

Setting up a user account on the Financial Service Providers Register (FSPR)

This is a step by step guide to
setting up an FSPR user account.

Last updated | 14 July 2011

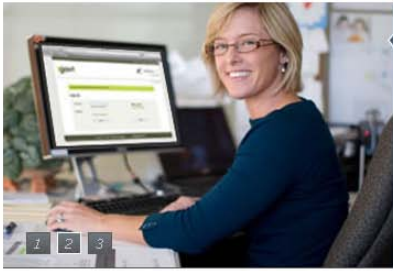
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Home Welcome Guest




Creating an igovt logon
What is an igovt logon? How do you register?
Watch this video to learn all about registering for your igovt logon.
[Read more](#)

Register or Log on with igovt

To register with the Companies Office you need to have a log on with igovt first.

Log on with igovt
If you have an existing igovt log on.

What is igovt?  **Log on**

Ask A Question LOOK FOR THE MOST FREQUENTLY ASKED QUESTIONS HERE. Registration - who? GO »

About the FSP Register
The Financial Service Providers Register will open for registration and searching in August 2010. Under the new regime, financial service providers (FSPs) will need to be registered to legally provide financial services. Learn about the FSPR and how to register now.
[Read more...](#)

The registration process
Learn how entities and individuals in the business of providing financial services will register with the new FSPR.
[Find out more...](#)

Where to get more information
Here you will find information about other agencies who are involved in the Financial Service Providers Register.
[Find out more...](#)

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- 1 FSPR launch date news
16 July 2010
- 2 Welcome to the new Financial Service Providers Register website
28 June 2010
- 3 How do you logon?
28 June 2010
- 4 Correction to fee
1 June 2010
- 5 FSPR registration update
18 May 2010
- 6 Ready for FSPR
7 May 2010

Getting started..

- All services that allow you to change information held on the FSPR will require you to be logged on with an igovt logon, linked to an FSPR account
- To set up your FSPR account, first setup an igovt logon, or use your existing igovt logon
- To learn more about the igovt logon service visit www.i.govt.nz

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Welcome **Guest** 05 Aug 2010 10:27 AM NZST

Log on or register


Already have an igovt logon?


OR

Need to get an igovt logon so you can register with the Financial Service Providers Register (FSPR)?

To use most of the FSPR online services you need to be a registered user.

- Create a new igovt logon.**
Just click on the igovt Log on button below then select **New user - create an igovt account.**
- Register with the FSPR.**
After completing the igovt section you will be automatically returned to the FSPR website. You will then need to complete a few more details to finish setting up your new FSPR Logon. Just select the option that best describes your situation.
- Start using the FSPR online services!**





You will be directed to www.i.govt.nz to register. Once registered you will be able to create a log on for the FSPR.

Cancel Start here:

The Process

- Having selected to logon or set up an FSPR account, you will be shown the steps required to complete the process

You are not logged on.

You have been transferred to the igovt logon service to log on.

Log on

Username	<input type="text"/>	New user?
	Forgot your username?	Create an igovt logon
Password	<input type="password"/>	
	Forgot your password?	
	<input type="button" value="Log on"/>	<input type="button" value="Cancel"/>

Logon with igovt

- Logon with your existing igovt logon. If you do not already have an igovt logon, click 'create an igovt logon'

Create Your Financial Service Providers account

Please select the option which best describes you

- I want to set up an account for my personal use
- I want to register a new organisation
- I have received an activation code

NEXT >>

Choosing your FSPR user account structure

- Once you have completed the steps to create an igovt logon, you will then be given three options to choose from for your FSPR account structure.
 - Set up an account for your personal use only
 - Set up an organisation account, which will allow you to add staff and colleagues as users linked to this account
 - Use an activation code that you have received. You would have received an activation code if someone has added you as a user, for an organisation which has an account on the FSPR.

Contact details

Full legal name (as shown on passport or birth certificate)

First name:

Middle names:

Last name:

Email address

* Email:

* Confirm email:

* **Physical address**

Address search:

If the correct address is not found above, please enter the address manually,
[Enter address manually](#)

* **Postal address**

Same as physical address
 New address

Postal address

Address search:

If the correct address is not found above, please enter the address manually,
[Enter address manually](#)

Phone numbers

	country	area	number
* Phone:	+ 64	<input type="text"/>	<input type="text"/>
Fax:	+ 64	<input type="text"/>	<input type="text"/>
Mobile:	+ 64	<input type="text"/>	<input type="text"/>

Personal Account

- If you choose to set up a personal account, you will be asked for your:
 - Legal name
 - e-mail address
 - Physical and postal address
 - Phone number

The address search function will display matching address for you to choose from as you type. If your address is not found, please enter your address manually.

Organisation details

* Organisation name

* What category best describes your business?

* Email address

* Confirm email address

* Physical address

Address search:

If the correct address is not found above, please enter the address manually,

[Enter address manually](#)

* Postal address

Same as physical address

New address

Postal address

Address search:

If the correct address is not found above, please enter the address manually,

[Enter address manually](#)

Phone addresses

	country	area	number
* Phone	+ 64	<input type="text"/>	<input type="text"/>
Fax	+ 64	<input type="text"/>	<input type="text"/>
Mobile	+ 64	<input type="text"/>	<input type="text"/>

Organisation Account

- If you choose to set up an organisation account, you will be asked for your:
 - Organisation name
 - Type of business
 - Organisation email address
 - Organisation physical and postal address
 - Organisation contact phone number
- Then as a user will be asked for your:
 - Individual work e-mail address
 - Individual work phone number (e.g. DDI)
 - Legal name
 - Personal e-mail address
 - Physical and postal address
 - Personal phone number

Direct Debit options

Do you want to set up a direct debit as a payment option?

Yes No

Bank Account Name	<input type="text"/>
Bank Account Number	Bank (2) <input type="text"/> Branch (4) <input type="text"/> Account (7) <input type="text"/> Suffix (2-3) <input type="text"/>
Email Address for Direct Debit Form	<input type="text"/>
Email Address for Tax Invoice	<input type="text"/>

[SAVE DIRECT DEBIT DETAILS >](#)

Terms and Conditions


* Yes I have read and agree to the terms and conditions below

[Terms and Conditions](#)

Direct Debit Details

- You have the option of setting up a Direct Debit account for services that require payment on the FSPR, alternatively you can pay by credit card at the time of the transaction
- Read and agree to the terms and conditions of your account
- Once all of these sections have been completed, your FSPR account will be set up

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Welcome **Joe BLOGGS**, You last logged on at 05 Aug 2010 10:33 AM NZST

Do It Now

- Search for an FSP
- Register an FSP
- Update my FSP
- My account settings

My Organisations

You are not currently associated with any organisations.

Date and Time for Today

Thu Aug 05 2010 10:55:47 GMT+1200 (New Zealand Standard Time)

Welcome to your FSP Dashboard **Joe BLOGGS**

From here you can search for or register FSP's, or update your FSP details.

My Unfinished Business

My Tasks You have 0 tasks ▼ Hide

Filter by:

Description	Due Date
No tasks listed.	

My Applications You have 0 applications ▼ Hide

Filter by:

Description ▲	Date	Status
No applications listed.		

Personalised Dashboard

- Once the account process is finished, you will be taken to your personalised Dashboard
- From here you can:
 - Register as an FSP
 - Search the register
 - Maintain your FSP registration

Help and Support

- If you require assistance with setting up your account you can contact the FSPR on:
 - 0508 FSPR INFO (0508 377 746)
 - info@fspr.govt.nz

