



HOW TO CREATE A DISP@ EMAIL ADDRESS

The Defence Industry Security Program (DISP) supports industry to improve their security when engaging with Defence. It is a membership-based program that is a control from the [Defence Security Principles Framework \(DSPF\) \[PDF 10,220KB\]](#) in assuring that the Government’s significant investment in Defence capability is appropriately protected.

For more information, refer to the Applying for DISP Membership Fact Sheet.

To apply for and maintain DISP membership you must have an established email address in the format of [DISP@YourEntityName](#). To create this email address:

1. CREATE THE EMAIL ADDRESS

Create the email address through your entity’s ICT support or domain provider.

Note: this process is different for each entity, please refer to your internal process for creating an email address.

Naming and Hosting Requirements

The email address must be in the format [DISP@YourEntityName](#) and have:

- Only the four letters “DISP” before the @ symbol.
- Your entity’s name as the domain name following the @ symbol.
- Any extension following the domain name (e.g. .com, .net.au, .org, .biz).

The email hosting must:

- Not be shared, web-based or on a cPanel platform.
- Be onshore, meaning that the data storage must be in Australia.

IMPORTANT! Generic email domains such as gmail, hotmail, outlook and apple will not be accepted.

Examples: If the entity is “Fred’s Consulting” the following are some example valid email addresses.

- [DISP@FredConsulting.com](#)
- [DISP@FredConsultingCompany.biz](#)
- [DISP@FConsulting.net.au](#)
- [DISP@ConsultFred.org](#)

2. TEST THE EMAIL ADDRESS

Sending Test

Send an email *from* the DISP@ email address to an email address outside of your entity’s domain (such as a personal email) to test that it is sending emails correctly.

Receiving Test

Send an email *to* the new DISP@ email address from an email address outside of your entity’s domain (such as a personal email) to test that it is receiving emails correctly.

Note: If it is not working, please refer to your entity’s internal processes for ICT support to identify the cause and rectify the issue, DISP will not be able to assist.

3. MONITOR THE EMAIL ADDRESS

Please ensure you have a process set up for monitoring the new DISP email inbox as there are likely to be emails that require your response to proceed with processing your DISP membership application.

Continue to the [How to Complete a DISP Membership Application Guide](#) for instructions on verifying the email address as part of your application.

IMPORTANT! Always be cyber security aware and be vigilant for attacks such as phishing emails.

If you have questions, please contact DISP.info@defence.gov.au

