



How to become a Landonline user: signing up or upgrading

www.landonline.govt.nz

Signing up:

How to sign up and become a Landonline user

Before filling out the online web form, have the following information on hand:

- 1. Firm's name and postal and email addresses.**
- 2. Name of the firm's Nominated Trusted Contact.** This person will receive part of the Digital Certificate code for each individual user and be the individual LINZ contacts if identity questions arise. They may be anyone within the firm and do not have to be a Landonline User).
- 3. Names and contact details of firm members that will use Landonline,** including their:
 - 🕒 date of birth
 - 🕒 Proof of Identity (Drivers Licence or Passport)
 - 🕒 email address
 - 🕒 their role eg: Certify and Sign Rights (Signing true and correct in the manual environment); preparing e-dealing (eg Legal secretary, PA).
- 4. Firm's credit card details (if paying by credit card)** – either Master Card or VISA - including name on the card, card number and expiry date. Alternatively, you can pay licence and Digital Certificate fees by cheque.
- 5. Firm's Bank details** – for creating future billing information.

With this information assembled, connect to <http://www.landonline.govt.nz/signup/what-you-need.asp> to commence the sign up process.

Upgrading:

How to upgrade to become a Landonline user

Use the same information to upgrade if you're already a Landonline user.

With the information in hand, connect to

<http://www.landonline.govt.nz/about-landonline/change-your-details/>

If you have any queries about signing up or upgrading, please call Customer Support on 0800 ONLINE (0800 665 463) – select option 4