

## Logon to use our online services

You do not need to be a registered user to file documents online but it can speed things up if you are filing several documents online.

- If you do not have a logon and you see a 'Logon' screen when using one of our online services - simply select Continue to proceed as a casual user.
- If you do have a logon you need to enter your User ID and Password when you see a 'Logon' screen. To get to the 'Logon' screen you can choose the Logon button in the top right hand corner of the screen. Alternatively a 'Logon' screen will be displayed automatically when you choose any of the options on the Maintain Organisation Details menu.
- To update an organisation's details online you will also need the registry key for that organisation.
- You do not need a logon to [search the register](#).

## What are your logon details?

**User ID** | A nine digit number allocated to you when you use the Get a User ID service to apply for a logon. This number does not change once allocated.

**Password** | Your password must have at least seven characters, including at least one alphabetic (A-Z) and one numeric character (0-9), no spaces or punctuation. You can change your own password once you are logged on.

### [Manage your logon](#)

Registering as a user of our websites provides fast and convenient access to our online services. Once you have a User ID you may need to update your details from time to time. In this section you will find information about managing your logon including updating your details, accessing online invoices and checking the terms and conditions associated with your logon.