

How to set up access to your file

What do I need to do?

Depending on your circumstances you should fall into one of the categories below with the associated actions.

Scenario A

I already have a login for www.iponz.govt.nz and have applications / registrations. Login to www.iponz.govt.nz and select the "View IP History" option from under the Correspondence menu. You should be able to view the IP History for your selected IP Number. If you cannot it is likely you are not linked to this record in our system. You can complete this [authorisation form](#) to have them linked to your account.

Scenario B

I already have a login for www.iponz.govt.nz . I don't have any applications / registrations. Once you make your first application you will have access to "View IP History" to track progress with the application.

Scenario C

I do not have a login, have no existing applications / registrations but want to apply now. You will need to become a registered user of our system. Use our [register function](#) to obtain a user ID and proceed immediately with your application online. For more information about managing your login [click here](#). Once you make your first application you will have access to "View IP History" to track progress with the application.

Scenario D

I have existing applications / registrations and I do not have a login for www.iponz.govt.nz. To take advantage of our "View IP History" functionality you will need a login to www.iponz.govt.nz. To obtain your login and have your existing applications or registrations linked (if any) you will need to follow the instructions relating to [user ID setup](#) and complete this [authorisation form](#).

Scenario E

I don't have a www.iponz.govt.nz login but I have a www.companies.govt.nz login. Can I use this for my www.iponz.govt.nz login?

Yes you can. If you have existing trade mark applications or registrations you will need to complete this [authorisation form](#) to have them linked to your account.

If you are not able to access the IPONZ online services please see your Global or Branch administrator to add the IPONZ site services to your account.

Scenario F

I am an employee of an agent and do not currently have a login to www.iponz.govt.nz. In the first instance you should contact your Global or Branch administrator who will be able to set up a new user ID for you. If your firm does not have an administrator then [contact us](#) and we can arrange for the user ID to be created.

If none of these scenarios apply to you please [contact us](#).