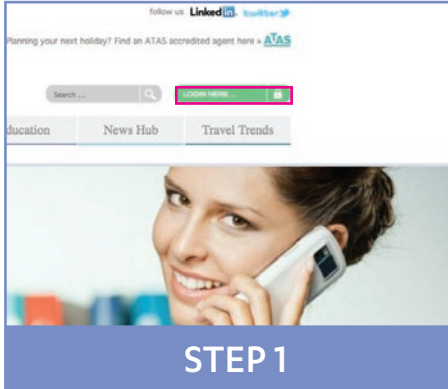


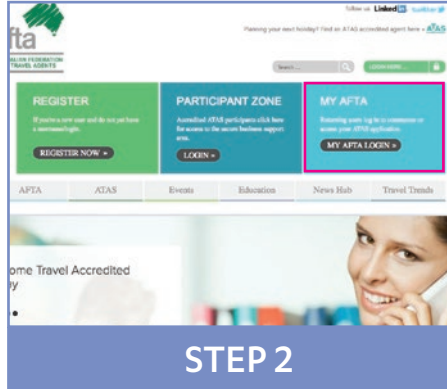
# ATAS RENEWAL APPLICATION INSTRUCTIONS

Please follow the below steps to complete your ATAS Renewal.



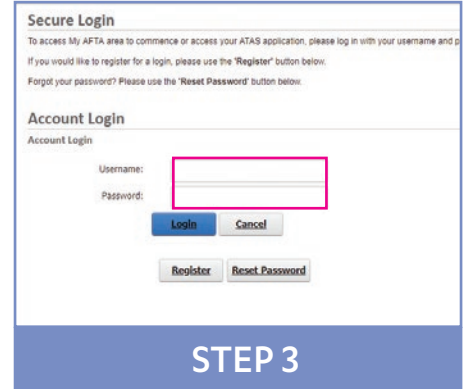
**STEP 1**

Visit [www.afta.com.au](http://www.afta.com.au) and click on **LOGIN HERE**.



**STEP 2**

Click **MY AFTA** and login with the Authorised Person's username and password.



**STEP 3**

Enter your username and password.



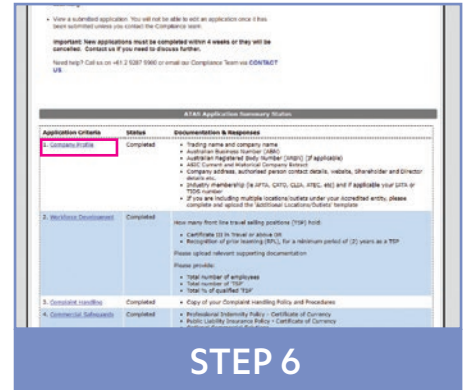
**STEP 4**

Once logged into the MY AFTA zone select the **ATAS Application** tile on the right hand side.



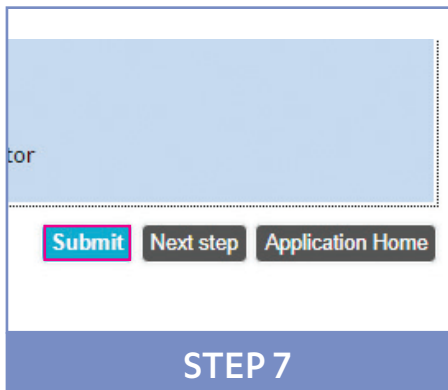
**STEP 5**

The ATAS Application homepage pop-up window will appear. Scroll to the bottom of the page and select **Apply to Renew** button.



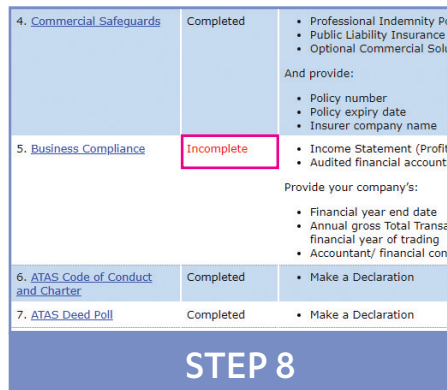
**STEP 6**

Start by selecting **1. Company Profile**. Ensure you check and confirm all data is true and correct for each question, including the declaration questions.



**STEP 7**

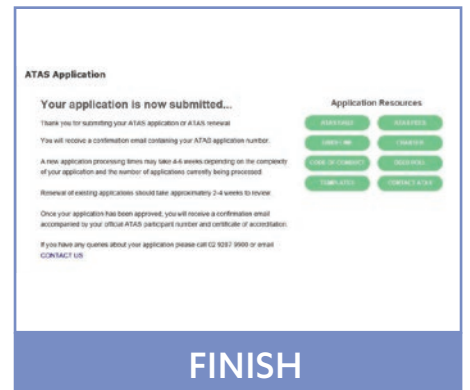
Once you have completed the renewal a blue **submit** button will appear on the left hand side. If the button does not appear you may have missed a question.



**STEP 8**

To find the question(s) that are incomplete, click the 'Application Summary' button located on the right hand side.

If you see incomplete highlighted in red, click that section of the application. The incomplete section will be indicated with a red \* or #.



**FINISH**

Your application is now submitted. Someone from the compliance team will be in contact with you shortly.