

## How to set up your online account

When logging onto the website for the first time, you need to set up your online account. <u>You must use the same</u> <u>email address that information on your wine allowance has been sent to</u> (to ensure that you are recognised as a Randall Wine Group employee who is entitled to the discount).

- Go to www.seppeltsfield.com.au
- On the top right of the page click on LOGIN.



• This will take you to the Account Login page:

You will already have been set up as a customer when your wine allowance was entered.

- Enter the email address that the instructions were sent to in the **Returning Customer** section this will ensure that you are recognised as a RWG Staff member when you login.
- Click on Forgot your password link to receive a link to your email to set up a password.

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		PROF	ILE				
ACCOUNT LOGIN							
	Returning Customer		Create an	account			
	EMAIL		New to Seppeltsfield? It only takes a moment to create an account.				
	Error: required		CREATE	ACCOUNT			
	Error: required						
	LOGIN						
	Or auto login using:						
	G SIGN IN WITH GOOGLE						
	Forgot your password? Or quickly login with a mappe link.						

- Go to the email in your inbox and click on the link & follow the instruction to set up a password (the password needs to be 8 characters long). (Check your junk mail folder if you can't see it)
- Once your password is set, you can login to the website.
- On the Profile page, go to Address Book
- Follow the steps to Add a New Address to set your work location as your address

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SEPPELTSFIELD BAROSSA	SHOP VISIT US V PRIVATE FUNCTIONS ABOUT CONTACT						
PROFILE							
YOUR ACCOUNT							
Dashboard Your Information	Order History Club Members fos Address Book Gredit Cards Logout						
Dashboard							
Welcome Elaine,							
We are continuing to ship our wines	irect to your door, Australia-wide. If we can assist you in any way, please do not hesitate to reach out to our team directly at (08) 8568 6200.						
We love seeing you enjoy our wines, and encourage you to share these moments with us on our Facebook and Instagram accounts, just tag us @seppeltsfield or us #seppeltsfield							