NCAT
NSW Civil & Administrative Tribunal

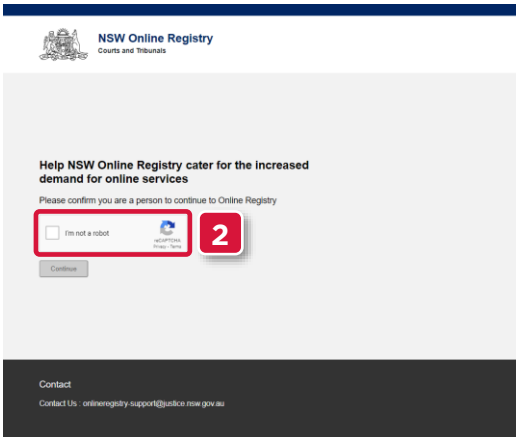
How To: Register to Represent Yourself

Quick Reference Guide

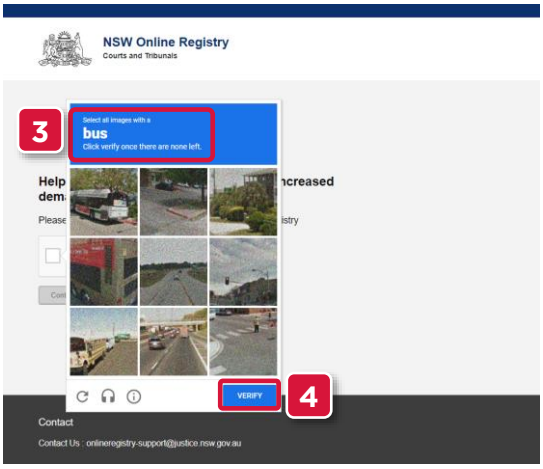
Create Online Registry Account

Complete Registration Form

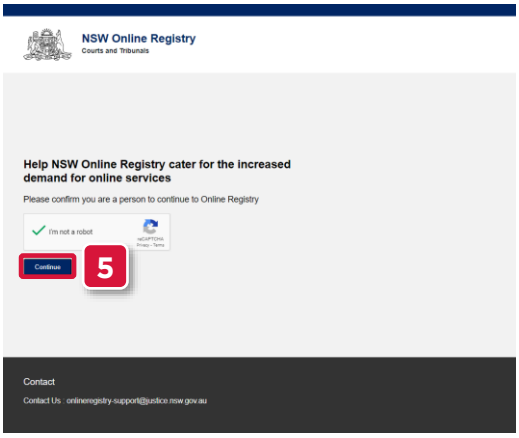
1. Go to **onlineregistry.lawlink.nsw.gov.au**
2. Select the **I'm not a robot** checkbox



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



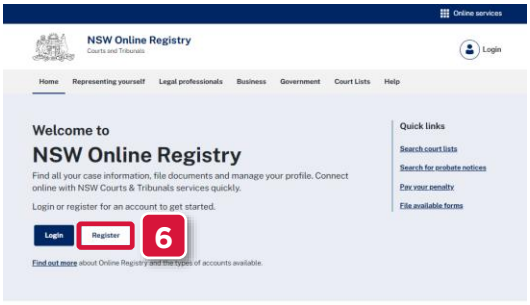
5. Click **Continue**



Create Online Registry Account

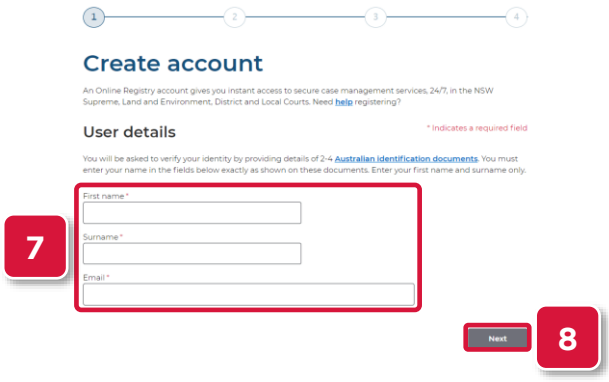
Complete Registration Form (cont')

6. Select **Register**



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

8. Click **Next**

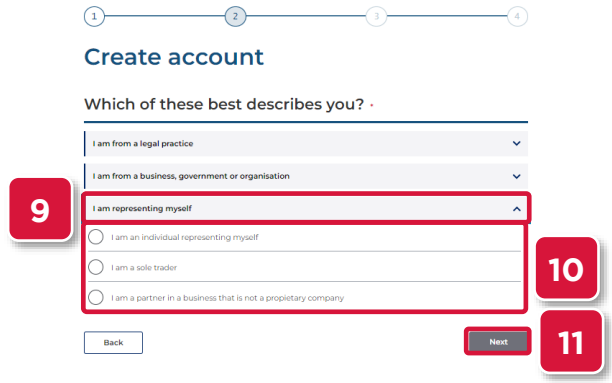


9. Select **I am representing myself**

10. Select an option that suits you

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

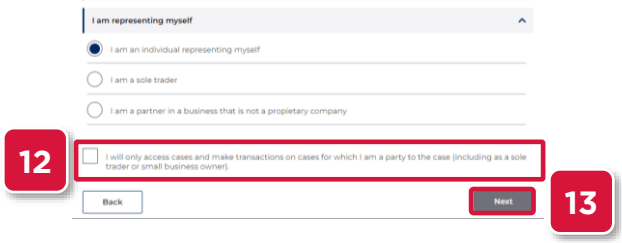
11. Click **Next**



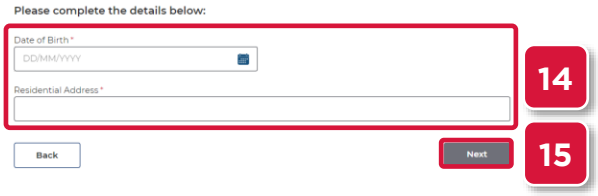
Create Online Registry Account

Complete Registration Form (cont')

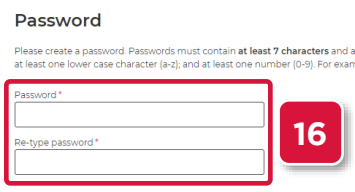
12. Select the confirmation checkbox
13. Click **Next**



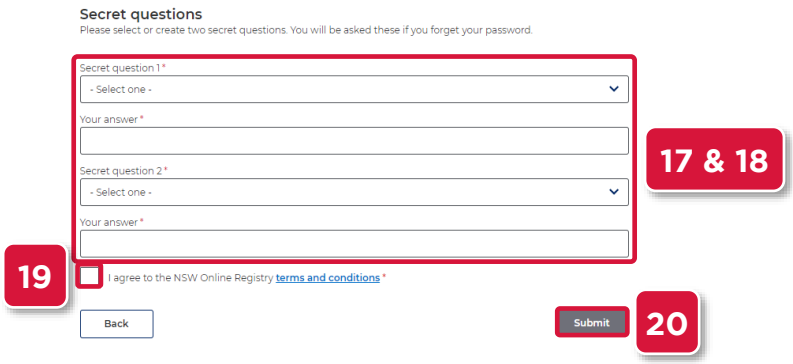
14. Complete the following fields:
    a. Date of Birth
    b. Residential Address
15. Click **Next**



16. Enter a password for your online account



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**



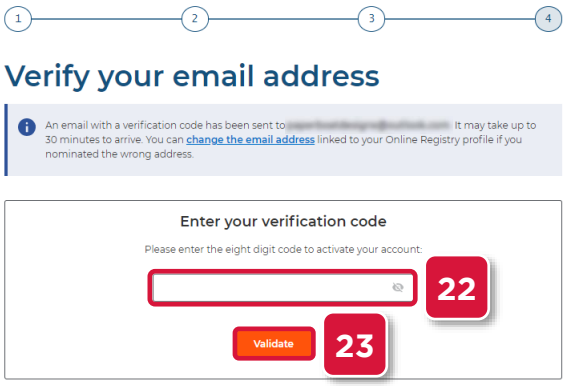
Create Online Registry Account

Verify Your Email Address

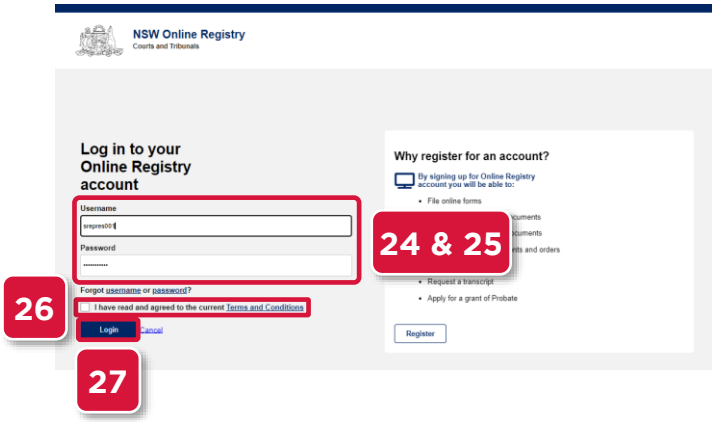
21. Your username and verification code is sent to the email address entered in step 7

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**



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

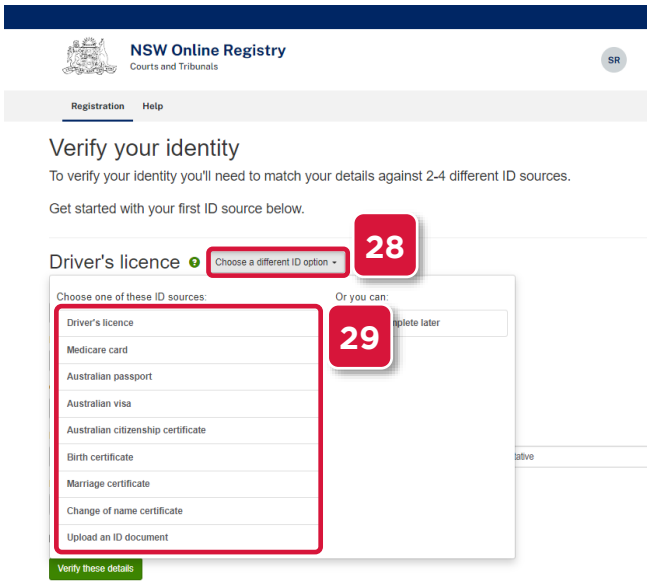


Create Online Registry Account

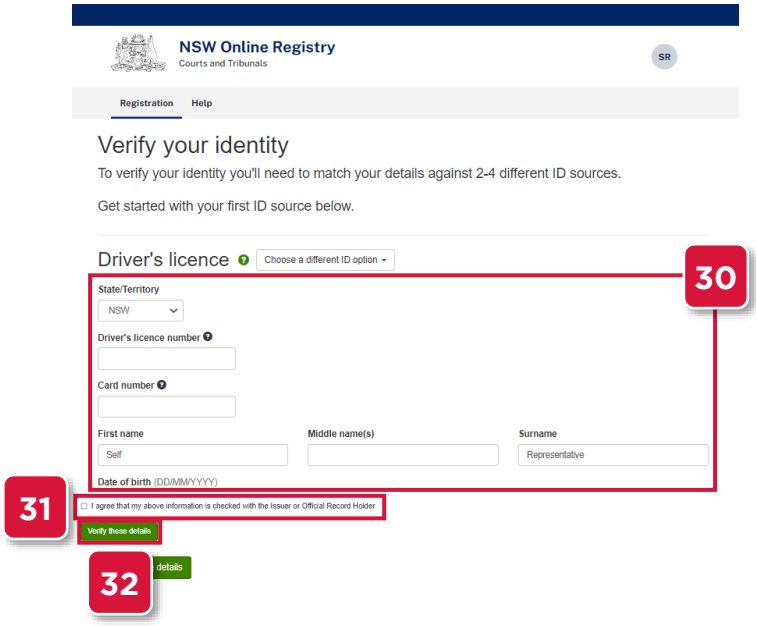
Verify Your Identity

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



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

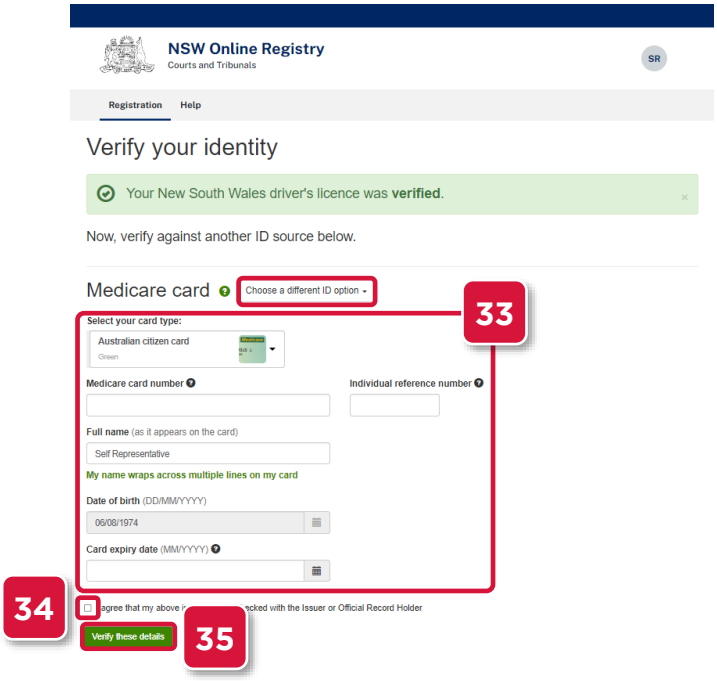
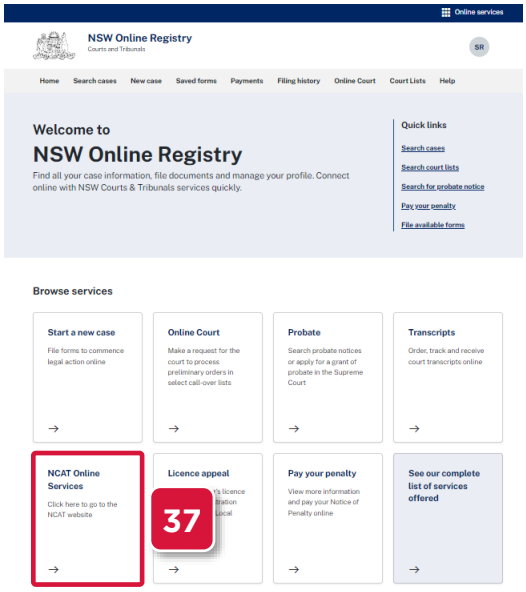


Create Online Registry Account

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



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