



NCAT
NSW Civil &
Administrative
Tribunal



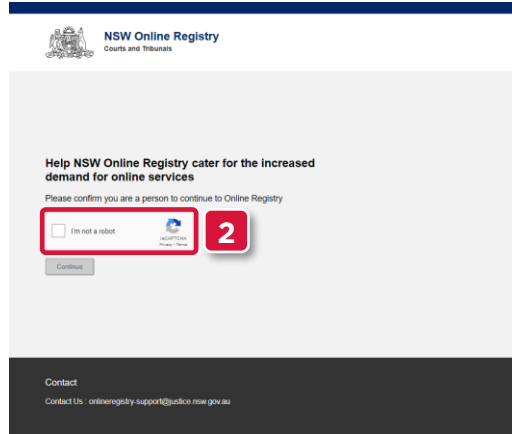
How To: Create Online Registry Account for a Real Estate Agent: Delegate

Quick Reference Guide

Create Online Registry Account

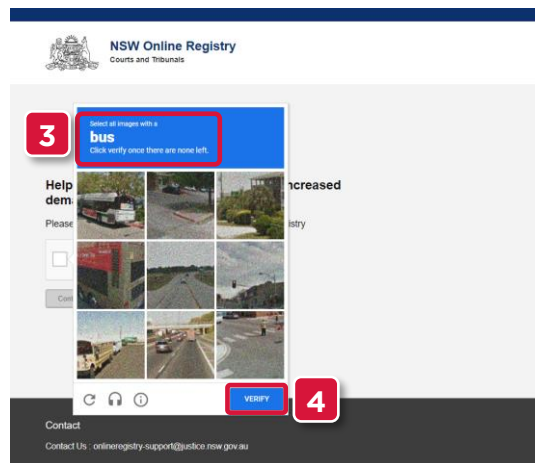
Complete Registration Form

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



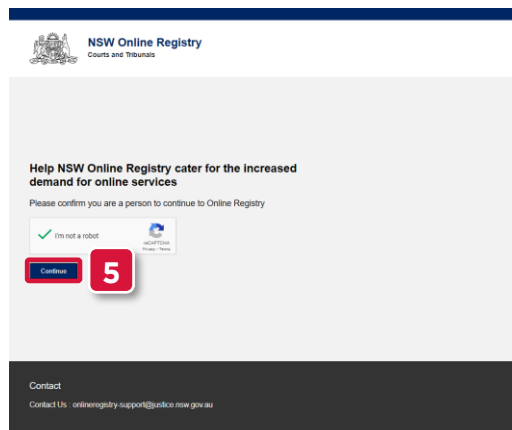
The screenshot shows the NSW Online Registry logo at the top. Below it, a message reads: "Help NSW Online Registry cater for the increased demand for online services". Underneath, it says "Please confirm you are a person to continue to Online Registry". There is a checkbox labeled "I'm not a robot" which 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**



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5. Click **Continue**



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Create Online Registry Account

Complete Registration Form (cont')

6. Click **Register**

The screenshot shows the NSW Online Registry homepage. At the top right, there is a 'Login' button. Below the navigation bar, the main heading is 'Welcome to NSW Online Registry'. Underneath, there is a brief description of the service and a 'Login or register for an account to get started.' prompt. The 'Register' button is highlighted with a red box and a red circle containing the number 6. To the right, there are 'Quick links' for 'Search court lists', 'Search for probate notices', 'Pay your penalty', and 'File available forms'. At the bottom, there is a link to 'Find out more' about Online Registry.

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. The first step is 'Create account'. Below this, there is a description of the account and a link to 'help' for registering. The 'User details' section is highlighted with a red box and a red circle containing the number 7. It contains three input fields: 'First name*', 'Surname*', and 'Email*'. Below the input fields, there is a 'Next' button highlighted with a red box and a red circle containing the number 8.

9. Select **I am from a business, government or organisation**

10. Select **I am a real estate agent, strata manager or on-site residential property manager acting on behalf of a client**

The screenshot shows the 'Create account' form. At the top, there is a progress indicator with four steps. The second step is 'Which of these best describes you?'. Below this, there is a list of options. The option 'I am from a business, government or organisation' is highlighted with a red box and a red circle containing the number 9. Below this, there is a 'Next' button highlighted with a red box and a red circle containing the number 10. At the bottom, there is a 'Back' button and a 'Next' button.

Create Online Registry Account

Complete Registration Form (cont')

11. Click **Next**
12. Select **I will be lodging only NCAT-related applications/forms as a delegate on behalf of a real estate agent, strata manager or on-site residential property manager who is an authorised person**
13. Select the confirmation checkbox

1 — 2 — 3 — 4

Create account

Which of these best describes you?

I will be lodging only NCAT-related applications/forms as a real estate agent, strata manager or on-site residential property manager

I will be lodging NCAT related applications/forms as a delegate on behalf of a real estate agent, strata manager or on-site residential property manager who is an authorised person **12**

I will be lodging applications/forms for Courts

I will only access cases and make transactions on cases for which I am delegated to operate on behalf of a legal practitioner or authorised officer to who I am associated. **13**

14. Click **Next**

1 — 2 — 3 — 4

Create account

Which of these best describes you?

I will be lodging only NCAT-related applications/forms as a real estate agent, strata manager or on-site residential property manager

I will be lodging NCAT related applications/forms as a delegate on behalf of a real estate agent, strata manager or on-site residential property manager who is an authorised person **14**

I will be lodging applications/forms for Courts

15. Enter a password for your online account

1 — 2 — 3 — 4

Create 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: Smith9

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Create Online Registry Account

Complete Registration Form (cont')

16. Select 2 secret questions
17. Type your answers to each of the secret questions
18. Select the terms and conditions checkbox
19. 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](#) *

16 & 17

18

19

Verify Your Email Address

20. 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.

21. Enter the verification code
22. Click **Validate**



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.

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Create Online Registry Account

Verify Your Email Address (cont')

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

NSW Online Registry
Courts and Tribunals

Log in to your Online Registry account

Username
eresat001

Password

[Forgot username or password?](#)

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

[Login](#)

Why register for an account?

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

- File online forms
- Download court sealed documents
- Check case details and documents
- Request copies of judgments and orders
- Access Online Court
- Request a transcript
- Apply for a grant of Probate

[Register](#)

Get added as a delegate

27. Inform the person you are working on behalf of to add you as a delegate. You will need to provide them with:
 - First name
 - Surname
 - Online Registry username

Contact us.' At the bottom, there is a 'Need help?' section with links for 'FAQ', 'Contact us', 'Terms and conditions', 'Accessibility', 'Privacy', and 'Copyright and disclaimer'."/>

NSW Online Registry
Courts and Tribunals

Home Search cases New case Saved forms Payments Filing history Online Court Court Lists Help

Next steps

You have registered to be a delegate.
Define you start using secure services

1. The person you will be working on behalf will need to nominate you as their delegate from their profile page in the Online Registry.
2. You will need to provide them with:
 - First name
 - Surname
 - Online Registry username
3. Do you work for a company or legal firm?
 - Yes - Go to step 4
 - No - No further action needed
4. Does your organisation have a registered eOrganisation?
 - Yes - Contact your administrator to have yourself added to the eOrganisation
 - No - Register a new eOrganisation

Once you are nominated as a delegate and added to an eOrganisation, if applicable, you will be able to start using secure services.
For any queries related to eOrganisations, [Contact us](#).

Need help?
FAQ
[Contact us](#)

[Terms and conditions](#)
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[Privacy](#)
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