Fast-track Portal

Creating a new **Referral Application** (Applicant users only)

Updated June 2025

Fast-track

Te Kāwanatanga o Aotearoa
New Zealand Government

Fast-track Portal

Portal Registration & Password Reset

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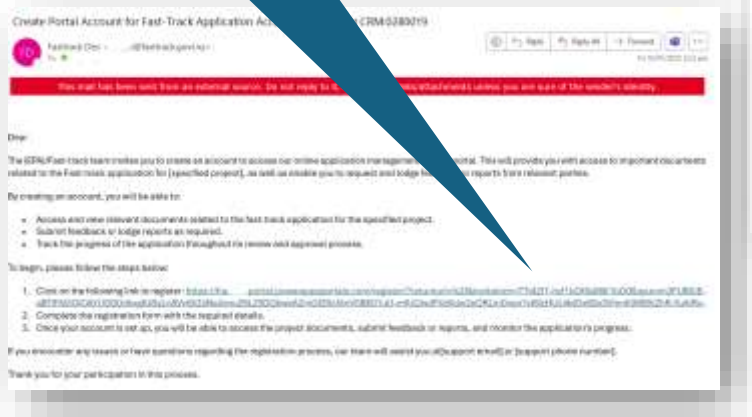
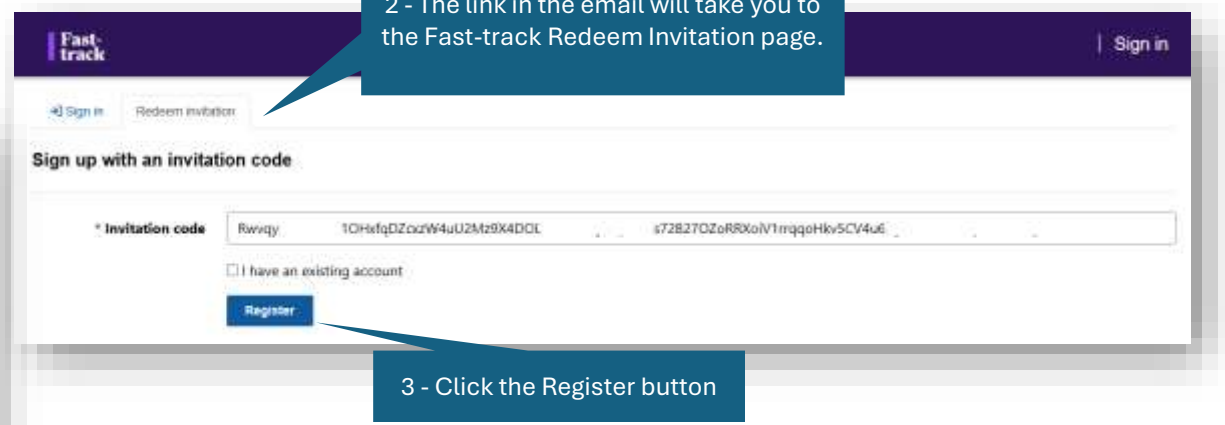
Portal Registration (for all Portal users)

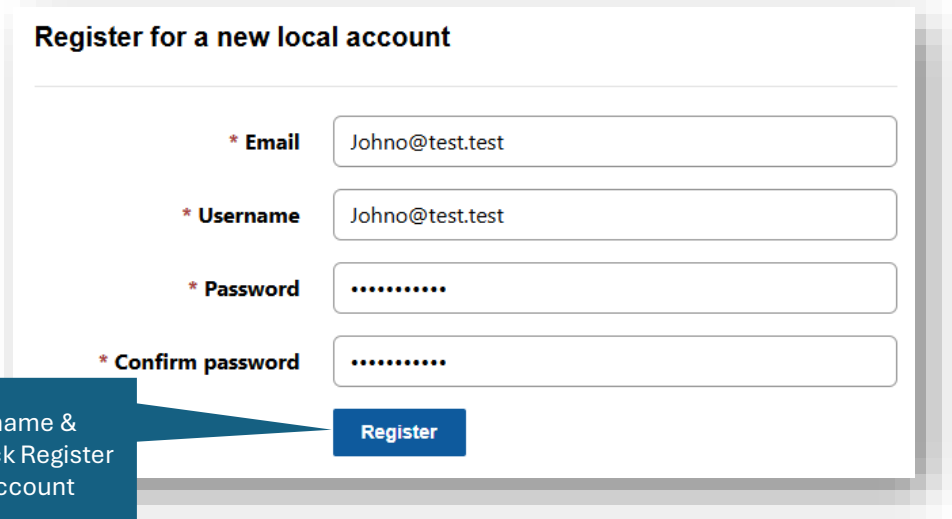
1 - A Fast-track portal invitation email will be sent with an invitation code



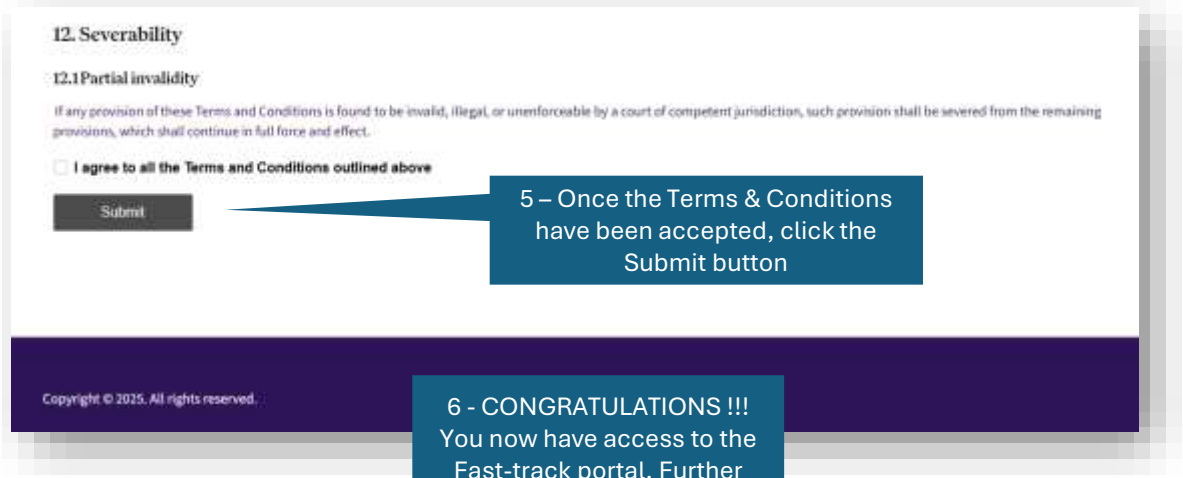
2 - The link in the email will take you to the Fast-track Redeem Invitation page.



3 - Click the Register button



4 - Enter a Username & Password, then click Register to create your account



5 – Once the Terms & Conditions have been accepted, click the Submit button

6 - CONGRATULATIONS !!! You now have access to the Fast-track portal. Further instructions will follow.

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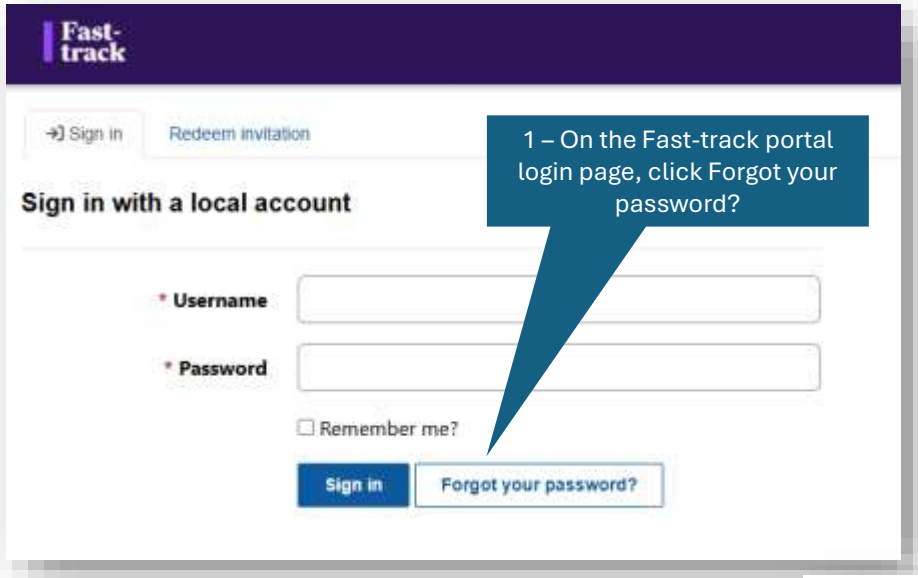
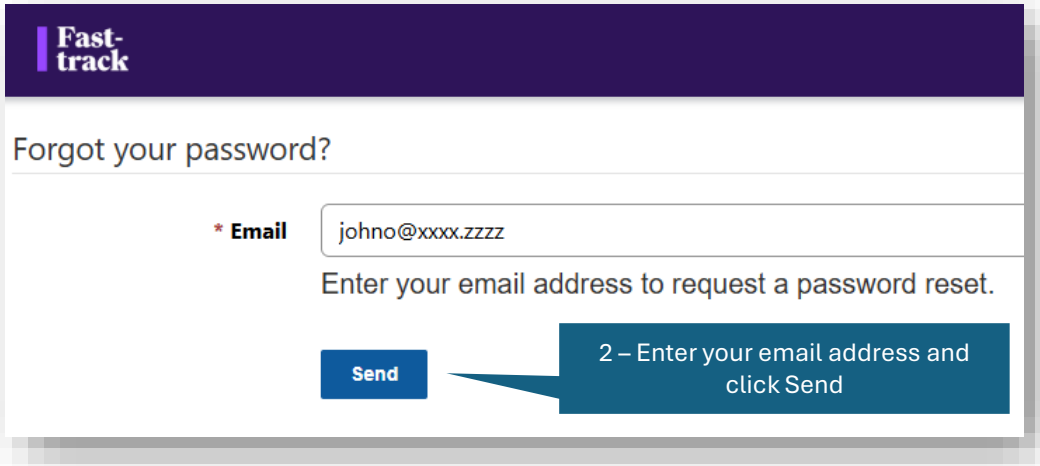
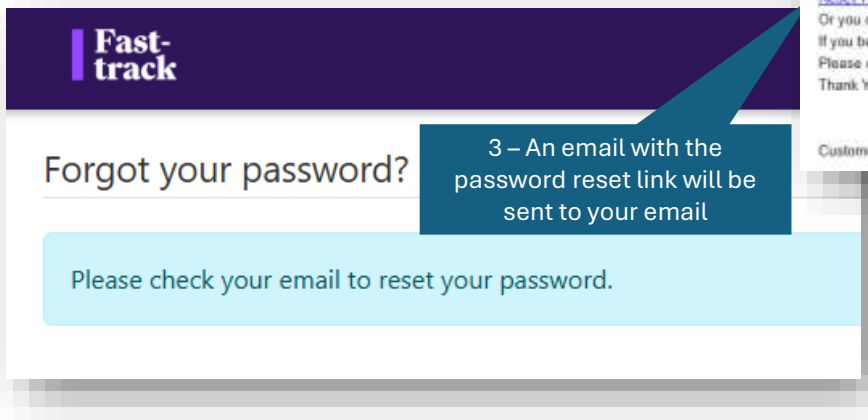
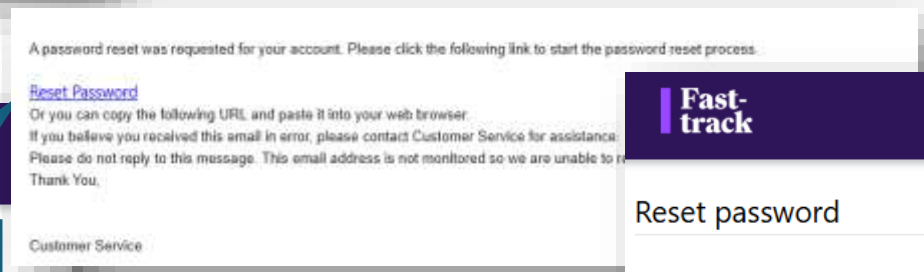
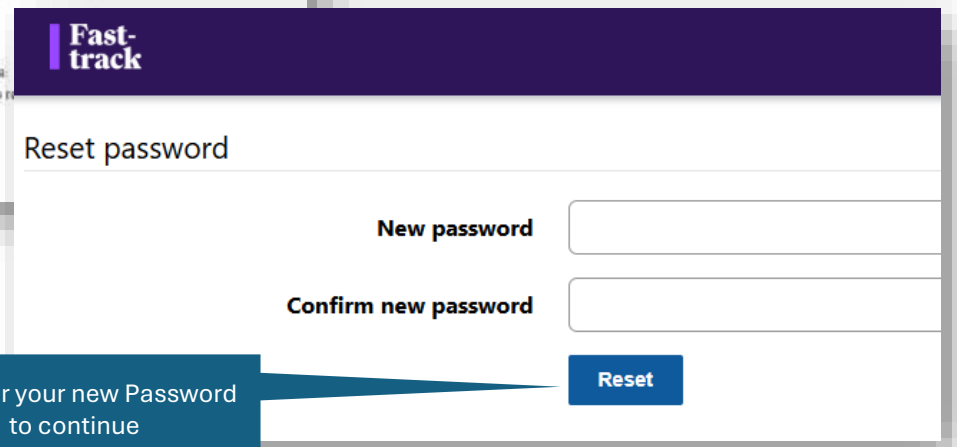
Password Reset (for all Portal users)











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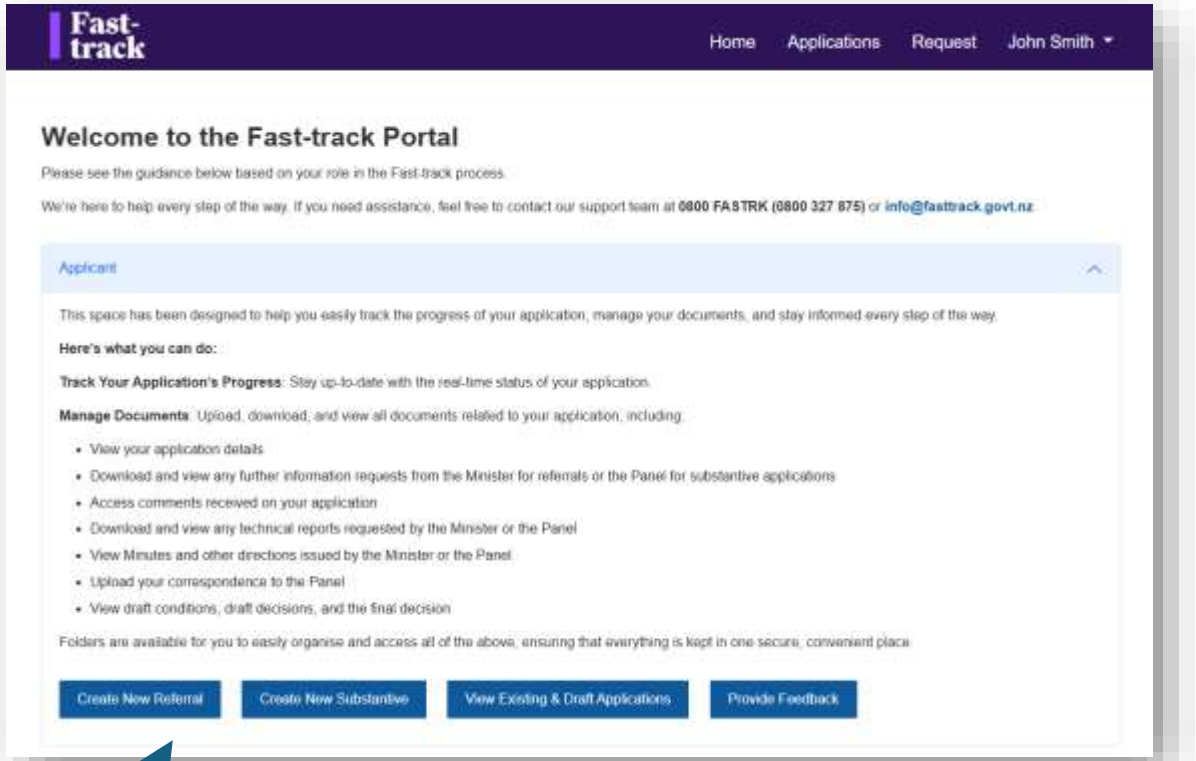
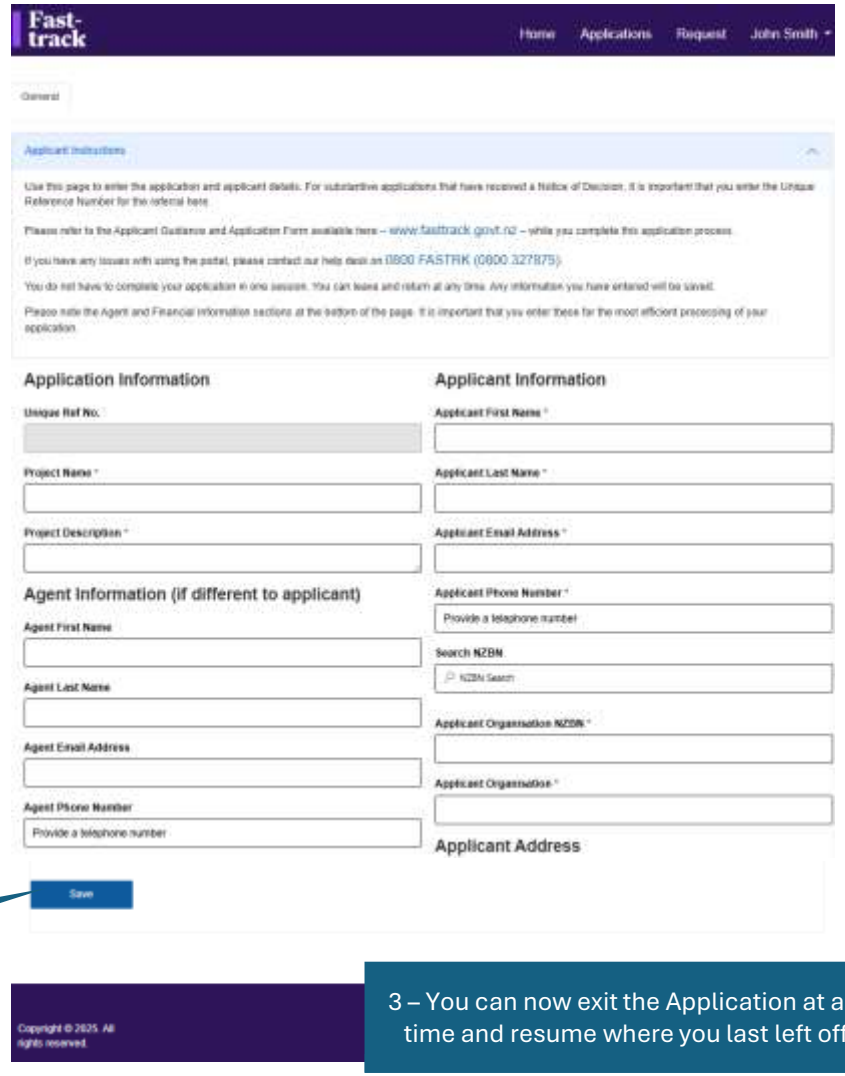
Fast-track Portal

Creating a new **Referral Application** (Applicant users only)

New Referral Application - 1 (for Applicant users only)



1 – On the Home Page, Click the Create New Referral button



2 – Complete all the required fields of information, then click "Save" to generate a Unique Reference Number for the project

3 – You can now exit the Application at any time and resume where you last left off.

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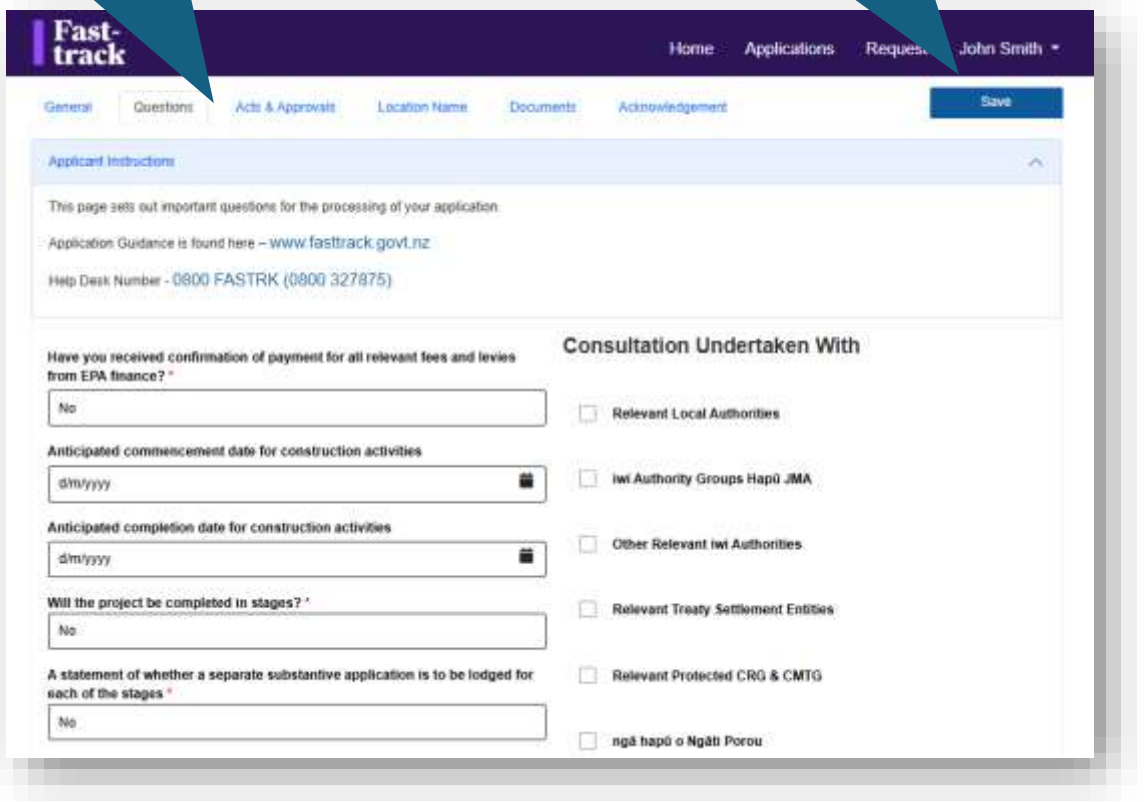
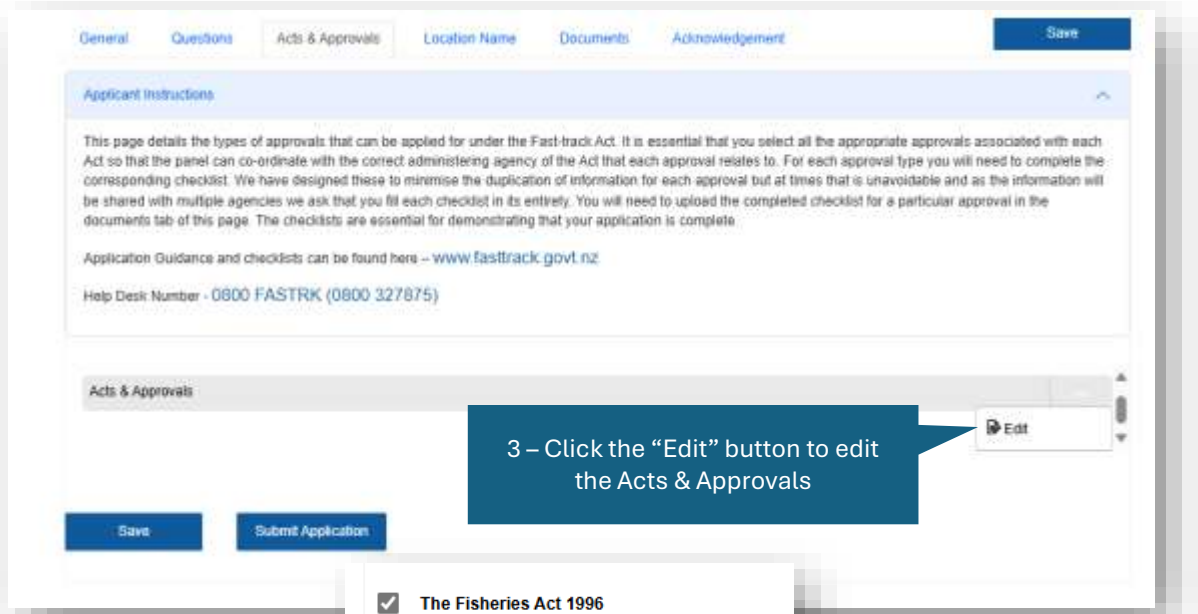
New Referral Application - 2 (for Applicant users only)

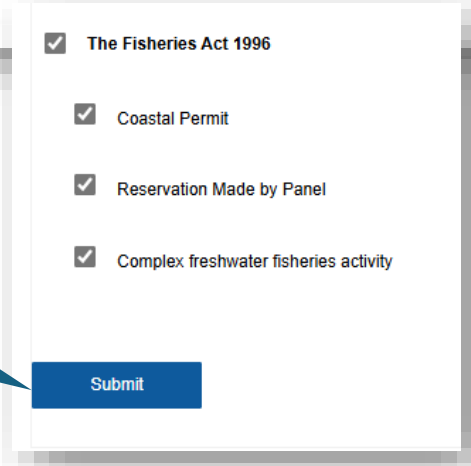
1 – Navigate to any tab on the Application by clicking on the Tab name

2 – Click the “Save” button to Save your application





3 – Click the “Edit” button to edit the Acts & Approvals



3 – Tick all the relevant Acts & Approvals related to this project, then click Submit to save your changes

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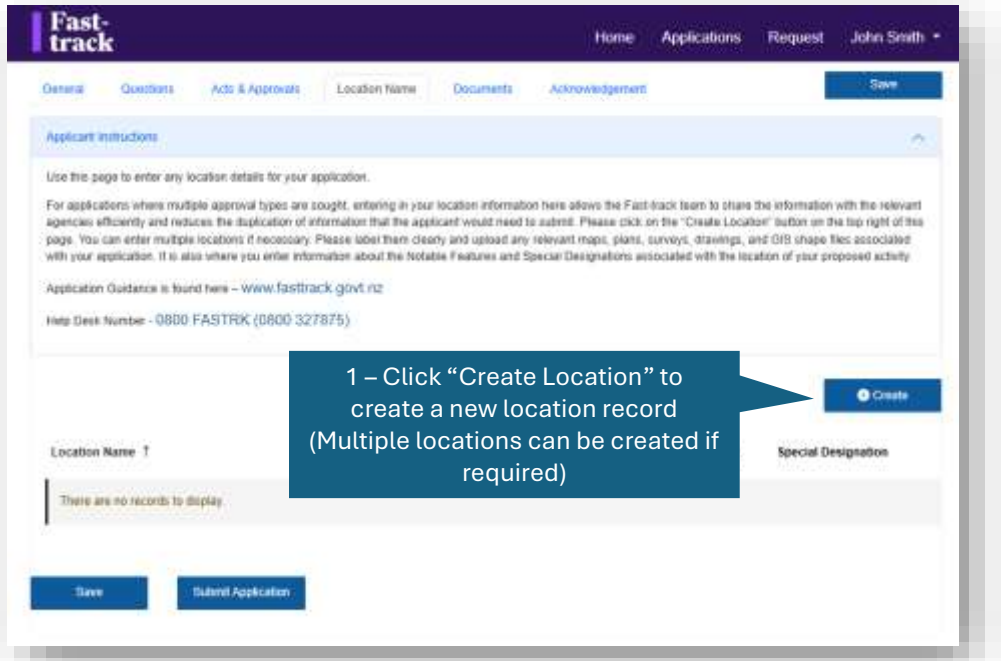
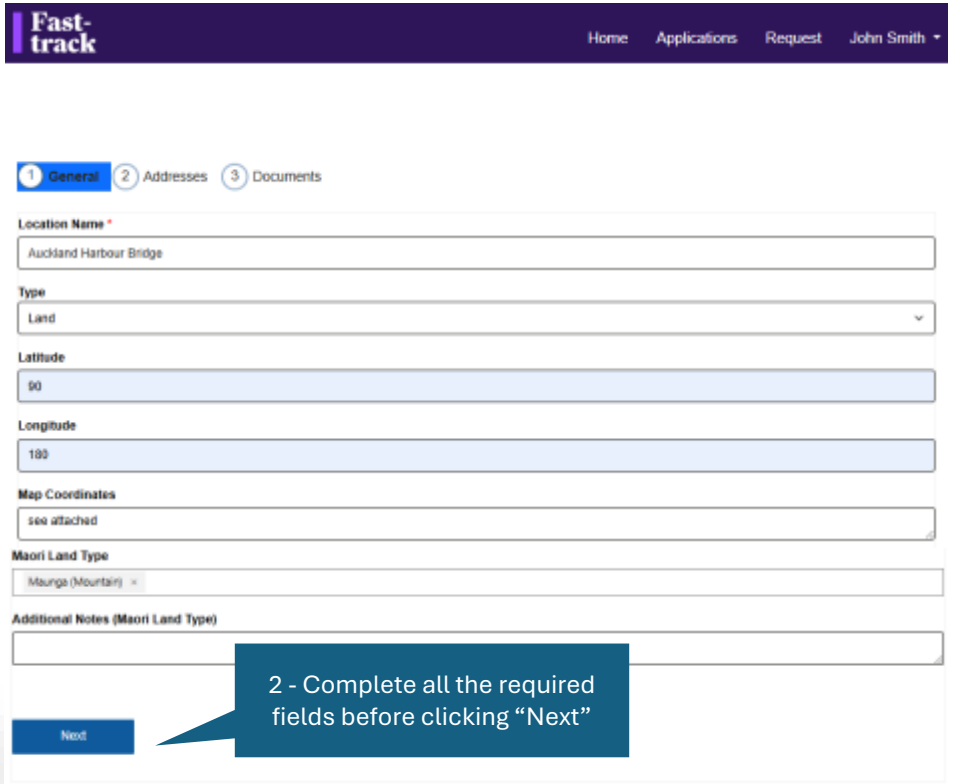
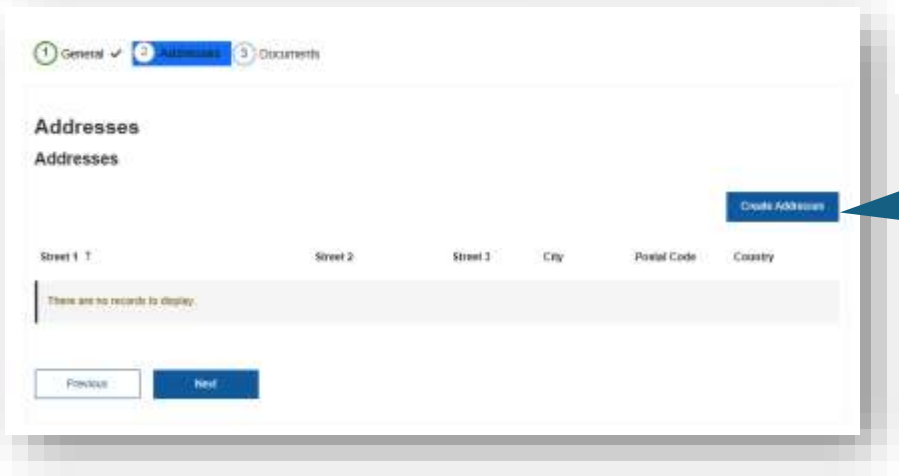
New Referral Application - 3 (for Applicant users only)



1 – Click "Create Location" to create a new location record (Multiple locations can be created if required)



2 - Complete all the required fields before clicking "Next"



3 – Click "Create Address" to create an Address record (Multiple Addresses can be created if required)

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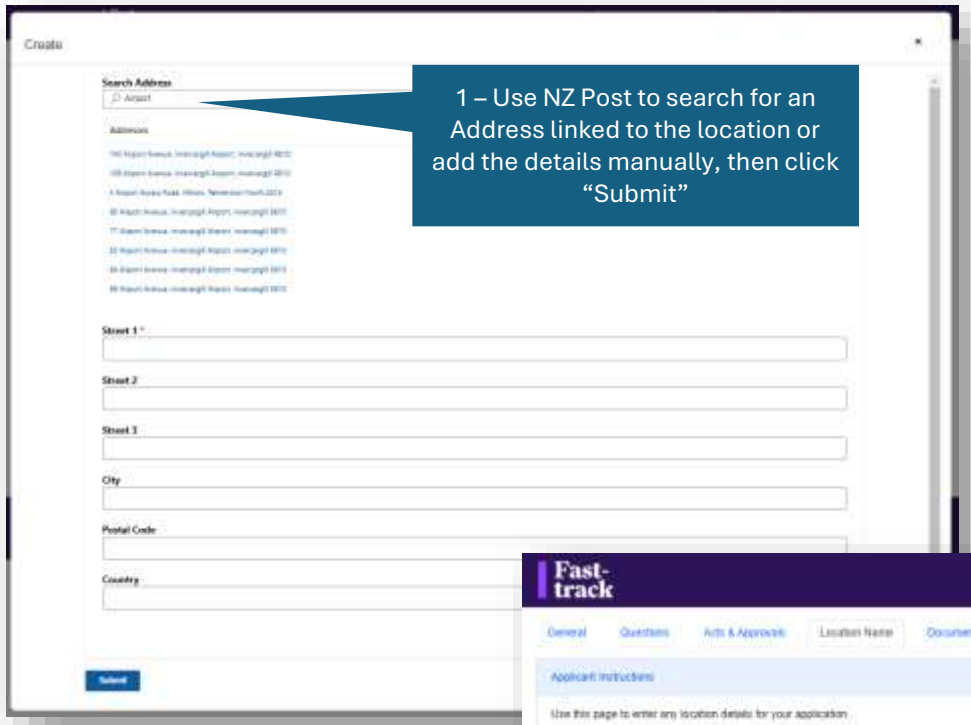
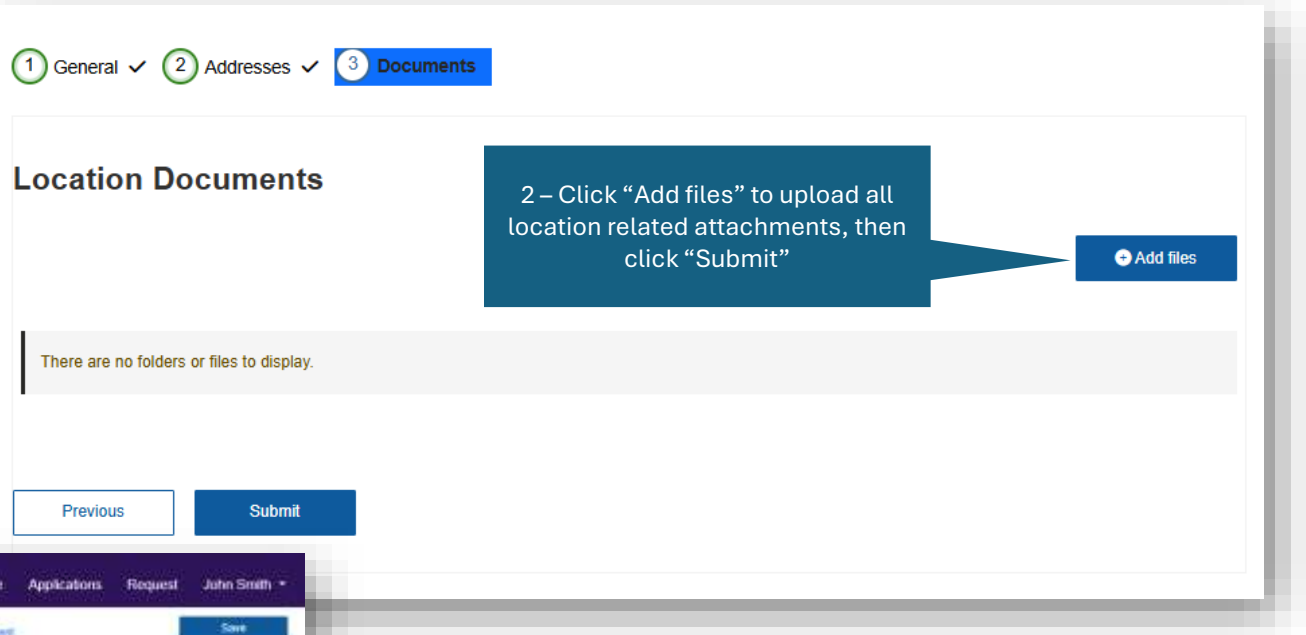
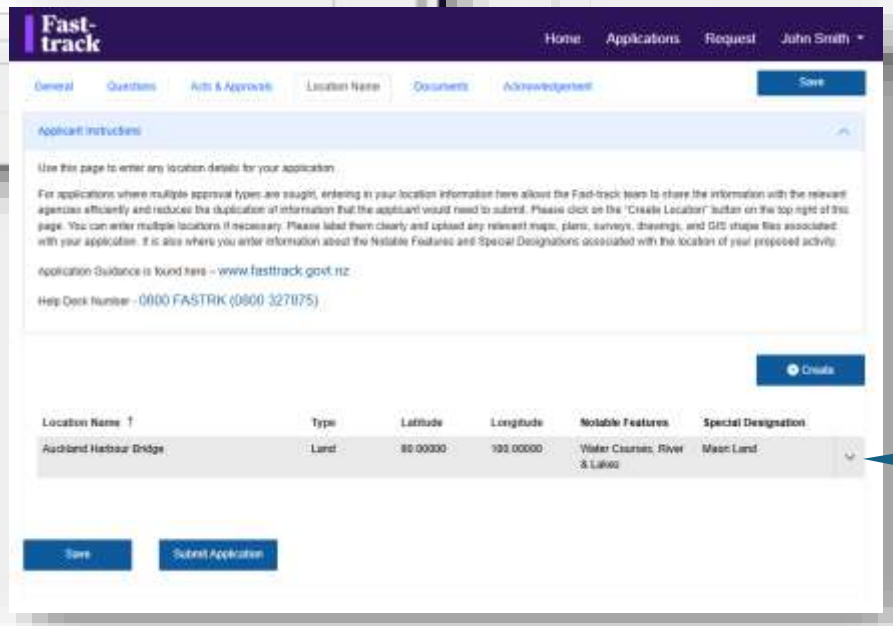
New Referral Application - 4 (for Applicant users only)



1 – Use NZ Post to search for an Address linked to the location or add the details manually, then click "Submit"



2 – Click "Add files" to upload all location related attachments, then click "Submit"



3 – Your Location record has been successfully created, you can edit by clicking the "Edit Location" button

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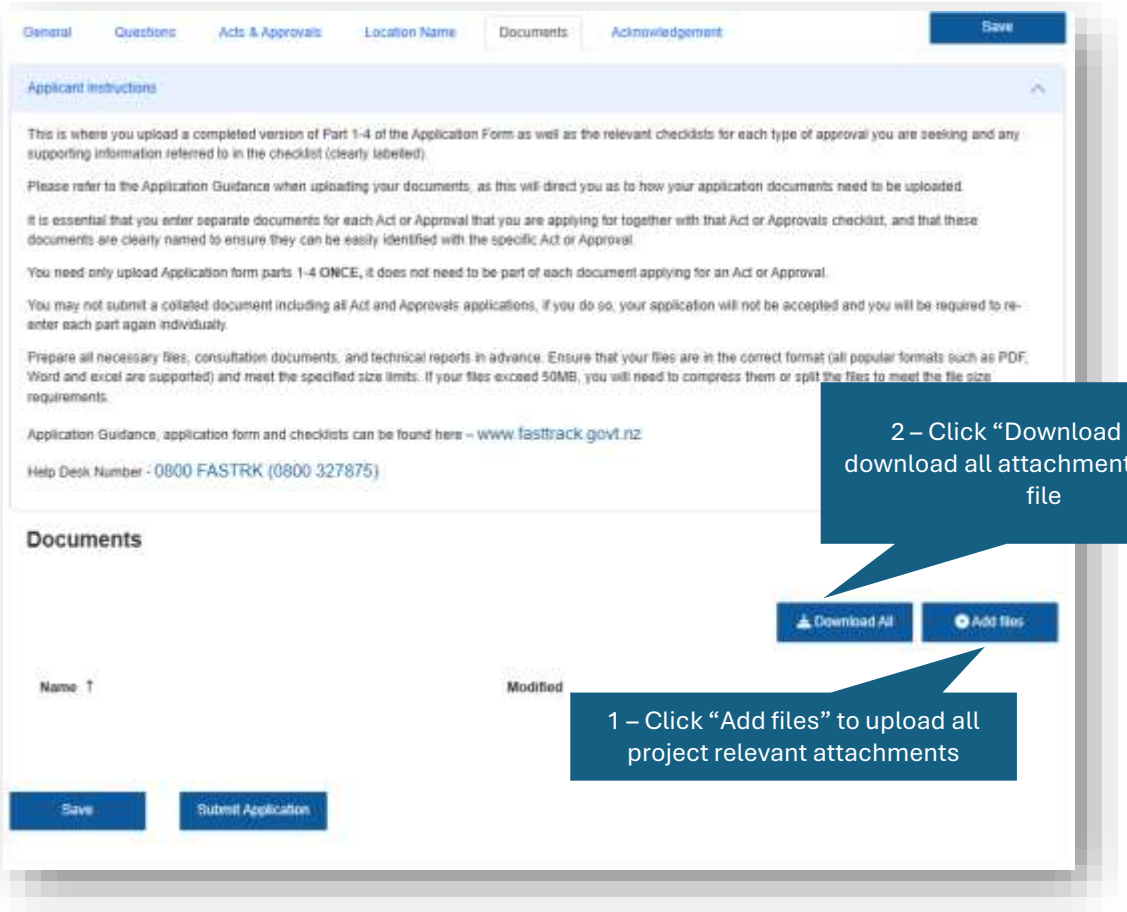
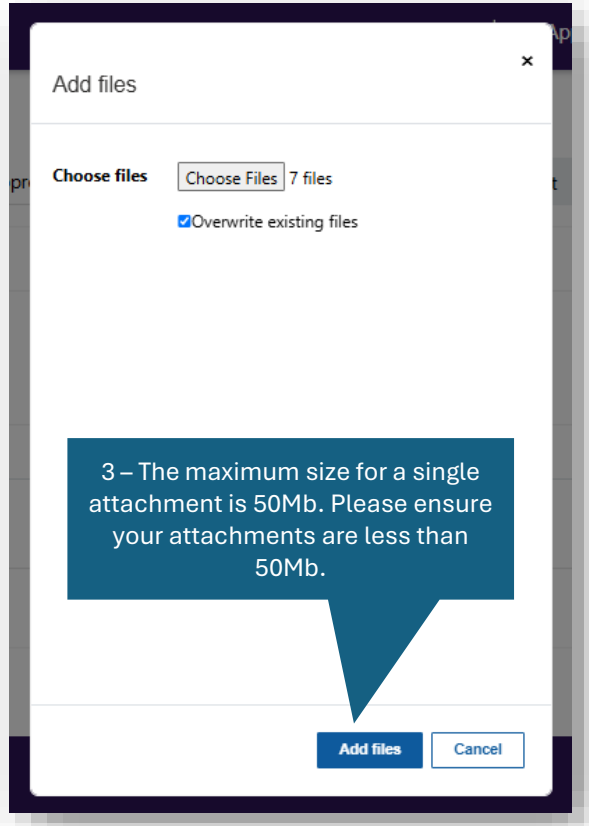
New Referral Application - 5 (for Applicant users only)

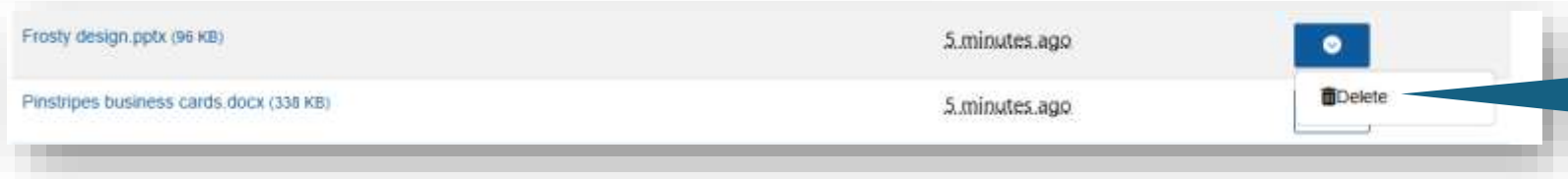


2 – Click “Download All” to download all attachments as a .zip file

1 – Click “Add files” to upload all project relevant attachments



3 – The maximum size for a single attachment is 50Mb. Please ensure your attachments are less than 50Mb.



4 – Files can be deleted before final submission of the Application

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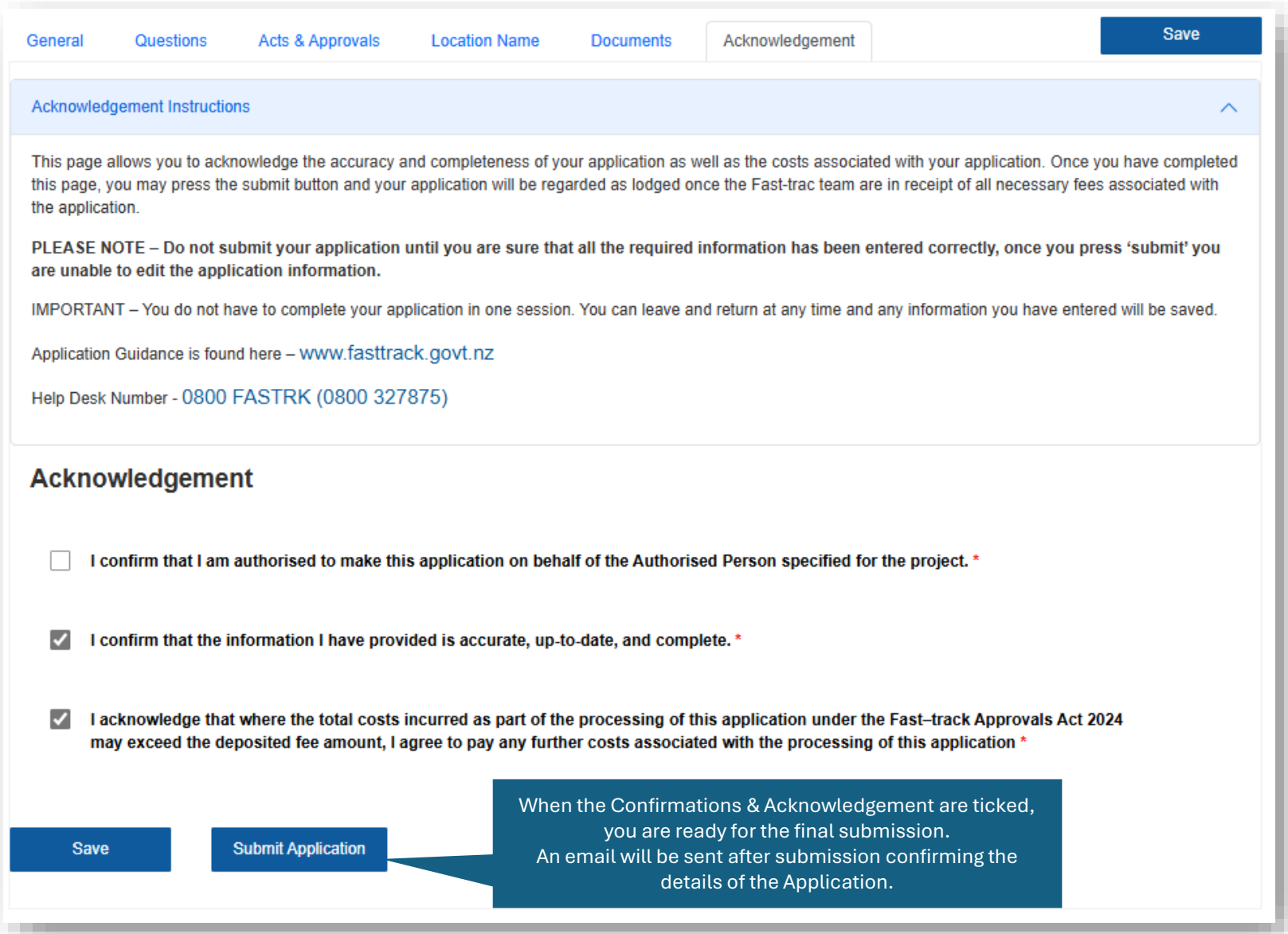
New Referral Application - 6 (for Applicant users only)



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