

# Step1 Connecting to the new online system

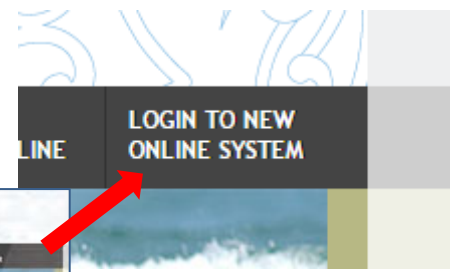
**Previous customers**

- Connect to REALMe via the "link" sent in an email to your groups main contact person from your last request (your 'default Profile Secretary').
- Call 0800 824 824 to have this email re-sent.



**New Customers**

- Connect via [www.communitymatters.govt.nz](http://www.communitymatters.govt.nz)
- To create YOUR individual and an Organisation Profile



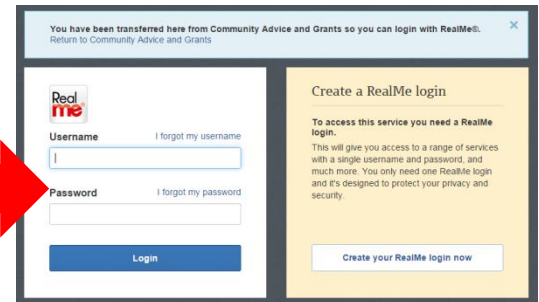
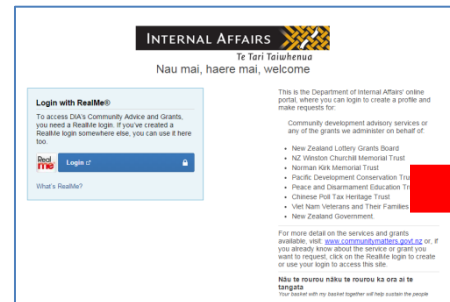
# Step 2 Connecting via REALMe



Our website is accessed by logging in through RealMe.

If you already have a RealMe login, then use this.

If not, you will create a username and password.



Each person accessing our system will need their own REALMe login. Any problems with REALMe contact Help Desk **0800 664 774**

## Step 3 Creating Mata Ora/Profiles



Profile Secretary

Two Signatories

### Individual Mata Ora/Profile

- Each person accessing the system requires **their own individual profile**.
- Complete name and contact details
- Note **no** Bank details needed.



### Organisation Mata ora/Profile

- **Complete all your group details**
- **Upload these** documents onto your Organisation Profile :
  - Latest Annual Accounts
  - Bank Slip or Statement
  - Profile Secretaries & two Signatories authority letter or Minutes.



Need help contact our 0800 824 824 Help Desk

Links to more information:

<http://www.communitymatters.govt.nz/new-online-system-Learn-more>

[http://www.communitymatters.govt.nz/vwluResources/Community-Matters-special-edition-October-2014/\\$file/Community-Matters-special-edition-October-2014.pdf](http://www.communitymatters.govt.nz/vwluResources/Community-Matters-special-edition-October-2014/$file/Community-Matters-special-edition-October-2014.pdf)

[http://www.communitymatters.govt.nz/vwluResources/Profile-secretaries/\\$file/GCMS-Profile-Secretaries-2.pdf](http://www.communitymatters.govt.nz/vwluResources/Profile-secretaries/$file/GCMS-Profile-Secretaries-2.pdf)

## More information about RealMe:

### IS IT REALLY YOU?

Anyone accessing the new system only requires one login, whether they:

- represent themselves to request a grant or a service
- represent one or many organisations one or many grants or services
- are a member of a Trust or a grant decision-making committee
- or any combination of the above.

If you already have a RealMe login, you can use it to access the new system.

If you don't have a RealMe login, select **Create your RealMe login now.**

The screenshot shows a web page with a dark header. A light blue notification banner at the top reads: "You have been transferred here from Community Advice and Grants so you can login with RealMe®. Return to Community Advice and Grants" with a close button. Below the banner, the page is split into two columns. The left column has the RealMe logo, a "Username" field with a "I forgot my username" link, a "Password" field with a "I forgot my password" link, and a blue "Login" button. The right column has a yellow background with the heading "Create a RealMe login" and text explaining that a RealMe login is needed to access services. Below this text is a white button that says "Create your RealMe login now". At the bottom of the page, there is a dark footer with links for "Help & contact us", "Terms of use", "Privacy", "About this site", "New Zealand Government", and "New Zealand Post" with its logo.



Back

### Create a RealMe login

#### Your login

Email address

Please enter an email address.

Email address (again)

Username

Minimum 4 characters

Mobile number

New Zealand (+64) 021

(Optional)

This number can also be used to reset your password if you forget it.

Alternative contact number

New Zealand (+64)

(Optional)

Our helpdesk will use this number if we need to get in touch with you if we can't reach you on your mobile.

### CREATING A REALME LOGIN

To create a RealMe login at the basic level required to access our system, you will need an email address - we recommend you use an email address that is "yours" rather than an email address that is also accessed and used by other people. As the name suggests, RealMe is about the identity of the person logging in rather than any organisation or group you represent.

You will also need to create a user name and a password for yourself.

When you create your RealMe login the form includes some personal questions. Your answers to these questions will be used to help check you are you if you need to change your password or if you forget your password.