

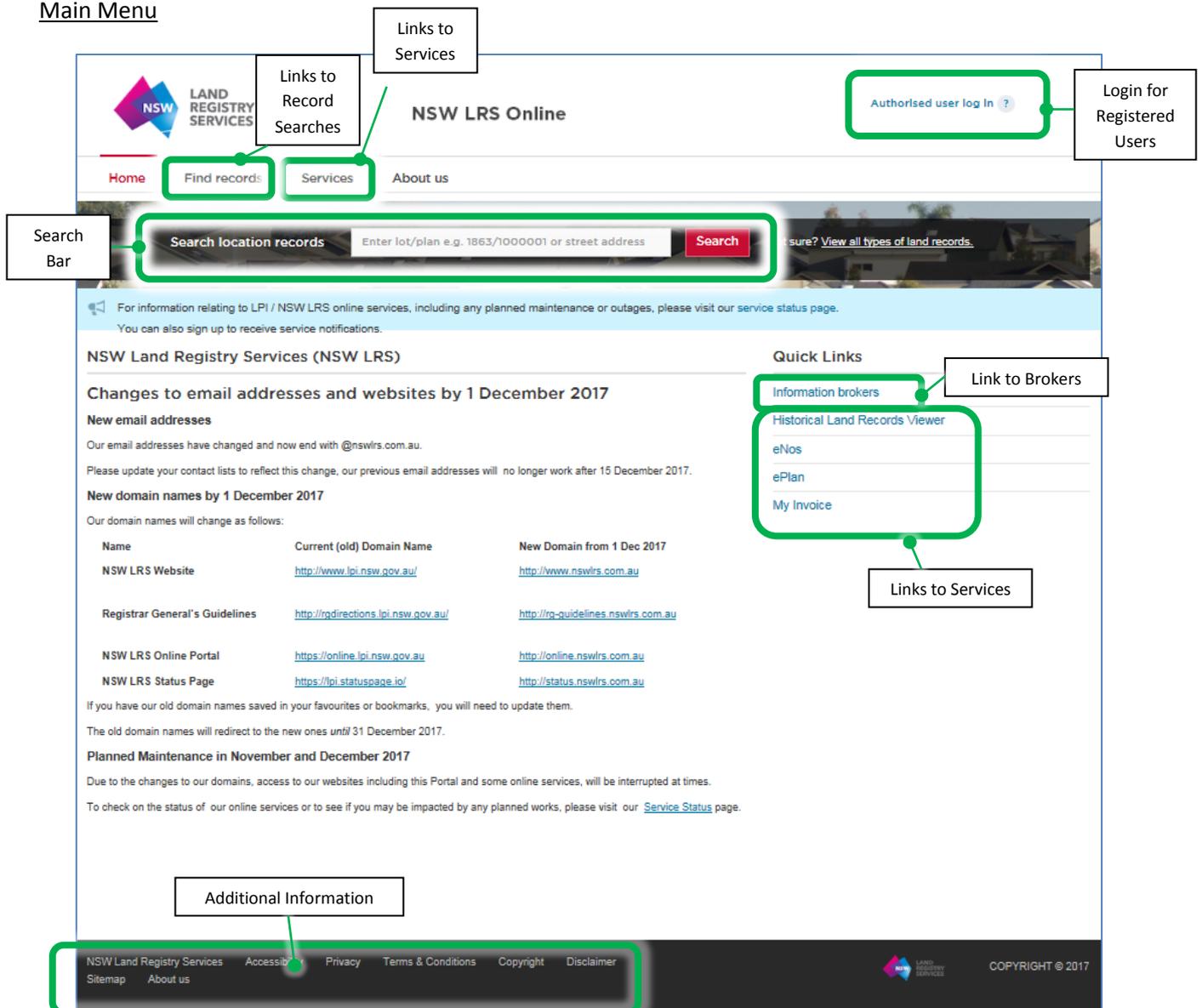
User Guide D Accessing Services in NSW LRS Online

For assistance with accessing the relevant services, please see User Guide A - Summary of Services.

1. Authenticated Services

Logging into NSW LRS Online will display the additional Services available under each user profile. For instructions on logging in, please see User Guide C - Login Guide for First Time Users.

Main Menu



The screenshot shows the NSW LRS Online website interface with several callouts highlighting key features:

- Links to Record Searches:** Points to the 'Find records' button in the main navigation bar.
- Links to Services:** Points to the 'Services' button in the main navigation bar.
- Authorised user log In ?** and **Login for Registered Users:** Points to the login link in the top right corner.
- Search Bar:** Points to the search input field and 'Search' button.
- Quick Links:** Points to the 'Information brokers' link in the Quick Links section.
- Links to Services:** Points to the 'My Invoice' link in the Quick Links section.
- Additional Information:** Points to the footer navigation links.

The main content area displays a notice about changes to email addresses and websites by 1 December 2017, including a table of domain name changes.

Name	Current (old) Domain Name	New Domain from 1 Dec 2017
NSW LRS Website	http://www.lpi.nsw.gov.au/	http://www.nswlrs.com.au
Registrar General's Guidelines	http://rgdirections.lpi.nsw.gov.au/	http://rg-guidelines.nswlrs.com.au
NSW LRS Online Portal	https://online.lpi.nsw.gov.au	http://online.nswlrs.com.au
NSW LRS Status Page	https://lpi.statuspage.io/	http://status.nswlrs.com.au

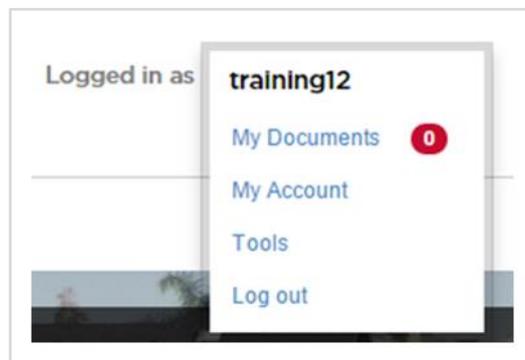
Once a user has logged in, their username will display in the top right hand corner of the screen and the products and services available will be based on their user profile.

2. Logged in as

When a User has logged in, click on the drop down arrow next to the user name will show a menu that includes links to “My Documents”, “My Account”, “Tools” and “Log out”. Based on the User’s profile, there may be additional items shown.



Tools available to each user have been assigned as per their established profile.



2.1 My Documents

Users can retrieve documents and subscriptions using this option (including Registered and Unregistered Plan subscriptions, Notice of Sale subscriptions and CRR Uncleared Notification subscriptions).

2.2 My Account

Users can update their email address and change their password using this option.

2.3 Tools

Established based on the User’s profile, this section provides access to a set of reporting and management tools.

2.4 Log Out

Users can click on log out to leave the portal.