# Webshop User Guide

This guide is for customers who would like to purchase standards without subscribing to any services. However, once you have created an account, you can subscribe to any service using the same account. To understand how to purchase PDFs, hardcopies or Networkable PDFs please read this user guide.

Creating an account

- Go to www.standards.govt.nz
- Click 'Login' at the top of the page.
- Click on the 'Create an account' button on the pop up.
- Select 'For myself' or ''For organisation'.
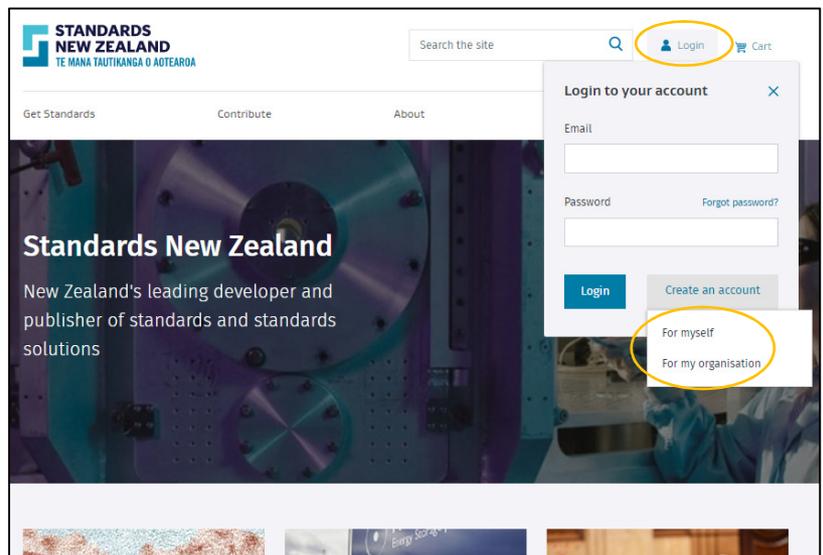
- If you create an account for your organisation, please ensure you enter the correct organisation name and the unit/division/branch.
- If you choose 'For myself', the above two fields will not appear.
- Complete the rest of the information and click 'Create account' at the bottom of the page.
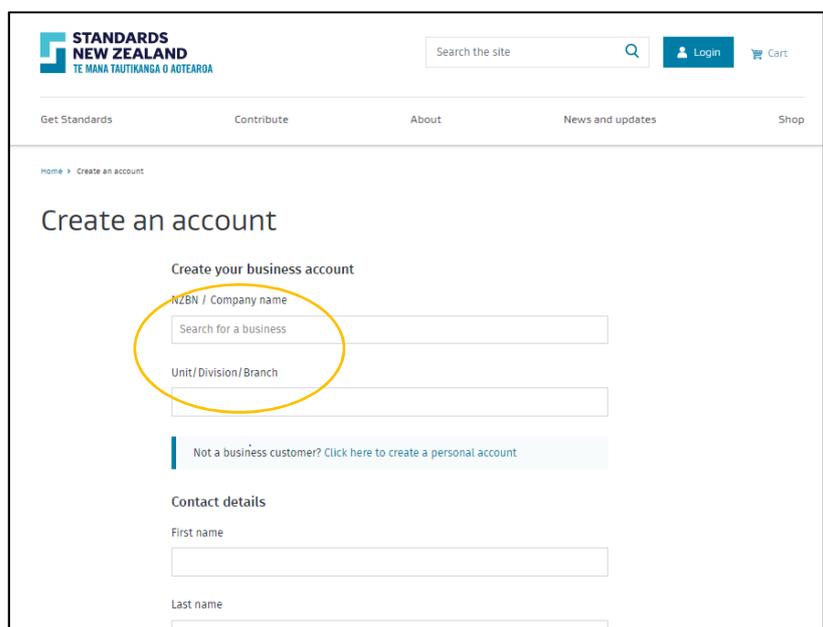
- Once the account is created an email verification link will be sent to your email.
- Once you have verified your email ID you can click on the 'Login' button at the top of the page and enter your registered email and password to log in into your account.
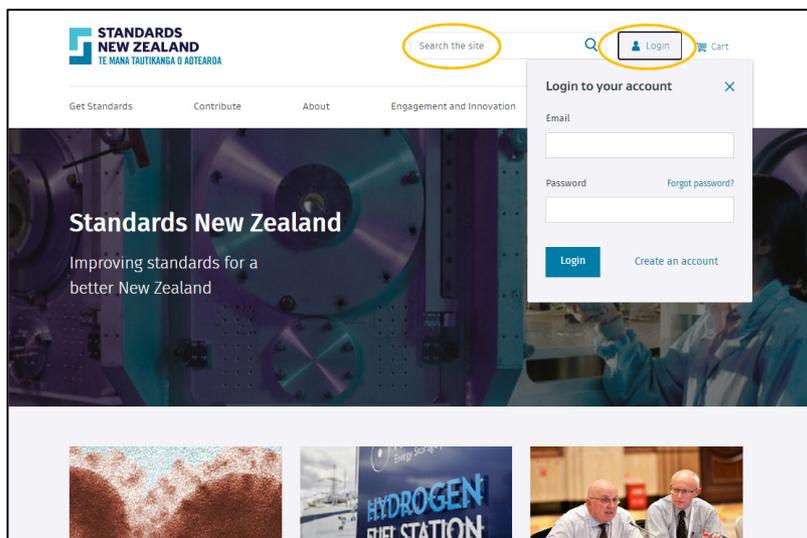

## Finding and purchasing products

- Log in using your registered email ID and password.
- When you are successfully logged in, the 'Login' button at the top will change to 'My Account'.
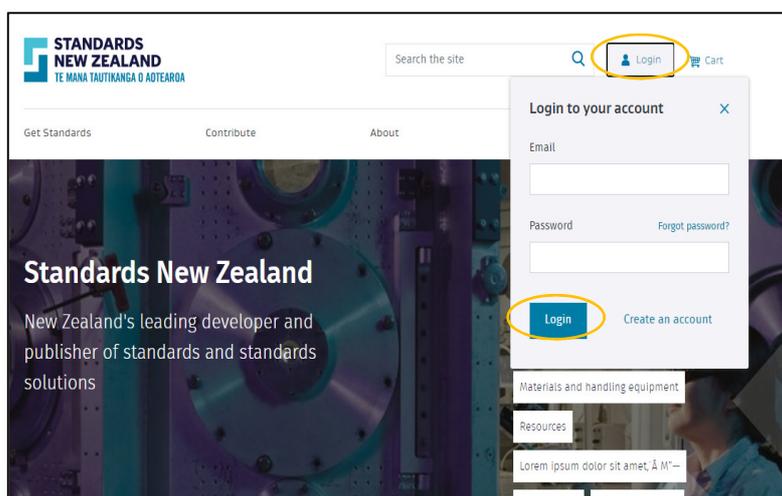

- Go to 'Browse Standards' under the 'Get Standards' tab.
- You will be directed to the search page with various filter options on the left panel.
- Search for the standard(s) you require using the search bar above the standards list and use the filters on the left to narrow your search.
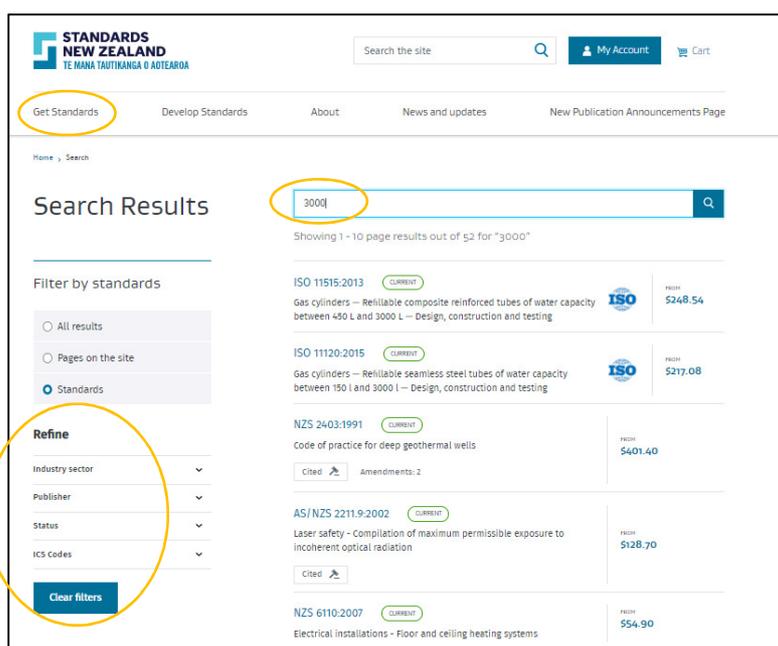
- Alternatively, type in the standard number or title you wish to purchase in the site search.
- Click the magnifying glass icon next to it, or hit Enter.
- Click the standard you wish to purchase.
- Choose the product type you wish to purchase.
- For more information on each product please visit our FAQ pages.
- Once you have selected a product type, click the 'View cart and checkout' button to go to your cart, or click 'Keep shopping' to add more standards. As an example, a PDF purchase is shown in the screenshots on this page.
- On the next screen, check the format and quantity is correct.
- The shopping cart at the top of the page will show the number of items in your cart.
- If you don't wish to complete your order, click 'Remove'.
- When you are finished adding standards to your order, click the 'Proceed to checkout' button.
- On the checkout page you can review your order before making payment. You can also add a purchase order (PO) number and sign up for our Keep me up to date service.
- If you would like to order a hardcopy standard, you can specify the delivery address on this page and the book will be sent directly.
- If you would like to buy a PDF on behalf of someone, a button will appear on this page when the standard format in the cart is PDF. By checking 'Yes' on this button you can send the PDF directly to the requestor's email address.
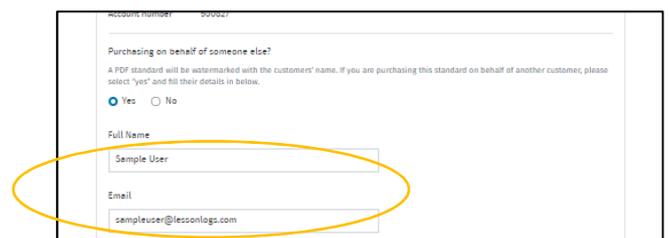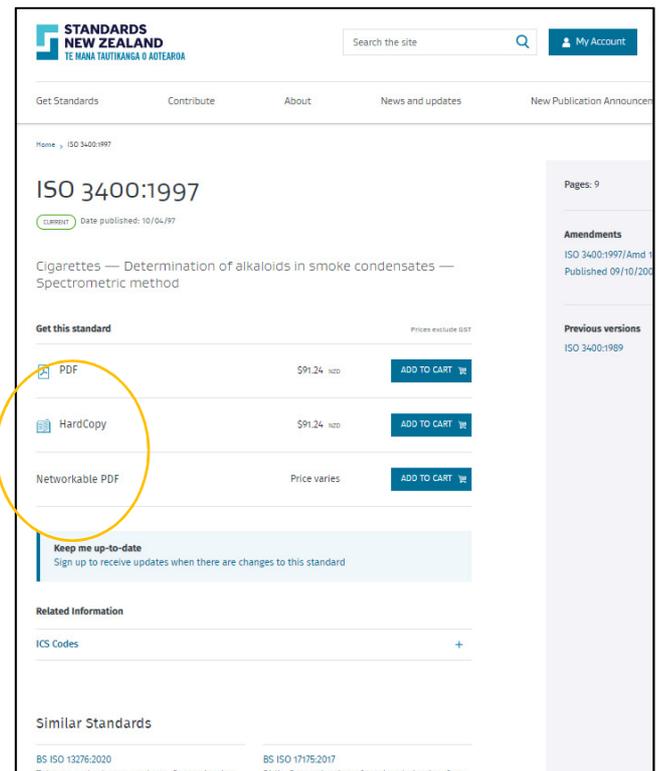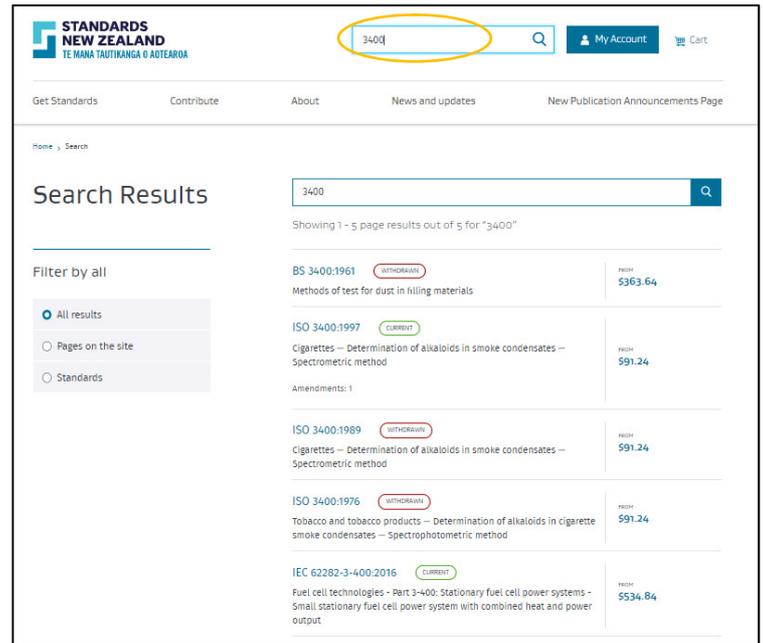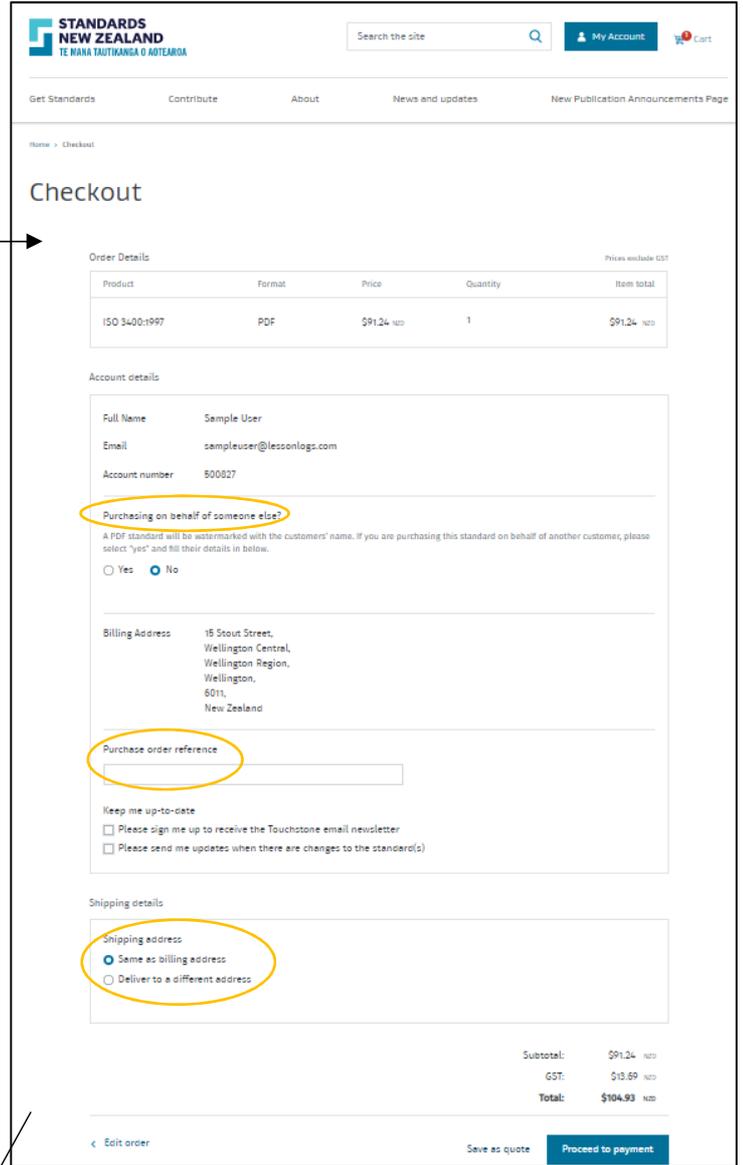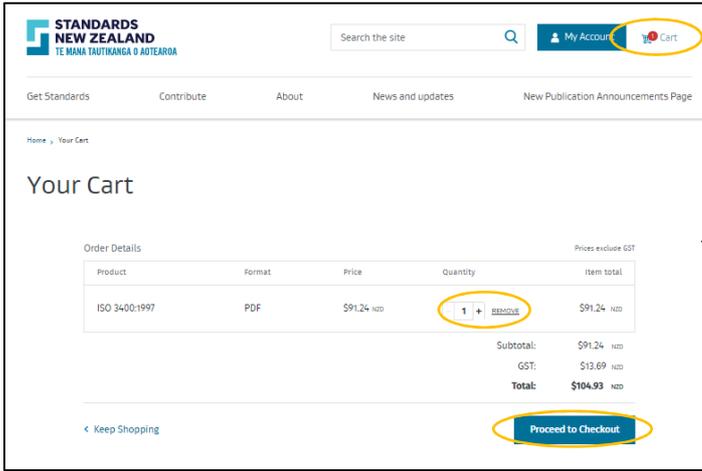
- Read and accept the terms and conditions. If you do not accept the terms and conditions, your order will not be processed.
- Payment can be made by credit or debit card, or by internet banking.
- Choose your method of payment and complete the purchase.
- Once payment is accepted, you will receive and email with a link to download the PDF standard. You will also be emailed a GST invoice.
- The order history page will also show the latest purchase in your account.
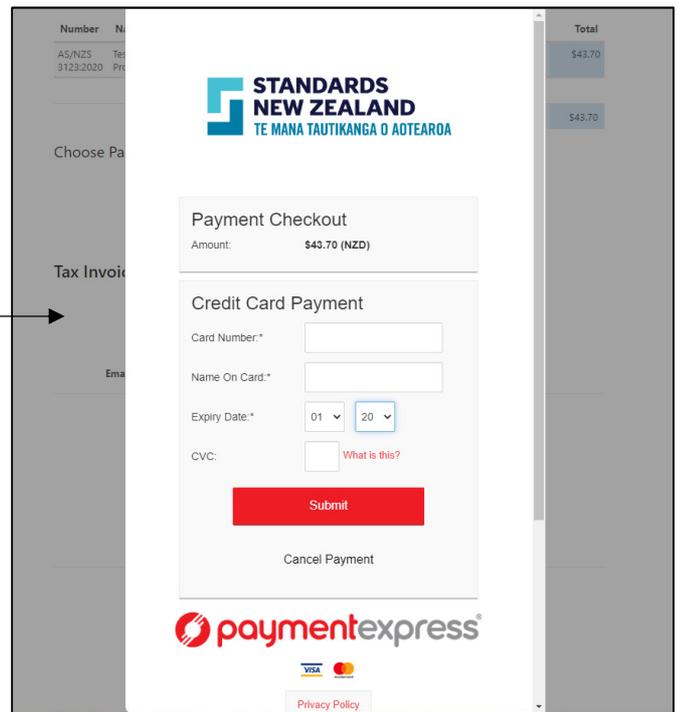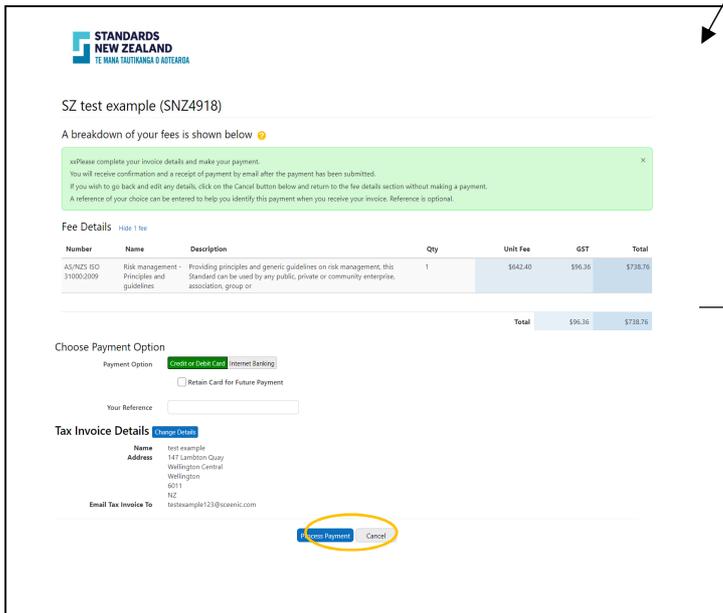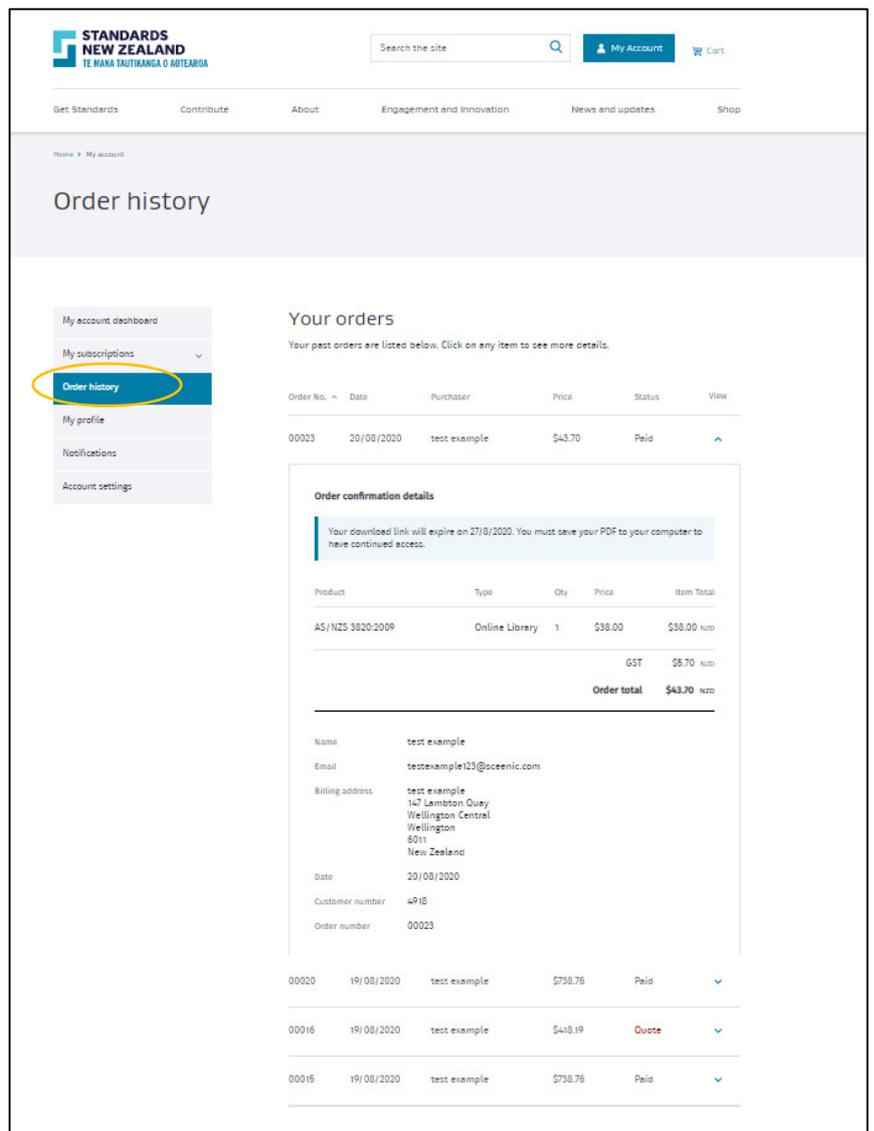
Viewing your Order History

- Click on 'My account dashboard' under the 'My Account' button at the top of the page.
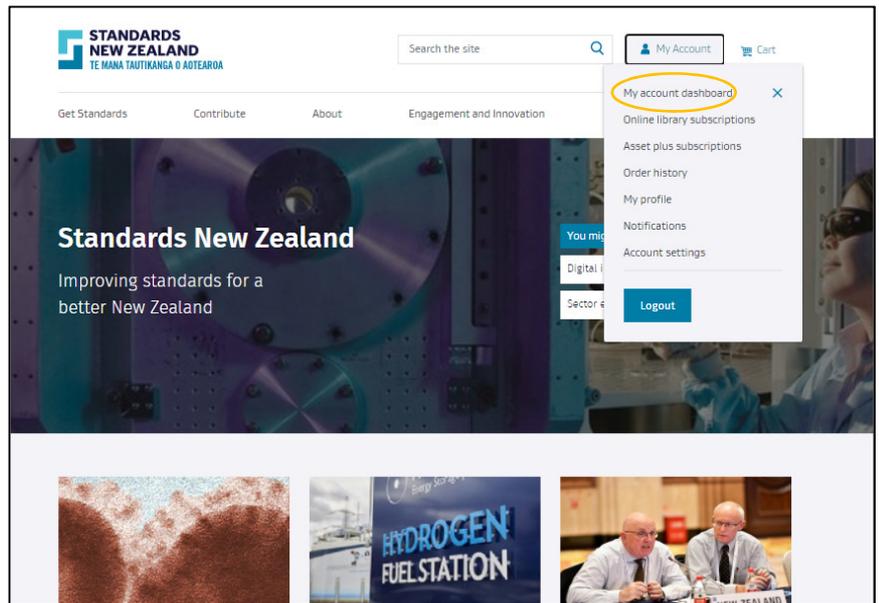
- Click on 'Order history' on the left panel and your latest purchase will appear at the top.
- Click on the order to expand and view the details.
- You can also download PDF standards from here within seven days of purchase.

For more information, or to give feedback, please contact the Standards New Zealand Online Library team:

Email: onlinelibrary@standards.govt.nz

Phone: 0800 782 632 during business hours.