Qualmark Portal - Registration Guide

Use the Qualmark Portal to manage your account, view accreditation details and evaluation reports, download logos, and access business tools and resources.

Before you start, ensure you have the email address linked to the business's Qualmark account and the Qualmark account number.

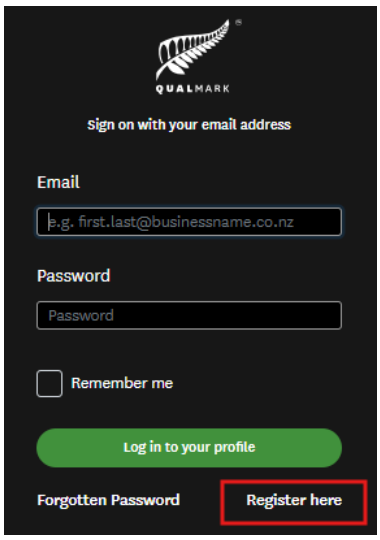
Please follow the steps below to register.

Step 1: Go to the Qualmark website

Go to the official Qualmark website: www.qualmark.co.nz and click the green portal button in the top-right corner of the website navigation bar.

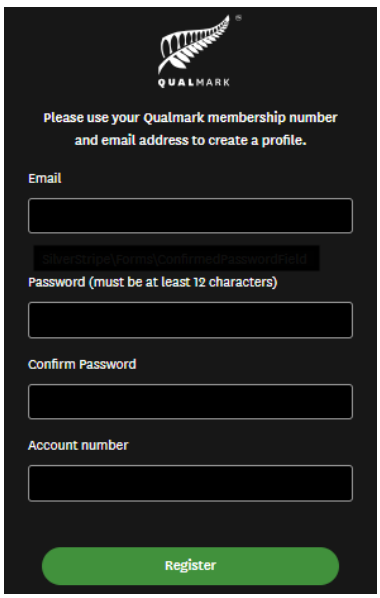


Step 2: Start registration



On the login screen, you need to click **Register here** as a first-time user.

Step 3: Enter your details



On the registration screen, enter the email address used in your application, or that is registered as a trusted contact on your Qualmark account. This must match the details we hold in our system.

Create a password. This must be at least **12 characters** and include an **uppercase letter, a lowercase letter, a number, and a special character**.

Enter the account number provided in your welcome email. If you are registering as an existing member, you can also find this on your invoice or statement of account.

Click on the 'Register' button.

Step 4: Verify your email address

After registering, you will receive a verification email. This may be sent to your junk or spam folder, so check these folders if you have not received it in your inbox. Click **Confirm email address** in the email, and you will be redirected to the Qualmark Portal login page where you can log in using the details you entered during registration. You now have access to the Qualmark Portal.

FAQs

Where can I find my account number?
You can find this in your welcome email, on your invoice, or on your statement of account.

What if my email is different to the one used to apply?
To register, you can use any email address linked to your business's account in our system. To update an email address or give access to a shared inbox or other staff members, contact us from an email address already linked to the account. We can then add the new addresses as trusted contacts.

What if we have multiple businesses accredited?
You only need to register one account in the Qualmark Portal. We can link your other business units to the same login that will appear in a dropdown in account your dashboard. If a business is missing from the business dropdown menu when you log in, please contact us.

What if I still can't register for the Qualmark Portal?
If you have followed all the steps in this guide, you may need to try an alternative internet browser or clear your cache/history as this might impact the registration process. If this fails, then there might be a technical issue, so please contact us at **enquiries@qualmark.co.nz**.

What if I forget my password?
If you ever forget your password, click **Forgotten Password** on the login page. You will be taken to a screen where you can enter your registered email address. Enter the same email address you used when registering your Qualmark Portal account to receive the account password reset email.

