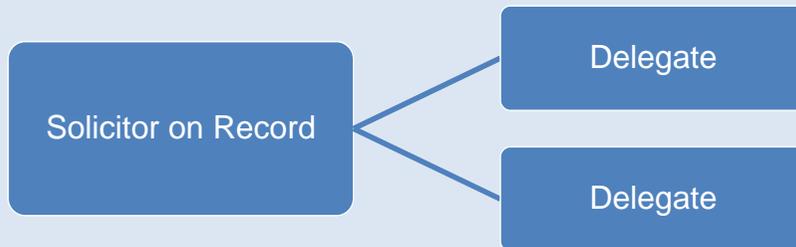


NSW Online Registry User Types



- Solicitor on Record** The Solicitor on Record is the Solicitor who is named as the party's Legal Representative in the documentation for a proceeding
- Delegate** A delegate is someone who will be accessing cases or filing on behalf of the Solicitor on Record. Examples of a Delegate user include Contact Solicitors, Paralegals and Secretaries.

You only need to register once for access to the NSW Online Registry; either as a Solicitor on Record OR as a Delegate. If you are a Solicitor on Record, but will also be managing or accessing cases on behalf of another Online Registry user, then you will need to register two accounts; one as a Solicitor on Record, the other as a Delegate

Register as a Solicitor on Record

(Only complete these steps if you will be acting as the Solicitor on Record)

- Step 1** Go to the NSW Online Registry website - onlineregistry.lawlink.nsw.gov.au
- Step 2** In the navigation bar across the top of the screen, Click Register. Read the information on registration, and then click Register
- Step 3** Complete your details. Select the user description; 'I am the Solicitor on Record'. Be careful to enter correct contact and address details as these will be used to pre-populate online forms. When complete, click Next
Note: Only the Solicitor who will be named as the party's Legal Representative in the proceeding's documentation should select this option. Those acting as the Contact Solicitor should select the option; 'I will be managing or accessing cases on behalf of a Solicitor or Barrister'
- Step 4** An email has been sent to your nominated email address. Click the link in this email to verify your account (you may prefer to copy and paste this link into your internet browser)
- Step 5** Log into the NSW Online Registry using the username issued in the email, and the password you created during step 3
- Step 6** Verify your identity online. When your identity has been 100% verified, click Finish. The registration process is now complete.

Assign Delegates to Act on Your Behalf *(Completed by Solicitor on Record)*

- Step 1** As the Solicitor on Record, login to the NSW Online Registry and then click the Manage profile tab
- Step 2** Click then Delegates tab, then click Add delegates. Enter the given name and surname of the Delegate along with their username (created when the Delegate registered). Click Confirm details. Select the permissions for the Delegate and then click Save. The Delegate can now access and manage cases on your behalf.

Register as a Delegate

(Only complete these steps if you will be acting as a Delegate to access or manage cases on behalf of a Solicitor on Record)

- Step 1** Go to the NSW Online Registry website - onlineregistry.lawlink.nsw.gov.au
- Step 2** In the navigation bar across the top of the screen, Click Register. Read the information on registration, and then click Register
- Step 3** Complete your details. Select the user description 'I will be managing or accessing cases on behalf of a Solicitor or Barrister'. Be careful to enter correct contact and address details as these may be used to pre-populate online forms. When complete, click Next
- Step 4** An email has been sent to your nominated email address. Click the link in this email to verify your account (you may prefer to copy and paste this link into your internet browser)
- Step 5** Log into the NSW Online Registry using the username issued in the email, and the password you created during step 3
- Step 6** The registration process is now complete, however you will need to provide your user name to the Solicitor on Record before you can begin using the NSW Online Registry. The Solicitor on Record will then assign you to act on their behalf.
- Step 7** After you have been assigned to act on behalf of a Solicitor on Record, log into the NSW Online Registry and select the name of the Solicitor on Record (for whom you are managing or accessing cases on behalf of) from the drop down list at the top of the screen. You will now be able to access and manage cases on their behalf