



# Client Portal and MAXsys Access for Venue Users.

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Use this form to request a new account or to update details for a NSW MAX Client Portal and or MAXsys account. All required information must be supplied and the form signed by an Authorised Signatory to be processed. Use the submit button below to email your application.

Upon successful registration you will be:

- emailed a username and an initial password for the NSW MAX Client Portal. You will be prompted to change this password upon first logon and specify a security question.
- emailed a link for the MAXsys website which will prompt you to create a password. Your email address will be your username.

Please note: Licensees/Approved Managers can add/edit users for their entity, by following the below steps.

## NSW MAX Client Portal

- Log in and click the security tab, then users
- All users for your entity will be visible and editable here
- To create a new users, click Add New User and follow the prompts.

## MAXsys

- Log in and click the Admin tab
- All users for your entity will be visible and editable here
- To create a new user, click Invite New User and follow the prompts

### Venue Details

Venue #

Venue Address

Venue Name

Venue Phone #

### Licensee or Approved Manager Details

First Name

Last Name

Mobile #

Email

### Authorisation

I confirm that the information provided here in is true and correct, and I am duly authorised to sign this application on behalf of the Venue.

Name

Date

Position

Signature

Submit Form

### Administration ONLY

Processed By

Processed Date

Comments

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