

New Company Registration

QUICK GUIDE v1.1

What information do I need to register in the RIW system?

- ✓ Company ABN
- ✓ Company registered address
- ✓ Estimate of the number of RIW cardholders that will be registered to your company.

Step 1 Go to <https://app.riw.net.au>

Step 2 Click on the **Company Registration** link.

Step 3 **Populate the company registration form**

Enter a valid ABN in the company ABN field and click **lookup**. You can find all the valid ABNs on the <https://abr.business.gov.au/> website.

Note: If the company is found in the RIW database (identified by the ABN provided on the form), a message will be displayed informing the applicant of this and advising them to contact the Service Desk for more information.

The “Registered Company Name” and “Trading As” field will be automatically populated from the lookup search. If not, then the ABN is not valid. Correct the ABN and click **Lookup** again.

Note: you can change the “Trading As” field if you would like another name to be displayed in the RIW system.

Select the Payment Tier based on your number of RIW cardholders.

Company ABN *	<input type="text" value="88614061960"/>	<input type="button" value="Lookup"/>
Registered Company Name *	<input type="text" value="METRO TRAINS AUSTRALIA PTY LTD"/>	
Trading As *	<input type="text" value="METRO TRAINS AUSTRALIA PTY LTD"/>	
Payment Tier *	<input type="text" value="250+ RIW Card holders"/>	

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Step 4 Provide company details

Enter company address and primary contact details as per the example below, noting that all items noted with an asterisk are compulsory.

Company Address	
Address Line 1 *	700 Collins Street
Address Line 2	
Suburb *	Docklands
State *	VIC
Postcode *	3008
Primary Contact Details	
First Name *	Meaghan
Surname *	Watt
Email *	training@riv.net.au
Phone *	0400893243

Step 5 Terms and conditions

Tick the box to agree to Terms and Conditions, and complete the CAPTCHA by ticking the "I am not a robot" tick box (and eventually selecting pictures if required to do so).

Click on the **Send button**.

If successful, you will see the below message.

Thank you for registering with RIW. We will be in touch soon.

If you are not successful, the most common problem is that the ABN you selected already exist in the system. If you have any issues contact the Service Desk on 1300 101 682 or info@riv.net.au

I have read and agree to the Terms and Conditions.

I'm not a robot 

Send

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Step 6 Once approved, you will receive an email containing your username and a link to login to the system and set your password. Complete a CAPTCHA (I'm not a robot), and click **Save**.

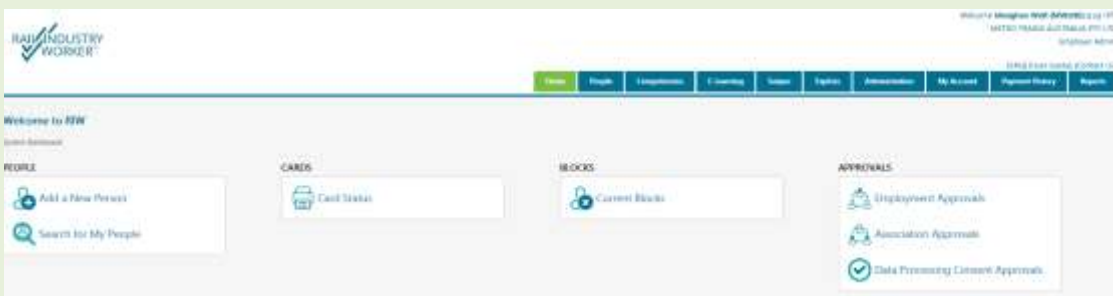


Step 7 **Accepting data consent**

Read through the data consent statement, and if you agree, click the **tick box** and then **Agree**.



Step 9 You now have access to RIW at <https://app.riw.net.au>



For video system walkthroughs, video how-to's, quick guides and training materials, visit <https://riw.net.au>.