# Transcript - Register an Account on the RRAM Portal

Thank you for watching this tutorial video brought to you by Earth Resources Regulation at the Department of Jobs, Precincts and Regions. The Resource Rights Allocation and Management Portal – more commonly referred to as RRAM – provides an easy way to manage licence applications, renewals, fee payments and more all online.

In this video, I'm going to show you how to register a new account on the RRAM Portal. Let's move to the RRAM Portal and begin.

To register a new account, first navigate to the Portal's webpage at https://rram.force.com. Click on the "Register to use RRAM" link.

The "Start Registration" page will appear. Complete the "Your Details" section while noting that fields with a red bar in front of them are mandatory and must be completed before you can progress to the next page.

From the "Account Details" area, select the "register a new account" box. The "Account Details" area will expand. Once you have entered the details, click on the "Start" button.

The "Account Details" page will appear. Enter the required information. Once you have completed the "Account Details" page, click on the "Next" button.

Finally, the "Your Details" page will appear. Enter your details. Please note that a username is your unique login name for the RRAM Portal. This is not your email address. Use the following format to create your username: name.surname@rram.vic (e.g., charlie.brown@rram.vic). If your username is already taken, you can include your company name (e.g., charliebrown.rramsupport@rram.vic).

When you have completed all the mandatory fields, ensure that you have read and acknowledged the "Privacy Collection Notice" and have read and agreed to the "Terms and Conditions." Click on the "Finish" button.

Registration has been completed. You will receive an email confirming your registration along with your username and the terms and conditions of use.

Congratulations! Welcome to the RRAM Portal.

We hope you appreciate this tutorial video. If you need assistance beyond the content of this video, please contact us via email at RRAM.Support@ecodev.vic.gov.au. You can also contact us at 0436 627 407. Thank you.