Australian mango industry online export registration system

A step-by-step guide to completing your annual online export registration

AUSTRALIAN® MANGOES

Introduction

This document has been updated for the 2022/23 mango season.

In 2019, the online system replaced the previous manual, paper-based registration and accreditation process for export to Asia and the United States of America. Growers have now access to a high quality online mapping system, incorporating pest monitor recording and reporting, to apply for the export countries of choice. The online system also allows for a simplified audit process by the Department of Agriculture, Water and the Environment (DAWE).

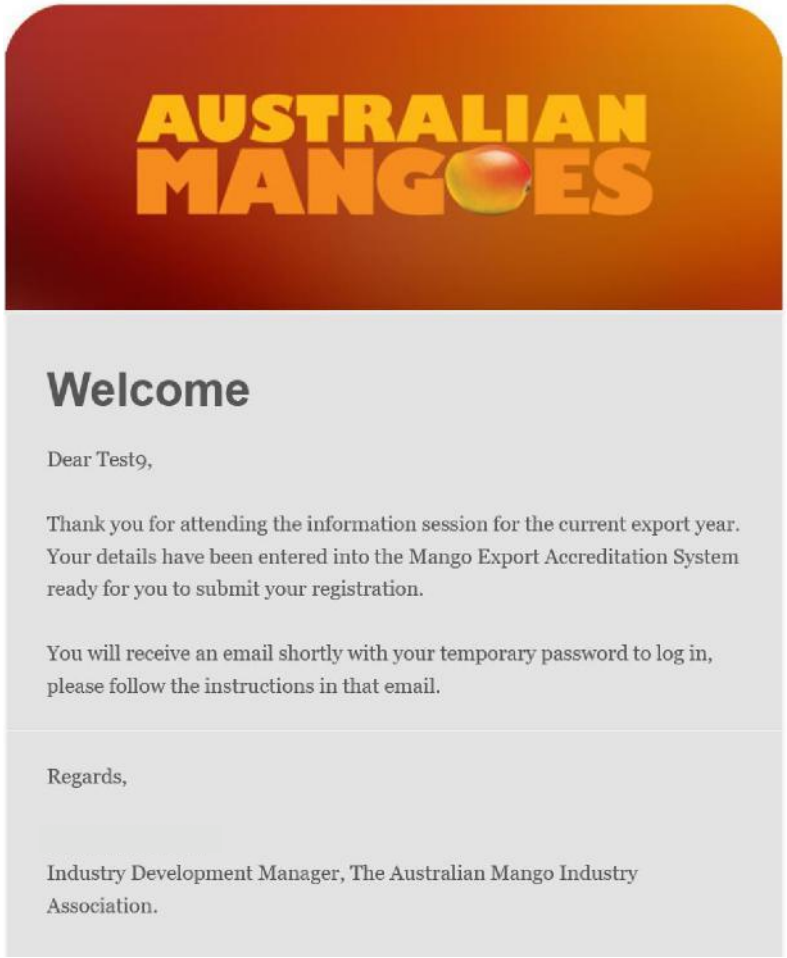
This document has been developed as a tool to guide you through the new online export registration process. Screen prints and instructions have been included to provide users with a "Step-by-Step Guide" to successfully register all business details, property maps and pest monitoring records for the forthcoming season.

We wish you all the very best for the forthcoming season.

Getting Started

1. Receival of “Welcome Email”
2. Resetting your password
3. Logging in

Receival of “Welcome Email”

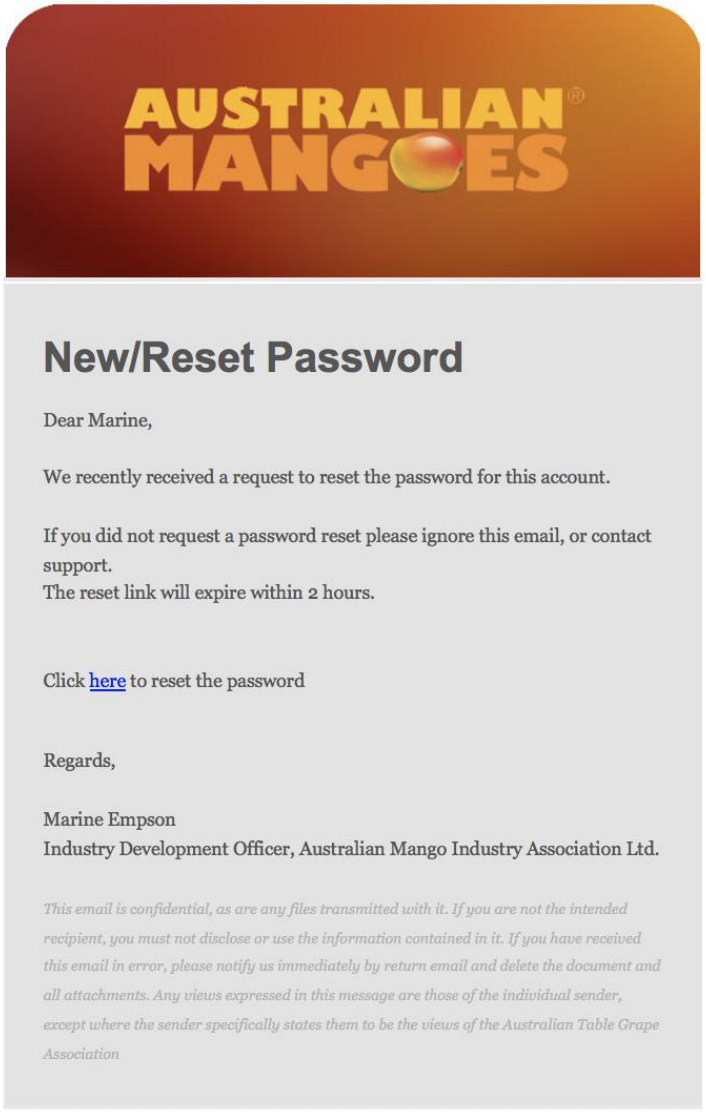


AMIA will activate online registrations for each grower, prompting the receival of a “Welcome Email” to all parties who have indicated their intent to register for the forthcoming season

NOTE: Only one email address can be used for the Login, so you must decide where you intend on receiving your registration correspondence prior to providing your email address

***Wording in actual welcome email may vary to opposite**

Resetting your Password



The mango online system has been upgraded and as a result, when logging in the first time, existing users will need to reset their password to access their account.

Access the online registration system here.

In order to reset your password, enter your username which is your email address and click on “forgot Password”. You will receive a New/Reset Password email (see example). Follow the prompts to reset your 9-digit password. Passwords must contain a capital letter and at least one number e.g. *Mango2022*

Logging in

Once you have successfully reset your password, you will be redirected to the main Login screen. Here you will be prompted for your User Name and Password. Your User Name will always be the email address to which you received your Welcome Email. The Password will be the unique 9-digit code you previously selected. Click “Sign In” once you have entered your details. You will now be directed to your online registration.
Please use Google Chrome for best user experience.

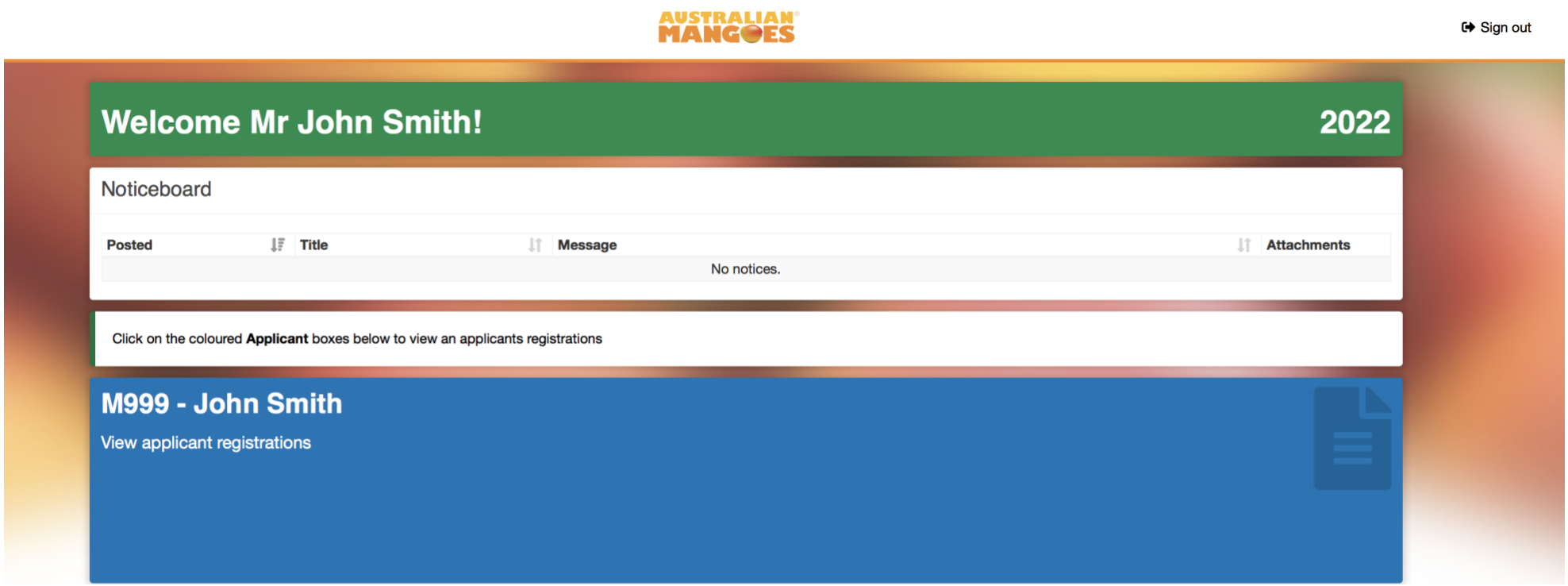
TIP: Use this Forgot Password button to prompt a new temporary password if you ever forget your existing password

Completing your online Export Registration

The registration system will require users to navigate six sections, being:

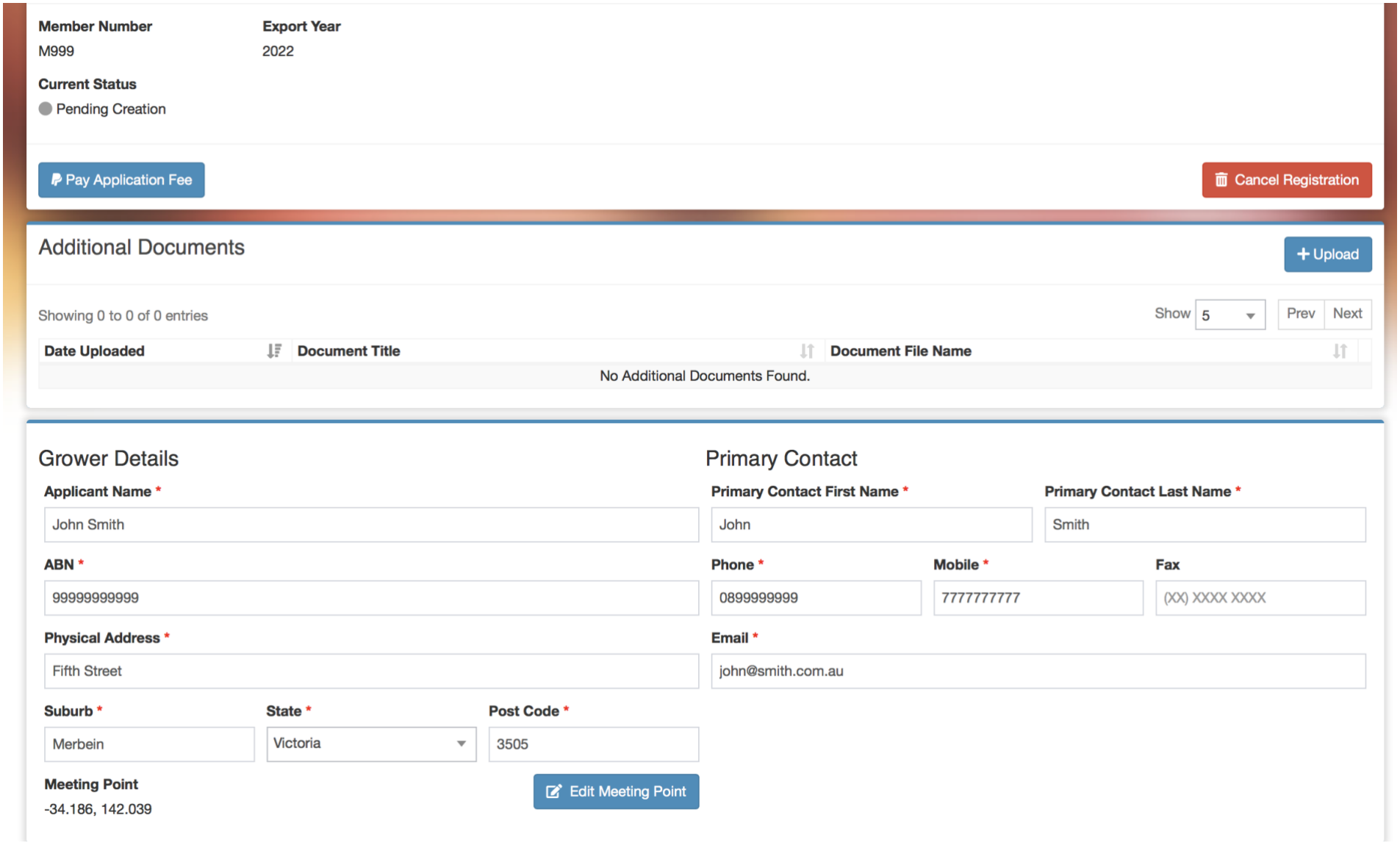
1. Grower Details
2. Export Options
3. Orchard (Crop monitoring)
4. Packhouse
5. Property details

When you login to the online registration system, you will always be directed to the home page (below). On the home page, you will see the current status of your registration along with any messages from AMIA or the Department of Agriculture, Water and the Environment. To start creating a new registration, click anywhere on the blue box titled.



1. Grower Details

Review or complete all fields on this screen and click the "Save" button at the bottom right of the screen

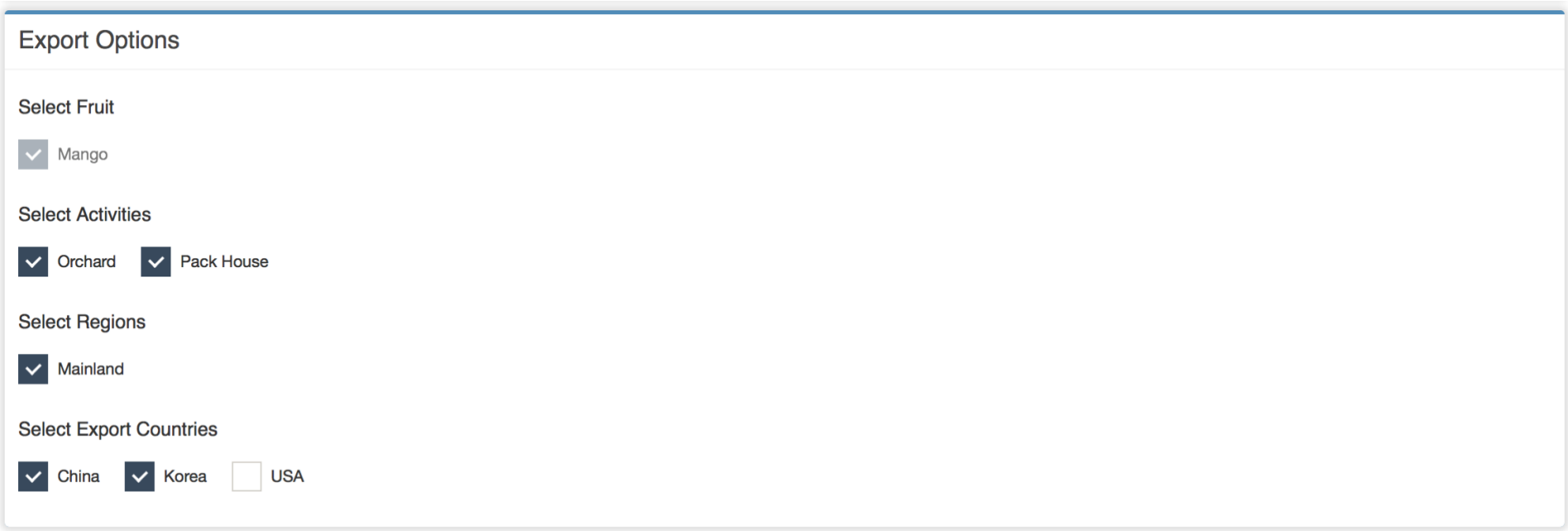


2. Export Options
3. Orchard (Crop monitoring)
4. Packhouse

This section will step you through the export option selection process, the crop monitoring and packhouse details .

Users will simply select the boxes they intend to register for each season. Options you choose under the “Select Activities” heading will determine subsequent data you are required to provide further below.

NOTE: It is important you understand your obligations and responsibilities for each protocol before making your final selections. DAWE will be auditing your knowledge of each protocol and work plan for the country you select.



Orchard

Listed crop monitor must have successfully completed the DAWE online pest monitoring training

Crop Monitor *

John Smith

Crop Monitor Email *

john@smith.com.au

Orchard and Packhouse information will only appear if you have selected the options above

Audit Preferences

Audit Approach *

Systems approach

Note: **For China:** Orchard freedom management for mango seed weevil

Pack House 1

Pack House Name *

John's Pack House

If your pack house was accredited last season, please use your pack house number (eg: MPXX). Otherwise, just enter any name and a number will be allocated to you.

Pack house Manager *

John Smith

Pack House Manager Email *

john@smith.com.au

Pack House Dept Registered Establishment No.

Pack House Dept Registered Establishment No...

Address *

Fifth Street

Suburb *

Merbein

State *

Victoria

Post Code *

3505

☐ 3rd Party Packhouse?

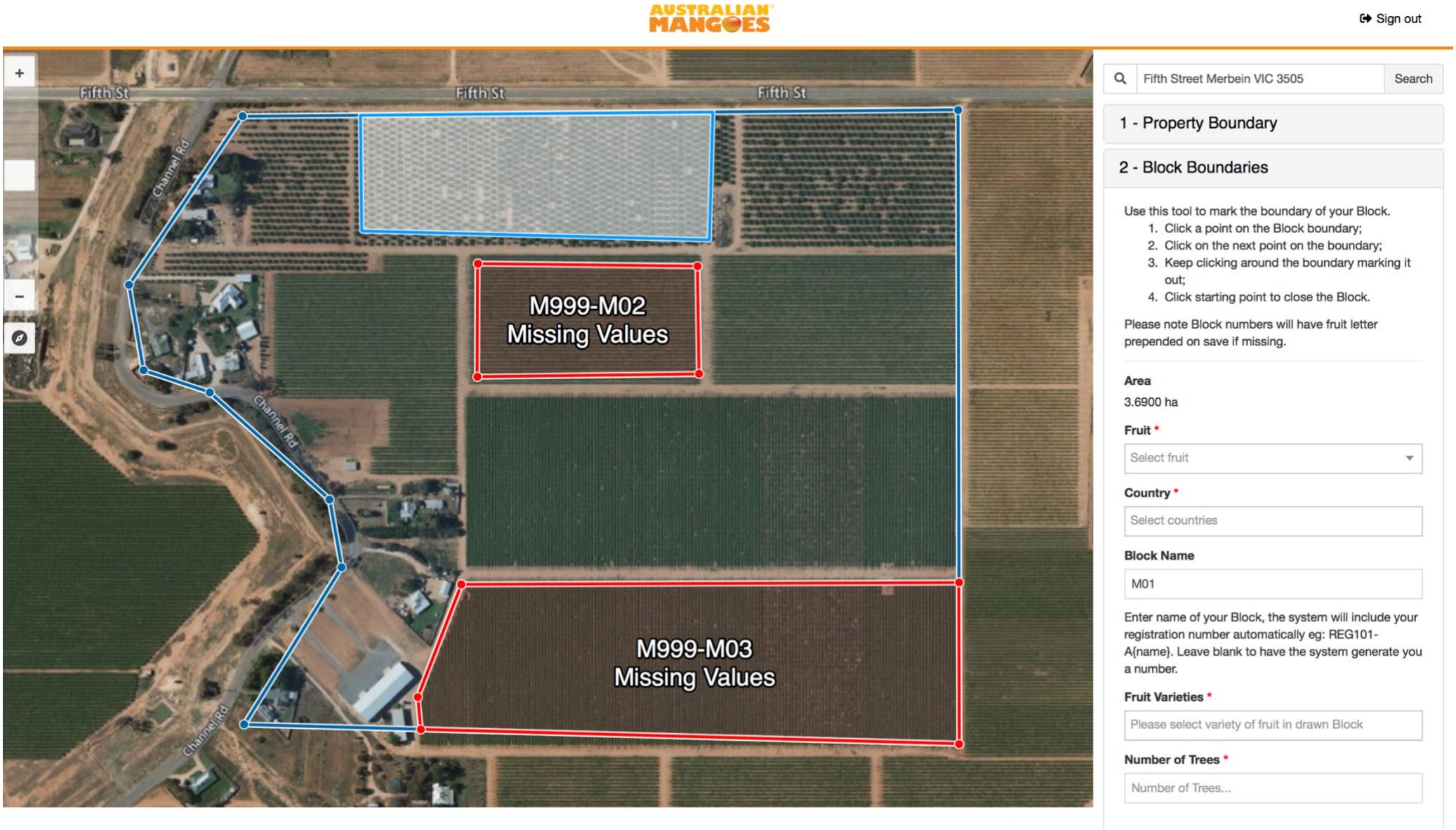
NOTE: If completing a "Packhouse only" registration, you cannot select a 3rd party Packhouse. A grower would only select 3rd party Packhouse if they were registering an orchard that does not have a functioning Packhouse. Please liaise with your 3rd party packhouse to ensure they are registered and obtain their registered establishment number

5. Property details

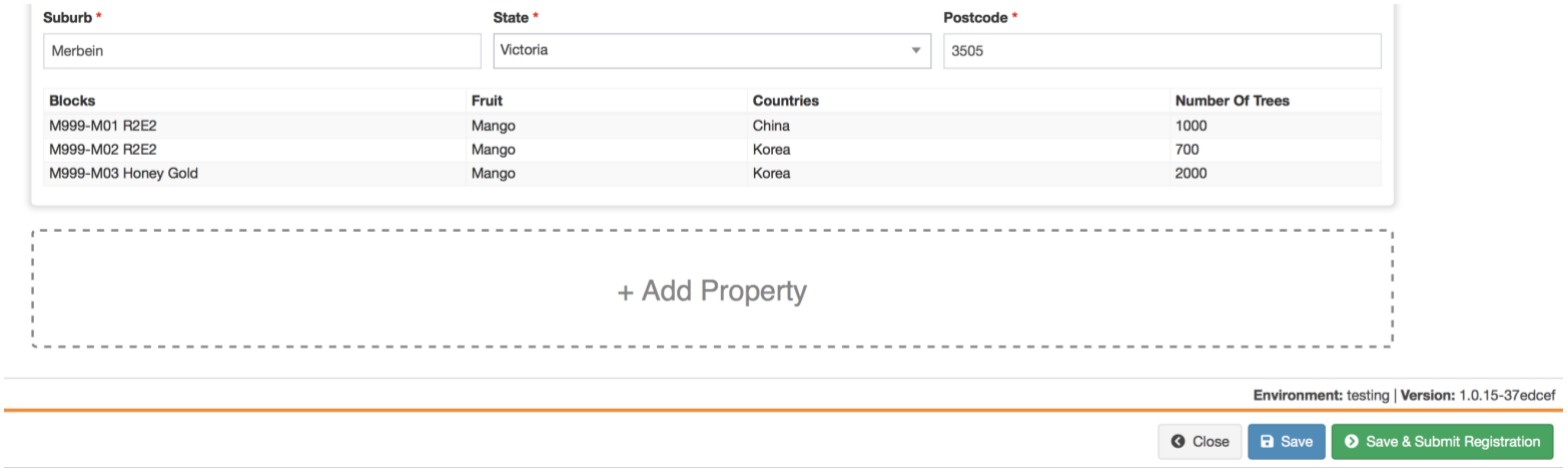
In this section, we have completed an Orchard and Packhouse registration. The online registration system has been upgraded to allow for your previous year's application to be rolled over. Your block boundaries and numbers have been rolled over but you will need to add the varieties, tree numbers and export markets for each block.

To add in the block details, click on Edit map on the top right corner of the map (picture below).

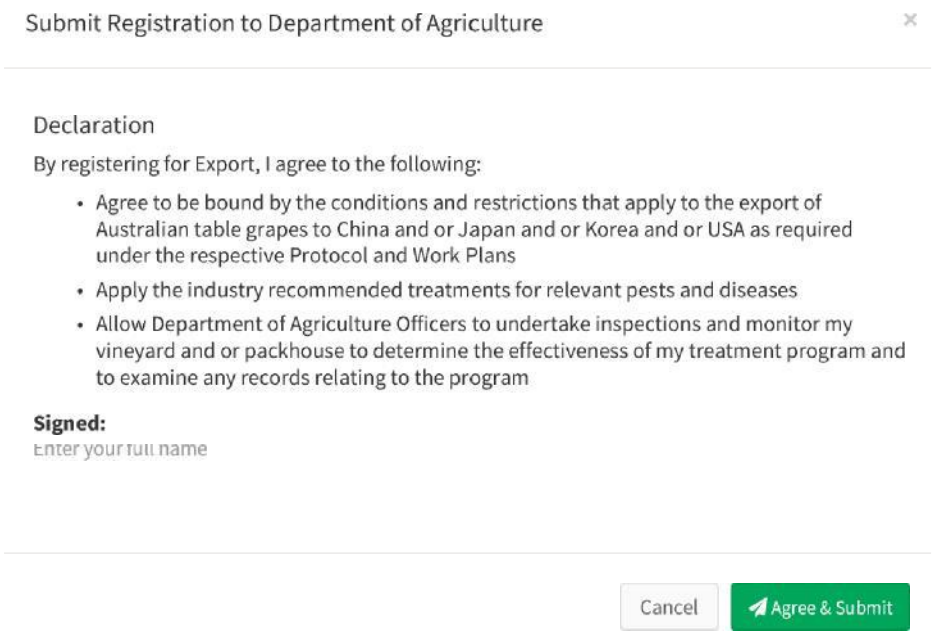
Select “Block boundaries on the right-hand side menu. Once block boundaries have been selected, click on each block to add in their details.



When you have reviewed all data listed in your registration, you will be able to click the green “Save and Submit Registration” button at the bottom right of the screen. However, if you decide to sleep on it for a night or two, you can click the blue “Save” button to give you the option to review and edit at a later stage.



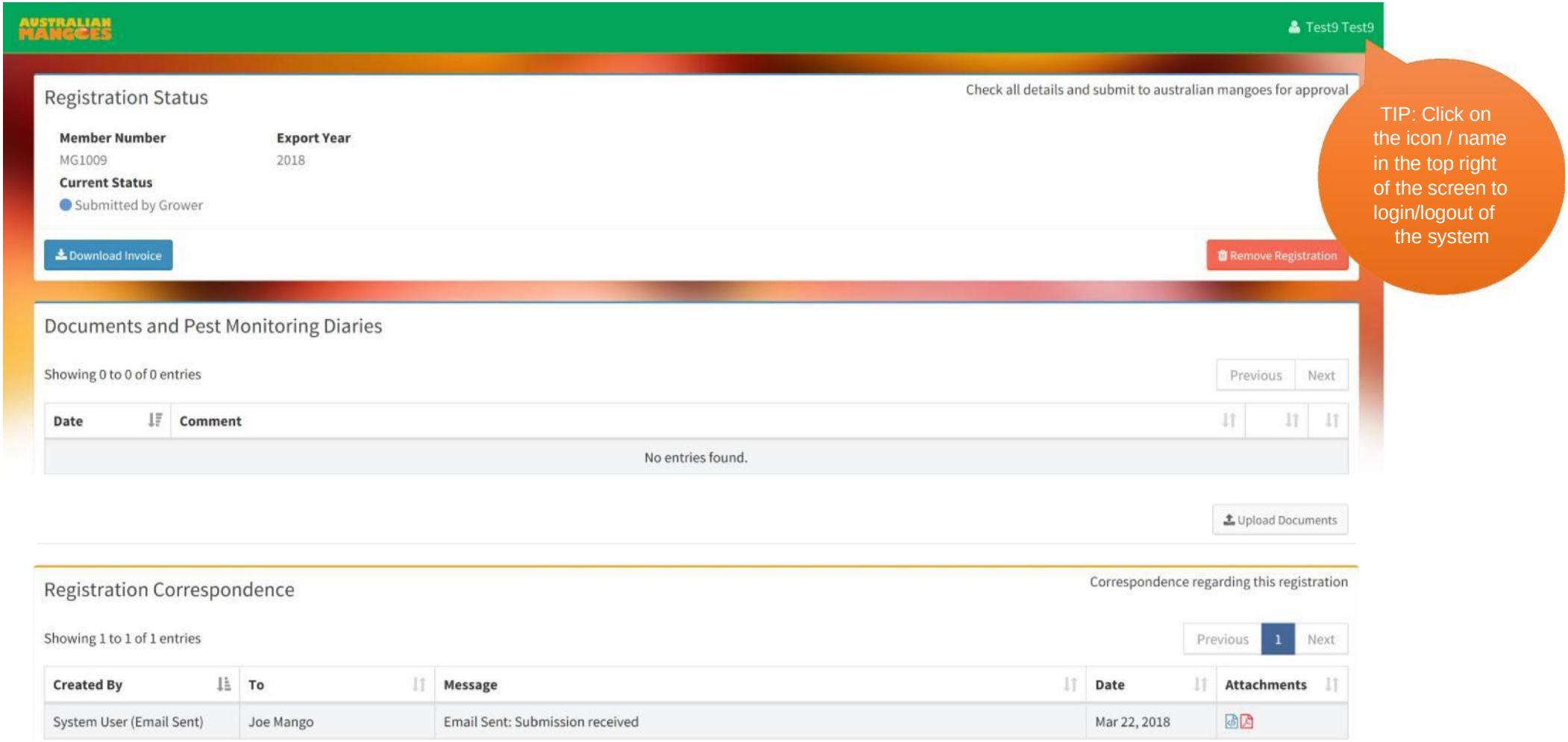
In the event you have decided to proceed with submitting your registration, you will be redirected to the following disclaimer. Simply enter your name and click the green “Agree & Submit” button towards the bottom of the screen.



Finally, you will be returned to the Summary page however some of the details will appear slightly differently. Your ability to Edit will be removed once submitted, and the status will change to “Submitted by Grower” (was previously “Pending Creation by Grower).

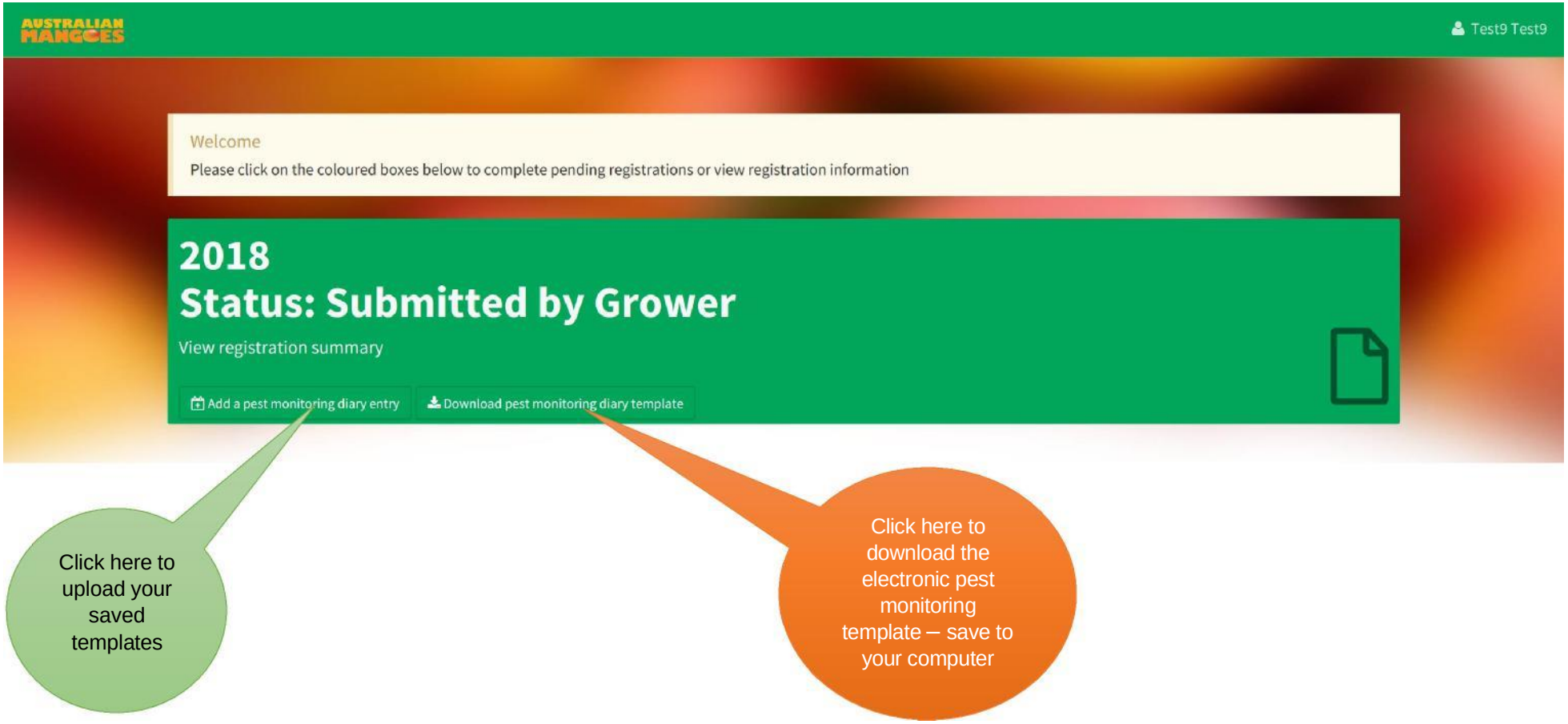
You will be able to view any Pest Monitoring and Document uploads on this screen, as well as any note from AMIA or DAWE staff. Notes that display in your registration should also be received via text message and email, as a reminder that new information has been added to your registration and your attention is required.

NOTE: In the event you have submitted your registration and would like to request a change, you will need to contact AMIA prior to the cut-off date for registrations.



The next time you log in to your registration, you will notice the status and colour of your homepage has changed.

If AMIA or DAWE request clarification or changes to your registration, this screen will change to orange and the status “Grower Updates Required” will be visible. This will prompt you to enter your registration (by clicking anywhere in the Status section) and check the notes which have been added specifically to your registration.

This screen is where you can download your electronic Pest Monitoring template and save to your computer.

Use the “Add a pest monitoring diary entry” button to then upload the saved and completed template. This will need to be completed as per your requirements in each country protocol and work plan.