e-LMS service request form

Electronic Lodgement of Mail Statements

Australia Post

1. Specify your request type

○ 1. Create new access

○ 2. Add a sub-account (must provide existing username)

○ 3. Add a new user to existing e-LMS access

○ 4. Add a lodgement point to an existing e-LMS access (facilitated by Credit Management)

2. Enter your company details

Business name

Department / section

Postal address

State

Postcode

3. Nominate your internal e-LMS Account Administrator

Your administrator will be able to add users to your account

First name

Last name

e-LMS Username

Office address

Phone

Email

4. Enter your Australia Post account numbers and lodgement points

Acc. No.	State	Lodgement point	Acc. No.	State	Lodgement point

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5. If you're a 3rd Party lodging on behalf of customers...

Please enter your customer's Australia Post account numbers and lodgement points

You must obtain written consent from your customers to use their Australia Post account numbers

Account number	Customer name	State	Lodgement point

6. Enter your contact details

Only enter if your details are different to those of the internal e-LMS Account Administrator (section 3)

Name		Position	
Phone		Email	

Terms & Conditions and Privacy Statement

☐ **I have read and agree to both the Terms & Conditions and Privacy Statement on the next page outlined by Australia Post for this service**.

How to submit this form

Please email the completed PDF form as follows:

If you selected option 1, 2 or 3 in the request type (section 1), please log the request via https://auspost.com.au/lodgement-techsupport/ and select the 'I want to provide an attachment to my request' option.

If you selected option 4 in the request type (section 1):

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Privacy Statement

Australia Post collects your personal information in order to facilitate the lodgement of your company's bulk mail articles and provide access to your business mail statement delivery details. Without this information Australia Post would be unable to provide this service.

Your personal information is handled in accordance with Australia Posts Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint.

You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001 for privacy related queries.

For more information please visit **auspost.com.au/privacy**.

Terms & Conditions

Please visit: **auspost.com.au/business/marketing-and-communications/business-letter-services/electronic-lodgement-of-mailing-statements/mailing-statements-terms-and-conditions**.