

ABAC Pre-Vetting System Quick Start Guide

for

NON-SIGNATORY CLIENTS

Have questions or need help?

If you have any questions about the new pre-vetting system, or need help, please email Charlotte at accounts@abac.org.au

Logging in

You will need to set up a User account before using the system. This can be done by clicking on “*Not an ABAC pre-vetting client? Create an account*” at the bottom of the login page.

The new login feature allows you to set up an account with information that will automatically populate on each application you lodge.

Lodging additional material for a previously pre-vetted campaign

After transition to the new system, the first time you lodge additional materials for a previously pre-vetted campaign, please directly email your usual pre-vetter.

Your pre-vetter will then provide you with a new application number to use for the existing campaign going forward.

Once you have been issued with an application number from the new pre-vetting system, please use the pre-vetting system every time you lodge materials relating to the same campaign, continuing to use the application number provided to you.

When you open the application form, it will allow you to enter the application number that was used before.

If you can't remember the application number, you can find it by looking at:

- Previous invoices
- Previous Approval Certificates

If you cannot find the application number from these sources, please contact the pre-vetter who previously performed the work. If you no longer have the pre-vetter's contact details, please email accounts@abac.org.au

It is important to use the same application number, as this will ensure that the work is allocated to the same pre-vetter, and time does not need to be spent by a new pre-vetter familiarising themselves with your campaign. This will assist with achieving a quick turn around and minimising costs.

Credit card pre-payment

As you are not a signatory to the ABAC Scheme, you will be asked to pre-pay \$240 (plus GST if applicable) by credit card at the time of lodging each application. This payment covers the first half hour of pre-vetting work.

Depending on the nature, complexity and volume of material lodged, it may be that you will be requested to pay additional amounts by credit card before pre-vetting outcomes are released.

Signatories to the ABAC Scheme pay lower pre-vetting rates and receive 30 day payments terms. Please contact info@abac.org.au if you would like to know more about the benefits of becoming a signatory.
