

Member Portal - registering an account



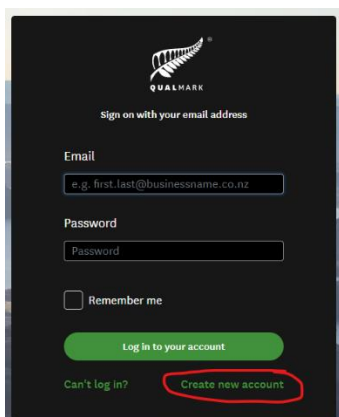
Step 1:

- Go to the official Qualmark website www.qualmark.co.nz
- Click on 'Member login' (located in the top right corner of the navigation bar)



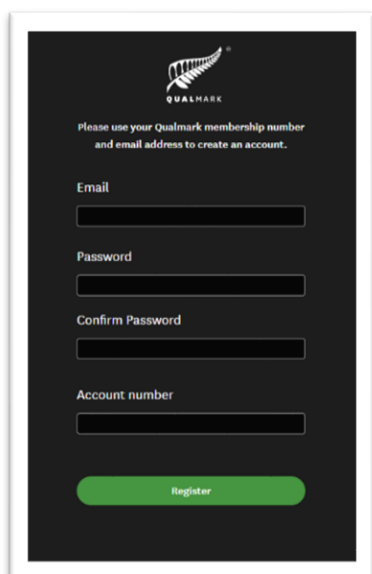
Step 2:

- Click on 'Create new account'



Step 3:

- Create your account using your account number (e.g., ACC-000001234), an email address, and a password of your choosing. *Please note the email address must match the primary contact, invoice contact or licence holder info we have entered in our system. If you are unsure which email address you have provided us for these contacts, please email our enquiries email for assistance.*
- You can only register ONE account when creating the log in – if you have additional accounts/businesses, please get in touch with our team and we will add them to your viewing access.



Step 4:

- The following email will be sent to you to verify your member portal account.
- Upon clicking on 'Confirm email address', you will then be redirected to the portal login page.

Kia ora [\[first_name\]](#)

Thank you for your Qualmark Member Portal registration! To use your [account](#) you must confirm your email address by clicking on the button or visiting the link below. You will not be able to log in until you have done this.

If you did not register for a Qualmark Member Portal account, please ignore this email. The user account will not become active.

Account Activation

[Confirm email address](#)

Please click on the button, or paste the following URL into your browser to confirm your email address:

[\[confirm_link\]](#)

Login

Once your account has been activated you will be automatically logged in. You can also access the [Qualmark Member Portal login](#) screen.

Lost password

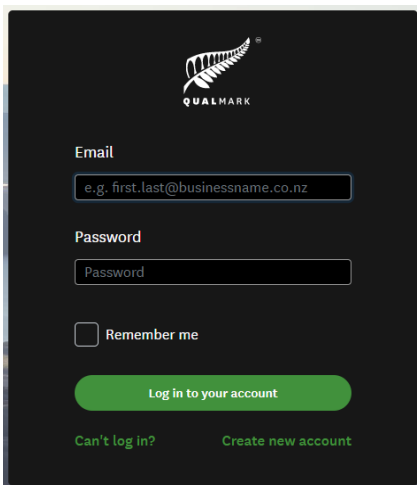
If you forget your password, you can request a new one through the [Lost Password](#) screen.

[Ngā mihi](#)

Qualmark Team

Step 5:

- Login with supplied credentials and enjoy!



Any questions regarding the registering and log in process, please email enquiries@qualmark.co.nz