Courts &
Tribunal Services
Attorney General & Justice
NSW GOVERNMENT

Administrator — *The user 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. This is done via the permissions checkbox when adding registered users to the eOrganisation. Administrator(s) can add, remove and manage users within their eOrganisation.*

Authorised Officer — *An officer authorised in writing to exercise the powers or perform the functions on behalf of their organisation.*

Delegate — *A delegate is someone who will be accessing cases or filing on behalf of the Authorised Officer. Examples of a Delegate user include authorised secretaries and staff.*

1. Register yourself for the NSW Online Registry

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. Be careful to enter correct contact and address details as these will be used to pre-populate online forms

Note: Authorised Officers will need to verify their email address and identity as additional steps in the registration process. This is not required for Delegate users.

Only the nominated eOrganisation Administrator can complete the remaining processes; Register an eOrganisation, Add registered users to your eOrganisation, and Assign Delegates to act on behalf of an Authorised Officer.

2. Register an eOrganisation

(The Authorised Officer or Delegate who completes these steps will, by default, become the eOrganisation Administrator)

Step 1 Register for access to the NSW Online Registry

Step 2 From the menu bar, select the Manage profile tab and click the link to 'Register eOrganisation'

Step 3 Complete the details for your firm, ensuring you select the Organisation Type as 'Litigant' then click Register.

Step 4 Online Registry Support will notify you when the eOrganisation has been successfully registered. You will then be able to login to the NSW Online Registry and manage your eOrganisation.

3. Add registered users to your eOrganisation *(eOrganisation Administrator)*

Step 1 Login to the NSW Online Registry and then click the Manage eOrganisation tab (this tab will only appear once the eOrganisation has been approved). Click Add a registered user.

Step 2 In the eID field, type in the username of the registered user who is to be added to this eOrganisation (the individual users should have registered earlier and advised you of their username and email address details). In the Email address field, type in the email address of the user; this must be the exact email address and cannot contain additional spaces or characters. Click Confirm Details.

Step 3 Select or delete Permissions for this user as required. Select the Administration checkbox if the user will be assigned as an additional eOrganisation Administrator

4. Assign Delegates to act on behalf of Authorised Officer *(eOrganisation Administrator)*

Step 1 Login to the NSW Online Registry and then click the Manage eOrganisation tab

Step 2 A list of staff attached to this eOrganisation will display at the bottom of the screen. Click the name of the Authorised Officer you want to assign a delegate to. Click the Delegates tab, and then click Add your delegates.

Step 3 A list of the delegates attached to the eOrganisation will display. Click the checkbox for all the delegates you want to assign to that Authorised Officer. Click Save. The Delegates will now be able to review cases or file on behalf of the Authorised Officer. It's recommended you notify the users when set up is complete.