



NCAT
NSW Civil &
Administrative
Tribunal



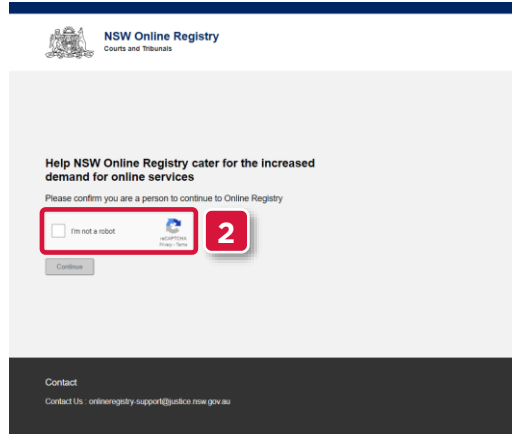
How To: Register to Represent Yourself

Quick Reference Guide

Create Online Registry Account

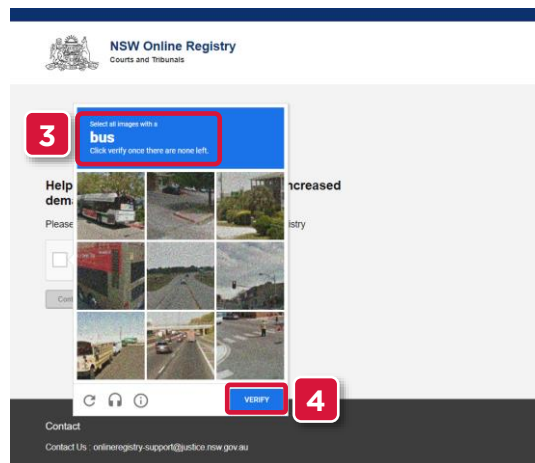
Complete Registration Form

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



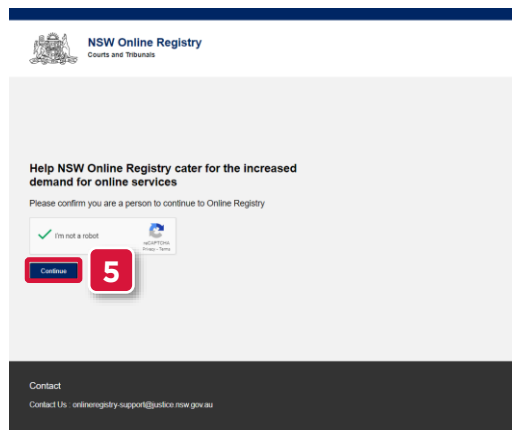
The screenshot shows the NSW Online Registry logo at the top. Below it, the text reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". There is a checkbox labeled "I'm not a robot" which is highlighted with a red box and a red number 2. To the right of the checkbox is a reCAPTCHA logo. Below the checkbox is a "Continue" button. At the bottom, there is a "Contact" section with the email address "onlineregistry.support@justice.nsw.gov.au".

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



The screenshot shows the NSW Online Registry logo at the top. Below it, the text reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". There is a checkbox labeled "I'm not a robot" which is highlighted with a red box and a red number 3. To the right of the checkbox is a reCAPTCHA logo. Below the checkbox is a "Continue" button. At the bottom, there is a "Contact" section with the email address "onlineregistry.support@justice.nsw.gov.au".

5. Click **Continue**

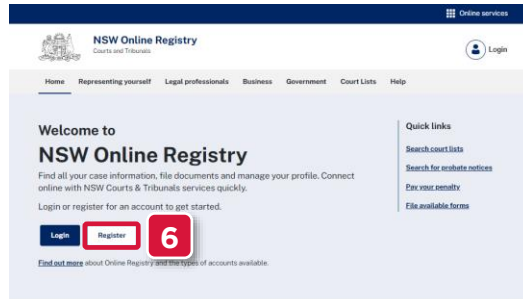


The screenshot shows the NSW Online Registry logo at the top. Below it, the text reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". There is a checkbox labeled "I'm not a robot" which is checked and highlighted with a red box and a red number 5. To the right of the checkbox is a reCAPTCHA logo. Below the checkbox is a "Continue" button. At the bottom, there is a "Contact" section with the email address "onlineregistry.support@justice.nsw.gov.au".

Create Online Registry Account

Complete Registration Form (cont')

6. Select **Register**



7. Complete the following fields:

- First name
- Surname
- Email

8. Click **Next**

The screenshot shows the "Create account" form. At the top, there is a progress indicator with four steps: 1, 2, 3, and 4. Below the progress indicator, the title "Create account" is displayed. A sub-header "User details" is followed by a note: "You will be asked to verify your identity by providing details of 2-4 Australian identification documents. You must enter your name in the fields below exactly as shown on these documents. Enter your first name and surname only." There are three input fields: "First name*", "Surname*", and "Email*". The "First name" field is highlighted with a red box and a red circle containing the number 7. Below the input fields, there is a "Next" button, which is highlighted with a red box and a red circle containing the number 8.

9. Select **I am representing myself**

10. Select an option that suits you

NOTE: In this example **I am an individual representing myself** will be selected

11. Click **Next**

The screenshot shows the "Create account" form. At the top, there is a progress indicator with four steps: 1, 2, 3, and 4. Below the progress indicator, the title "Create account" is displayed. A sub-header "Which of these best describes you?" is followed by a dropdown menu. The dropdown menu is open, showing three options: "I am from a legal practice", "I am from a business, government or organisation", and "I am representing myself". The "I am representing myself" option is highlighted with a red box and a red circle containing the number 9. Below the dropdown menu, there are three radio button options: "I am an individual representing myself", "I am a sole trader", and "I am a partner in a business that is not a proprietary company". The "I am an individual representing myself" option is selected. Below the radio button options, there is a "Next" button, which is highlighted with a red box and a red circle containing the number 11.

Create Online Registry Account

Complete Registration Form (cont')

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

I am representing myself

I am an individual representing myself

I am a sole trader

I am a partner in a business that is not a proprietary company

I will only access cases and make transactions on cases for which I am a party to the case (including as a sole trader or small business owner).

Back Next

14. Complete the following fields:
 - a. Date of Birth
 - b. Residential Address
15. Click **Next**

Please complete the details below:

Date of Birth*
DD/MM/YYYY

Residential Address*

Back Next

16. Enter a password for your online account

Password * Indicates a required field

Please create a password. Passwords must contain at least 7 characters and at least one upper case character (A-Z), at least one lower case character (a-z), and at least one number (0-9). For example: Smiths9

Password*

Re-type password*

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**

Secret questions

Please select or create two secret questions. You will be asked these if you forget your password.

Secret question 1*
- Select one -

Your answer*

Secret question 2*
- Select one -

Your answer*

I agree to the NSW Online Registry [terms and conditions](#)*

Back Submit

Create Online Registry Account

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**

1 — 2 — 3 — 4

Verify your email address

i An email with a verification code has been sent to [redacted]. It may take up to 30 minutes to arrive. You can [change the email address](#) linked to your Online Registry profile if you nominated the wrong address.

Enter your verification code

Please enter the eight digit code to activate your account:

Validate 23

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

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Courts and Tribunals

Log in to your Online Registry account

Username
[input field]

Password
[input field]

Forget username or password?

I have read and agreed to the current [Terms and Conditions](#)

Log In Cancel

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Why register for an account?

By signing up for Online Registry account you will be able to:

- File online forms
- Request a transcript
- Apply for a grant of Probate

Register

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Create Online Registry Account

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

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Courts and Tribunals

Registration Help

Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.
Get started with your first ID source below.

Driver's licence 28

Choose one of these ID sources:

- Driver's licence 29
- Medicare card
- Australian passport
- Australian visa
- Australian citizenship certificate
- Birth certificate
- Marriage certificate
- Change of name certificate
- Upload an ID document

Or you can:

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

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Registration Help

Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.
Get started with your first ID source below.

Driver's licence 30

State/Territory
NSW

Driver's licence number

Card number

First name Middle name(s) Surname
Self Representative

Date of birth (DD/MM/YYYY)

I agree that my above information is checked with the Issuer or Official Record Holder 31

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Create Online Registry Account

Verify Your Identity (cont')

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

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Courts and Tribunals

Registration Help

Verify your identity

✔ Your New South Wales driver's licence was **verified**.

Now, verify against another ID source below.

Medicare card Choose a different ID option - **33**

Select your card type:
Australian citizen card
Green

Medicare card number Individual reference number

Full name (as it appears on the card)
Self Representative
My name wraps across multiple lines on my card

Date of birth (DD/MM/YYYY)
06/08/1974

Card expiry date (MM/YYYY)

I agree that my above information is correct and checked with the Issuer or Official Record Holder **34**

Verify these details **35**

36. Your user account has been set up
37. Select the **NCAT Online** tile

NSW Online Registry
Courts and Tribunals

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Welcome to NSW Online Registry

Find all your case information, file documents and manage your profile. Connect online with NSW Courts & Tribunals services quickly.

Quick links
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[Pay your penalty](#)
[File available forms](#)

Browse services

Start a new case File forms to commence legal action online →	Online Court Make a request for the court to process preliminary orders in select call-over lists →	Probate Search probate notices or apply for a grant of probate in the Supreme Court →	Transcripts Order, track and receive court transcripts online →
NCAT Online Services Click here to go to the NCAT website →	Licence appeal View more information and pay your Notice of Penalty online →	Pay your penalty View more information and pay your Notice of Penalty online →	See our complete list of services offered →

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