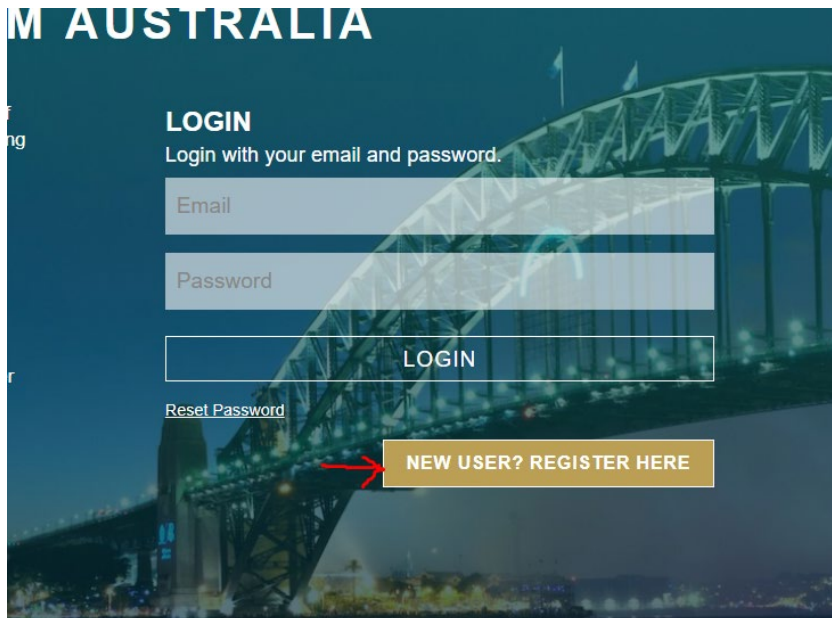


Follow the steps below to commence the COVID19 Clean Practicing Business Module:

1. Visit <https://online.qualitytourismaustralia.com/>
 - If you have an account, please log in
 - If you do not have an account, please create an account by clicking 'New User? Register Here' → **Please note: Once you have created an account, you will need to verify your email address. Please check your mail box / spam / junk box to verify the account.**



2. Once you have verified your account and logged in you will need to complete the registration form.
→ **Please note: there will be a question that ask 'Is your primary purpose for signing up to make use of the COVID19 Business Recovery and/or the COVID19 Clean Practicing Business Program?' please ensure you click 'Yes'**

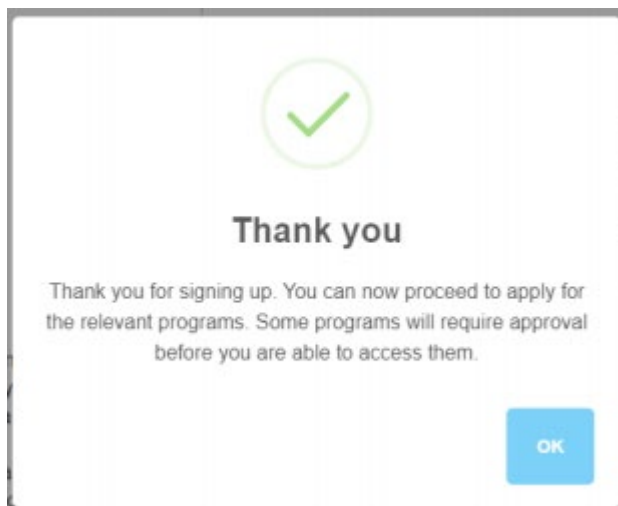
Please complete your registration

Is your primary purpose for signing up to make use of the "COVID19 Business Recovery" and/or the "COVID19 CLEAN Practicing Business" programs?

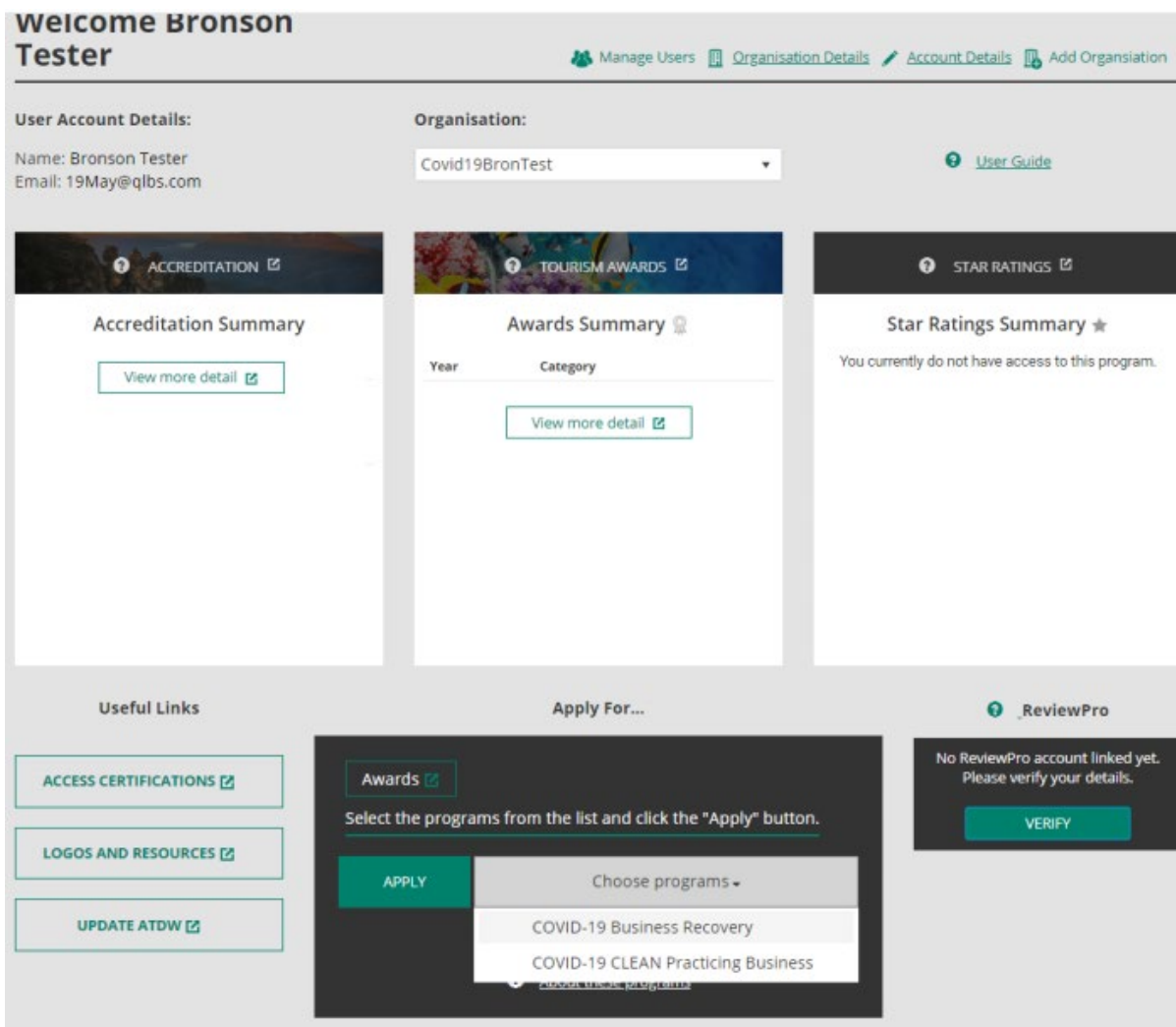
Yes

No

3. Once you have submitted your registration you will receive the below pop up

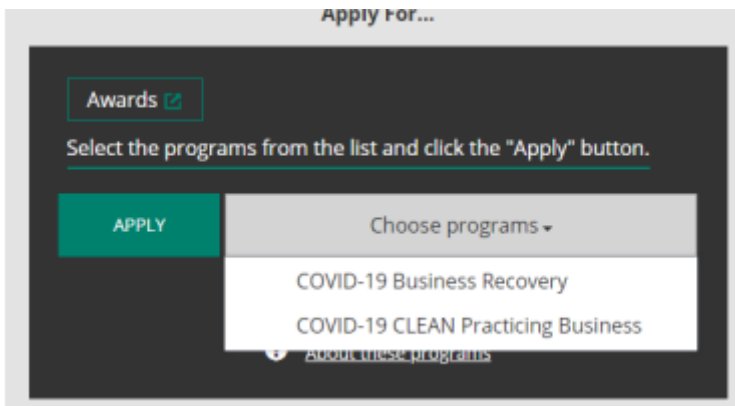


4. Click ok, and you will see the below dashboard

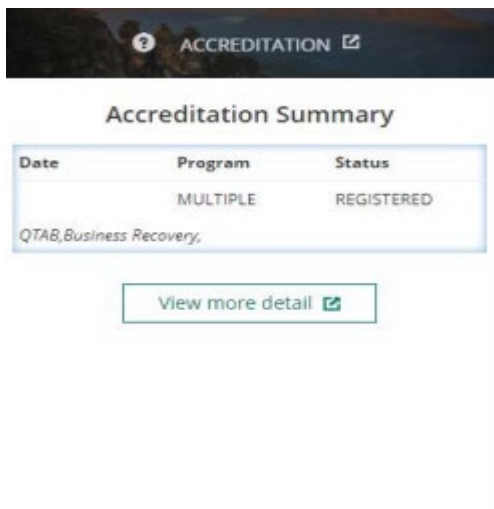


The dashboard is titled "Welcome Bronson Tester" in a bold, dark grey font. To the right of the title are four navigation links: "Manage Users", "Organisation Details", "Account Details", and "Add Organisation", each with a small icon. Below the title, the "User Account Details" section shows "Name: Bronson Tester" and "Email: 19May@qlbs.com". To the right, the "Organisation:" dropdown menu is set to "Covid19BronTest", and a "User Guide" link is visible. The main content area is divided into three columns: "ACCREDITATION", "TOURISM AWARDS", and "STAR RATINGS". Each column has a header with a question mark icon and a link icon. The "ACCREDITATION" section has an "Accreditation Summary" and a "View more detail" button. The "TOURISM AWARDS" section has an "Awards Summary" with a table header for "Year" and "Category", and a "View more detail" button. The "STAR RATINGS" section has a "Star Ratings Summary" and a message: "You currently do not have access to this program." Below these sections, there are three main areas: "Useful Links" with buttons for "ACCESS CERTIFICATIONS", "LOGOS AND RESOURCES", and "UPDATE ATDW"; "Apply For..." with an "Awards" button and a dropdown menu showing "COVID-19 Business Recovery" and "COVID-19 CLEAN Practicing Business"; and "ReviewPro" with a message "No ReviewPro account linked yet. Please verify your details." and a "VERIFY" button.

5. Go to the bottom of the page and apply for the programs you would like to apply for



6. Once you have hit 'Apply', under the accreditation quadrant click 'view more details'



7. Then click 'assessment' to commence the modules.

