

HOW TO REGISTER – Southern Rural Water Exchange

Water Partners has a live online allocation trading room on the Southern Rural Water Exchange for the benefit of all its members. This allows traders to upload an offer that can be viewed online and accepted by other traders. Although 'live' offers can be viewed by anyone, to upload an offer, or accept an existing offer, each trader must complete the Registration process completely.

If you do not have an email address, please contact Water Partners and our helpful staff will work with you to access the live trading environment.

REGISTRATION.

Open the Traderooms tab and in the top right-hand corner, you will see the login and Register buttons.



- Simply click on the **Register** button.
- When prompted, select the relevant option for new or existing traders.
- Accept the Southern Rural Water Exchange Water Partners' Terms & Conditions.

NEW TRADER

All information must be provided at Registration.

Your trader name:

- Enter the name of the entity in which you would like to trade. This could be a partnership, an individual or company name.
- Enter your Australian Business Number (ABN) issued by the ATO. If you do not have an ABN and are a seller of water, you will be required to complete a 'Statement by Supplier form. A link to this form will be sent via email.

Enter Contacts:

- Click on the +contact button and enter the contact details for the individuals required.
- This includes a first and last name, email address and phone number.
- Multiple contact details can be added with one contact identified as the 'Primary Contact'.
- You may also select an Accounts contact (optional). This will direct all invoices and remittances to this person if selected.
- Contacts can be removed by selecting the pink X-Remove button on the desired contact.

Enter Address details for the Trader Account:

- Select +Add Address button and complete your address details for the trader account.
- You must enter an address to complete the registration process.
- PO Boxes are acceptable mailing addresses.
- If entering more than one address type, you can choose to nominate one as the primary address.
- You can amend, remove, or add an address at any time.

Enter Entitlements:

Please ensure that all information is correct when completing the Entitlement Details section of registration.

- You can enter multiple Entitlements and types but the most common will be an ABA.
- Select ABA-Allocation Account from the drop-down menu and enter the number as ABAXXXXXX then select the appropriate zone from the dropdown.

- To enter a water share entitlement, select WEE from the Type drop-down menu then add the 6-digit WEE number.
- Select the appropriate zone from the drop-down menu.

Once all contact details and Entitlement Details have been completed, each trader must click the *Submit* button.

- An email will be sent to each trader confirming that their Registration has been successful, but that certain evidence of entitlement ownership must be provided to Water Partners, together with the appropriate authority to act before trading can proceed.
- A **Form 39b** must be completed in full by all holders of the ABA provided for Water Partners to have the authority to act on behalf of traders when transferring water.
- If the ABA is in a Company name, or the person registering has Power of Attorney, Water Partners will require Company Extracts and a certified copy of the Power of Attorney Document. Failure to provide these documents will delay registration.
- The ABA details will be verified by Water Partners staff to authenticate ownership and validity.
- Once Water Partners receives the necessary documents, each trader will receive their Log-in information, via email, together with a temporary password.
- Upon initial Log-in, the trader will be prompted to change their password to something of their choosing.

You will be able to view or change the following, as well as list or accept offers, once you are logged in.

CURRENT OFFERS

This section lists your current live offers, and you may edit those offers from this section.

ENTITLEMENTS

This section lists all the entitlements that you have registered. It will also show you if the entitlement has been approved by Water Partners.

HISTORY

All your trades will be listed, whether expired, deleted or traded. You can search your past offers by Trade Type (e.g., Traderoom), Offer Type or date range.

MY DETAILS

In this section, you can maintain your details including contact details and address. More importantly, this is where you can **add or adjust any water entitlement information** for trading purposes. Documentation will need to be provided to Water Partners for all new entitlements and the entitlement will be 'Pending' until approved by Water Partners via evidence of ownership. You will receive an email outlining the steps that need to be taken.

RESET PASSWORD

If you choose to alter or reset your password, you may do so in this section.

Trading on Water Partners' 24/7 electronic Traderoom is instant, with immediate trade feasibility and lodgement processes. We are here to help get you started, so if you have any issues or need that extra bit of help, please call the friendly team at Water Partners on 03 5853 2333.