

How to Register an Account with Brick It On

If you are a first-time visitor to brickiton.com.au and you would like to register an account either as a customer or a seller then follow these easy to use instructions.

How to Register as a Customer:

- From the home page click on [REGISTER](#)
- This will take you to the My Account/Dashboard page.
- Fill in a valid email address and select I am a customer
- Then click on [REGISTER](#)

Your account has now been activated. From your Dashboard, you can view your

Orders, manage your shipping and billing Addresses and edit your password and Account Details.

Setting up your account

Billing Address

- Select ADDRESSES from your Dashboard. Then click on [EDIT](#) for the Billing Address.
- Enter your billing address details and then click on [SAVE ADDRESS](#)
- This will take you back to your My Account/Dashboard page and a message will appear at the top of the page confirming your changes.

✓ Address changed successfully

Shipping Address

- Again, select **ADDRESSES** from your Dashboard. Then click on [EDIT](#) for the Shipping Address.
- You will notice that your billing address details are now displayed under billing address.
- Enter your shipping address details and then click [SAVE ADDRESS](#)

Once again you will be returned to your My Account/Dashboard page and a message will appear at the top of the page confirming your changes.

✓ Address changed successfully

These details will be your default details for all transactions on brickiton.com.au

Account Details

- From your My Account/Dashboard page click on **ACCOUNT DETAILS**. You must fill in all the mandatory fields to activate your account. *Mandatory fields are indicated by a red **.

Password Change

- As you are new user you wouldn't have a Current Password, so please leave this field blank and tab to New Password and enter a password.

Your password should be at least 7 characters long and contain Upper and lower case letters and at least one number or symbol.

Brickiton.com.au will validate your password and advise you if it is **Weak**, **Medium** or **Strong**. If your password is deemed weak you will need to enter another password.

- Then tab to Confirm New Password and retype your new password. Then click on [SAVE CHANGES](#)
- This will take you back to your My Account/Dashboard page where you will need to fill in your First and Last Name in the required fields and click on [SAVE CHANGES](#) at the bottom of the page.

You do not need to enter your password details as you are not changing them.

How to Register as a Seller

- If you are already a registered customer with brickiton.com.au then login to your Account and from the My Account/Dashboard page, click on [Become a Seller](#)
- If you are not a registered customer then click on [REGISTER](#) from the home page.

This will take you to the My Account/Dashboard page.

- Fill in a valid email address and select I am a seller
- Then click on [REGISTER](#)

You must fill in your details in all the mandatory fields to activate your account. *Mandatory fields are indicated by a red **.

You will note that you will be asked to fill in your Shop Name and your Shop URL, normally these will be the same. Brickiton.com.au will check your shop name and shop URL to ensure it is valid and not being used by another user. If your Shop URL is valid, brickiton.com.au will return a AVAILABLE and you can continue to add your details and then click on [REGISTER](#)

If your URL is not valid you will need to select a new Shop name and Shop URL to register as a Seller.

Your account has now been activated. From your Dashboard, you can view your Sales, Orders, manage your shipping and billing Addresses and edit your password and Account Details.