




STEP BY STEP WEB PAGE ACCESS

www.hireandrental.com.au

Welcome to the HRIA Ltd Web Site. Before logging into the 'Members Area', take the time to browse the 'Home Page', where you will find valuable information and useful links, including the Careers in Hire Web Page, a link to this site is located at the bottom of the screen 

Following is a step by step guide to help you access the member's area of www.hireandrental.com.au and how to edit your member details. If you require any assistance please phone or email the office info@hireandrental.com.au

1. Click on 'Member Services' tab on the top of the screen.

Note the menu lists on the left of each screen which take you to various locations within the web page areas.

2. Enter your username and password in the "member login" area, then click "Login"

If you have 'forgotten' your login details, please contact the office and these will be provided to you.

3. 'Edit your member details'.

Click on 'Edit your member details' in the menu list.

Please check that all your company details are correct, updating where necessary. You can also change your password (click on 'Update my password'), add a 'Company Profile', include the major brands that you stock and your hours of operation etc, remembering to click 'save' located at the bottom of the page if any additions or alterations are made.

4. 'Edit your search keywords'.

Click on 'Edit your search keywords' in the menu list.

This will bring you to the 'search keywords list'; keywords are an important aspect of the HRIA web page. If a potential customer searches the website to find a certain item of hire, they will generally search by item and postcode, it is therefore important that all appropriate keywords are activated.

PLEASE NOTE: Only Rental Companies are listed on the 'homepage search', Suppliers search is located in the 'member's area', 'Search for a supplier'.

If you provide a product or service which is not listed please contact the office and we will add that item to the list.

Remember to click 'Save changes' located at either the top or bottom of the screen when you have updated the 'keyword list'.

At any time you can return to the member's page by clicking on 'Member area' in the menu list.

Familiarize yourself with the many areas and links associated with the HRIA web page, by clicking on the 'tabs' located at the top of the screen, 'About the HRIA', 'Useful links', 'Privacy Policy' etc and the menu lists located within each area.

Please contact the HRIA Office if you require any assistance with the web page or have any suggestions which may help improve the site, email info@hireandrental.com.au