

To Login into the Product Ordering Portal.docx

If you follow the steps below, you will be able to log in to POP.

If you are still having problems after trying this, please let me know

Method 1 –New User

You can register as a new user in the Product Ordering Portal (POP) by going to <https://clients.nationalmailing.com.au/Public/Home/Index/HS00> and selecting the Sign Up tab.

Please note that your user name is your DHS email address.

Method 2 – Existing User

If you are an existing user or get a message when using Method 1 that your user name already exists, please follow the steps below

1. Go to <https://clients.nationalmailing.com.au/Public/Home/Index/NM00>
2. Make sure you are not using a bookmark or Favourites which might take you to the old login page.
3. Enter your email address into the User Name field (this is a password you create eg Surname01)
4. Enter your password into the Password field
5. Select Login

» **Login**

User name

Password

Remember me?

[Can't remember your infolink password?](#)

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6. If you have forgotten or don't know your password, select **Can't remember your infolink password**
7. This will take you to a new page
8. Enter your email address into both the username and email fields and select **Reset Password**

Can't remember your infolink password?

Please enter your user name and email address to reset your password.

Infolink will send you an email containing your new password.

User name

Email address

A new password will be sent to you and you can go back to step 1.

When you receive the new password, it may contain some unusual characters, so it is better to copy and paste the password rather than retype it. Once you have logged in, you can change the password to something more familiar by left clicking on your name in the top right hand corner of the POP home page.