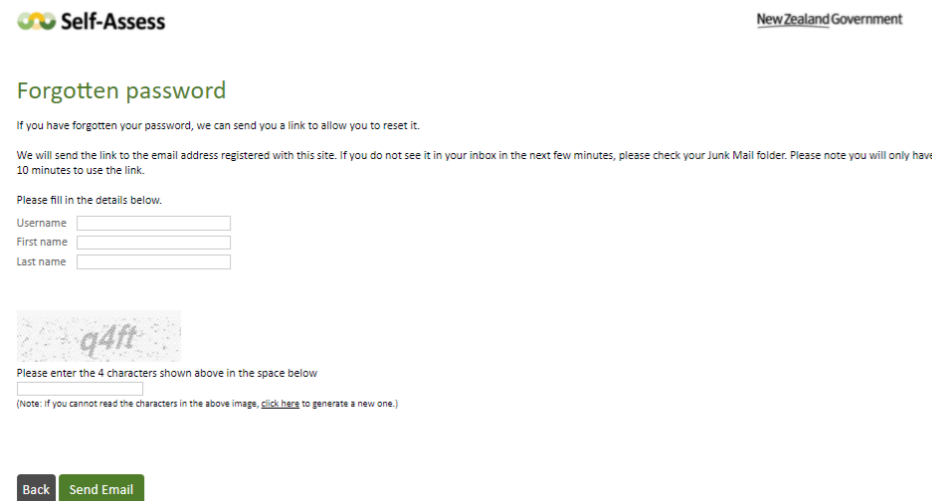


Quick-Start Guide – First time users

1. Navigate to <https://selfassess.govt.nz/login.aspx>.



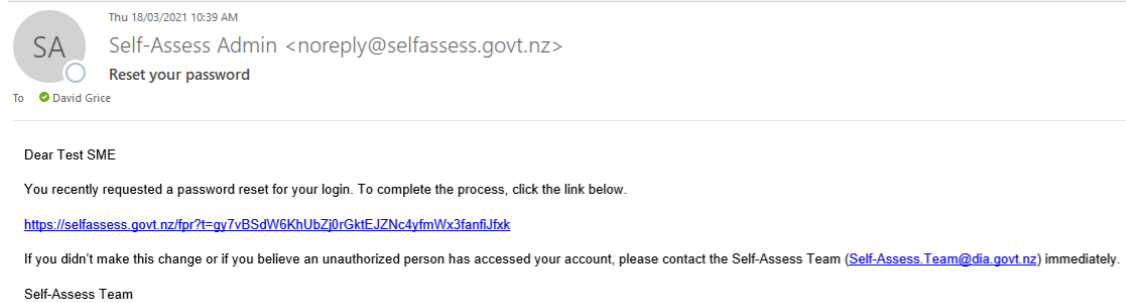
2. Click on the “Reset your password” link. You will be taken to a screen like this:



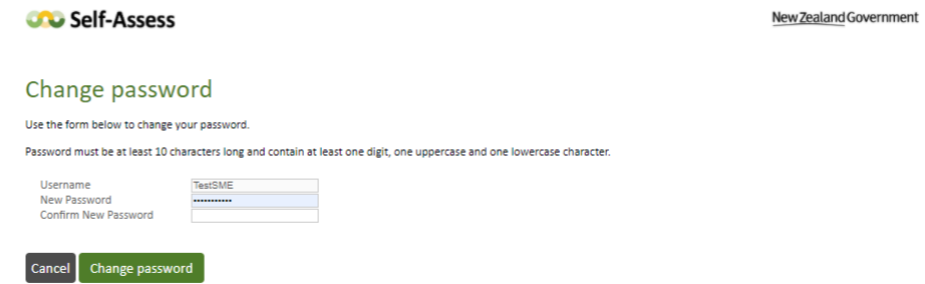
3. Enter your username (agency email address), first name, last name, and the “Captcha” text that appears on screen. Click “Send Email”.

4. This will generate an email sent to the email address we hold for you. The email will contain a password reset token that will be valid for only 10 minutes.

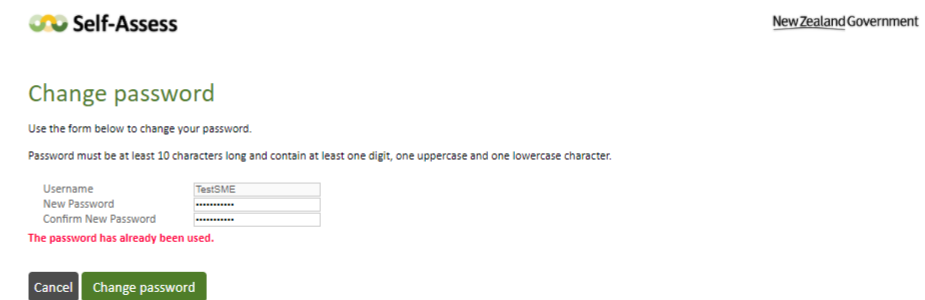
5. Check your mailbox (remember to check Junk Mail too) for an email like this:



6. Click on the token and you will be taken to the page to enter your new password. Behaviour may change between browsers. In this (Chrome) screenshot, you would need to over-type the text already in “New Password” with your new password.



7. You cannot use any recently used password. Password restrictions require at least ten characters with a mix of upper-case, lower-case and numeric as a minimum. If you do enter a previously used password, you will receive the following message.



In which case, choose another password.

8. If successful, you will get the following message:



9. When you click OK you will be taken back to the original screen shown at the start of this guide. Enter your username and your new password.