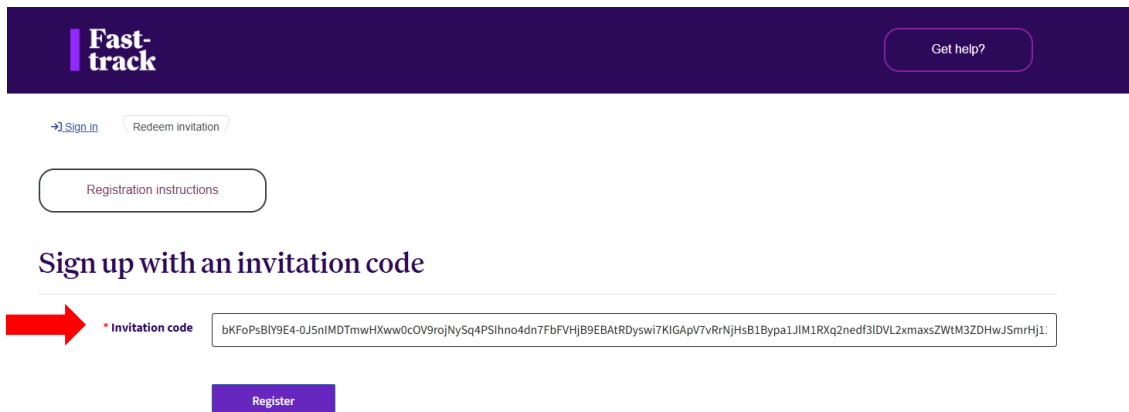


## Complete the Portal re-registration process – existing users

1. Click on the registration link in the email we sent you. This will open a browser window.



**Fast-track** [Get help?](#)

[Sign in](#) [Redeem invitation](#)

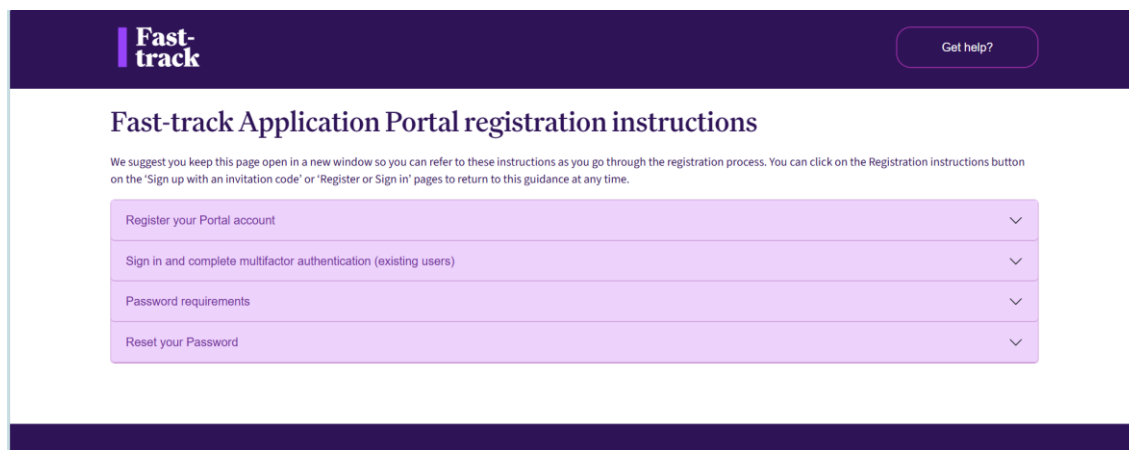
[Registration instructions](#)

### Sign up with an invitation code

\* Invitation code

[Register](#)

2. On the **Sign up with an invitation code** screen, the invitation code should be pre-populated. If it is not, copy it from the email we sent you and paste it into the Invitation code field.
3. Click on the **Registration instructions** button to open these in a new screen. This enables you to access the guidance alongside the registration screens.




**Fast-track** [Get help?](#)

### Fast-track Application Portal registration instructions

We suggest you keep this page open in a new window so you can refer to these instructions as you go through the registration process. You can click on the Registration instructions button on the 'Sign up with an invitation code' or 'Register or Sign in' pages to return to this guidance at any time.

- Register your Portal account
- Sign in and complete multifactor authentication (existing users)
- Password requirements
- Reset your Password

4. Back on the **Sign up with an invitation code** screen, click on the **Register** button to begin the registration process.



**Fast-track** [Get help?](#)

[Sign in](#) [Redeem invitation](#)

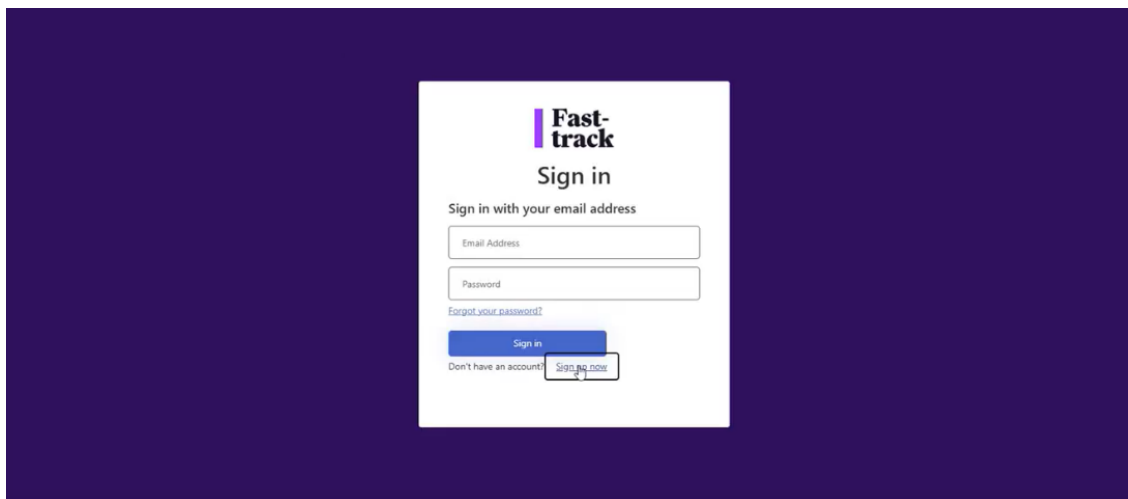
[Registration instructions](#)

### Sign up with an invitation code

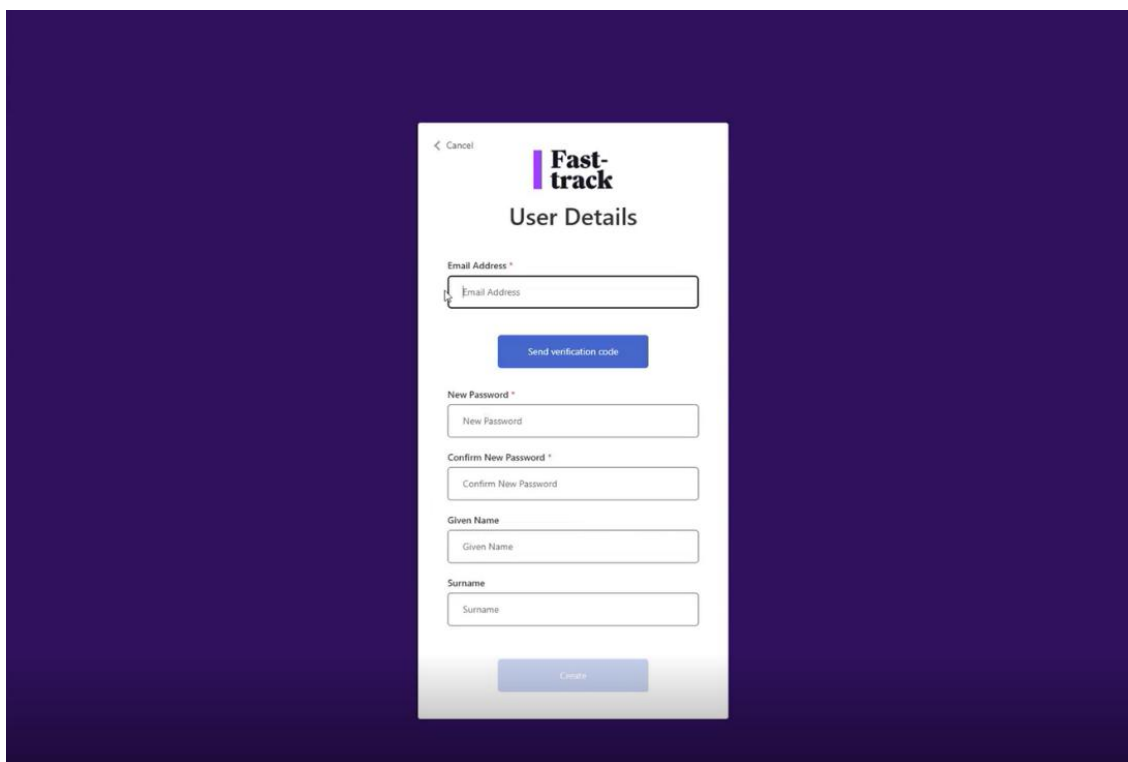
\* Invitation code

[Register](#)

5. On the Sign in screen, click on the **Sign up now** link (it's under the Sign in button).



6. On the User Details screen, type in your **Email Address** then click on the **Send verification code** button.



7. Check your email inbox for an email from Microsoft with 'account email verification code' in the title and copy the verification code in that email.



Thanks for verifying your  account!

**Your code is: 111232**

Sincerely,

---

Fast-track

### User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address \*

Verification Code \*

Verify code Send new code

New Password \*

Confirm New Password \*

Given Name

Surname

Create

8. Back on the User Details screen, paste the verification code into the Verification Code field and click on the **Verify code** button.
9. If you couldn't find the first verification code email, you can click on the **Send new code** button to be emailed another code.

Fast-track

### User Details

E-mail address verified. You can now continue.

Email Address \*

Change e-mail

New Password \*

Confirm New Password \*

Given Name

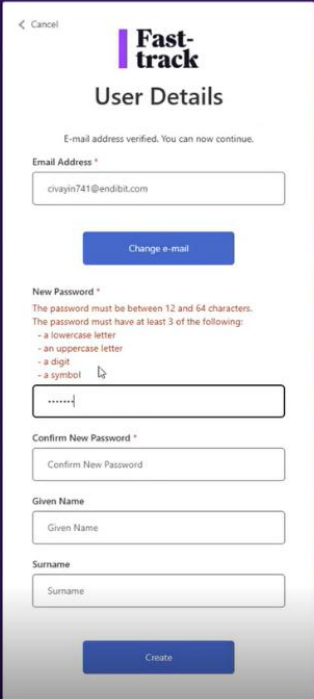
Surname

Create

10. Once you've successfully verified your email address, you need to choose a new password.
11. Our **minimum requirements** for your Portal password are:
  - At least 12 and up to 64 characters long (this can include spaces if you are using a pass phrase)

- This must include at least 3 of the following:
  - Lowercase letters
  - Uppercase letters
  - Numbers
  - Symbols (like @, #, or %)

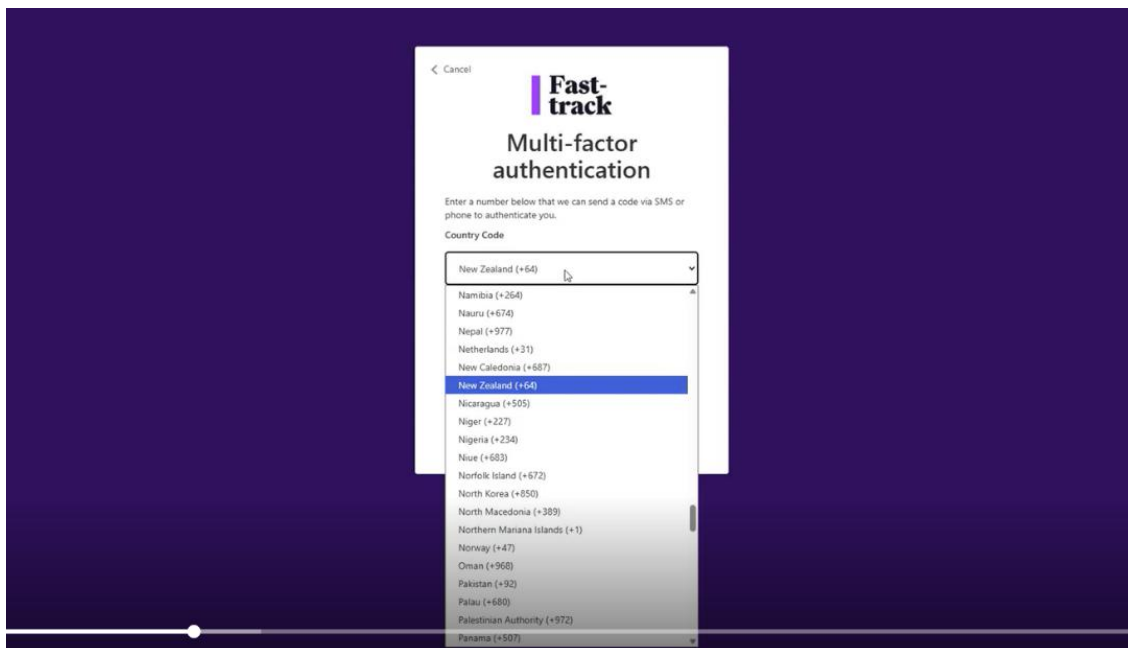
12. Type your password in the **New Password** field. If it does not comply with the password rules, you will see red text that reminds you of the requirements.



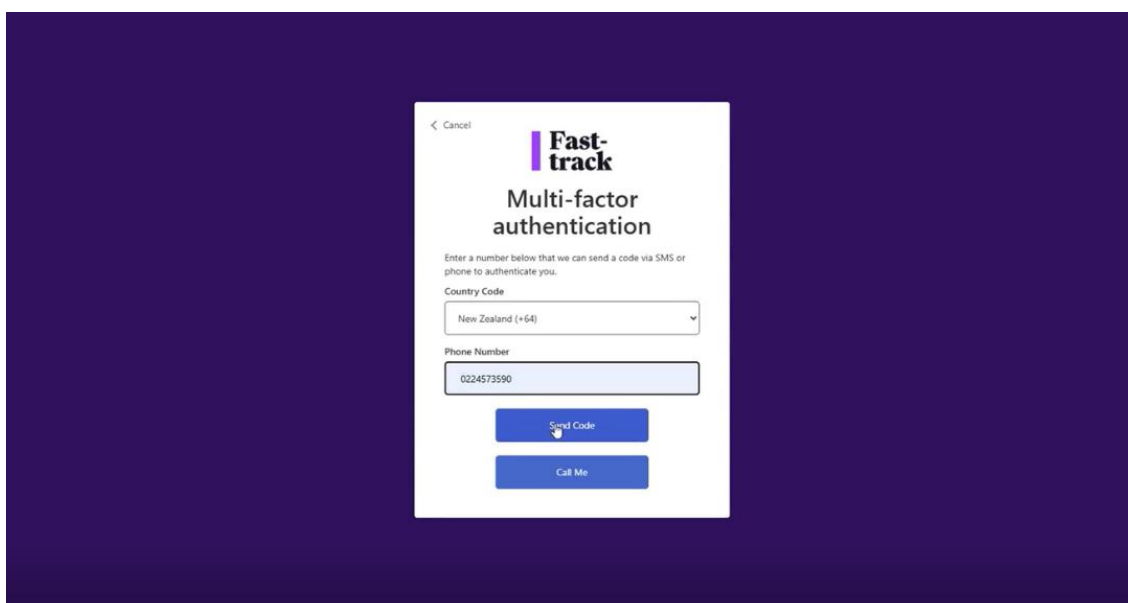
The screenshot shows a mobile app interface for 'Fast-track' with the title 'User Details'. It features a back arrow and 'Cancel' text at the top left. Below the logo, a message states 'E-mail address verified. You can now continue.' The form includes an 'Email Address' field with the value 'chayin741@endbit.com' and a 'Change e-mail' button. The 'New Password' section has a red error message: 'The password must be between 12 and 64 characters. The password must have at least 3 of the following: - a lowercase letter - an uppercase letter - a digit - a symbol'. Below this is a password input field showing six dots. Further down are fields for 'Confirm New Password', 'Given Name', and 'Surname', each with a placeholder. A blue 'Create' button is at the bottom.

13. Type your password again in the **Confirm New Password** field.

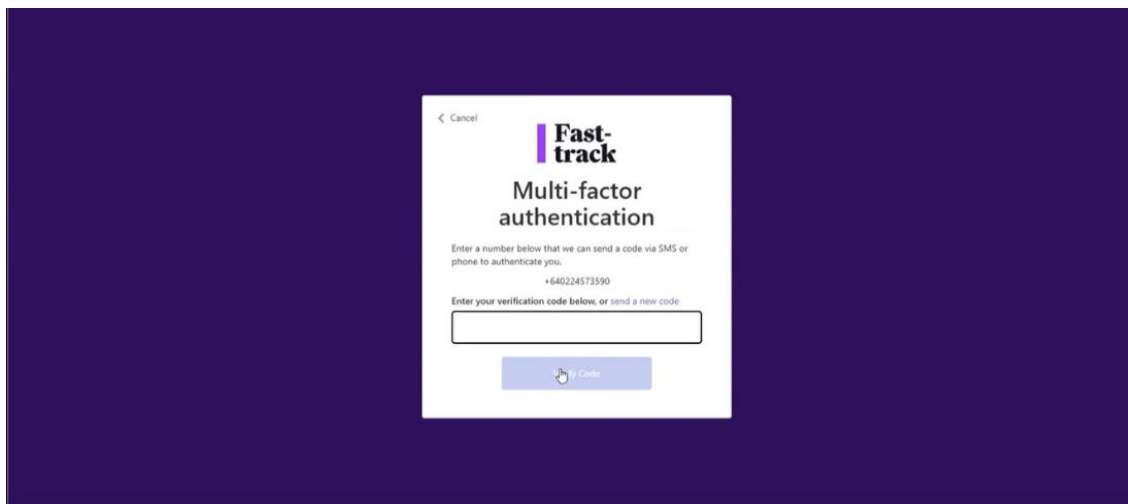
14. Type your first name in the **Given Name** field and your surname in the **Surname** field. Then click on the **Create** button.



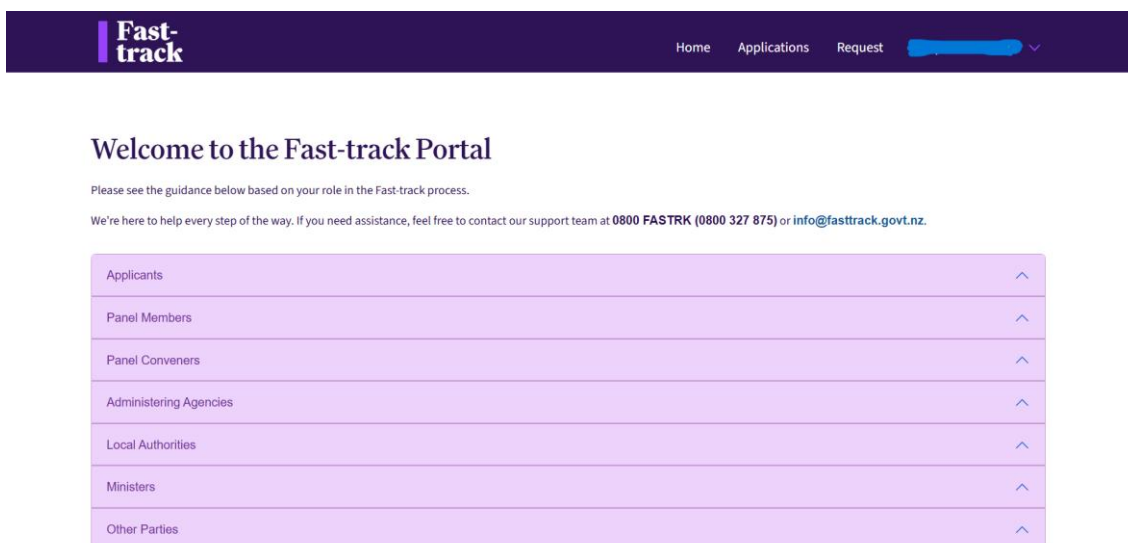
15. Next you will be prompted to set up **multi-factor authentication (MFA)**. We use SMS or Phone options to do this.
16. On the Multi-factor authentication screen, select the **Country Code** for your phone number – this will be New Zealand (+64) unless you are using an international number.



17. Type in the **Phone Number** you will use for ongoing authentication:
  - Entering a **mobile** number will enable verification by **text message or phone call**
  - Entering a **landline** number will enable verification by **phone call only**.
18. **Check the number carefully** – if you enter an incorrect phone number during registration, you will need to contact us to reset your MFA.
19. Click on **Send Code** or **Call Me**, depending on which kind of number you provided and your preferred way to complete verification.



20. **If you chose Send Code:** Check your text messages for the verification code. **Make a note of the code.** Back on the Multi-factor authentication screen, type the verification code into the Verification Code field and click on the **Verify Code** button. If you couldn't find the first verification code message, you can click on the **Send a new code** link to be sent another code.
21. **If you chose Call Me:** Listen for and answer the phone call then press the # ('pound') key when prompted.



22. You will be logged in to the Application Portal and can use the buttons on the Welcome page to complete tasks or use the menu at the top of the page to navigate around the Portal as usual. NOTE that you will only see the guidance for the role(s) you have been assigned in the Fast-track process.

## 11. Governing law

### 11.1 Application of New Zealand law

These Terms and Conditions are governed by and construed in accordance with the laws of New Zealand.

### 11.2 Jurisdiction for disputes

Any disputes arising out of or in connection with these Terms and Conditions shall be subject to the exclusive jurisdiction of the New Zealand courts.

## 12. Severability

### 12.1 Partial invalidity

If any provision of these Terms and Conditions is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be severed from the remaining provisions, which shall continue in full force and effect.

☒ I agree to all the Terms and Conditions outlined above

Submit

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NOTE: if you have not previous accepted the **Terms and Conditions**, you will be taken to the Terms and Conditions page first. Scroll to the bottom and tick to agree, then click on the **Submit** button.