

Non-member User Guide for NZLS CLE Ltd Website

- If you have purchased from us before, login using your username and password.
- If you have not purchased before you can register by simply by clicking on the Register button on our home page. Alternatively, when you reach the check out page, you will need to fill in your details & the system will automatically generate a login and password for you and email it to you. If you would like to purchase from us again in the future, use this login information.
- Browse to find what you would like to purchase. You can also login at the cart page if you would prefer.
- 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
- If you have registered with us before, 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.
- If this is your first time purchasing from us you will need to fill in your details – the system will automatically remember your details for the next time you login.
- 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.

