

## Member Portal - registering an account

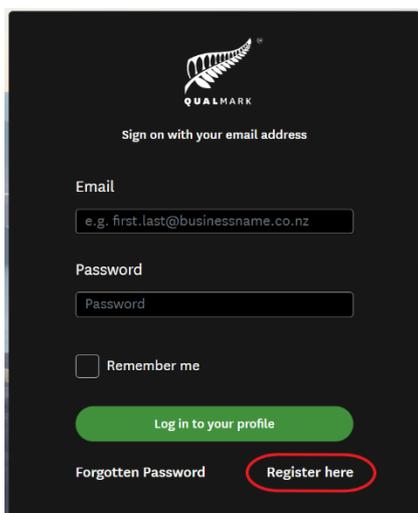
### Step 1:

- Go to the official Qualmark website [www.qualmark.co.nz](http://www.qualmark.co.nz)
- Click on 'Member login' (located in the top right corner of the navigation bar)



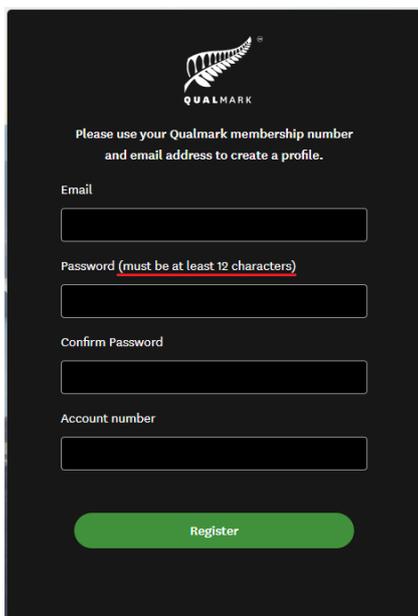
### Step 2:

- Click on 'Register here'

A screenshot of the Qualmark login page. It has a dark background with the Qualmark logo at the top. Below the logo, it says 'Sign on with your email address'. There are two input fields: 'Email' with a placeholder 'e.g. first.last@businessname.co.nz' and 'Password' with a placeholder 'Password'. Below these is a checkbox for 'Remember me'. At the bottom, there are three links: 'Log in to your profile', 'Forgotten Password', and 'Register here'. The 'Register here' link is circled in red.

### Step 3:

- Register using your account number (e.g., ACC-000001234), email address, and a password of your choosing (minimum 12 characters). *Please note the email address must match the primary contact, invoice contact or licence holder info we have entered in our system. If you are unsure which email address you have provided us for these contacts, please email our enquiries email for assistance.*
- You can only register **one** account when creating the log in – if you have additional accounts/businesses, please inform our team and we will add them to your viewing access.

A screenshot of the Qualmark registration page. It has a dark background with the Qualmark logo at the top. Below the logo, it says 'Please use your Qualmark membership number and email address to create a profile.' There are four input fields: 'Email', 'Password (must be at least 12 characters)', 'Confirm Password', and 'Account number'. At the bottom, there is a green button labeled 'Register' which is circled in red.



#### Step 4:

- The following email will be sent to you to verify your member portal account.
- Upon clicking on 'Confirm email address', you will then be redirected to the portal login page.

Kia ora [\[first\\_name\]](#)

Thank you for your Qualmark Member Portal registration! To use your [account](#) you must confirm your email address by clicking on the button or visiting the link below. You will not be able to log in until you have done this.

If you did not register for a Qualmark Member Portal account, please ignore this email. The user account will not become active.

### Account Activation

[Confirm email address](#)

Please click on the button, or paste the following URL into your browser to confirm your email address:

[\[confirm\\_link\]](#)

### Login

Once your account has been activated you will be automatically logged in. You can also access the [Qualmark Member Portal login](#) screen.

### Lost password

If you forget your password, you can request a new one through the [Lost Password](#) screen.

[Ngā mihi](#)  
Qualmark Team

#### Step 5:

- Login with supplied credentials and enjoy!

  
QUALMARK

Sign on with your email address

Email

Password

Remember me

[Log in to your profile](#)

[Forgotten Password](#)   [Register here](#)

Any questions regarding the registering and log in process, please email [enquiries@qualmark.co.nz](mailto:enquiries@qualmark.co.nz)