

AUSTRONICS PORTAL

– UPDATING YOUR POSTAL/SHIPPING ADDRESS



To avoid delivery delays, please ensure your postal address in the Portal is correct and complete (including your apartment number).

1. Log In to Your Portal Profile

- Go to: <https://orders.austronics.com.au/>
- Enter your Email Address and Password.
- Click Sign In.



Sign in

Don't have a account? [Create a new account](#)

Email Address

example@email.com

Password

☐ Keep me signed in.

[Forgot Password?](#)

Sign In

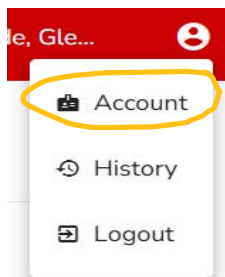
If you have a question or need to report an issue, contact our support team on
1300 300 834

2. Open Your Account Settings

Once logged in, click on the Account icon (the person icon) in the top red bar.

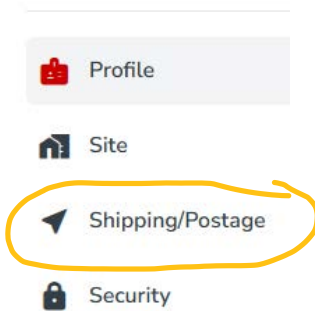


From the menu, select Account.



3. Edit Your Shipping / Postage Address

Account



- On the left side of the Account screen, click Shipping/Postage.
- Locate the address you want to update.
- Click the edit (pencil ) icon for that address.

4. Complete All Address Details

In the Edit Shipping Address screen:

- Ensure all required fields are completed.
- **Make sure your Apartment Number (Apt #) is included** in the Street Address field.
- Confirm your name, contact phone, and email are correct.
- When finished, click **Save**.

5. Set as your Default Shipping Address

If you want this to be your default shipping address:

- **This must be done prior to completing the Credit Card Transaction for it to become the default**
- Ensure the Default toggle (at the top right of the address form) is switched on.
- Click Save again if you make any further changes.

A screenshot of the 'Edit Shipping Address' form. At the top left is a back arrow icon and the title 'Edit Shipping Address'. Below the title is a 'Set as Default?' toggle switch, which is currently turned on and circled in yellow. The form contains several input fields: 'Nickname', 'Address', a placeholder 'Start typing your site address...', a checked checkbox for 'Input Address Manually', 'Street', 'Suburb', 'State/Region', and 'Postal Code'. Below these is a 'Contact Details' section with fields for 'First Name' (containing 'John'), 'Last Name' (containing 'Smith'), 'Phone Number' (containing '0432 2000 2000'), and 'Company/Attention To:'. At the bottom are 'Cancel' and 'Save' buttons.

Keeping your address up to date helps ensure your order is delivered quickly and without unnecessary delays.