

Hymix Customer Portal

Description	URL	Need Help ?
The Hymix Customer Portal provides customers with access to account information including copy dockets, invoices, statements and orders. It also allows the customer to display or save the items to a local directory of their choice.	http://myhymix.com.au	NSW /VIC– Tammy Swift tammy.swift@hymix.com.au QLD– Gina Varvarigos gina.varvarigos@hymix.com.au

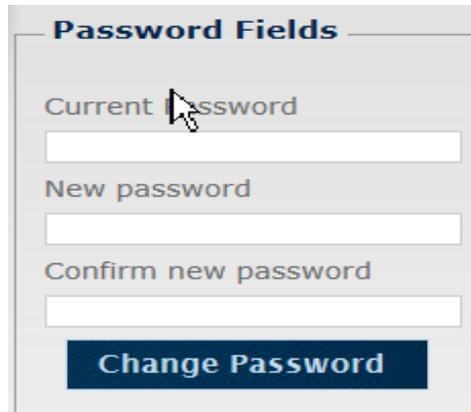
Logging In – Account Customers	Changing your Password
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Your username and password details will be sent to you in a confirmation email.



- Enter your username into the Email Address field.
1. Enter your initial password into the Password field.
 2. Click the Log on button

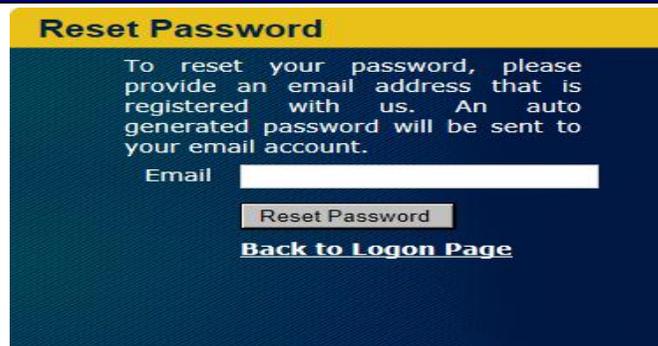
The first time you log in you will be prompted to change your password.



1. Click the Change Password button located on the portal
2. Enter your current password
3. Enter your new password
4. Re-enter your new password
5. Click the Change Password button

An automatically generated email will be sent to you containing your new password.

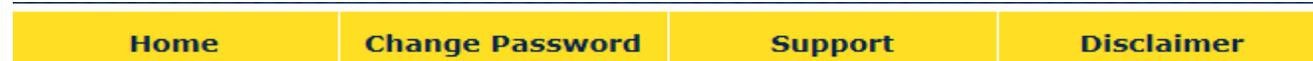
Forgot Password	Portal Navigation
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1. To reset your password click the “***Forgotten Password***” link located on the initial login screen.
2. In the ***Reset Password*** screen enter your email address
3. Click ***Reset Password***

An email will automatically be sent to you containing your new password.

There is a navigation panel located on the left of the screen providing access to ***My Orders*** or ***My Finance*** menus. Page tabs will direct you to additional functions such as ***Change Password***.



Welcome to MyHymix



Clicking the ***My Finance*** option expands the menu and displays the available options



Clicking the ***My Orders*** option expands the menu and displays the available options