



# How to Create an Online Registry eOrganisation

For litigant or legal practitioner eOrganisations

Quick Reference Guide v 1.0

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Accepting terms

Registration submission is complete

Manage eOrg option



1.

Login

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



#### Login details

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





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.





5.

Organisation details

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

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Job position*	
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	Enter a number with no spaces, e.g. 0411222333 of (03)66170033
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Show more address fields	
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Unit	Australia
Additional information	
The following information will help	us complete the registration of this eOrganisation.
Is this registration relating to co	ommencing a criminal prosecution?
	your Organisation must accept the terms of registration of an eOrganisation.
complete the registration process	
complete the registration process	
complete the registration process	t to accept the terms of registration on behalf of my Organisation. *



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.* 

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Mandatory field	
Organisation details	
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ACN	Confirm ACN
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Job position*	
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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 inhouse (e.g. union or government agency) select the **Litigant eOrganisation type**.

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*       Confirm ACN         Trading as       Confirm ACN         How would you like your organisation named in the Online Registry? If you need help, go to How to name your eOrganisation.         eOrganisation name*       Select Type         organisation representative       Legal Practitioner         Job position       Enter a number with no spaces, e.g. 0411222333 or (03)88778656         Organisation address       Enter a number with no spaces, e.g. 0411222333 or (03)88778656         Organisation address       Init       Level         Store Number       to       To	
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Is this registration relation to commencing a criminal prosecution?	
o 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. *	



Authorised person

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

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Organisation details	
Enter an Australian Business Numl	eer (ABN) or Australian Company Number (ACN) and click Confirm *
ABN	Confirm ABN
ACN	Confirm ACN
Responsible legal entity name*	
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Organisation address

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

and any new	
Ornanisation details	
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Is this registration relating to com	mencing a criminal prosecution?
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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.

Advances       Organisation details         Enter an Australian Business Number (ABN) or Australian Company Number (ACN) and click Confirm *         ABN       Confirm ABN         ACN       Confirm ABN         Confirm ABN       Confirm ACN         Responsible legal entry or ganisation name*       Confirm ACN         Building/Site Name       Confirm ABN         Street Name       To Confire ABN         Street Name       Number         Street Name       Xustralia         Additional information       Australia         Additional info	ase check whether an eOrganisation has already been created for your organisation. It may have been done in the npleting this page, go to FAQs about registering an eOrganisation.	e past.
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Accepting terms

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

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Registration submission is complete

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





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.



