



Get a user ID

You will need to login to use a number of the services on our website. As a user of our site you have the option of paying for any online services that require a fee by credit card or direct debit. If you would like to pay by direct debit for services accessible from this website then you will need to set up a direct debit account when you become a registered user.

The User Administration tool is structured at three levels

1. Customer account level - containing customer (organisational) details;
2. Branch level - groups within a customer organisation (optional);
3. User level - individuals within an organisation or its branches.

An Administrator can be appointed within your organisation to maintain customer, branch and user details. The first user is automatically assigned Administrator status. Once the Administrator has logged onto the website and selected **My Tools - User Administration** from the left hand menu, they can:

- Maintain your customer (organisational) details (including branch details if required)
- Create additional users & administrators
- Specify the sites and services individual users can access
- Modify user details; including changing passwords and unlocking or closing a User ID (Login)
- Download electronic invoices.

What you need to know

- Registering as a user of our websites provides fast and convenient access to our online services.
- There are no joining or maintenance fees and you will only be charged for the services you use.
- Pay by direct debit or by charging your credit card as you go.
- Gain access to electronic copies of your monthly invoices [direct debit customers only].
- Cut down on your data entry requirements - your contact details are stored for you to reuse each time you log on.
- Streamline your data entry even more by entering into a Keyless Transaction Agreement with the Companies Office.
- If you intend to use the Personal Property Securities Register (PPSR) you must be a registered user. For all of our other participating websites you can access most online services without registering as a user. However when you encounter any fee paying services, you will need to pay for these by credit card.
- Once you have registered as a user on any one of our websites, you can use the same User ID and password to access all of our participating websites.

[REGISTER NOW](#)

Participating websites

[Personal Property Securities Register \(PPSR\)](#)

Free phone 0508 PPSR INFO | 0508 777 746

[Motor Vehicle Traders Register](#)

Free phone 0508 MOTORTRADERS | 0508 668 678

[Societies & Trusts](#)

Frequently Asked Questions

What will it cost?

There are no joining or maintenance fees and you will only be charged for the services you use. Payment is made by direct debit or by charging your credit card as you go.

Payment options

Any service that requires payment of a fee is identified on a 'Pay Now' screen, so you will know what the cost will be and decide whether or not to proceed.

There are two payments options available to you:

1. Direct Debit

When you first register to use the website, you can choose to set up a direct debit as a payment option. If you initially decide not to establish a direct debit, you can set one up as a payment option at any stage.

Note | If you do choose to set up a direct debit you will need to provide bank account details. If you choose not to set up a direct debit you will need to pay as you go using a credit or debit card.

If you do choose to set up a direct debit, you must complete and sign the direct debit form that we will email to you. The banks require original signatures. Please return the completed direct debit form to us by post to the address on the form.

It takes up to five working days from the day we receive your signed form to activate your direct debit with the bank. You can still use your IPONZ logon immediately - any fees incurred can be paid by credit card (or debit card) until your direct debit facility has been activated.

With direct debit we debit your chosen bank account once a month for fee-based transactions. You will receive an invoice by email for your accounting records. Alternatively you can pick up a copy of your invoice directly from the website.

Note | The invoice amount will be direct debited from your bank account approximately 20 days after you have been invoiced.

2. Credit Card

Credit card transactions are processed using 128-bit encryption technology. Your credit card details are transferred in such a way that the Ministry of Economic Development does not see or store them. Your transaction is validated in real time and confirmed immediately to you by email. A tax invoice will appear on screen that you are able to print for your own records if you wish.

The Office accepts the following credit and debit cards:

- Visa (including the Prezzy Card)
- Mastercard
- American Express (Amex)
- Diners

Step by step instructions

How to register for a logon (become a registered user)

If anyone in your organisation has already registered as a user on one of our participating websites, we will already have customer details for your organisation and there may be a direct debit facility. To save yourself time, please ask the Administrator to create a new User ID for you. Contact us if you are not sure who your Administrator is.

To register as a user, visit any one of our participating websites.

1. Select the **Register** button below the IPONZ banner on the home page.
2. Complete the online application form (fields marked with an asterisk * must be completed).

3. Select **Continue**.
4. Read, then acknowledge that you have read and accepted, the terms and conditions.
5. If you have elected to operate a direct debit facility, complete and sign the direct debit form that is emailed to you. The banks require original signatures. Please return the completed direct debit form to us by post to the address on the form.
6. Your User ID will be emailed to you. Please ensure you keep it in a secure place.
7. You can log on to our participating websites as soon as you have been allocated a User ID and password. Any fees incurred can be paid by credit card until your direct debit facility has been activated. It takes up to five working days from the day we receive your signed form to activate your direct debit with the bank.

We have assembled step by step instructions to help you open and manage your User ID, whether it's the first time you have visited our website, or you just need a refresher: [Update your User ID \(login\)](#).



Important information

It is important to maintain your customer information. If you would like detailed information please refer to our information on [Updating your User ID \(logon\)](#).

If none of the above has answered your question, please send your [question](#) to the Intellectual Property Office team.