

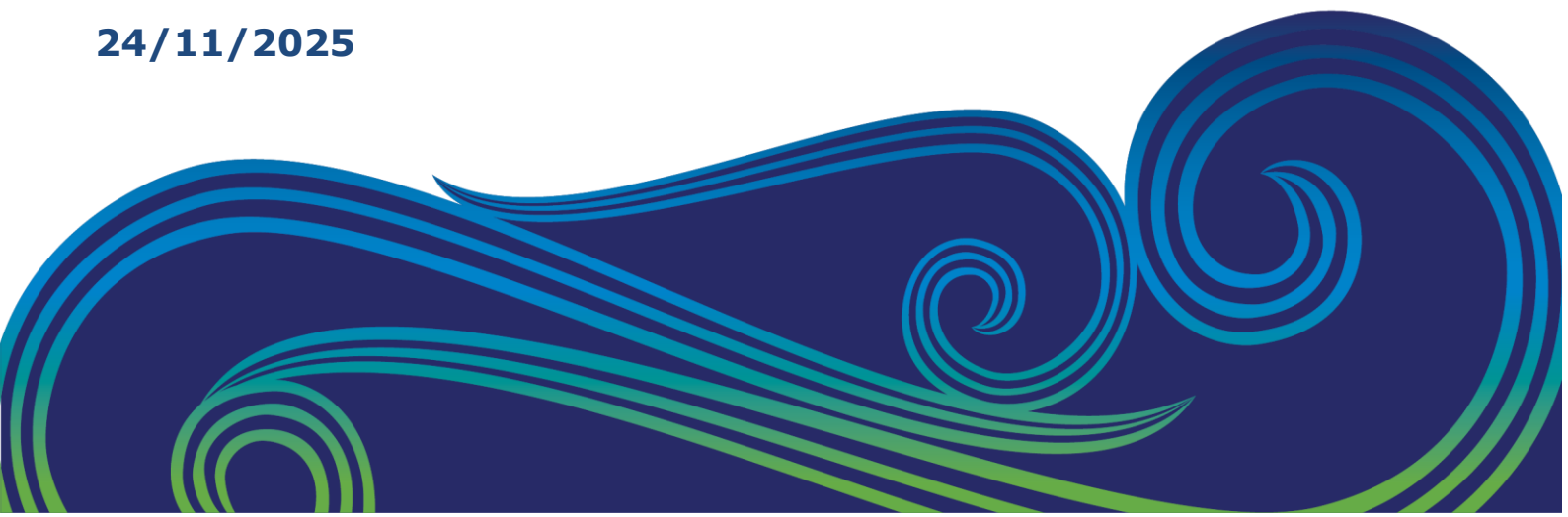


**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

RealMe Account Registration

User Guide for Suppliers

24/11/2025



Overview

Welcome to the User Guide for Registering a RealMe Account.


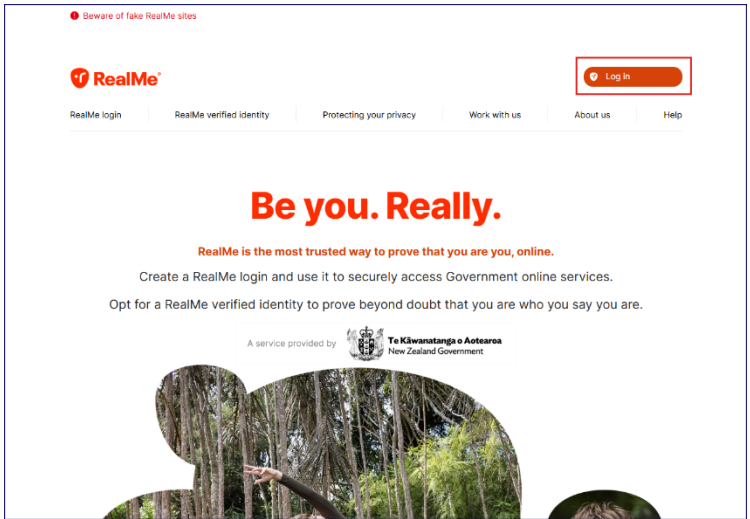

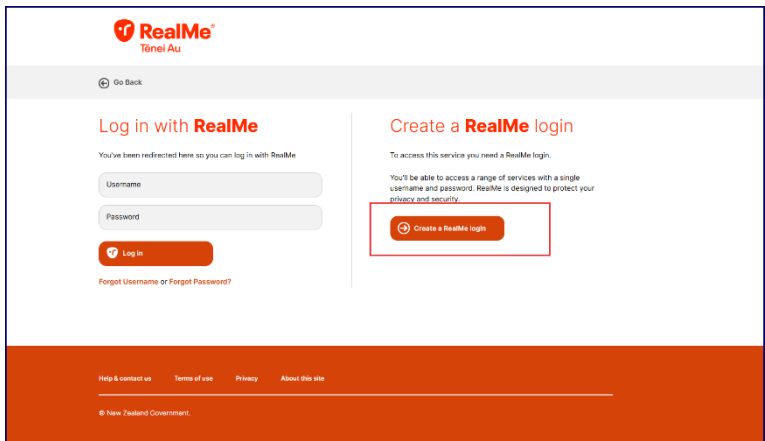
This guide will walk you through the steps to create a RealMe account, which is required to log in to the Supplier/Partner Portal.


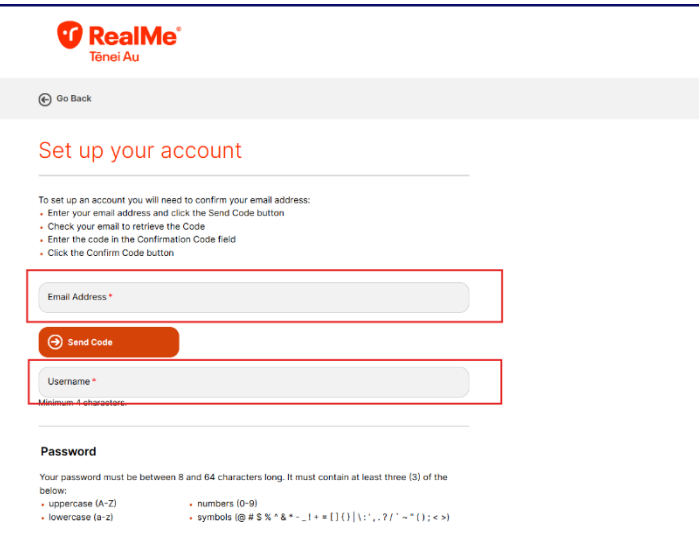
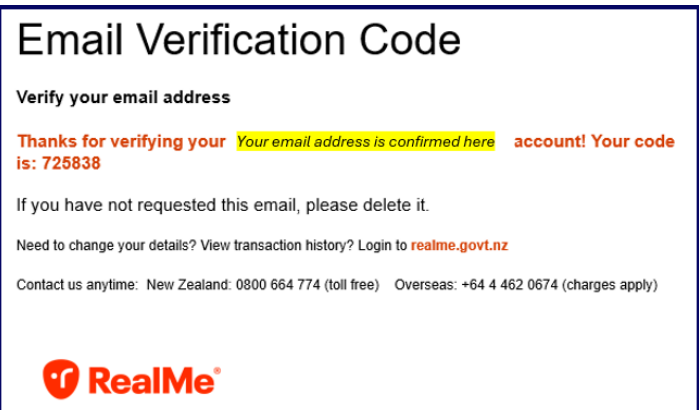
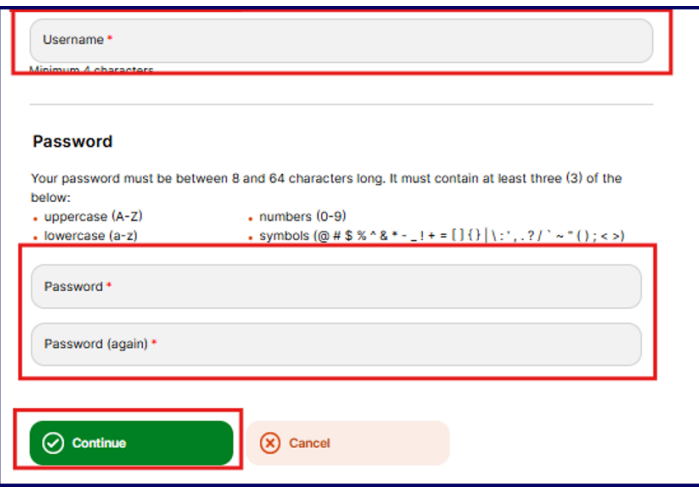
Follow these instructions if you do not already have a RealMe account linked to your company email address.

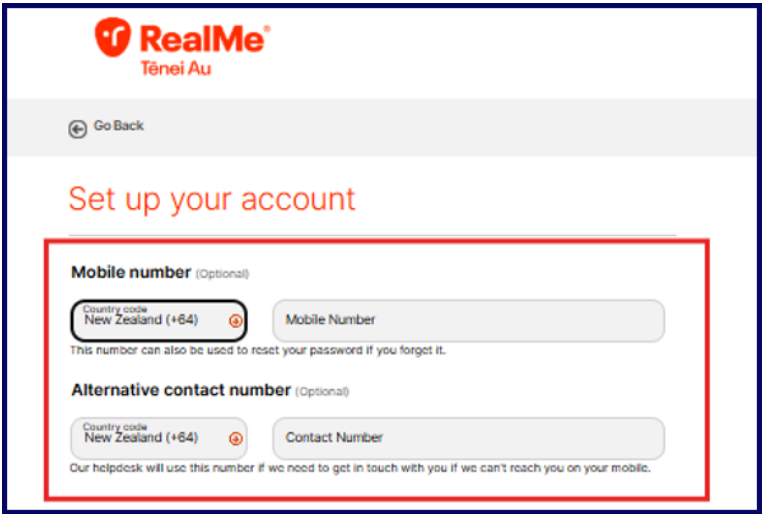
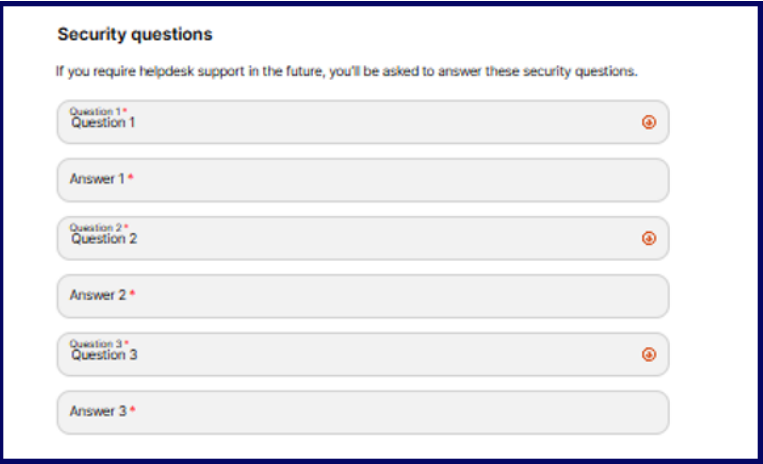
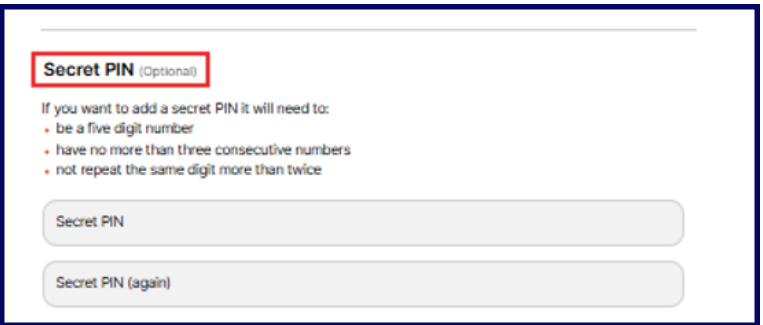
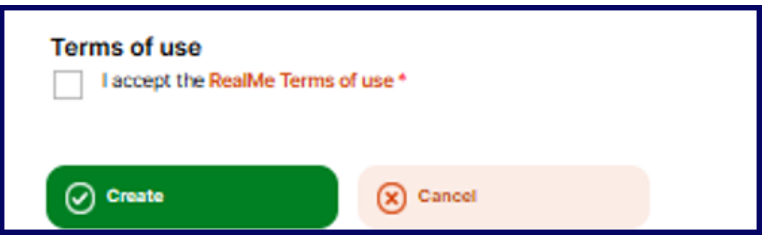
Please note: A verified RealMe account is **not required** to access the MSD Supplier/Partner Portal.

If you get stuck, the RealMe Help Desk is available 24/7 to assist you: +64 4 462 0674.

registration

| Step | Action |
|------|--|
| 1. | Click on the Home – RealMe |
| 2. | Click the  option on the page.  |
| 3. | Select the  option.  |

| | | |
|----|--|---|
| 4. | <p>Enter your company email address and click the  instruction.</p> |  <p>The screenshot shows the 'Set up your account' page. It includes a 'Go Back' link, a list of instructions for setting up an account, and input fields for 'Email Address *', 'Username *', and 'Password'. A 'Send Code' button is positioned between the email and username fields. The password requirements are listed below the fields.</p> |
| 5. | <p>Enter the Verification Code sent to your email address.</p> |  <p>The screenshot shows the 'Email Verification Code' screen. It includes the RealMe logo, a 'Verify your email address' heading, a confirmation message with a yellow highlight, and contact information for support.</p> |
| 6. | <p>Create your username and password.</p> <p>Select Continue</p> |  <p>The screenshot shows the screen for creating a username and password. It includes input fields for 'Username *' and 'Password *', with a 'Continue' button at the bottom. The password requirements are listed above the password field.</p> |

| | | |
|-----|---|--|
| 7. | The Mobile number is optional. |  |
| 8. | Select three compulsory security questions from the list of predefined options. These questions will be used to verify your identity if you need to reset your password in the future. |  |
| 9. | Adding a pin is optional |  |
| 10. | Accept the Terms of use , by selecting the tickbox Click Create. |  |
| 11. | Your RealMe username and password is now created. | |