



How to Create an Online Registry eOrganisation

For litigant or legal practitioner eOrganisations

Quick Reference Guide v 1.0

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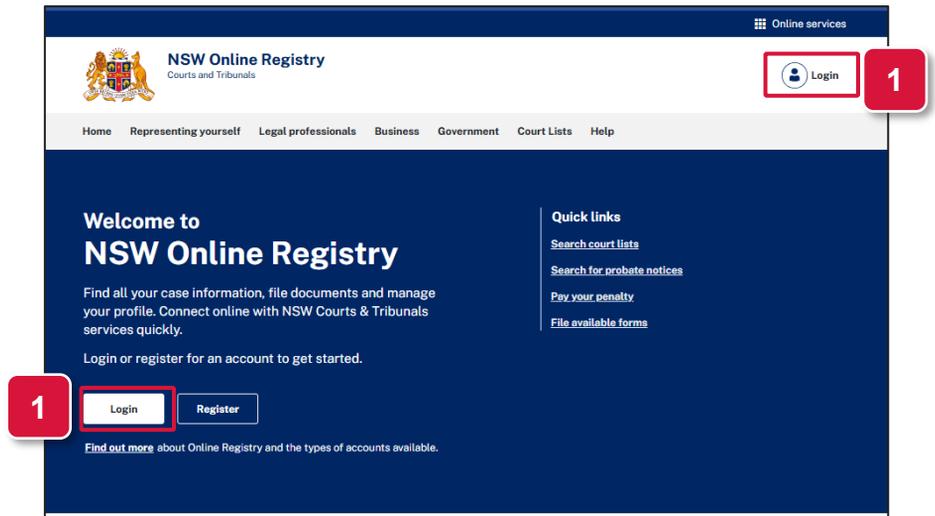
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Register an eOrganisation

Login

1. Visit the Online Registry Website homepage <https://onlineregistry.lawlink.nsw.gov.au/content/>. Select either **login**.



Login details

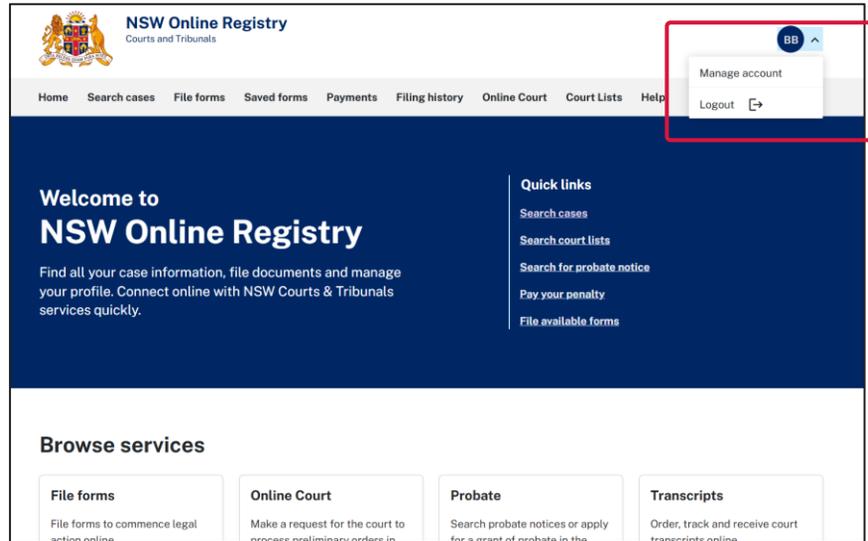
2. Enter your **Username** and **Password** to log in to your account.

The screenshot shows the login form on the NSW Online Registry website. The form is titled 'Log in to your Online Registry account'. It has two input fields: 'Username' and 'Password'. Both fields are highlighted by red boxes and red circles containing the number '2'. Below the 'Username' field, there is a radio button labeled 'Enter your username'. Below the 'Password' field, there is a 'Show' button. At the bottom of the form, there is a checkbox labeled 'I have read and agreed to the current Terms and Conditions' and two buttons: 'Login' and 'Cancel'.

Register an eOrganisation

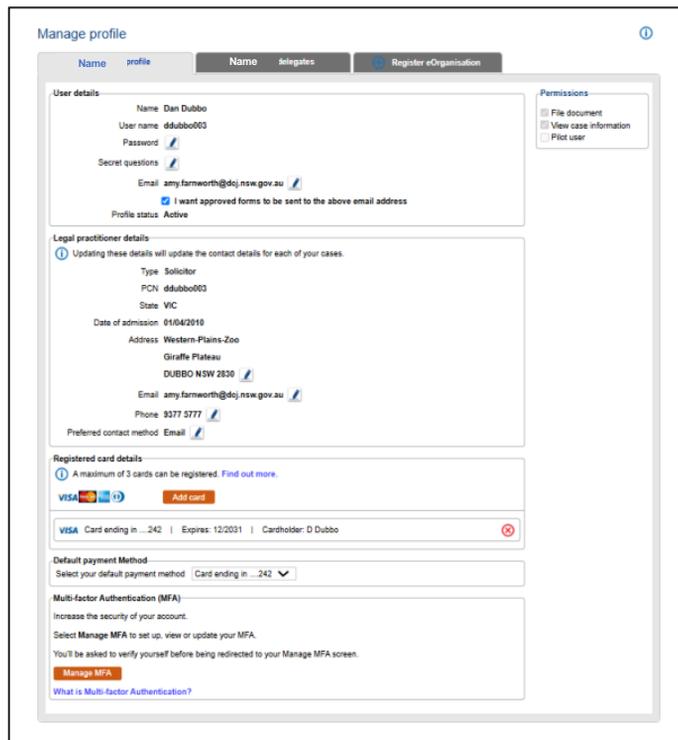
Manage account

3. Click on your initials at the top right corner. Select **Manage account**.



Register eOrganisation

4. The **Manage profile** screen is displayed. Click on the **Register eOrganisation** tab.



Register an eOrganisation

Organisation details

5. On the **Register eOrganisation** page, enter your organisation details and click **confirm**.

Register eOrganisation

 Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation](#).

*** Mandatory field**

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click **Confirm** *

ABN	<input type="text"/>	<input type="button" value="Confirm ABN"/>
ACN	<input type="text"/>	<input type="button" value="Confirm ACN"/>
Responsible legal entity name *	<input type="text"/>	
Trading as	<input type="text"/>	

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name *

eOrganisation type *

Organisation representative

Name Given name * Surname *

Job position *

Email address *

Phone number *

Enter a number with no spaces, e.g. 0411222333 or (03)88778655

Organisation address

[Show more address fields](#)

Unit

Building/Site Name

Street Number to

Street Name

Postal Delivery

Suburb/Postcode

State

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a **criminal prosecution**?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

Register an eOrganisation

eOrganisation name

6. Enter an eOrganisation name. For help on how to name your eOrganisation, follow the link in blue text: ***How to name your eOrganisation.***

Register eOrganisation

Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation.](#)

* Mandatory field

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click **Confirm** *

ABN

ACN

Responsible legal entity name*

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation.](#)

eOrganisation name*

eOrganisation type*

Organisation representative

Name Given name* Surname*

Job position*

Email address*

Phone number*

Enter a number with no spaces, e.g. 0411222333 or (03)88778655

Organisation address

[Show more address fields](#)

Unit Level

Building/Site Name

Street Number to

Street Name

Type Number

Postal Delivery Post Office Box

Suburb/Postcode

State

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a **criminal prosecution**?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

Register an eOrganisation

eOrganisation type

7. Select the type of your eOrganisation:

- Legal practitioners or delegates of solicitors select the **Legal Practitioner eOrganisation** type
- Non-legal entities managing their matters in-house (e.g. union or government agency) select the **Litigant eOrganisation** type.

Register eOrganisation

i Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation](#).

* Mandatory field

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click Confirm *

ABN

ACN

Responsible legal entity name*

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name*

eOrganisation type*

Organisation representative

Name

Job position

Email address

Phone number

Enter a number with no spaces, e.g. 0411222333 or (03)88776655

Organisation address

Show more address fields

Unit

Building/Site Name

Street Number to

Street Name

Postal Delivery

Suburb/Postcode

State

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a **criminal prosecution**?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

Register an eOrganisation

Authorised person

8. Enter the details of the authorised person representing the organisation.

Register eOrganisation

i Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation](#).

*** Mandatory field**

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click **Confirm** *

ABN **Confirm ABN**

ACN **Confirm ACN**

Responsible legal entity name *

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name *

eOrganisation type * **Select Type**

Organisation representative

Given name * Surname *

Name

Job position *

Email address *

Phone number *

Enter a number with no spaces, e.g. 0411222333 or (03)88778855

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Organisation address

[Show more address fields](#)

Unit Level

Building/Site Name

Street Number to

Street Name

Type Number

Postal Delivery **Post Office Box**

Suburb/Postcode **i**

State **New South Wales**

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a **criminal prosecution**?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

Register an eOrganisation

Organisation address

9. Enter the organisation's street address and postal address details.

Register eOrganisation

i Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation](#).

*** Mandatory field**

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click **Confirm** *

ABN **Confirm ABN**

ACN **Confirm ACN**

Responsible legal entity name *

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name *

eOrganisation type * **Select Type**

Organisation representative

Name **Given name *** **Surname ***

Job position *

Email address *

Phone number *

Enter a number with no spaces, e.g. 0411222333 or (03)88778655

Organisation address

Show more address fields

Unit Level

Building/Site Name

Street Number to

Street Name

Postal Delivery **Type** **Number**

Suburb/Postcode **i**

State

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a **criminal prosecution**?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

9

Register an eOrganisation

Criminal prosecution

10. Do not tick the checkbox asking if the registration is in relation to a criminal prosecution. eOrganisations can file documents for both civil and criminal matters.

Register eOrganisation

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* Mandatory field

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click Confirm *

ABN

ACN

Responsible legal entity name*

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name*

eOrganisation type*

Organisation representative

Given name* Surname*

Name

Job position*

Email address*

Phone number*

Enter a number with no spaces, e.g. 0411222333 or (03)88778855

Organisation address

Show more address fields

Unit Level

Building/Site Name

Street Number to

Street Name

Type Number

Postal Delivery

Suburb/Postcode

State

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a criminal prosecution? **10**

To complete the registration process your Organisation must accept the terms of [Registration of an eOrganisation](#).

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice. *

Register an eOrganisation

Accepting terms

11. Accept the terms of registration and click **Register**.

Register eOrganisation

i Before you start, please check whether an eOrganisation has already been created for your organisation. It may have been done in the past. If you need help completing this page, go to [FAQs about registering an eOrganisation](#).

*** Mandatory field**

Organisation details

Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click Confirm *

ABN

ACN

Responsible legal entity name*

Trading as

How would you like your organisation named in the Online Registry? If you need help, go to [How to name your eOrganisation](#).

eOrganisation name*

eOrganisation type*

Organisation representative

Given name* Surname*

Name

Job position*

Email address*

Phone number*

Enter a number with no spaces, e.g. 0411222333 or (03)88776655

Organisation address

[Show more address fields](#)

Unit Level

Building/Site Name

Street Number to

Street Name

Type Number

Postal Delivery

Suburb/Postcode

State

Australia

Additional information

The following information will help us complete the registration of this eOrganisation.

Is this registration relating to commencing a [criminal prosecution](#)?

To complete the registration process your Organisation must accept the terms of registration of an eOrganisation.

I understand and I am authorised to accept the [terms of registration](#) on behalf of my Organisation. *

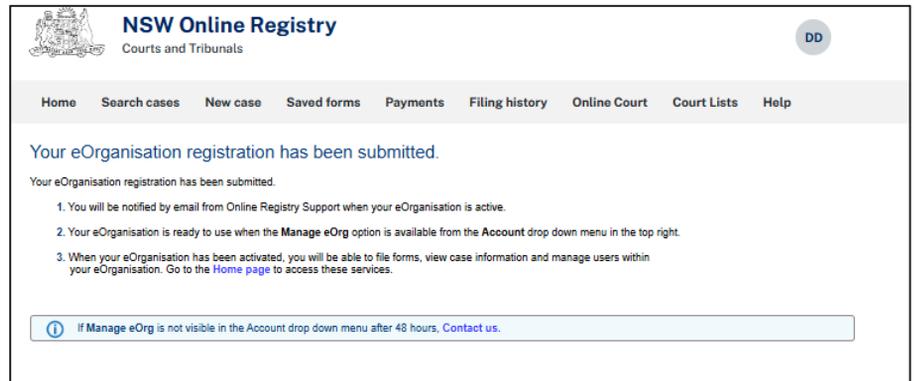
I confirm that I am duly authorised by this organisation to act on its behalf. *

I agree to produce a letter of authority from this organisation at any time if requested by the Department of Communities and Justice.

Register an eOrganisation

Registration submission is complete

12. After clicking **Register**, the following screen is displayed indicating that your submission has been successful.



The screenshot shows the NSW Online Registry interface. At the top left is the NSW Government crest. The page title is "NSW Online Registry" with the subtitle "Courts and Tribunals". A user profile icon labeled "DD" is in the top right. A navigation menu includes: Home, Search cases, New case, Saved forms, Payments, Filing history, Online Court, Court Lists, and Help. The main content area displays the message: "Your eOrganisation registration has been submitted." Below this, it states "Your eOrganisation registration has been submitted." and provides three numbered instructions: 1. You will be notified by email from Online Registry Support when your eOrganisation is active. 2. Your eOrganisation is ready to use when the **Manage eOrg** option is available from the **Account** drop down menu in the top right. 3. When your eOrganisation has been activated, you will be able to file forms, view case information and manage users within your eOrganisation. Go to the [Home page](#) to access these services. At the bottom, there is a light blue callout box with an information icon and the text: "If **Manage eOrg** is not visible in the Account drop down menu after 48 hours, [Contact us](#)."

Register an eOrganisation

Manage eOrg option

12. The **Manage eOrg** option should be visible from the account drop down menu at the top right corner of the screen.

