



1. What is an eOrganisation?

An eOrganisation is a way of replicating your business structure in an online format.

It's a mechanism for grouping together Online Registry users for the purpose of:

- Providing specific permissions to staff (users) within the eOrganisation
- Ability to delegate work to others within the eOrganisation

You should check if your firm is registered as an eOrganisation, or register one via the Manage Profile tab.

2. NSW Online Registry User Types

Administrator The user (Solicitor on Record or Delegate) who initially registers an eOrganisation will, by default, become the eOrganisation Administrator. A single Administrator can assign Administrator permissions to other users within the same eOrganisation. Administrator(s) can also add, remove and manage users within their eOrganisation.

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 and Paralegals.

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.

3a. Register as 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 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

Step 7 The registration process is now complete, however you will need to provide your user name and email address to the eOrganisation Administrator before you can begin using the NSW Online Registry. The Administrator can then add you to the eOrganisation and assign Delegates (e.g. Contact Solicitors or paralegals) to act on your behalf

3b. Register as a Delegate

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 and email address to the eOrganisation Administrator before you can begin using the NSW Online Registry. You will also need to notify the Administrator of the Solicitor on Record for whom you will be managing or accessing cases on behalf of. The Administrator can then add you to the eOrganisation and assign you to the Solicitor(s) on Record.

Step 7 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