian Honours and Awards Portal User guide – Signing up to the Portal

To sign up for the portal and create an account please follow these

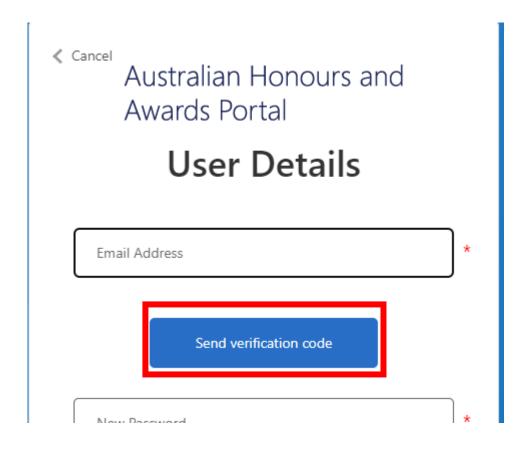
steps: Go to the Australian Honours and Awards Portal.

- 1. Click on the online portal link
- 2. Click the My Portal button
- 3. Click on Sign up now



4. Type in your email address (a personal email is preferred), and click on **Send verification code**, as below. (Please note that it can take a few minutes for the verification email to come through, therefore do not press the button multiple times.)

Please note: An email address can only be registered and used by one person.

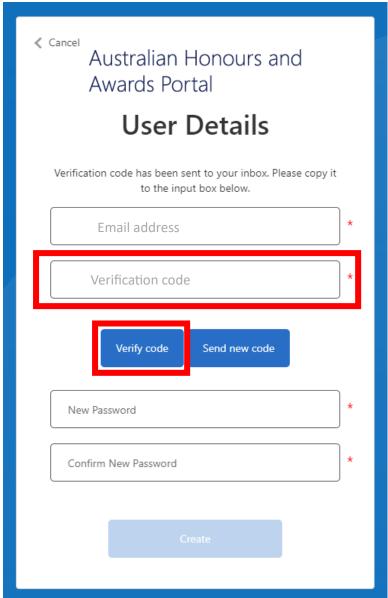






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5. Enter the six digit code from the email in and click **Verify code**.



- 6. Once your email has been verified you can then create your password. (Passwords must be at least 8 characters long, contain one number or symbol and at least one capital letter.) Enter again and click Create
- 7. You can now login. You will need to verify every time you login to the portal. You will be asked to enter some basic profile details before you can fill out any forms.

You can now freely use the portal to log in, work on and save nominations before you complete and submit. You will be able to monitor the status of a nomination from submission to completion and fill in any referee requests that you receive.

Please note:

An email address can only be registered and used by one person.

If you were contacted by the Secretariat and the email used is not your preferred, please email honours@gg.gov.au with your current and preferred email address. We will advise once this is complete and you are able to finalise the process.