


1. Follow this link to create an account with Australia Post <https://auspost.com.au/auth/invite>

← → ↻ 🏠 [auspost.com.au/auth/invite](https://auspost.com.au/auth/invite) 🔍 ☆ ABP



## Create a MyPost account

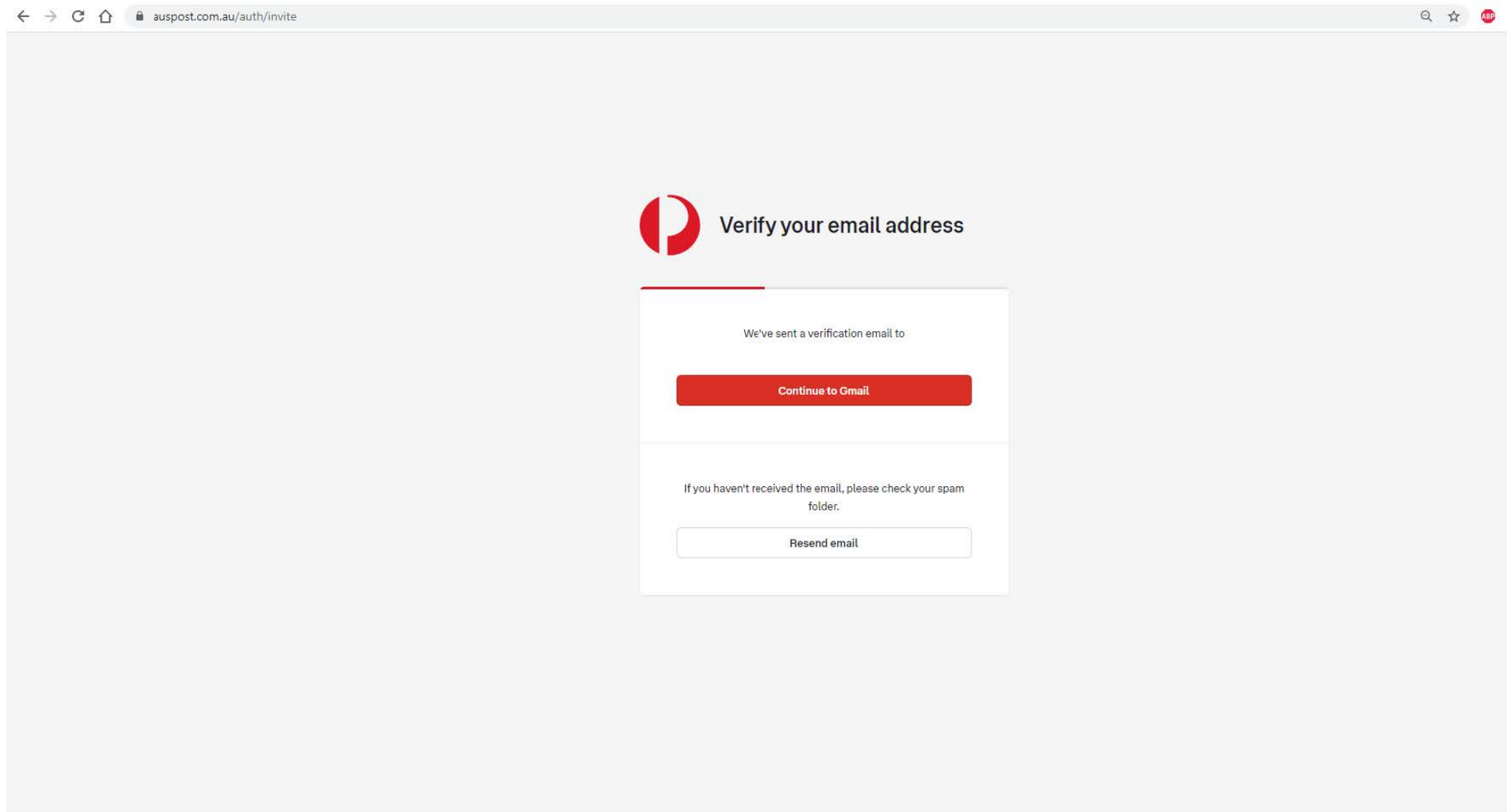
Sign up to manage your deliveries and access other Australia Post services.

Email address

Next

Already have an account? [Log in](#)

## 2. You will need to verify your email




3. You will receive the below email (if you don't receive it in your inbox check junk/spam mail), then click continue sing up.

← [Icons] 1 of 990 < >

Continue your MyPost account signup Inbox x [Print] [Share]

**Australia Post** <noreply@notifications.auspost.com.au> 11:45 AM (16 minutes ago) ☆ ↶ ⋮  
to me ▾




### Continue your MyPost account signup

Click on the link below to verify your email address and continue signing up for your new MyPost account.

[Continue signup](#)

This link will expire 3 days from the date sent.

Thanks,  
The Australia Post team

 Australia Post will never send you an email asking for your password, credit card details or account information.

This email was sent by [Australia Post](#), 111 Bourke Street, MELBOURNE VIC 3000. If you have any concerns, or don't think you should have received this email, please call us on 13 13 18. Visit [auspost.com.au](#) for further information on our online [security](#).

4. Now you have to choose a password as per the criteria then click Next.

auspost.com.au/auth/signup?token=d04aa486-fa5f-40ee-bcb9-10da39262698&caller=ACCOUNT&iilink=edm-sfmc-mypost-activation-continue-signing-up-button

## Choose a password


Password [Show](#)

- ✓ 8-20 characters
- ✓ At least 1 number
- ✓ At least 1 upper-case letter
- ✓ At least 1 lower-case letter

[Next](#)

5. Type in your name then click Next.

← → ↻ 🏠 [auspost.com.au/auth/signup?token=d04aa486-fa5f-40ee-bcb9-10da39262698&caller=ACCOUNT&iilink=edm-sfmc-mypost-activation-continue-signing-up-button](https://auspost.com.au/auth/signup?token=d04aa486-fa5f-40ee-bcb9-10da39262698&caller=ACCOUNT&iilink=edm-sfmc-mypost-activation-continue-signing-up-button) 🔍 ☆

 **Add your name**

Given name

Surname

**Next**

Back

6. Accept MyPost Account terms & Conditions by ticking the first box then click Next.

The screenshot shows a web browser window with the URL `auspost.com.au/auth/signup?token=d04aa486-fa5f-40ee-bcb9-10da39262698&caller=ACCOUNT&iilink=edm-sfmc-mypost-activation-continue-signing-up-button`. The main content area features the Australia Post logo and the heading "Accept MyPost account terms & conditions". Below this is a white form box containing the following elements:

- A checked checkbox () followed by the text "I have read and accepted the following:".
- A link for "MyPost Account - Terms of Use" with an external link icon.
- A link for "MyPost Privacy Notice" with an external link icon.
- An unchecked checkbox () followed by the text "Receive the latest updates, promotions and news from Australia Post (optional)."
- A prominent red "Submit" button.
- A "Back" link centered below the button.

## 7. Now you have an account, Click Sending (highlighted)


← → ↻ 🏠 [auspost.com.au/mypost/dashboard/#/home](https://auspost.com.au/mypost/dashboard/#/home) 🔍 ☆


We're still delivering but COVID-19 is impacting our services more than usual. Delays may be experienced.

**MyPost** About us Help & support Ahmed ▾

Dashboard Tracking Alternative addresses **Sending** 🔔

# Hi Ahmed

 **Your tracked parcels** [Track an item](#) [View track list](#)

 **Your online enquiries** [Submit an enquiry](#)


**Collecting**


**Get your deliveries sooner by using Parcel Collect**


Collect your items by picking them up from a local Post Office, when it suits you.

Enter a postcode or suburb

[See locations](#)



 **PO Boxes** [Lease a new PO Box](#) [Link my PO Box](#)

 **Alternative delivery addresses** [Parcel Locker](#) [Parcel Collect](#)

8. Click Continue to Accept Australia Post's online sending terms of use and acknowledge Australia Post's Privacy Policy.

The screenshot shows a web browser window with the URL [auspost.com.au/send-a-parcel/terms-and-conditions](https://auspost.com.au/send-a-parcel/terms-and-conditions). At the top, there is a light blue banner with an information icon and the heading "Current delivery times". Below this, the Australia Post logo is centered, and the name "Ahmed" is visible in the top right corner. The main content area features a large grey box with the heading "Nearly there..." and the subtext "Just a few last details". A white box in the center contains the following text: "By clicking 'Continue', you agree that you have read and accept [Australia Post's online sending terms of use](#) and acknowledge [Australia Post's Privacy Policy](#)." Below this text is a red "Continue" button. At the bottom of the page, there is a footer with links for "Help & support", "About our site", "Terms & Conditions", and "Privacy policy", along with the website address "Auspost.com.au".

**Current delivery times**  
We're delivering as quickly and safely as we can, but some items are taking longer than usual to arrive.  
[Learn more](#)

**Nearly there...**  
Just a few last details

By clicking 'Continue', you agree that you have read and accept [Australia Post's online sending terms of use](#) and acknowledge [Australia Post's Privacy Policy](#).

**Continue**

Help & support | About our site | Terms & Conditions | Privacy policy | Auspost.com.au



9. Now you Add an Order by clicking the highlighted button.

The screenshot shows the Auspost website interface. At the top, there is a navigation bar with the Auspost logo and the user name 'Ahmed'. Below this is a menu with 'Orders', 'History', 'Track', 'Address book', and 'Settings'. The 'Orders' section is active, displaying a table with columns: 'Delivering to', 'Date added', 'Parcels', and 'Cost'. A message in the center of the table area reads: 'There are currently no customer orders to display.' with a red 'Add an order' button. A green 'Add an order' button is also visible in the top right corner of the 'Orders' section, highlighted with a red box. The footer contains links for 'Help & support', 'About our site', 'Terms & Conditions', 'Privacy policy', and the website URL 'Auspost.com.au'.

10. Enter the sender details as shown below.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/add/retail](https://auspost.com.au/send-a-parcel/orders/add/retail) 🔍 ☆

Orders History Track Address book Settings

## Add an order

Create a label for your order.

Send from	Deliver to	Parcel details	Order summary
<p>Send from</p> <hr/> <p>All fields are required unless marked as 'optional'.</p> <p>Sender's name</p> <input type="text" value="UAE Cultural Attache"/>			
<p>Business name (optional)</p> <input type="text" value="UAE Cultural Attache"/>			
<p>Address <a href="#">Turn off auto-complete</a></p> <input type="text" value="21 CULGOA CCT, O'MALLEY ACT 2606"/>			
<p>Email address (optional)</p> <input type="text" value="aus.office@moe.gov.ae"/>			
<p>Phone number (optional)</p> <input type="text" value="0262868333"/>			
<p><input type="checkbox"/> Set as default sender address</p> <p><input type="checkbox"/> Save this address</p>			

11. In the deliver to section fill out your details and the delivery address.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/add/retail](https://auspost.com.au/send-a-parcel/orders/add/retail) 🔍 ☆

Send from **Deliver to** Parcel details Order summary

Deliver to

---

All fields are required unless marked as 'optional'.

Contact name

Business name (optional)

Country / region

Type of address

Address [Turn off auto-complete](#)

Send tracking notifications to this recipient (optional) (?)

Email address (optional)

Phone number (optional)

Save this address

Additional information

---

This field is displayed on the label and can be used as a reference for yourself or the recipient.

Your reference (optional) (?)

12. In the additional information section if this parcel can't be delivered make sure you select Return to sender.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/add/retail](https://auspost.com.au/send-a-parcel/orders/add/retail) 🔍 ☆

Send from **Deliver to** Parcel details Order summary

Additional information

If this parcel can't be delivered

**Return to sender**  Abandon parcel

Your parcel will be returned to you by the most economical means. Your parcel will be disposed of.

Delivery instructions (optional)

e.g. Leave at front door

Comments (optional)

e.g. Subject to quarantine restrictions

Importer's reference number (optional)

Licence numbers (optional)

e.g. License no. 1, License no. 2

Certificate numbers (optional)

e.g. Certificate no. 1, Certificate no. 2

Invoice numbers (optional)

e.g. Invoice no. 1, Invoice no. 2

13. in the Parcel contents section fill the information as following: (Description "University Certificates" Item weight is 0.5 and Item value is \$1 then Quantity is 1.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/add/retail](https://auspost.com.au/send-a-parcel/orders/add/retail) 🔍 ☆

Send from Deliver to **Parcel details** Order summary

Parcel contents

This section is for declaring the contents of your parcel.

Item 1

Description  
University Certificates

Item weight  
0.5 kg

Item value (AUD)  
\$ 1

Quantity  
1

Origin (optional)  
▼

HS tariff (optional) ?  
□

Add another item

Declared total combined item weight  
**0.50 kg**

Declared total combined item value (AUD)  
**\$1.00**

14. Parcel size and weight section fill the information as following: ( Weight: 0.5, Length: 29, Height: 2). Then select Express.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/add/retail](https://auspost.com.au/send-a-parcel/orders/add/retail) 🔍 ☆

Send from Deliver to **Parcel details** Order summary

Parcel size and weight [?](#)

Weight  
0.5 kg

Length 29 cm Width 39 cm Height 2 cm

Choose a parcel service

**Express** Selected

**Included:**

- ✓ Postage - Own packaging \$49.80
- ✓ Tracking (inc. email notifications) [?](#) Included
- ✓ SMS tracking notifications [?](#) Included
- ✓ Signature on delivery [?](#) Included
- ✓ Up to \$100 of compensation

**Extras:**

- Extra Cover for loss or damage up to \$5,000 [?](#)

\$49.80

**Standard** Select

**Included:**

Postage - Own packaging, Tracking (inc. email notifications), SMS tracking notifications \$34.80

15. Check Order summary and make sure that all information are correct then save order.

Order summary

---

[Parcel details](#)                      Postage - Own packaging                      \$49.80  
Item 1: University Certificates                      Parcel total                      \$49.80  
0.5 kg, 29 x 39 x 2 cm

---

Shipment total                      \$49.80  
Included GST                      \$0.00

---

[Cancel](#)                      [Save order](#)

 Feedback

 Help & support


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Auspost.com.au

16. The Post will be added to your orders list, select the order then click Pay & Print.

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/ready](https://auspost.com.au/send-a-parcel/orders/ready) 🔍 ☆

**Current delivery times**  
We're delivering as quickly and safely as we can, but some items are taking longer than usual to arrive.  
[Learn more](#)

 Ahmed ▾

Orders History Track Address book Settings

### Orders Add an order 🔍


<input checked="" type="checkbox"/> Deselect all <span style="float: right;"><a href="#">Delete</a> <a href="#">Pay &amp; print (1)</a></span>				
Delivering to	Date added	Parcels	Cost	
<input checked="" type="checkbox"/> Ahmed Abu Dhabi ABU DAHBI UNITED ARAB EMIRATES	22/09/21	1	\$49.80	<a href="#">Edit</a>



17. Review your order then click Proceed to Payment.


← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/review](https://auspost.com.au/send-a-parcel/orders/review) 🔍 ☆ 🇺🇸

**1 Current delivery times**  
We're delivering as quickly and safely as we can, but some items are taking longer than usual to arrive.  
[Learn more](#)


 Ahmed ▾

[Orders](#) [History](#) [Track](#) [Address book](#) [Settings](#)

### Review orders

 **Would you like to book a pickup?**  
[How does this work?](#) Book a pickup

---

 You're about to pay for 1 order

Postage	\$49.80
<b>Total</b>	<b>\$49.80</b>
Included GST	\$0.00

[Cancel](#) Proceed to payment

### Orders

Delivering to	Sent from	Parcels	Cost
Ahmed Abu Dhabi ABU DAHBI UNITED ARAB EMIRATES	UAE Cultural Office UAE Cultural Attache 21 CULGOA CCT O'MALLEY ACT 2606	1	\$49.80

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18. Enter your payment details then pay the amount. Once payment is approved printable label will be issued, save it as PDF and attach it with you [Certificate Attestation Request](#).

← → ↻ 🏠 [auspost.com.au/send-a-parcel/orders/payment](https://auspost.com.au/send-a-parcel/orders/payment) 🔍 ☆


← BACK

### Payment details

#### Payment options

📄 Debit or Credit Card ^

Card number

VISA 

Expiry date CW ⓘ

MM / YY

**PayPal** You will be redirected to PayPal for payment

#### Payment summary

📄 You're about to pay for 1 order

Postage	\$49.80
GST (inclusive)	\$0.00
<b>Total amount</b>	<b>\$49.80</b>

**Pay \$49.80**