NSW GOVERNMENT

# How to create an Online Registry Website account

## For an Authorised Officer of an Industrial Organisation (union, employer association)

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## Quick reference guide v 1.0

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# Registration Scenarios table

This guide is applicable for an authorised officer who is representing an industrial organisation.

The following table lists the questions you must answer during the registration process for various user types in the Online Registry Website.

| Question 1 | Question 2 | Question 3 | User Type | IRC Example |
|---|---|---|---|---|
| I am from a legal practice | I am a solicitor on record | | Legal practitioner | |
| | I am a barrister | | Legal practitioner | |
| | I will be managing or accessing cases on behalf of a solicitor or barrister | | **Delegate** of a legal practitioner | A paralegal in a law practice |
| I am from a business, government or organisation | I work for a proprietary company or other organisation<br>Q: Which of these best describes you? | I am a director of a company | Authorised officer | |
| | | I am authorised to manage cases on behalf of a company or organisation | Authorised officer | Industrial officer |
| | | I am an employee accessing cases on behalf of a director or authorised person | **Delegate** of an authorised officer | Delegate of an authorised officer of an industrial organisation |
| | | I am a real estate agent, strata manager or on-site residential property manager acting on behalf of a client | N/A | N/A |
| | I am an owner or partner of a business that is not a proprietary company<br>Q: Which option best describes your position in that company? | I am a sole trader | Litigant | |
| | | I am a partner in a business | Litigant | |
| | | I am a real estate agent, strata manager or on-site residential property manager acting on behalf of a client | N/A | N/A |
| | I work for a Local, State or Commonwealth government agency<br>Q: Which option best describes your position in that agency? | I am an authorised officer | Authorised officer | Officer with delegated authority from a Government Agency |
| I am representing myself | I am an individual representing myself | | Litigant | An individual lodging an unfair dismissal application |
| | I am a sole trader | | Litigant | |
| | I am a partner in a business that is not a proprietary company | | Litigant | |

# Online Registry Website user types

## What type of user?

You will need to indicate what type of user you are. There are four types of users:

- Self-represented litigant
- Legal practitioner
- **Authorised Officer**
- Delegate

Follow the prompts to select your user type.

More information is available here.

## Step by step guide

There is a step-by-step Quick Reference Guide for each of the following registration scenarios:

- I am a self-represented Litigant
- **I am an Authorised Officer of an Industrial Organisation (union, employer association)**
- I am an authorised officer for a Government agency
- I am a director of a company
- I am legal practitioner
- I am a delegate for a legal practitioner
- I am a delegate for an authorised officer
- I am an owner of or partner in a business
- Register an eOrganisation



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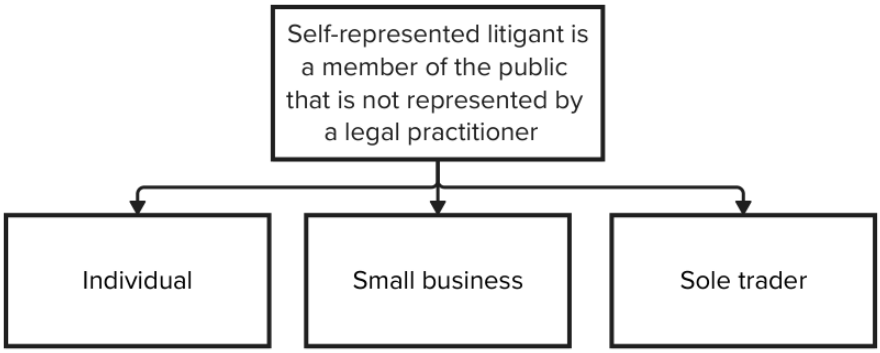
# Online Registry Website user types

## Self-represented litigant

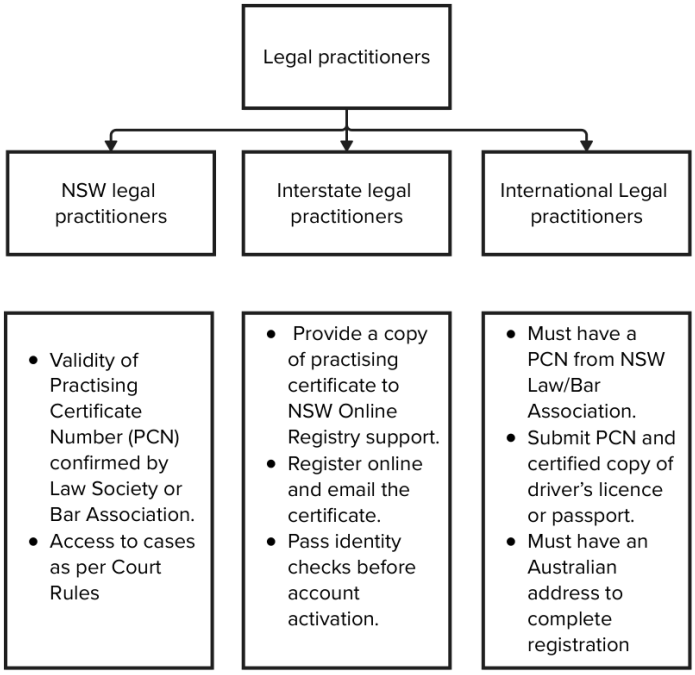
A self-represented litigant user type can file and view cases online




## Legal practitioner

A legal practitioner user type can:

- View case information and filing history
- Download documents
- Download invoices filed in the previous two months

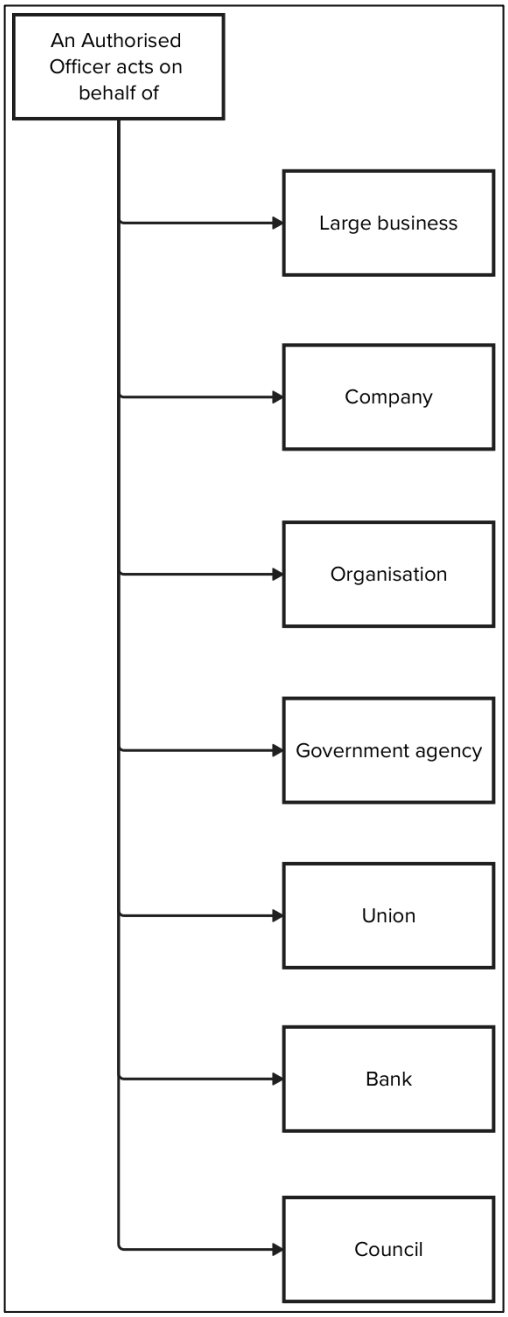


# Online Registry Website user types

## Authorised officer

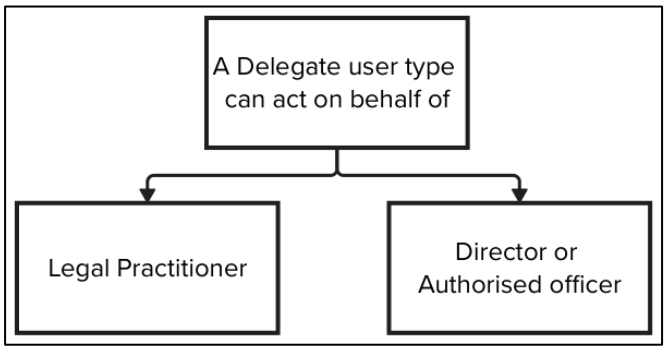
An Authorised Officer can:

- View case information and filing history
- Download documents
- Download invoices filed in the previous two months



# Online Registry Website user types

## Delegate




Register as a Delegate to file on behalf of a legal practitioner or an authorised officer. The Delegate registration process is simpler and does not require ID verification. You must be added by your delegator before you can file on their behalf.

There are two registration scenarios for a delegate (see Registration scenarios table).

1- You can be assigned as a delegate for:

- Litigants
- Legal Practitioners

To complete the process, the delegator must assign you as a delegate from their Online Registry Website account.

2- You can be assigned as a delegate within an organisation for:

- Legal Practitioners
- Authorised Officers (AO)

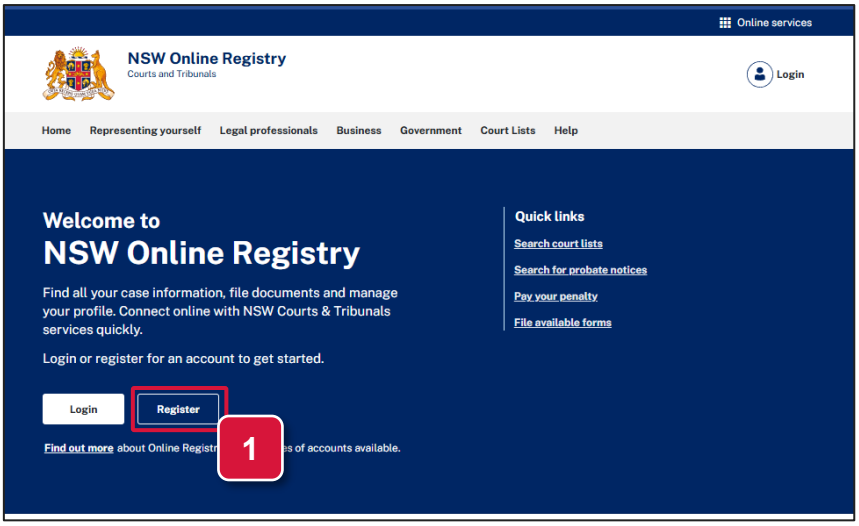
The eOrganisation Admin, AO, or legal practitioner must add you to the eOrganisation.

The eOrganisation Admin can assign you as a delegate to a specific person or the delegator will assign you from their account.

# Create an Online Registry Website account

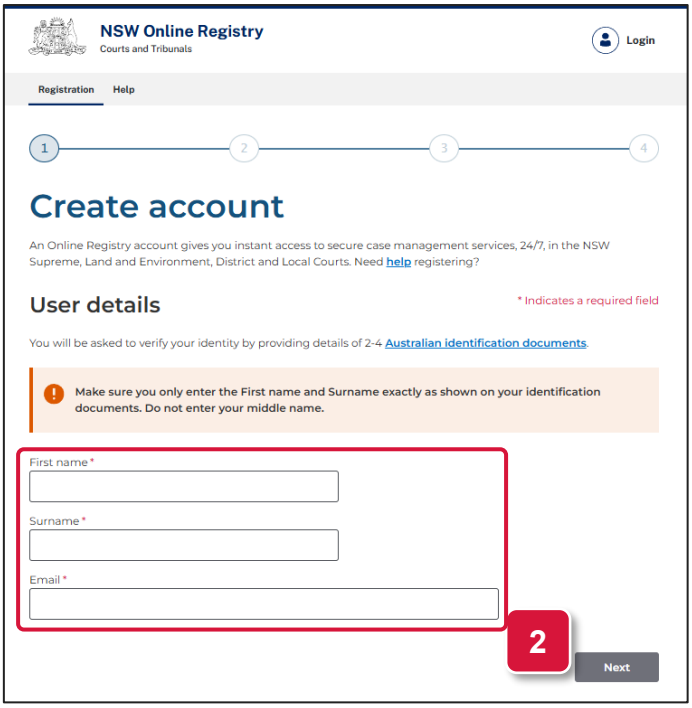
## Register

1 Visit the Online Registry Website homepage https://onlineregistry.lawlink.nsw.gov.au/content/. Select ***Register***.




## Create account

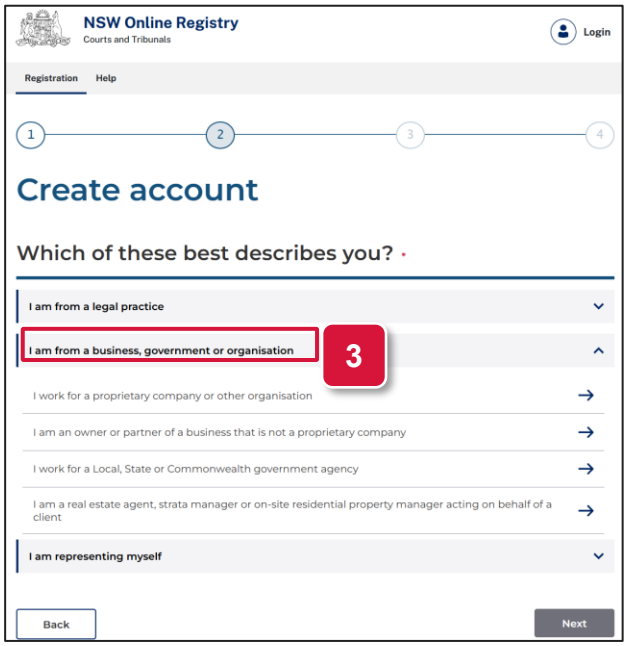
2 The **Create Account** page will appear. Enter your details



# Create an Online Registry account

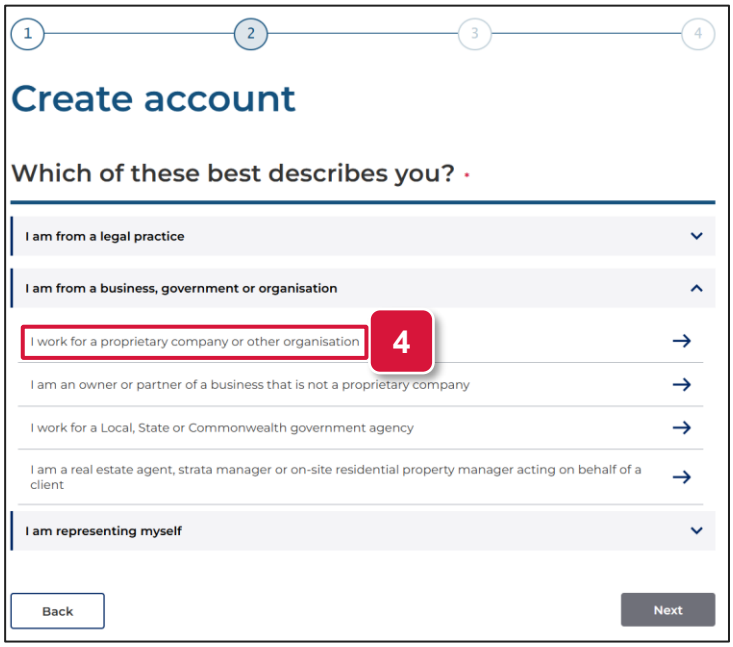
## Business, government or organisation

3 If you are an Authorised officer for an industrial organisation (union, employer association), select ***I am from a business, government or organisation***. Four more options will be displayed




## Proprietary company or organisation

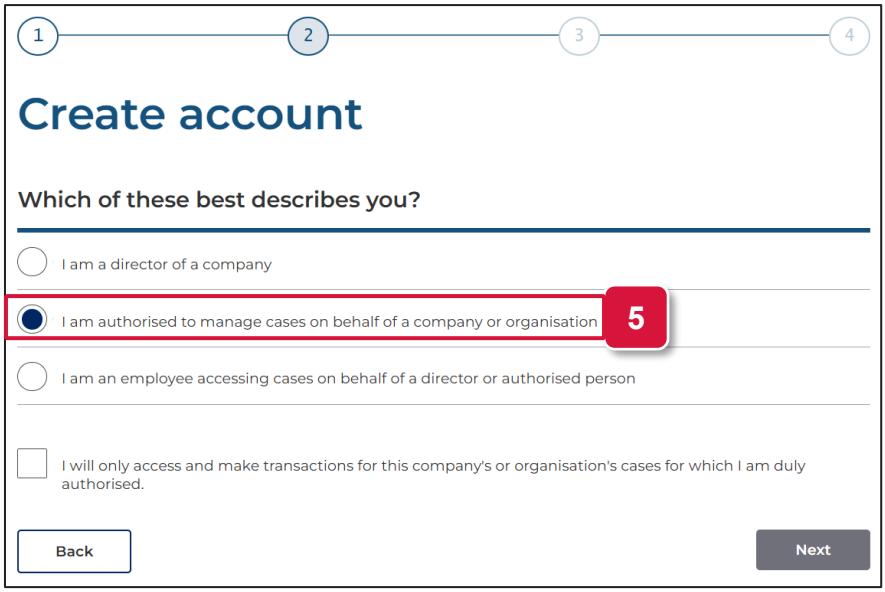
4 Select ***I work for a proprietary company or other organisation***.



# Create an Online Registry account

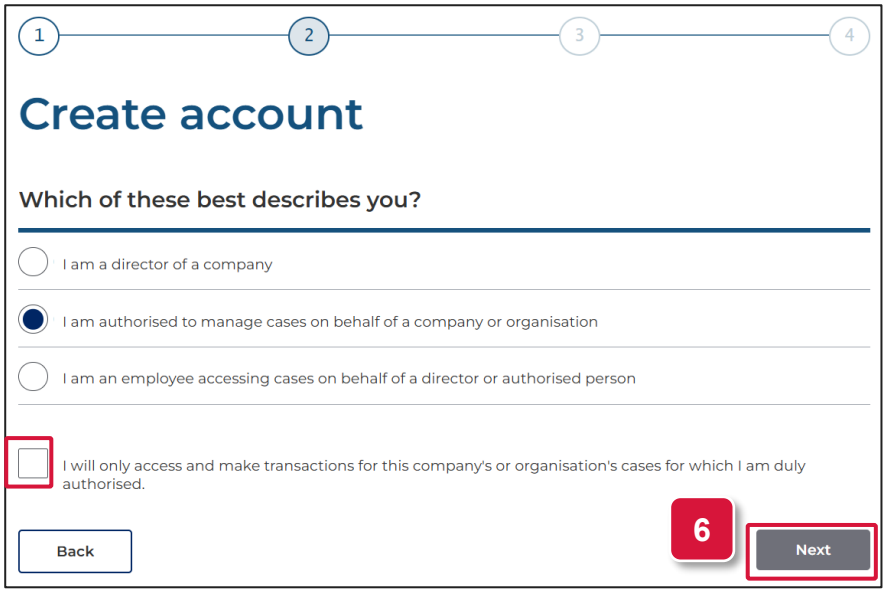
## Authorised person

5 If you are an Authorised Officer, select ***I am authorised to manage cases on behalf of a company or organisation***.




## Agree to terms

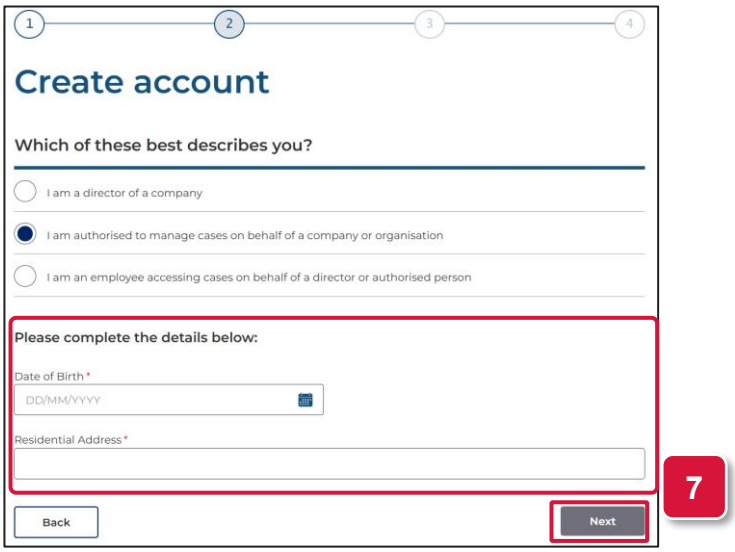
6 Tick the box to agree to terms and click ***Next***.



# Create an Online Registry account

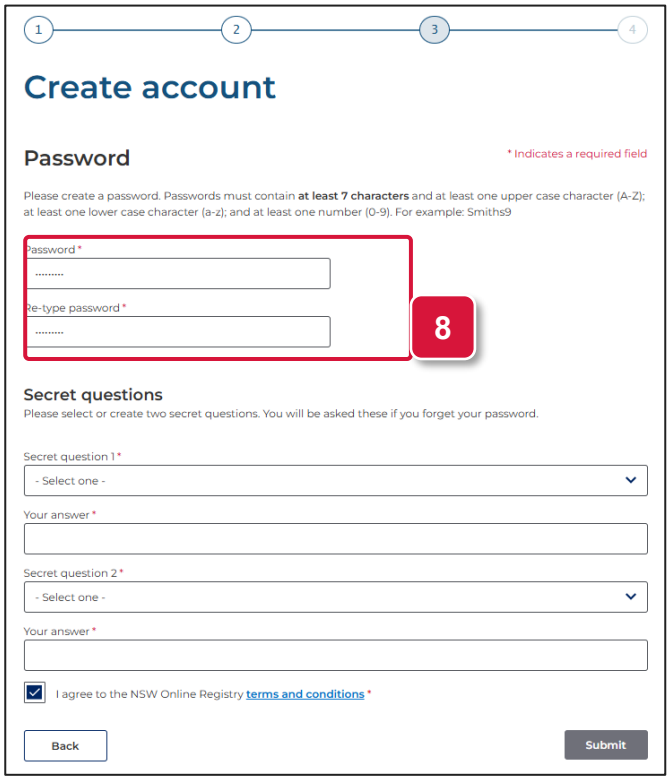
## Personal details

**7** After selecting an option, you will be prompted to enter your personal details. Enter your details and click ***Next***.




## Create a password

**8** Type in a password and re-type to confirm.

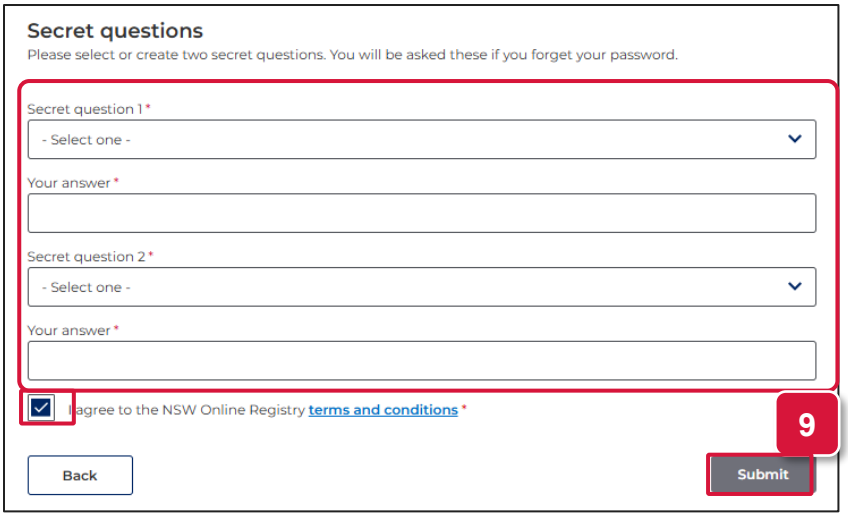


# Create an Online Registry account

## Secret questions

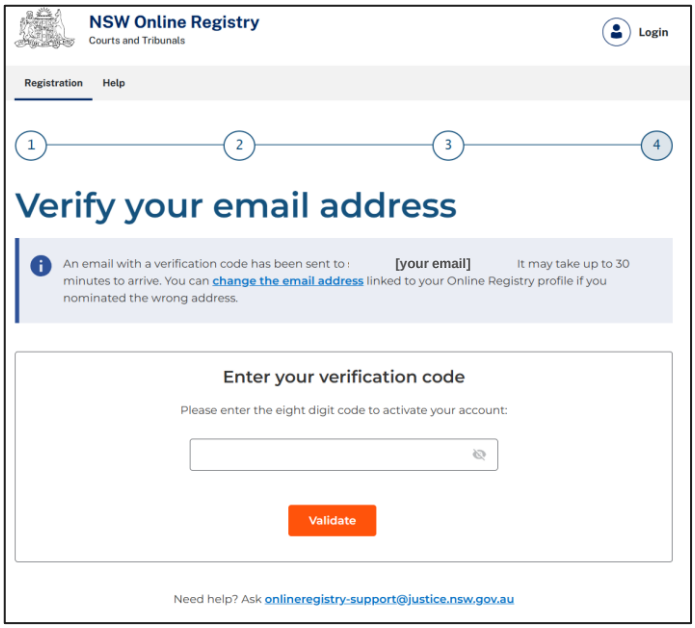
9 After creating your password, select two secret questions from the drop-down menus and enter your answers in the text fields. Secret questions are used if you ever forget your password.

Once you have entered your secret questions, tick the acknowledgement box and click ***submit***.




## Verify email

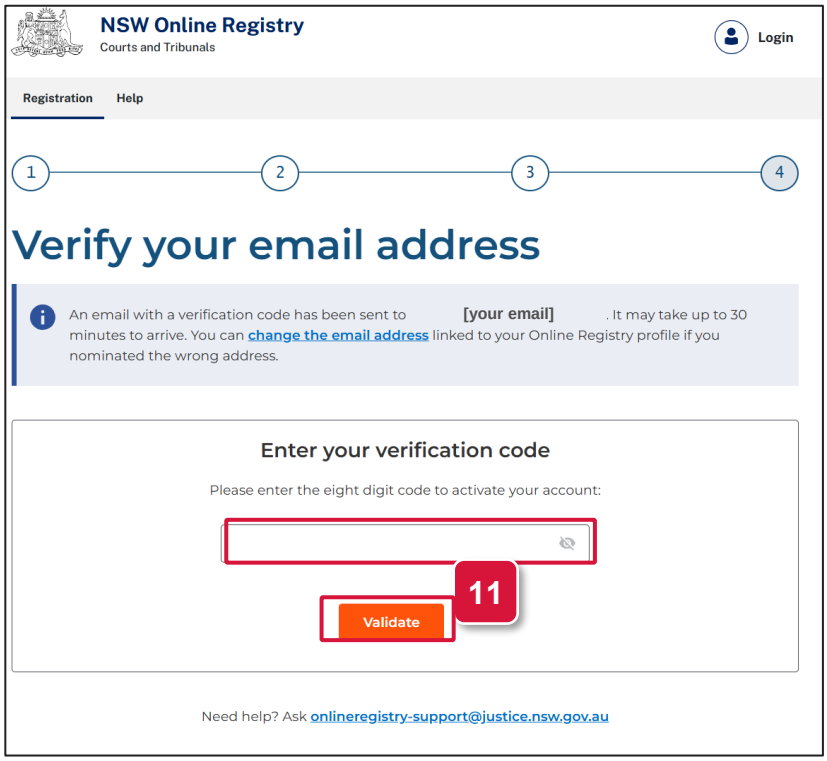
10 The following validation screen appears after you click submit in the previous step. You will receive an email with a verification code.



# Create an Online Registry account

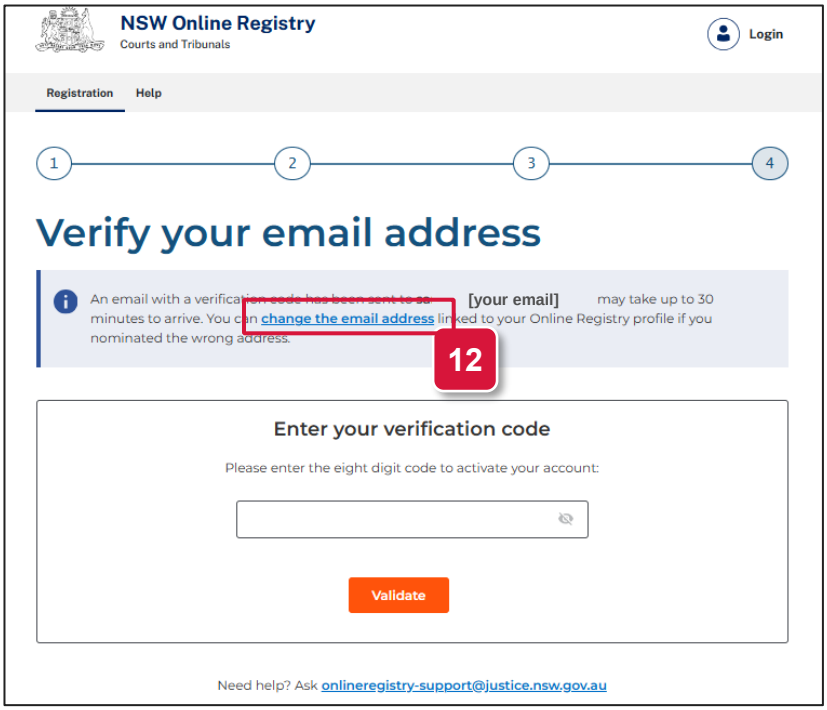
## Validate

11 Enter the six-digit verification code you received via email and select ***Validate***.




## Change email

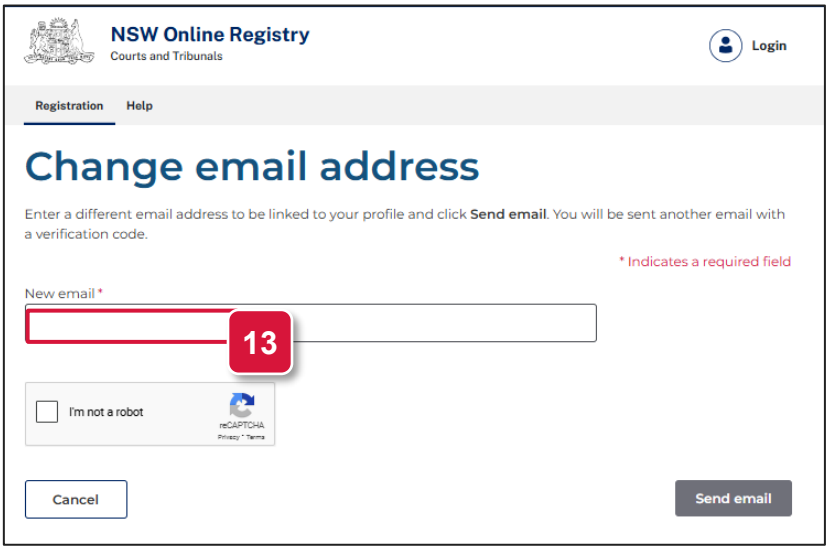
12 If you wish to change your email address, select ***change the email address.*** You will then need to repeat step 11.



# Create an Online Registry account

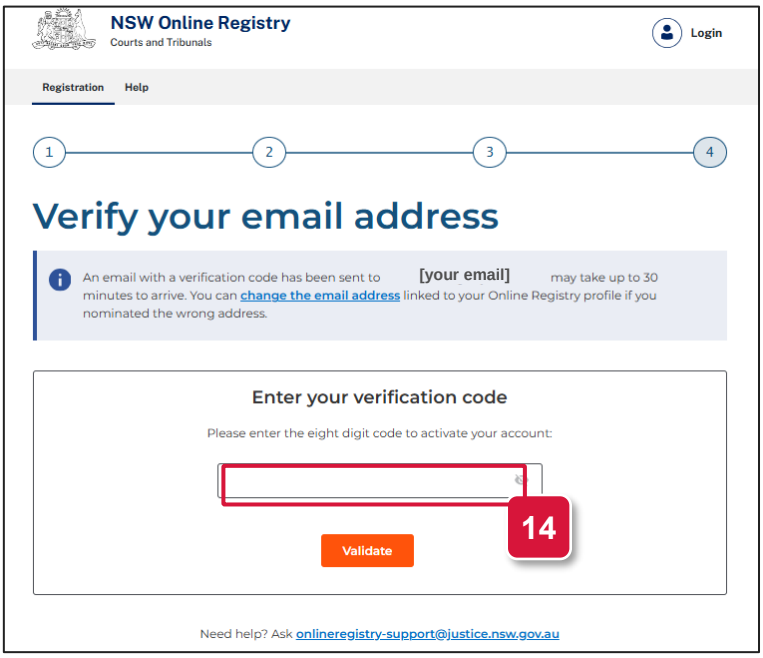
## New email

13 If you have chosen to change your email address in step 12, a new window will prompt you to enter the ***new email*** address. Click ***Send email*** to receive a new verification email




## Validate with new email

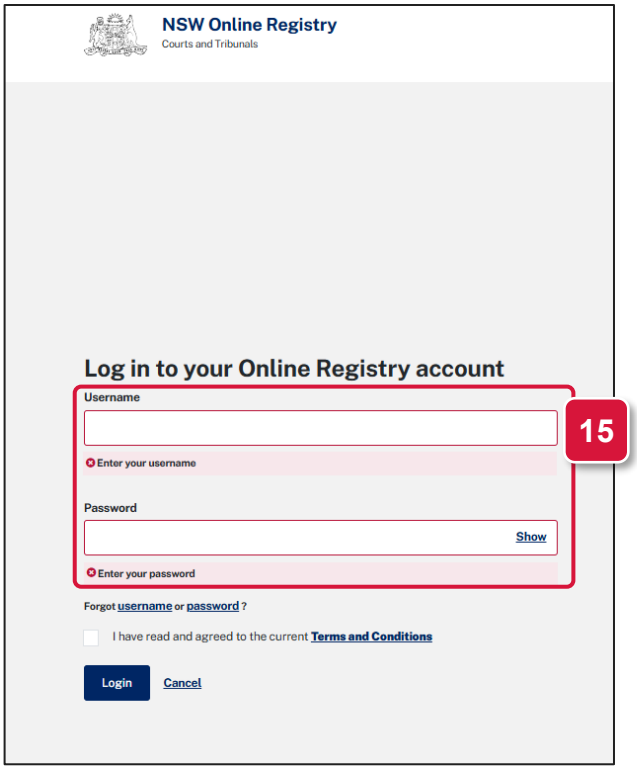
14 Enter the six-digit verification code you have received via email and click ***Validate***.



# Create an Online Registry account

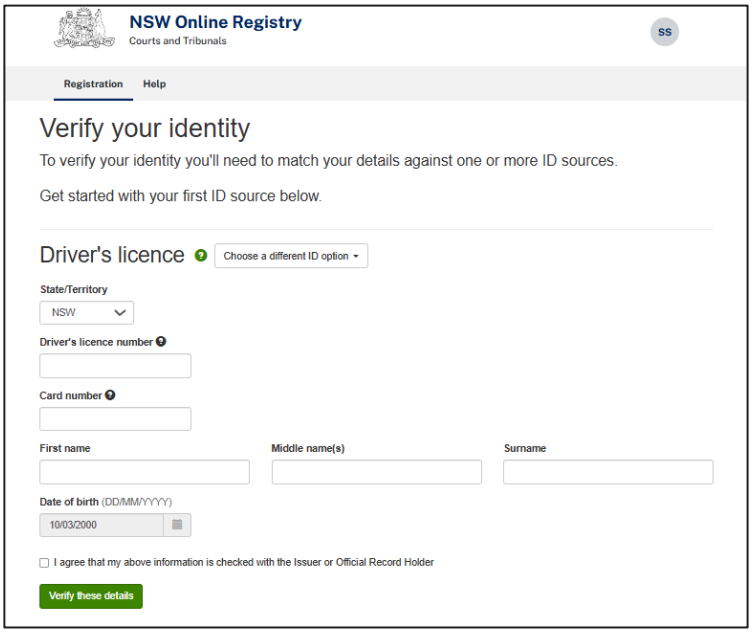
## Login to your new account

15 After validating your email address, the login window is displayed. Enter your account credentials to access your newly created account




## Verify your identity

16 Upon successful login, you will be prompted to verify your identity with relevant identification. Follow the prompts to complete your identification verification.



# Create an Online Registry account

## Setup MFA

17 After ID verification is successfully complete, log in to your Online Registry account with your username and password. The MFA set up page will be displayed.

MFA is one of the most effective ways to protect your valuable information and accounts against unauthorised access.

To assist you in setting up MFA, follow the step by step instruction in the “How to set up Multi-factor Authentication (MFA)” quick reference guide.

## Registration is complete

18 When MFA setup is complete your account is ready to use and to login anytime using your username and password.

Note: You need to be added to your eOrganisation to be able to file on behalf of your organisation.
You can refer to “How to register an eOrganisation” quick reference guide for more information.



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