

NZLS Member & Associate Members – User Guide for NZLS CLE Ltd Website

- Login using your username and password,
- Your username is your 6 digit NZLS registry (login) ID number. Due to security reasons we cannot give you your 6 digit NZLS registry (login) ID number. You can find out your username from the following options:
 - Go to the forgotten my details section of our website and fill in your information and your username and password will be sent to you. To visit this section click [here](#).
 - You can find your ID number on any correspondence you have had from the NZLS registry, it is on the top right hand side of the letters.
 - You can contact the NZLS Registry on 0800 22 30 30 and they can send you your registry ID number.
- Browse to find what you would like to purchase. You can also login at the cart page if you would prefer. (Please note: you will not be able to see members pricing until you are logged in)
- Once you have found the course or publication you would like to purchase, click the button.
- This will take you to your shopping cart. If you would like to add another course or another publication to your order, click .
Please note: you cannot purchase a course and a book in the same order.
- Once you have finished adding items to your cart click
- Check that the pre populated details for you are correct. If you would like us to send your order to an address other than what is listed, please feel free to change your details.
Please note: this change will only take effect for this order. If you would like to make a permanent change to your details please contact the NZLS Registry on 0800 223 030.
- Check that all of your details are correct and select your chosen payment method at the bottom of the page, allow a few moments for the page to reload.
- Once you are happy that everything is correct, click the button at the bottom of the page.
- If you have chosen to pay by credit card, you will be directed to our secure payment area.
- Once your order is placed, you will see a confirmation screen, which you can print if you like, you will also receive an automated email acknowledging your order.
- You will receive a further email from us once we have received and processed your payment.

If you have any questions about this process or would like some help to place your order, please refer to our Help section on our website, or call us during business hours on 0800 333 111 and we will have someone available to help you through the process.

