

# JBMS QUICK GUIDE: APPLYING TO USE TSW ONLINE REGISTRATIONS

This quick guide explains how to apply to use Trade Single Window (TSW) Online Registrations for the purpose of submitting and managing applications for importer, exporter, importer/exporter codes and supplier codes.

## WHAT DO I NEED ON MY COMPUTER TO USE TSW ONLINE?

To use TSW Online you need to:

- be on broadband
- have a web browser that is no older than Firefox 6 or Internet Explorer 9
- use Microsoft Windows with a version no older than Windows 7
- use a PC or laptop with at least 4 GB of RAM
- have an up-to-date antivirus checker.

If you're not sure about these requirements, you should seek advice from your technical support or contacts.

## HOW TO REGISTER

There are three steps to register to use TSW Online. Details of these steps are provided below.

Note: If you already are registered to use TSW Online Lodgements, you need to email a request for access to TSW Online Registrations to [tswusersupport@customs.govt.nz](mailto:tswusersupport@customs.govt.nz) and attach the three documents listed in step 1

### STEP 1 – PREPARE AND COMPLETE THE REQUIRED SUPPORTING DOCUMENTS

You need to provide as attachments with your online application the following three documents.

- **NZCS C9A**
- **identity document** - This must be either the photo page of a passport, a New Zealand driver's licence, or another acceptable form of official photo identification such as:
  - Firearms licence
  - HANZ 18+ card
  - NZTA ID Card
  - Student University Card
  - Work identification cards (these must meet certain criteria – contact us to find out more)
  - Government agency identification cards
  - Military identification cards
- **employer authorisation letter** - As part of the TSW user registration process, the user's employer (or organisation they are acting on behalf of) authorises the user's activity and access permissions. This gives organisations control over who can submit code applications in their name.

## STEP 2 – CREATE AND LOG IN TO TSW WITH YOUR REALME ID AND PASSWORD

The RealMe service enables you to use the same secure ID and password to login to online services of all participating government agencies and other organisations without your identity being shared. RealMe is managed by the Department of Internal Affairs. You need a RealMe ID and password to register to use TSW and then to login to TSW after you have been registered and approved.

To login to TSW use/create your RealMe login:

### New Trade Single Window users

If you haven't used Trade Single Window before you will need to register first.

[Register](#)

Go to [www.tsw.govt.nz](http://www.tsw.govt.nz) and click on the 'Register' link in the 'New Trade Single Window Users' box.

**B**

**Create a RealMe login**

To access this service you need a RealMe login.

This will give you access to a range of services with a single username and password, and much more. You only need one RealMe login and it's designed to protect your privacy and security.

[Create your RealMe login now](#)

**A**

This will direct you to RealMe - follow the instructions to access the TSW user registration page by:

A: creating a RealMe login then clicking Continue, or

B: using your existing RealMe login

For any queries about your RealMe login, use the help information on the RealMe login site.



RealMe login form with fields for Username and Password, and a Login button.

## STEP 3 – COMPLETE TSW REGISTER USER PAGE

Once you have completed the above steps and are on the TSW Register User page:

### Trade Single Window

Welcome Unregistered User | [Log off](#)

#### Register User

[Cancel](#)

**Applicant Details**

Surname \*

First Names \*

Expiry Date 11/05/2017

Previous Names [+ Add](#) [- Delete](#)

Surname	First Names
<input type="text"/>	<input type="text"/>

Date of Birth \*

Country of Birth \*

Gender \*

Occupation

**Attachments**

Identification Details [+ Add](#) [- Delete](#)

Identification Type	Photo ID Type	Identification Number	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Browse...</a>

1. Complete all of the fields.
2. In the Attachment Identification Details section attach the three supporting documents you have prepared. (Click Add for another row).
3. Check and submit your application.

Once your TSW Online user application has been approved, you will get an email providing your TSW User ID. When you next login you will be able to complete the functions you have been approved to use.