



## If you do not have a logon, find out how to get one

Step 1 - Select Get User ID located in the upper right corner of the page.

Step 2 - Complete the User Details section.

Step 3 - Complete the Customer Details section.

If you are an individual:

- re-enter your name in the Organisation Name field
- select 'Other' from the Customer Category drop down menu
- re-enter your telephone number
- enter your postal address.

Step 4 - Complete the Payment Details section by selecting either:

- Credit Card Only - You will not be required to enter your credit card details at this time, nor will you be charged again to complete the SMS search online. If you select 'Credit Card Only' proceed directly to Step 5.
- Direct Debit - Select this option if you wish to set up a direct debit account. You will not be charged again to complete your SMS search online.

Step 5 - The Sites and Services option allows user account controls and access levels to be defined. If you are setting up an individual account, you may generally proceed to the next step.

Step 6 - Scroll back to the top of the page and select Save.

- [Use this step-by-step guide to complete your SMS search online using your SMS ID.](#)

### Tips

- A red asterisk (\*) denotes a mandatory field
- Do not use the browser back button.