



NCAT
NSW Civil &
Administrative
Tribunal



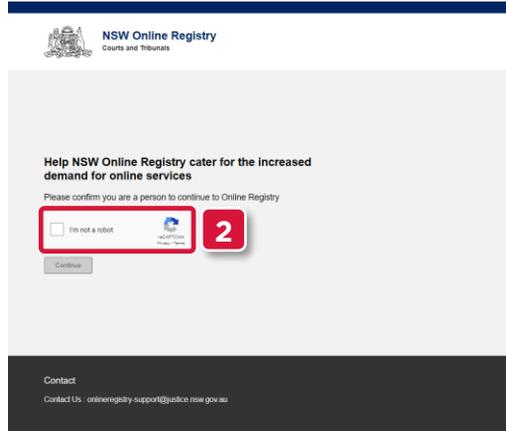
How To: Create Online Registry Account for a Delegate

Quick Reference Guide

Create Online Registry Account

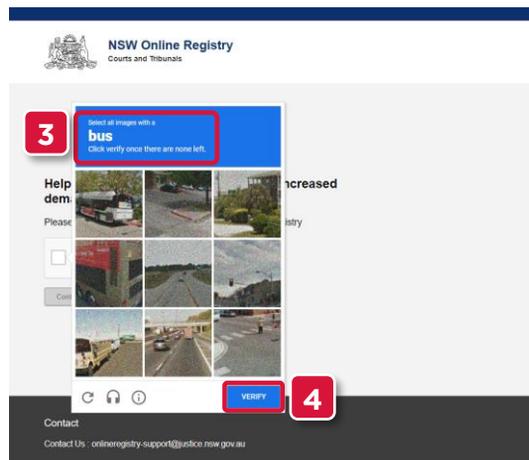
Complete Registration Form

1. Go to **onlineregistry.lawlink.nsw.gov.au**
2. Select the **I'm not a robot** checkbox



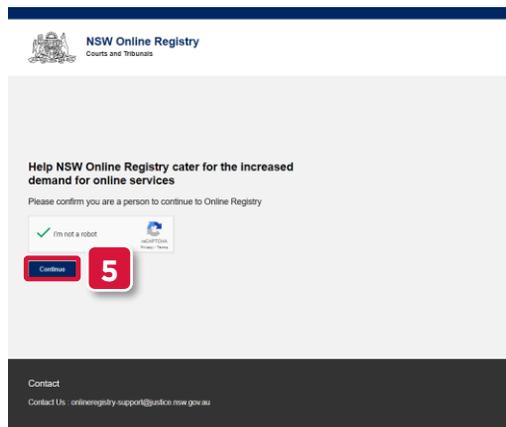
The screenshot shows the NSW Online Registry logo at the top. Below it, a message reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". A red box highlights the "I'm not a robot" checkbox, which is currently unchecked. A red circle with the number "2" is placed next to the checkbox. A "Continue" button is visible below the checkbox. At the bottom, there is a "Contact" section with the email address "onlineregistry-support@justice.nsw.gov.au".

3. Select the images that relate to the given word
4. Click **VERIFY**



The screenshot shows the NSW Online Registry logo at the top. Below it, a message reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". A red box highlights the instruction "Select all images with a bus" and the word "bus". Below this, there is a 3x3 grid of images. A red box highlights the "VERIFY" button at the bottom right of the grid. A red circle with the number "4" is placed next to the "VERIFY" button. At the bottom, there is a "Contact" section with the email address "onlineregistry-support@justice.nsw.gov.au".

5. Click **Continue**

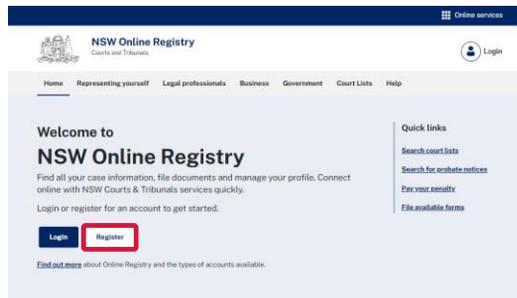


The screenshot shows the NSW Online Registry logo at the top. Below it, a message reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". A red box highlights the "I'm not a robot" checkbox, which is now checked. A red circle with the number "5" is placed next to the "Continue" button. At the bottom, there is a "Contact" section with the email address "onlineregistry-support@justice.nsw.gov.au".

Create Online Registry Account

Complete Registration Form (cont')

6. Select **Register**



7. Complete the following fields:

- First name
- Surname
- Email

8. Click **Next**

The screenshot shows the 'Create account' form. At the top, there is a progress indicator with four steps, and the second step is active. Below this, the 'Create account' title is followed by a brief description. The 'User details' section is highlighted with a red box and contains three input fields: 'First name*', 'Surname*', and 'Email*'. A red box with the number '7' is placed to the left of the form. To the right of the form, there is a 'Next' button highlighted with a red box and the number '8'.

9. Select **I am from a business, government or organisation**

10. Select an option that suits you

NOTE: In this example **I work for a proprietary company or other organisation** will be selected

11. Click **Next**

The screenshot shows the 'Create account' form. At the top, there is a progress indicator with four steps, and the second step is active. Below this, the 'Create account' title is followed by the question 'Which of these best describes you?'. A dropdown menu is open, showing five options. The second option, 'I am from a business, government or organisation', is highlighted with a red box and the number '9'. The third option, 'I work for a proprietary company or other organisation', is also highlighted with a red box and the number '10'. Below the dropdown, there is a 'Back' button and a 'Next' button highlighted with a red box and the number '11'.

Create Online Registry Account

Complete Registration Form (cont')

12. Select **I am an employee accessing cases on behalf of a director or authorised person**
13. Select the confirmation checkbox
14. Click **Next**

1 — 2 — 3 — 4

Create account

Which of these best describes you?

I am a director of a company

I am authorised to manage cases on behalf of a company or organisation

I am an employee accessing cases on behalf of a director or authorised person

I am a real estate agent, strata manager or on-site residential property manager acting on behalf of a client

I will only access cases and make transactions on cases for which I am delegated to operate on behalf of a legal practitioner or authorised officer to whom I am associated.

15. Complete the following fields:
 - a. Date of Birth
 - b. Residential Address
16. Click **Next**

Please complete the details below:

Date of Birth*
DD/MM/YYYY

Residential Address*

17. Enter a password for your online account

Password

* Indicates a required field

Please create a password. Passwords must contain **at least 7 characters** and at least one upper case character (A-Z), at least one lower case character (a-z), and at least one number (0-9). For example: Smith23

Password*

Re-type password*

18. Select 2 secret questions
19. Type your answers to each of the secret questions
20. Select the terms and conditions checkbox
21. Click **Submit**

Create Online Registry Account

Complete Registration Form (cont')

Secret questions
Please select or create two secret questions. You will be asked these if you forget your password.

Secret question 1*
- Select one -
Your answer*

Secret question 2*
- Select one -
Your answer*

I agree to the NSW Online Registry [terms and conditions](#)*

Back Submit

18 & 19
20
21

22. Your username and verification code is sent to the email address entered in step 7

NOTE: The email may take up to 30 minutes to arrive. Please also check your spam or junk folders.

Verify Your Email Address

23. Enter the verification code
24. Click **Validate**

1 2 3 4

Verify your email address

1 An email with a verification code has been sent to [your nominated email address](#). It may take up to 30 minutes to arrive. You can [change the email address](#) linked to your Online Registry profile if you nominated the wrong address.

Enter your verification code
Please enter the eight digit code to activate your account.

Validate

23
24

25. Enter the user name received in your email
26. Type your password
27. Select the terms and conditions checkbox
28. Click **Log In**

NSW Online Registry
Courts and Tribunals

Don't have an account?

By registering for Online Registry secure services you will be able to:

- file online forms
- publish practice notices
- check case details
- check which documents have been filed for a case
- download court related documents
- request copies of judgments and orders

Register

Log In
User name
Password

I have read and agreed to the current [terms and conditions](#)

Cancel Log In

Forgot your user name or password?

25 & 26
27
28

Create Online Registry Account

Verify Your Identity

29. Select the drop to select a form of identification to verify your identity
30. Select the form of identification you have

NOTE: In this example **Driver's Licence** will be shown

Registration

Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.
Get started with your first ID source below.

Driver's licence Choose a different ID option ▾ **29**

Choose one of these ID sources: Or you can: Complete later

- Driver's licence **30**
- Medicare card
- Australian passport
- Australian visa
- Australian citizenship certificate
- Birth certificate
- Marriage certificate
- Change of name certificate
- Upload an ID document

[Terms and conditions](#)
[Privacy policy](#)
[Government and disclaimer](#)

31. Complete the fields
32. Select the checkbox
33. Click **Verify these details**

NSW Online Registry
Courts and Tribunals

Registration

Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.
Get started with your first ID source below.

Driver's licence Choose a different ID option ▾ **31**

State/Territory
NSW

Driver's licence number

First name: Ivan Middle name(s): Surname: Pena

Date of birth (DDMMYYYY)
05/06/1980

I agree that my above information is checked with the Issuer or Official Record Holder **32**

Verify these details **33**

Create Online Registry Account

Verify Your Identity (cont')

34. Repeat the steps with another form of identification
35. Select the checkbox
36. Click Verify these details

NOTE: In this example **Medicare Card** will be shown

NSW Online Registry
Courts and Tribunals

Registration

Verify your identity

Your New South Wales driver's licence was **verified**.

Now, verify against another ID source below.

Medicare card Choose a different ID option

Select your card type:
Australian citizen card

Medicare card number Individual reference number

Full name (as it appears on the card)
Ivan Pena

My name wraps across multiple lines on my card

Date of birth (DD/MM/YYYY)
05/06/1980

Card expiry date (MM/YYYY)

I agree that my above information is correct and checked with the Issuer or Official Record Holder

Verify these details

37. Your user account has been set up

38. Follow the instructions to associate your user account with an Authorised Officer

Associate Account with an Authorised Officer

NSW Online Registry
Courts and Tribunals

Tammy Pena | Logout

Search cases New case Saved forms Payments Filing history Online Court Court Lists Probate Transcripts

Manage profile XML filing

The next steps

You have successfully registered as a delegate who will be managing or accessing cases on behalf of another Online Registry user. Before you start using secure services, you need to:

- Ask the Online Registry user for whom you will be managing cases to log in and nominate you as their delegate. You will need to provide them with your first name, surname and your Online Registry username.
- If you work for a company or legal firm, check if you need to be part of an eOrganisation. Read about [eOrganisations](#) and what you should do next.