

# Register now for *e-dealing* Training



Face to face training is provided by Landonline experts on a cost recovery basis.

To book training for your firm...

- Fill out your training requirements below and send it in to LINZ
- LINZ will supply a training quote on the cost recovery basis
- On your acceptance of the training quote your session will be confirmed

Onsite training is only one of the options open to you. Go to the Training Resources section under *e-dealing* on [www.Landonline.govt.nz](http://www.Landonline.govt.nz) to find out the other training options available. It is recommended attendees use the *e-dealing* Practise Tool before training to give an idea of what is required.

Below is an overview of what is covered in a training session. There are two types of training you could request – Full training or Certify & Sign training.

## Full *e-dealing* training

Full training comprises a comprehensive session, covering all aspects of the *e-dealing* process. Modules covered include demonstrations and practical exercises, including:

- Introduction to Landonline, *e-dealing* and the NZLS *e-dealing* Guidelines and Workflow Guidance
- Practical introduction to Workspace
- Creating an *e-dealing*
- Preparing instruments
- Releasing instruments following certifying and signing
- Submitting an *e-dealing*
- Overview of help, support and self-training tools available from LINZ.

Full training takes around two hours.

## *e-dealing* Certify & Sign training

Certify and Sign training provides an overview of the *e-dealing* process, with practical exercises focused on certifying and signing. Modules covered are:

- Introduction to Landonline, *e-dealing* and the NZLS *e-dealing* Guidelines and Workflow Guidance
- Practical introduction to Workspace
- Overview of creating an *e-dealing* and preparing instruments
- Certifying and signing instruments
- Overview of releasing instruments following certifying and signing and submitting an *e-dealing*
- Overview of help, support and self-training tools available from LINZ.

Certify and Sign *e-dealing* training takes 45 minutes.

---

## Registering for *e-dealing* training – what your firm needs to do

- Complete the training registration form enclosed in this pack, and mail or fax it back to us (contact details at the bottom of the sheet).

Please note: Before we can train you, your firm must have:

- Signed up to Landonline
- Purchased one or more *e-dealing* licence
- Completed the Warrant of Fitness process for technical/software readiness
- Ensured all users have a digital certificate before training can be confirmed.

We have also found trainees who work with a real dealing during the training session find the experience much more rewarding. Please have a dealing you are working on available for use during the training session.

If you require assistance call our expert team on **Customer Support 0800 665 463**.

---

Name of firm

---

Signature Date       /      /2007



# *e-dealing* Training Registration form

FIRM AND MAIN CONTACT DETAILS		
Firm name		
Firm's physical address		
Telephone		
Facsimile		
Trusted/Main contact	Name	Title
	Telephone	Email
Contact for e-dealing training (if different from above)	Name	Title
	Telephone	Email

**The following people are to receive FULL training:**

FULL TRAINING		CIRCLE preferred
Name		AM
Email		PM
Name		AM
Email		PM
Name		AM
Email		PM
Name		AM
Email		PM

**The following people are to receive CERTIFY & SIGN training:**

CERTIFY & SIGN TRAINING		CIRCLE preferred
Name		AM
Email		PM
Name		AM
Email		PM
Name		AM
Email		PM
Name		AM
Email		PM

**Please fax this form back to us:**

**04 460 0548**

**or mail to:**

**Freeport 203126  
Land Information New Zealand  
Private Box 5501  
Wellington**