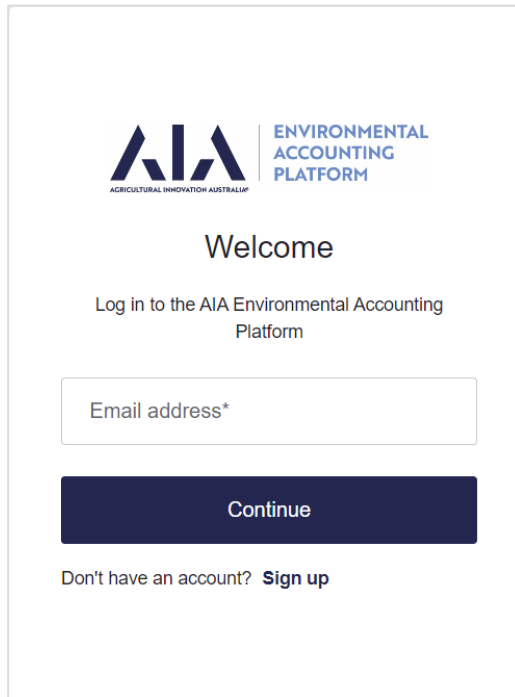


## Step 1

Visit [aiaplatform.com.au](https://aiaplatform.com.au)

Click on *Sign up*

Enter your email address



The screenshot shows the sign-up page for the AIA Environmental Accounting Platform. At the top left is the AIA logo with the text 'AGRICULTURAL INNOVATION AUSTRALIA®' and 'ENVIRONMENTAL ACCOUNTING PLATFORM'. Below the logo is the word 'Welcome'. Underneath, it says 'Log in to the AIA Environmental Accounting Platform'. There is a text input field labeled 'Email address\*'. Below the input field is a dark blue button labeled 'Continue'. At the bottom, it says 'Don't have an account? [Sign up](#)'.

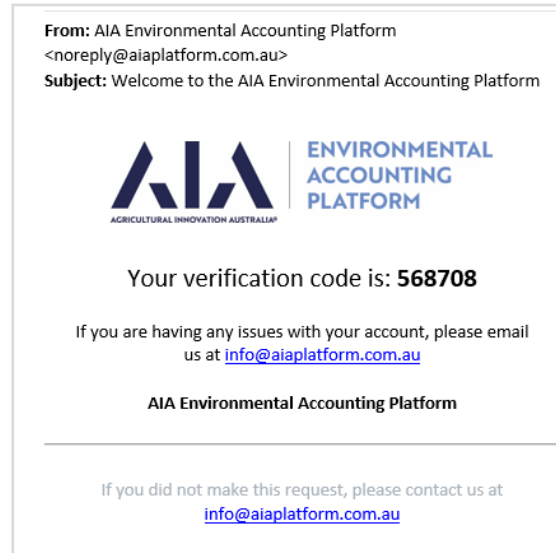
## Step 2

You will receive an email with a verification code

Allow a few minutes for the code to reach your mailbox and make sure you check your junk mail.

If you still have not received a verification code email check you have entered your email address correctly.

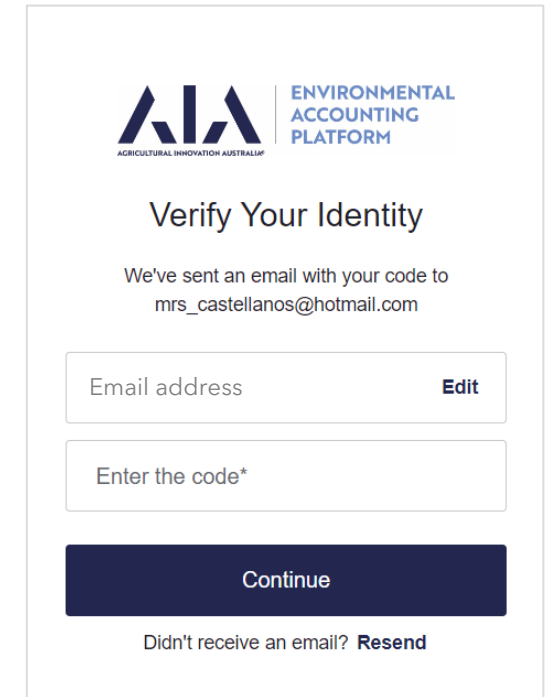
Still having issues? Send us an email at [info@aiaplatform.com.au](mailto:info@aiaplatform.com.au)



The screenshot shows an email from 'AIA Environmental Accounting Platform' with the email address '<noreply@aiaplatform.com.au>'. The subject is 'Welcome to the AIA Environmental Accounting Platform'. The email body contains the AIA logo and the text 'Your verification code is: 568708'. Below this, it says 'If you are having any issues with your account, please email us at [info@aiaplatform.com.au](mailto:info@aiaplatform.com.au)'. At the bottom, it says 'AIA Environmental Accounting Platform' and 'If you did not make this request, please contact us at [info@aiaplatform.com.au](mailto:info@aiaplatform.com.au)'.

## Step 3

Enter the code and click *Continue*



The screenshot shows the verification page for the AIA Environmental Accounting Platform. At the top left is the AIA logo with the text 'AGRICULTURAL INNOVATION AUSTRALIA®' and 'ENVIRONMENTAL ACCOUNTING PLATFORM'. Below the logo is the heading 'Verify Your Identity'. Underneath, it says 'We've sent an email with your code to [mrs\\_castellanos@hotmail.com](mailto:mrs_castellanos@hotmail.com)'. There is a text input field labeled 'Email address' with an 'Edit' link to its right. Below that is another text input field labeled 'Enter the code\*'. At the bottom, there is a dark blue button labeled 'Continue'. Below the button, it says 'Didn't receive an email? [Resend](#)'.

## Step 4

To set up an account, you will need to complete some details, including selecting *commodities* relevant to your business.

You will also need to agree to the terms and conditions.

Click on the links to read the *Platform Access Terms* and the *Privacy Policy*.

You must tick the box to confirm that you agree to the *Terms Acceptance points*.

Click *Save*

### Account Details

We need a few more details to complete your account.

---

**First Name**

**Last Name**

**Mobile number**

**Organisation**

**This organisation produces the following commodities:**

**Terms acceptance**

By creating an account for the Platform, you agree to the following:

- You are bound by the [Platform Access Terms](#)
- AIA may collect, use and disclose the data you provide to us (which may include your personal information) in accordance with the [Platform Access Terms](#) and AIA's [Privacy Policy](#).
- As part of using the Platform, you will provide AIA with Submitted Data which AIA will transform into Aggregated Data in accordance with the [Platform Access Terms](#).
- You may request that AIA delete your Submitted Data and your account, however AIA will retain the Aggregated Data.
- AIA will store and use the Aggregated Data even if your agreement with AIA is terminated and/or your account is deleted.

I agree to the 'Terms acceptance' points listed above.

**Data usage consent**

By selecting this option, you agree that AIA can share your Aggregated Data with third parties for their research purposes (optional).

**Save**

## Step 5

Now you can add your property.

You can zoom in on the map to the location, using your mouse scroll or trackpad, OR type your address/ location in the *Search* bar.

Use your mouse to navigate around the map.

Once you have located your property, you can select individual parcels of land with a click of your mouse. At a minimum you must select a *Region* in the *Property location* section.

You can add as many parcels of land as needed.

Give your property a name and select all the enterprises/ commodities related to this property from the drop-down list. Make sure you include pasture, cropping and planting if relevant.

Answer the rainfall/irrigation question and select *Done*.

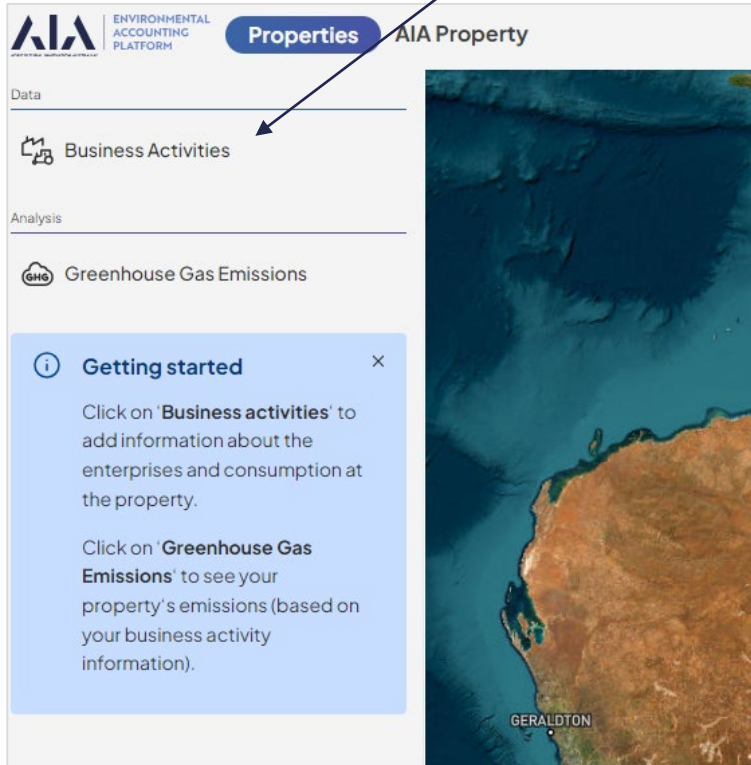
Note: Beef, sheep, goats, feedlot, grains, sugar, pork, cotton and poultry are currently available.

They will be closely followed by dairy, fisheries, horticulture, rice, aquaculture, wine, buffalo, deer and forestry.

## Step 6

Now, it is time to add data to your business activities so that you can generate a GHG emissions report.

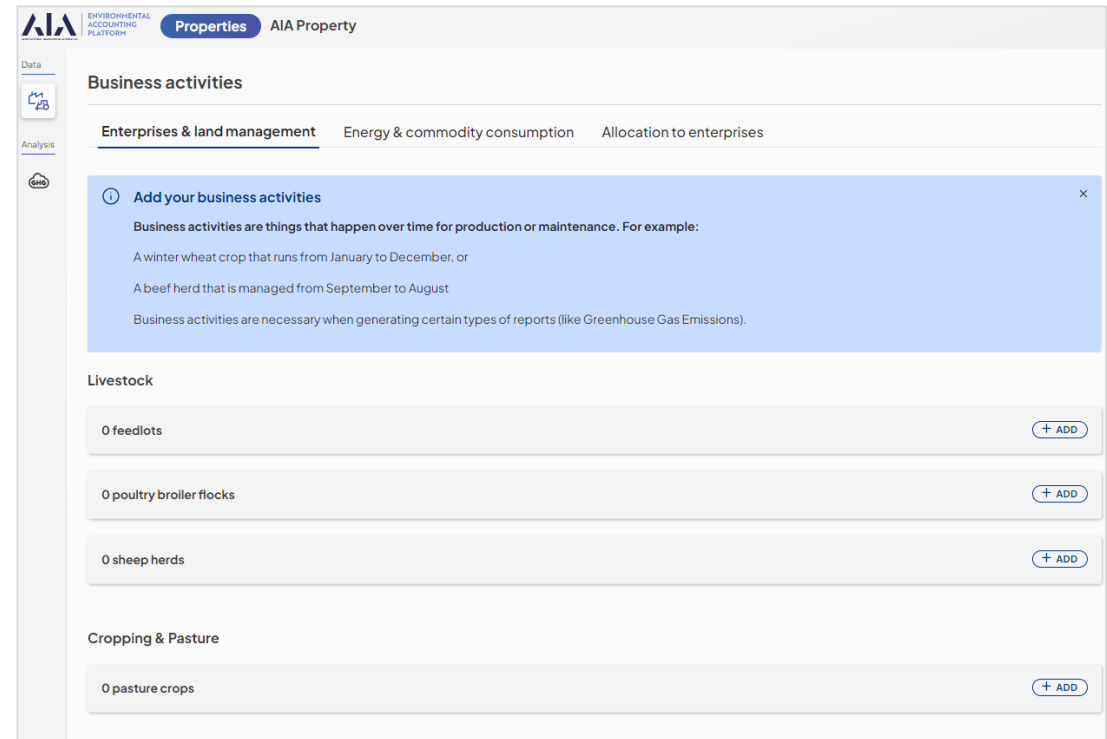
Get started by clicking on the *Business Activities* icon.



## Step 7

Now you will be guided through adding your *business activity data* for each enterprise/commodity you have selected. This includes adding energy, fuel and commodity consumption and allocating those across each enterprise.

Make sure you click *Done/Save* after entering data on each screen.





## Finished!

Once you have entered all of your business activity data, click on the GHG Analysis icon to view your report.

You can select emissions across your entire enterprise or by individual commodity.

Make sure you select a reporting date range that matches your input data date ranges.

