



Licence Renewal

Log onto <http://app.austkarting.com.au/aka/member> Or access this through www.karting.net.au and click on *Apply for licence* and then *licence renewal*. Using your Identity Number (Licence Number) and the password that was supplied at time of licence application.

If you do not have your password to enter the site you can try forgot password. This will automatically send your password to the email address that you provided at time of licence application. If you do not receive your password via email within a couple of minutes this means your email address is either incorrect in the system or you have not supplied one. You will have to contact the licence officer to check this for you at licence@cckc.org.au

If your email address needs to be updated to access the system this could take approximately 1-2 working days for the AKA Q Secretary to approve the change on your licence.

Once you have accessed your information a grey box will be in the top left hand corner, this box will have drop down lists for the information you require. This is where you will find the licence renewal and address and licence changes. You can also at time of renewal request upgrades, change of address, change of email address and also phone number changes.

Make sure you press save after making any changes in these areas. We also recommend that you change your password to one that you can remember for future visits to this area.

After renewal is complete it will ask you to print the form, print this and follow the instructions on the bottom of the form.

At this stage your membership needs to be 3 months in advance, if your licence is due in October, November or December you will need to contact the licence officer to change the membership date before you will be able to renew.