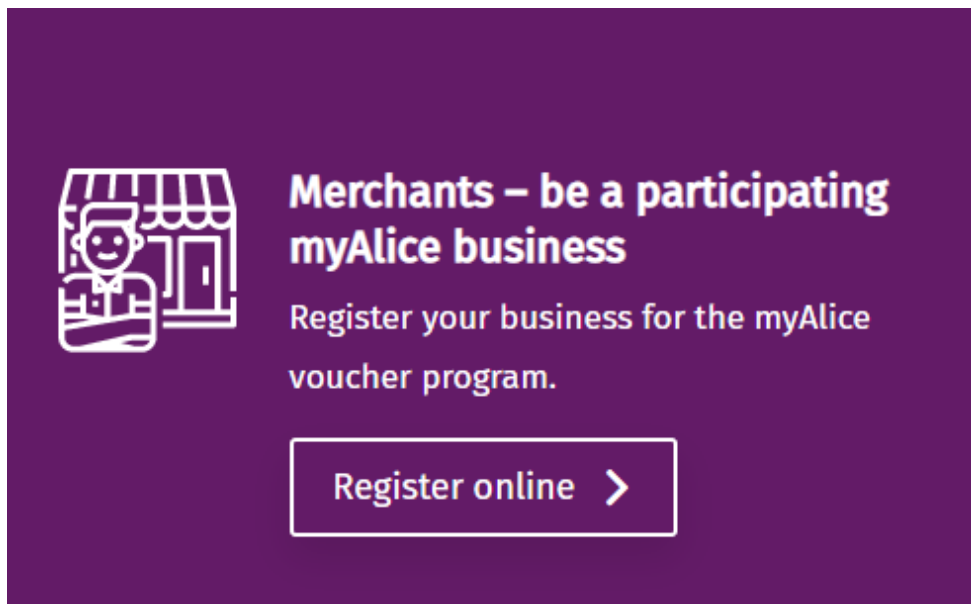



How to Guide – Merchants

How to Register Your Business

Simply visit myalice.me and click on **Merchants – Register online** as illustrated below.





Merchants – be a participating myAlice business

Register your business for the myAlice voucher program.

[Register online >](#)

If you agree to our eligibility criteria, please tick each requirement box and proceed to the **Start Registration** button. **Please note** – *an authorised user of the business must be nominated to register and act on behalf of the business.*

Register as a business owner

Only businesses located within the Alice Springs Municipality are eligible for this program

Note: You can resume the registration process if you re-open the form using the same browser and computer

- I am an authorised representative of the business being registered and my business is located within the Alice Springs municipality
- I / We acknowledge that the annual turnover of the business does not exceed \$10,000,000
- I / We acknowledge that the business has been in operation for more than 6 months

By clicking **Start Registration**, you agree to attach a supporting document that verifies: Business Name and Business Address, and dated a minimum of 6 months ago. Suitable documents include: last year's Financial Statement, commercial lease agreement, utility bill, bank statement, etc.

Save Draft

Start registration →

A draft registration may be saved during the registration process, for completion at a later stage.

To resume the draft, you must use the same browser and device to open the registration form.

Fill in your account login details, such as your business email – this will be used as your login email ID to access the **Merchant Dashboard**.

Please note: you cannot use one email address for multiple myAlice registrations i.e. an email address registered for a Merchant cannot also be used to register as a Customer.

All fields marked with * are required to be completed.



Account details

The following details are required to log into the myAlice Merchant Dashboard to manage your business profile and finance details.

Email address *

This will be your login email ID for the merchant portal.

abc@abctrading.com ✓

First name *

John ✓

Last name *

Hawks ✓

Job title *

Manager ✓

← Previous Page

Next Page →

The following details will be used to list your business on the **myAlice Directory**, including: your business name, your unique 11-digit ABN or 9-digit ACN, contact details for customers, and location of your business outlet.

Please include a business contact email for your listing on the **myAlice Customer Portal**.

Business details

Some of these details appear with your listing on the myAlice Customer Portal

Business or Company name / Partnership / Sole Trader*

ABC Trading ✓

Trading name*

ABC Trading ✓

ABN or ACN*

Do not include spaces between numbers

An ABN contains 11 numbers, and an ACN contains 9 numbers

11111111111 ✓

Phone number*

0000000000 ✓

Email address

This email ID will be displayed on your myAlice business listing

info@abctrading.com ✓

Your listing will also feature your business' social media and website details, if applicable.
Please fill them in with the relevant URLs.

Website address

<http://abctrading.com.au>

Facebook page address

Enter in the full URL of your Facebook page.

<http://facebook.com/abctradingalicesprings>

Instagram username

Enter your Instagram username only.

[abctradingalicesprings](#) ✓

All businesses are required to submit a valid business address proof document.
See below image for document examples, formats and file size requirements.

To upload business logos and images for your photo gallery:

- Simply click on **choose file**
- Business logo - upload ONE (1) file only (either GIF, JPG, or PNG formats)
- Photo gallery - you may upload a maximum of FIVE (5) images (JPEG, JPG, or PNG formats only)
- The maximum file size per image is 5MB.

Logo and images are used for your business listing within the **myAlice Directory**.

Business address proof *

Choose file

Examples: Last financial year statement where possible, other acceptable documents include a lease agreement, utility bill, bank statement etc.

One file only.

8 MB limit.

Allowed types: pdf jpg jpeg png.

Business logo

Choose file

One file only.

5 MB limit.

Allowed types: gif jpg jpeg png.

Photo gallery

Choose files

Maximum 5 files.

5 MB limit.

Allowed types: jpg jpeg png.

Choose the ANZSIC class for your business, the appropriate business category and a brief description of your business. This will be used to our merchant onboarding validation process and also include your business listing within the respective category for the myAlice customer portal.

ANZSIC class *

Required for finance purposes.

--Clothing Retailing - 4251

Business category *

This determines where in the myAlice business listing your business will appear

- Accommodation
- Food and drinks - Cafes and Restaurants
- Food and drinks - Fresh food
- Food and drinks - Pubs and Bars
- Food and drinks - Takeaways and Food Trucks
- Retail - Automobile
- Retail - Electronics
- Retail - Health
- Retail - Home and Garden
- Retail - Office Supplies
- Retail - Shopping
- Retail - Specialised
- Personal care
- Things to do - Fun and Games
- Things to do - Parks and Museums
- Things to do - Travel and Tours

Business description *

This will be displayed with your listing. Maximum 300 characters.


We are an Alice Springs based retailer of fashion garments

249 character(s) remaining

Please include your operational hours in time picker module, shown below.

Opening hours

Day	From	To	
Sunday	<input type="text"/>	<input type="text"/>	+
Monday	08:30	17:00	+
Tuesday	08:30	17:00	+
Wednesday	08:30	17:00	+
Thursday	08:30	17:00	+
Friday	08:30	17:00	+
Saturday	<input type="text"/>	<input type="text"/>	+

If you operate for TWO different time slots within a day, use the  icon and enter the second time slot.

Monday	From	To	
	08:30	12:00	
	15:00	19:00	-

Under the finance section, fill in the contact details of the **person responsible for your invoices**. Our finance department will contact this person in relation to your invoices.

Contact person

Name *

John Hawks ✓

Phone *

000000000 ✓

Fax

00000000 ✓

Email address *

This email address will be used for
corresponding with our finance
department

john@abctrading.com ✓

Please fill in your relevant business banking details including:
BSB, Account Number, Bank & Branch name

Please note: our standard payment term is set to a default of 14 days.

BSB *

111111



Account number *

11111111



Bank and branch name *

ANZ Alice Springs



Account name *

ABC Trading



Payment terms

14 days

The final step of registration is to read through the Privacy Statement, and Terms & Conditions. If you agree, please submit the application along with your digital signature, as shown below.

Submit application

Privacy Statement

The personal information being collected is to enable Council to process your application.

Alice Springs Town Council may disclose this information to a third party, in accordance with the Privacy Principles contained in the NT Information Act, or the Privacy Policy available from Council's website www.alicesprings.nt.gov.au

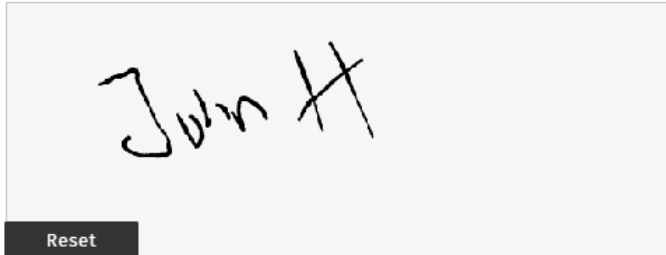
You can obtain access to your personal information by submitting a **Request for Personal Information** form, also available from Council's website.

Terms & Conditions

Click [here](#) to view the Terms & Conditions

Signature

By signing, I acknowledge that I have read, understood and accept the terms of the Privacy Statement, Terms & Conditions, and agree that all information I have provided is true and correct.



Reset

[← Previous Page](#)

[Submit→](#)

Once submitted, you will be issued a reference number (see example below) – please use this reference number for any correspondence, up until your application is approved.

Registration complete

Thank you for submitting your application for the myAlice program.

You will receive a confirmation email once our assessment is complete.

If you have any further questions, please email myalice@astc.nt.gov.au

For future correspondence, please use Reference Number **#56**

Warm regards,

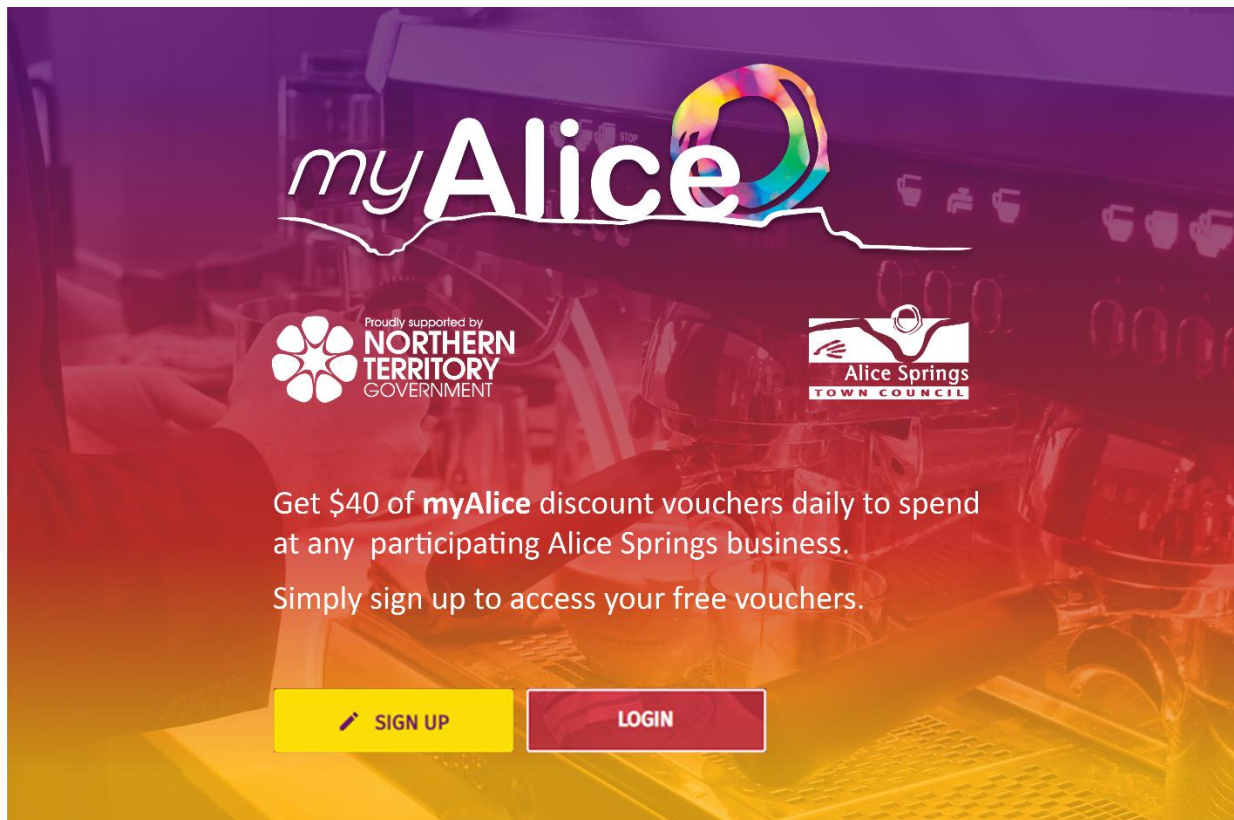
The myAlice Team
Alice Springs Town Council

How to Redeem Discount Vouchers

Logging in

Simply visit **myalice.me** from your smart device and login using the email ID and password you used to register your business with the program.

Alternatively, visit www.myalice.alicesprings.nt.gov.au/user



The image shows a promotional graphic for the myAlice program. It features a background of a cafe interior with coffee-making equipment. Overlaid on this is the myAlice logo, the Northern Territory Government logo, and the Alice Springs Town Council logo. Below the logos, there is text describing the program: 'Get \$40 of myAlice discount vouchers daily to spend at any participating Alice Springs business. Simply sign up to access your free vouchers.' At the bottom, there are two buttons: a yellow 'SIGN UP' button and a purple 'LOGIN' button.

*my***Alice**

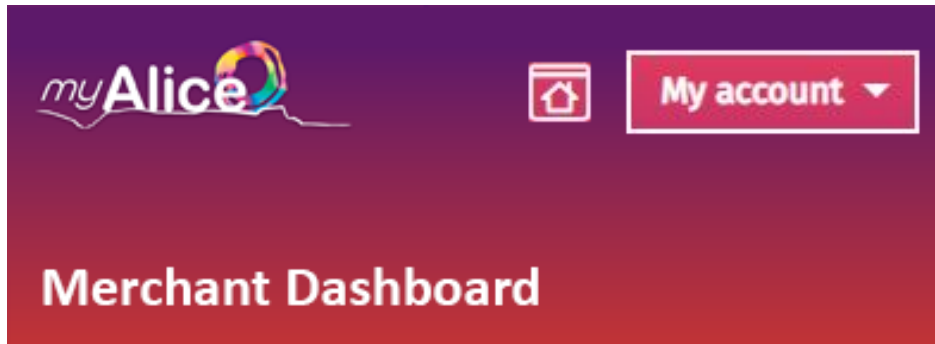
Proudly supported by
**NORTHERN
TERRITORY
GOVERNMENT**

**Alice Springs
TOWN COUNCIL**

Get \$40 of **myAlice** discount vouchers daily to spend at any participating Alice Springs business.
Simply sign up to access your free vouchers.

SIGN UP **LOGIN**

Once logged in, the **Merchant Dashboard** will appear – **keep this page open while you are redeeming any myAlice discount voucher.**



Redeem a myAlice discount voucher

Discount code*

Transaction amount*

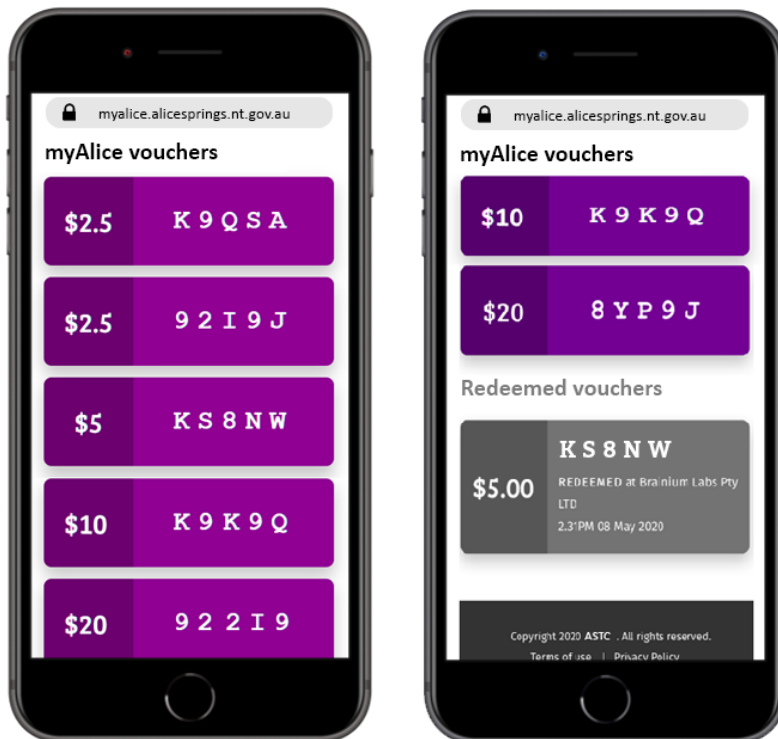
Redeem

Important note: please perform the following actions PRIOR to charging the customer.

Only myAlice discounts that have been redeemed successfully are eligible for rebates from Alice Springs Town Council.

When a customer visits the store and produces a **myAlice** discount voucher code (as shown below), the Merchant will enter the code and the transaction value details, using the **Merchant Dashboard** (see image on previous page).

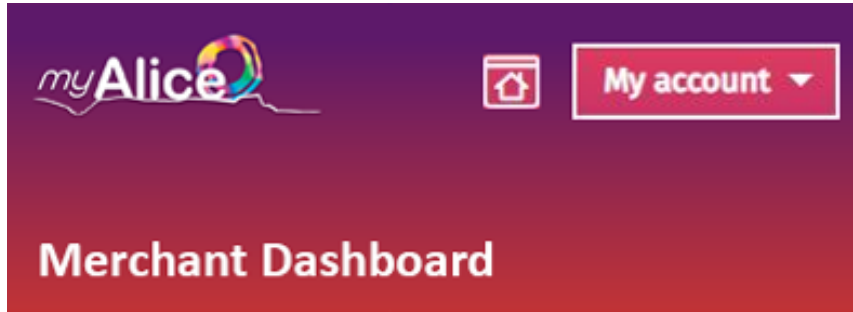
All **myAlice** vouchers have a minimum spend of 4 times the discount value. For example, the customer must spend a minimum of \$20 to use the \$5 **myAlice** discount voucher.



All active **myAlice** vouchers will be PURPLE in colour. Enter the **5-digit code**, the transaction value, and then click 'Redeem'. Redeemed vouchers will change colour to GREY.

This action **must be performed prior** to charging the customer.

Example of a successfully redeemed myAlice discount voucher shown below.



Redeem a myAlice discount voucher

Voucher redeemed successfully.

Discount code*

WDWK2

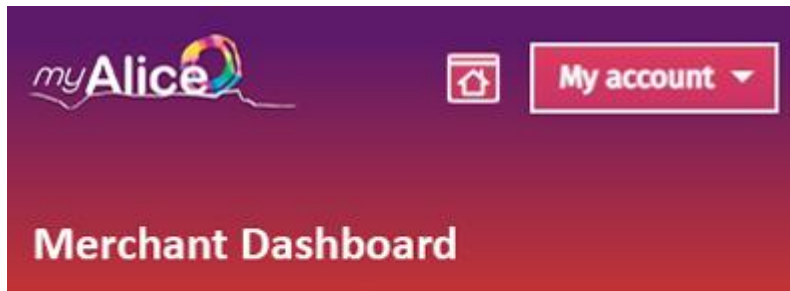
Transaction amount*

\$22

Redeem

If a customer provides a 5-digit code and, after entering into the **Merchant Dashboard**, you do not see a success message, **please do not honour this discount.**

Alice Springs Town Council will not be held responsible for discounts provided to customers prior to checking and validating them on the Merchant Dashboard.



Redeem a myAlice discount voucher

Oops! Something is not right about this voucher code.

Discount code*

WDWF4

Transaction amount*

\$25

Redeem

Receiving Your Rebate

All successfully redeemed **myAlice** discounts can be viewed on the Merchant Dashboard.

Redeemed vouchers Total amount redeemable: \$25.00

Start date End date [Filter](#) [Reset filters](#) [Export data](#)

Code	Transaction amount	Voucher value	Redeem date
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm

If you wish to generate a report for a specific period, (i.e. to export data to Excel as a CSV file), select a start date and an end date, to specify the period you wish to generate the report for, and then click 'Export data'.

Council will review and analyse redeemed vouchers submitted by merchants via the Merchant Dashboard.

Once approved, Council will prepare and issue invoices to merchants, along with a supporting list of approved redemptions.

Council will make a rebate payment in the next scheduled fortnightly payment run, using the bank details that you supplied in your merchant registration.