



STEP 1

Create New User

1. Visit: registermyaed.ambulance.vic.gov.au/register
2. Click  at top right hand corner of page
3. Click **Don't have an account? Create one now** below the red Log In button
4. Enter your personal details:

Title, first name, last name, street address, suburb, postcode, email, contact number*.

*As a minimum, one contact number is required. If you enter a landline number, please include the area code (03).

Note: All fields with an asterisk must be completed to proceed

5. Create a password.
6. Check the box to accept the Terms and Conditions.
7. Click 'Register'.
8. Check your email for a confirmation and click the emailed link to verify your account.

If you do not receive an email, please check your spam/junk folder or contact us directly.

The screenshot shows the 'Update Your Details' page. At the top, there are navigation links for 'Terms & Conditions', 'AED Dashboard', and 'Manage Locations'. The user is logged in as 'MICHAEL'. The form is divided into three main sections:

- Personal Details:** Includes fields for Name (Mr MICHAEL RAY), Address (Street Address: PORT MELBOURNE, P.O. Box: 3207, Victoria), Email (michael.ra@ambulance.vic.gov.au), Work (0392217150), and two optional Contact Number fields.
- Account Details:** Includes 'Update Password' and 'Confirm Password' fields.
- Email Communications:** Includes checkboxes for 'Opt out of news and program updates' and 'Opt out of notification of changes made to you AEDs / Locations'.

At the bottom of the form is a red 'Update Your Details' button. Below the form, there is a link to 'Link to delete my account'. The footer contains copyright information for 2017 Ambulance Victoria and social media icons.

STEP 2

Register a Site

1. Visit: registermyaed.ambulance.vic.gov.au/login
2. Log in with your email address and password.
3. Click 'Register a New Location'.

[Register a New Location](#)

4. Click the circle to list your site as publicly accessible.*

Is this location publicly accessible?*



*By registering your device as publicly accessible, you agree that nearby callers to Triple Zero may be given directions to the site or location registered in the event of a suspected cardiac arrest.

5. Enter the site details of your AED:

Address, company name, organization type, common name of location and landmarks.

6. Enter the site availability, by first selecting the most common availability scenario from the drop-down menu.

Please select most common availability scenario*

- Monday - Friday During Business Hours
- Monday - Friday During School Hours
- 7 Days / Week
- Custom

Back Register New Location

7. Enter the hours of availability of your site.

8. Select the 'I'm not a robot' box. Select the 'Terms and Conditions' box.

By checking this field I agree to the [Terms and Conditions](#)

9. Upon submission you will automatically be directed to the 'Register a new AED' page.

Thank you, we've received the new location information.
The location is pending approval and will appear in your Manage Locations page shortly.

Register an AED

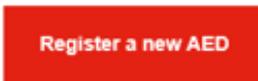
For assistance moving a previously registered AED to a new location, [contact us](#)

Manufacturer*	Model *	Colour *
AED Serial Number*		
Electrode Expiry Date (MM/YY)*	Battery Insertion Date (MM/YY)	

STEP 3

Register a New AED

1. Click 'Register a new AED'.



2. Enter the AED details:

Manufacturer, model, colour, AED serial number, electrode expiry date, battery insertion date (if known), spare/paediatric electrode expiry date (if applicable).

3. Upload a photo of the AED (optional).
4. Select the associated location from the drop-down menu.
5. Select either option:

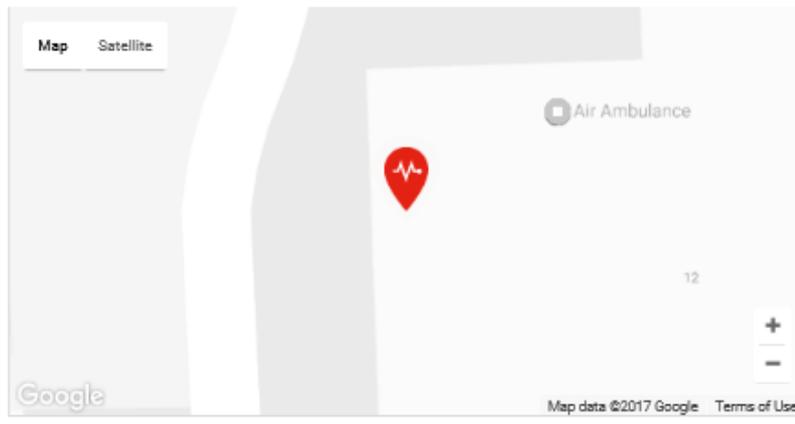
- AED is kept in a set location
- AED is associated with this location however is stored in a mobile environment i.e vehicle. By choosing this option the device will not appear on the public AED map

6. Click the dot if signage is present.

Signage Present?



7. Move the red pin to the show the physical location of the AED within the site.



8. Enter Floor No. (**Note: field does not accept more than 10 characters**).

*If this is not a multi – level establishment, enter the word *Ground*

9. Write a description for the physical location of the AED within the site.

10. Select the 'I'm not a robot' box. Select the 'Terms and Conditions' box.

11. Click 'Register AED'.

Updating the Site or AED

You can make changes to the site or AED by clicking 'Manage Locations' along the top, then clicking 'Edit Location' to the right of the site address.



[AED Dashboard](#)

[Manage Locations](#)

[Register](#)

Manage Locations

[Register a New Location](#)

AMBULANCE VICTORIA - METRO WEST
BUSINESS CENTRE

102 / 65 FENNEL STREET PORT MELBOURNE VIC 3207

[Edit Location](#)

1 Associated AED(s)

Contact Us

If you require any assistance, please do not hesitate to contact us:

AED Registry Team, Ambulance Victoria

1800 AED REG (1800 233 734)

aed.register@ambulance.vic.gov.au

Reply Paid 88409, Port Melbourne VIC 3207

ambulance.vic.gov.au/register



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