NCAT
NSW Civil & Administrative Tribunal

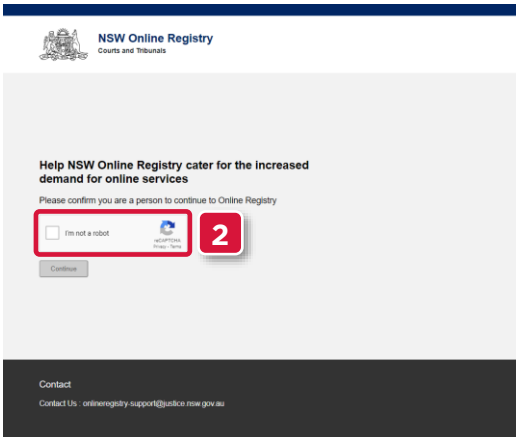
How To: Create Online Registry Account for a Legal Representative

Quick Reference Guide

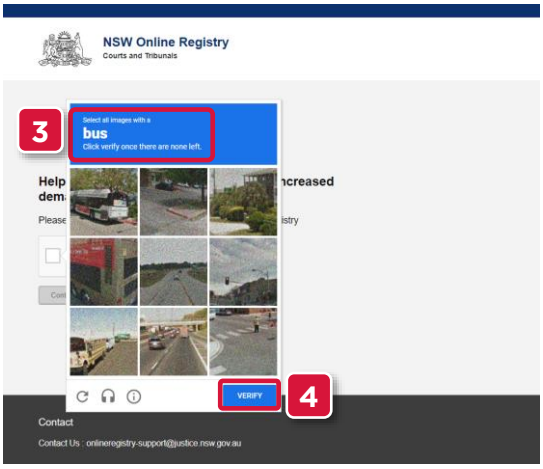
Create Online Registry Account

Complete Registration Form

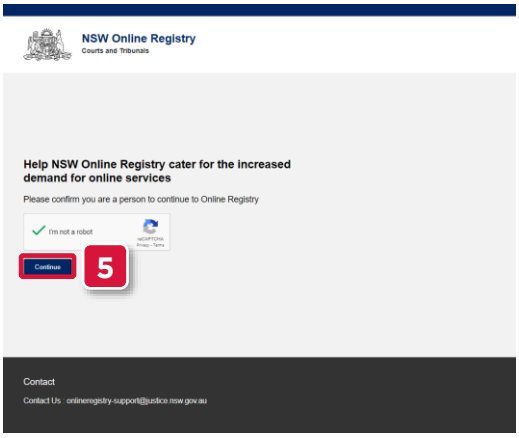
1. Go to **onlineregistry.lawlink.nsw.gov.au**
2. Select the **I'm not a robot** checkbox



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



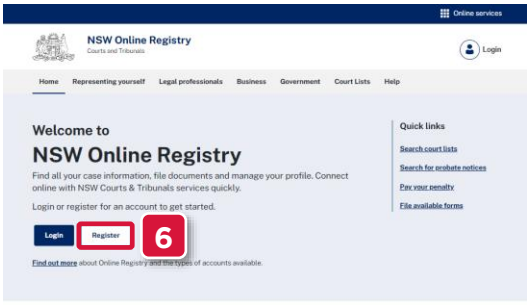
5. Click **Continue**



Create Online Registry Account

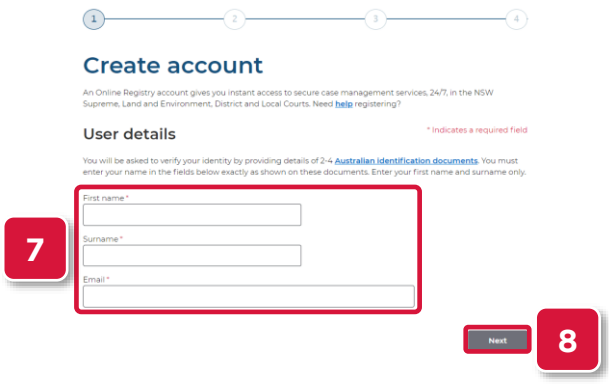
Complete Registration Form (cont')

6. Select **Register**



7. Complete the following fields:
   a. First name
   b. Surname
   c. Email

8. Click **Next**

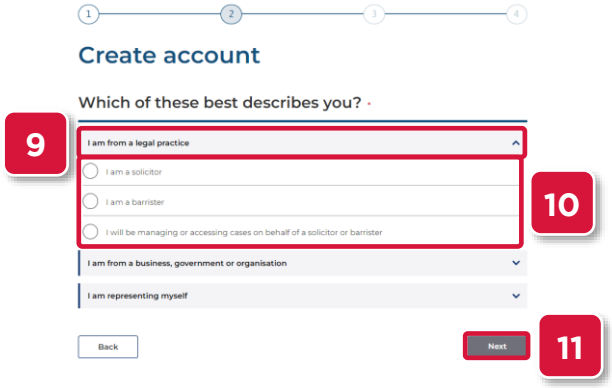


9. Select **I am from a legal practice**

10. Select an option that suits you

NOTE: In this example **I am a solicitor** will be selected

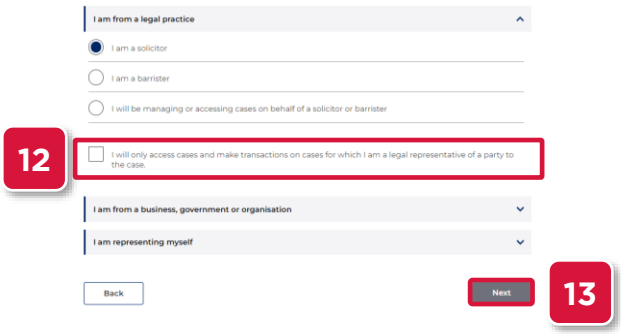
11. Click **Next**



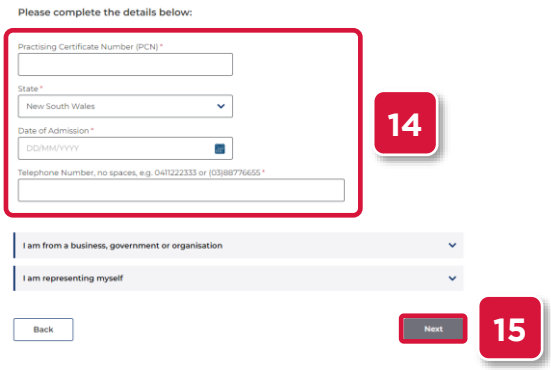
Create Online Registry Account

Complete Registration Form (cont')

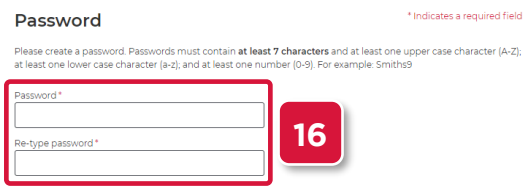
12. Select the confirmation checkbox
13. Click **Next**



14. Complete the following fields:
    a. Practising Certificate Number (PCN)
    b. State
    c. Date of Admission
    d. Telephone Number
15. Click **Next**



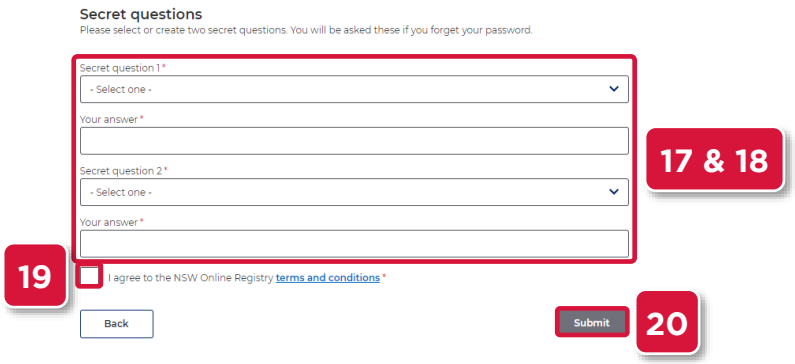
16. Enter a password for your online account



Create Online Registry Account

Complete Registration Form (cont')

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

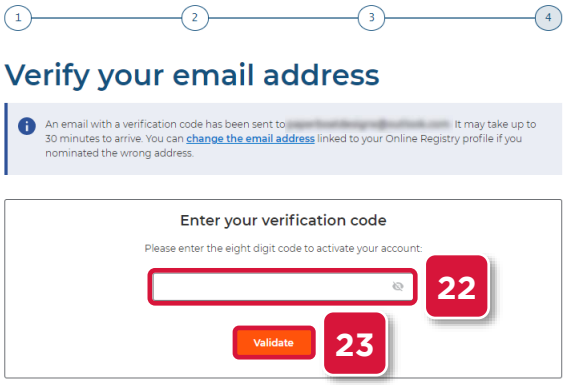


Verify Your Email Address

21. 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.

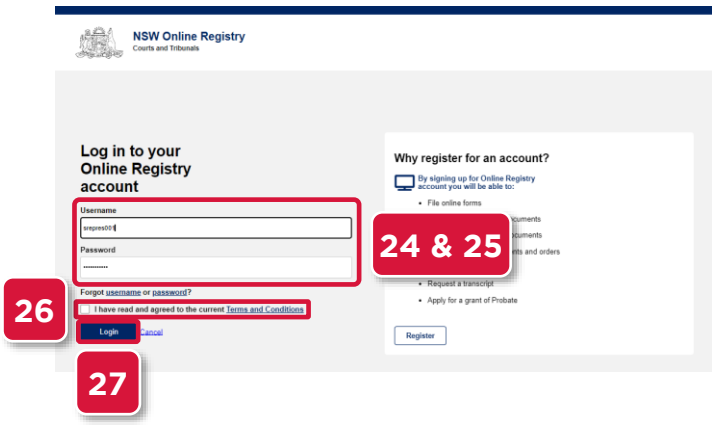
22. Enter the verification code
23. Click **Validate**



Create Online Registry Account

Verify Your Email Address (cont')

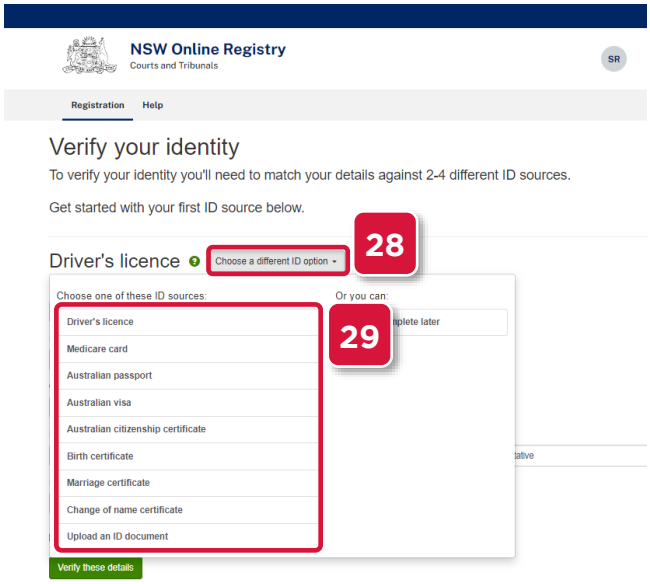
24. Enter the user name received in your email
25. Type your password
26. Select the terms and conditions checkbox
27. Click **Log In**



Verify Your Identity

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

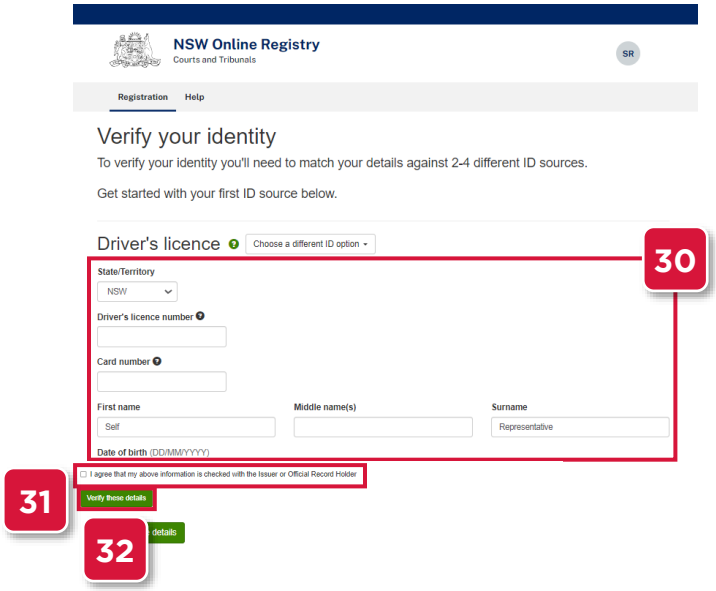
NOTE: In this example **Driver's Licence** will be shown



Create Online Registry Account

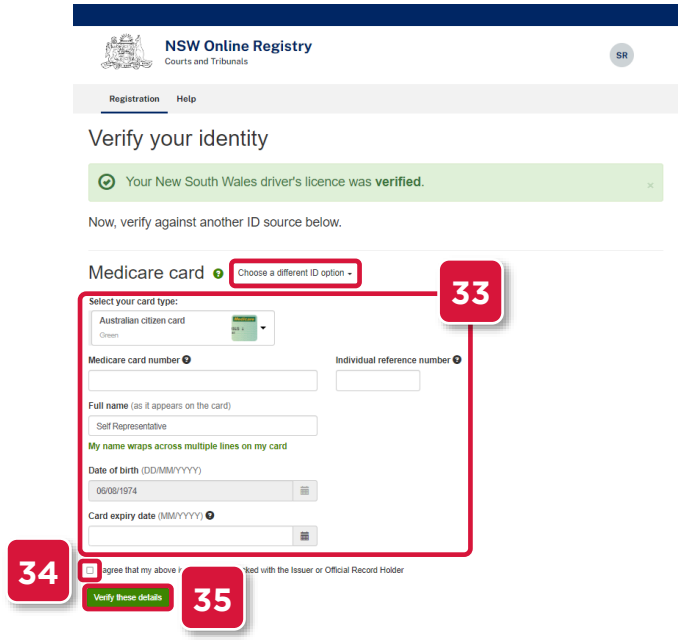
Verify Your Identity (cont')

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



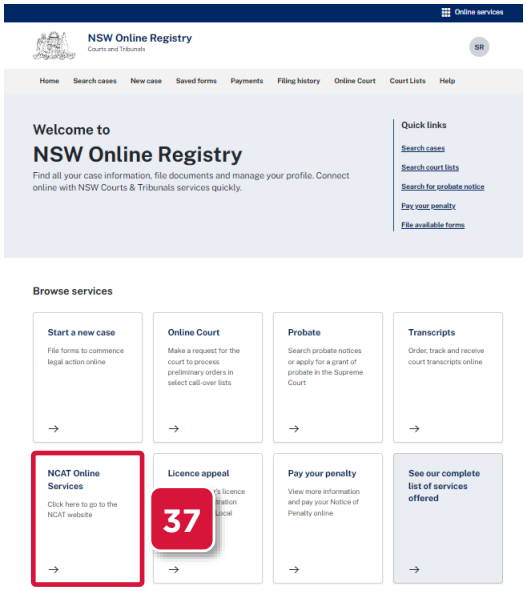
33. Repeat the steps with another form of identification
34. Select the checkbox
35. Click Verify these details

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



Create Online Registry Account

Verify Your Identity (cont')

36. Your user account has been set up

37. Select the **NCAT Online** tile