

Pātaka Whenua Step-By-Step Guides

Become a registered <u>Pātaka Whenua</u> user

Date produced: 25 July 2024 Last modified: 16 December 2024

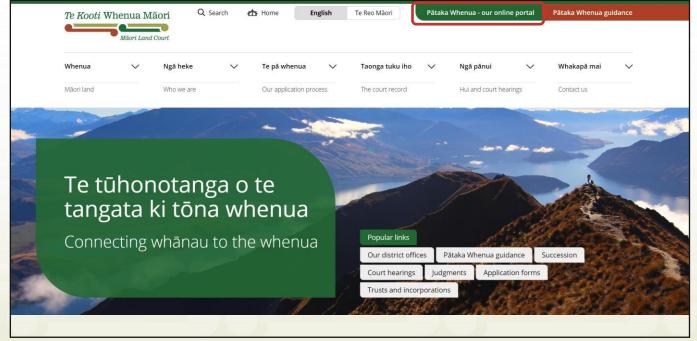
This step-by-step guide will help you through the steps to become a registered Pātaka Whenua user. Being a registered user means you can:

- Create and submit applications online.
- Save and return to your incomplete applications.
- Track progress of your applications.
- · Pay filing fees.
- · Submit enquiries.
- Receive notifications on your applications and enquiries from the court.
- Update your profile information.
- · Download reports.

Step 1

Accessing Pātaka Whenua

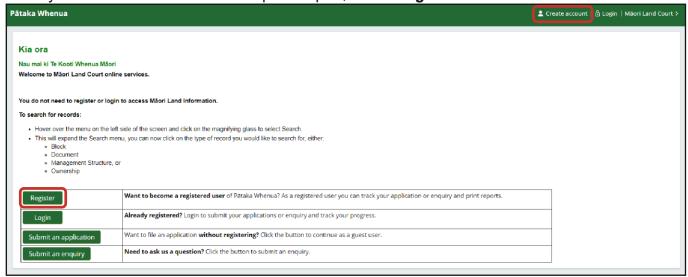
In your web browser, visit the Māori Land Court website www.māorilandcourt.govt.nz and click the green tab in the top right area labelled "Pātaka Whenua – our online portal".



Registering as a user

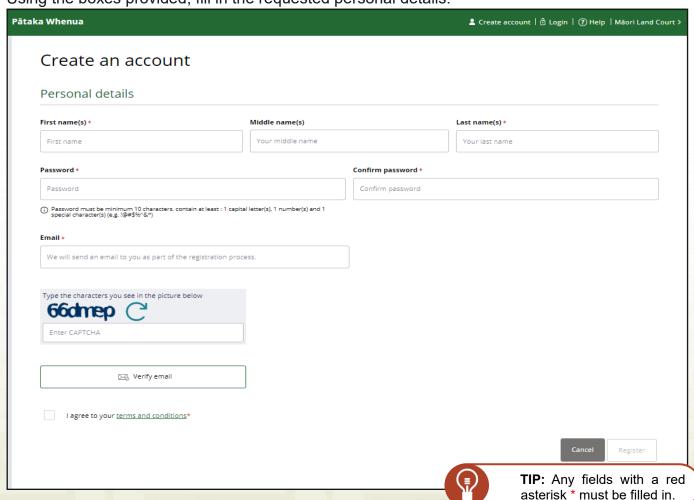
Step 1

Once you have the Pātaka Whenua portal open, click "Register" or "Create account".



Step 2

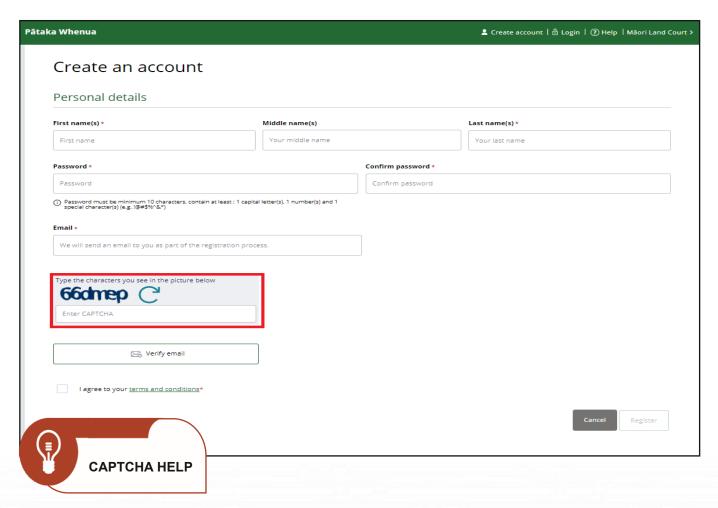
Using the boxes provided, fill in the requested personal details.



Step 3

After you have finished entering your email address, you will need to complete the CAPTCHA by copying the displayed letters into the box provided, then click the "Verify email" button.

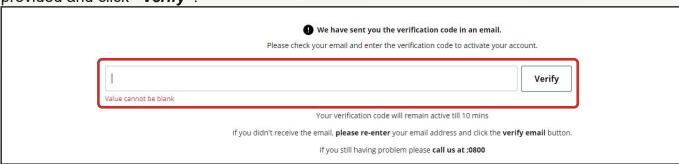
Verification is a simple way for you to confirm you have access to the email that has been entered.



- The CAPTCHA will display 6 characters as a mix of letters and numbers. If the sequence is difficult to read, you can click the circular arrow to generate a new one.
- If you do not see 6 characters in the CAPTCHA box, make sure your browser zoom is set to 100% and your browser window is maximised to full screen.

Step 4

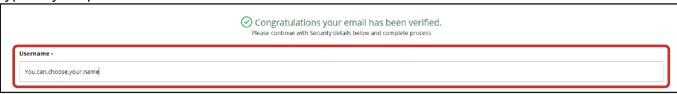
A verification code will be sent to the email address that you entered. Enter this code into the box provided and click "Verify".



Step 5

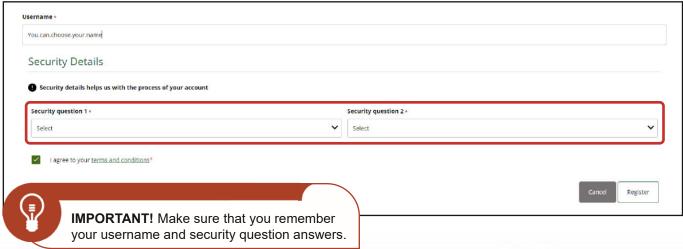
Once your email has been verified, you need to set your username. Pātaka Whenua will automatically generate a username based off your email address but you can change this if you prefer a different one.

To do this, click in the **Username** box provided, delete the text that was automatically entered and type in your preferred username.



Step 6

Next, fill in the **Security Details** section by selecting a question from the drop-down menu for both **Security question 1 & 2**. Type an answer for each question into the boxes provided.



Step 7

Once you are happy with your username and have answered each security question, make sure to **tick the box** to agree to the terms and conditions, then click **"Register"**.

```
✓ lagree to your terms and conditions*

Cancel Register
```

A confirmation page will display. You can click "Login" to access the Pātaka Whenua login page where you can now enter your username and password to access the portal as a registered user.

