



Registering to use and logging into ePhyto

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Table of Contents

1	Introduction	3
2	Existing users the Phyto e-cert system	4
3	New users who do not have access to the Phyto e-cert system.....	4
4	Logging onto ePhyto.....	4
4.1	Logging onto ePhyto for the first Time.....	4
4.2	Logging onto ePhyto for the second and subsequent times	9
4.3	Managing your igovt logon details	10

1 Introduction

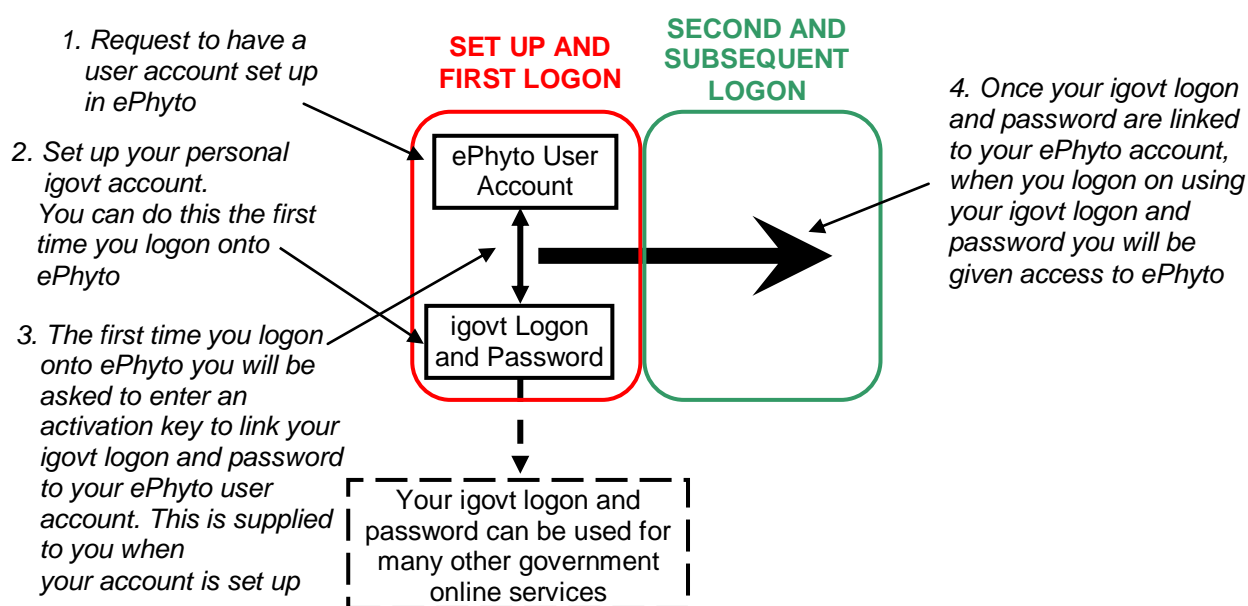
In line with Government policy, users will now access ePhyto by using their igovt logon details. The user's igovt username and password details will be linked to ePhyto through MPI's common logon verification system MAAS (MPI Authentication Authorisation System)

Your igovt username and password are yours personally and not specific to ePhyto. The igovt logon service allows you to use the same username and password to access various government online services. For more information on the igovt logon Service, click here <https://www2.i.govt.nz/cls/static/homepage> If you do not already have an igovt logon and password, you can set one up when you first log on to ePhyto..

In addition to your igovt logon and password, you will also need to have a user account set up within ePhyto. See below for more details on how to have a user account set up.

When your account is set up you will be supplied with an activation key. This will be used to link your igovt logon details with your ePhyto account for the first time you log on. Your activation key is for your use only and can only be used once. Do not give your activation key to anyone else.

This is summarised in the diagram below. It is also covered in more details in 1.3.1 *Logging onto ePhyto for the First Time*.



2 Existing users thePhyto e-cert system

Existing organisations and users of the Phyto e-cert system will need new accounts set up in ePhyto to be able to gain access. The initial load will be done as part of the implementation of the new system. Post implementation please contact MPI Plant Exports (plant.exports@MPI.govt.nz)

3 New users who do not have access to the Phyto e-cert system

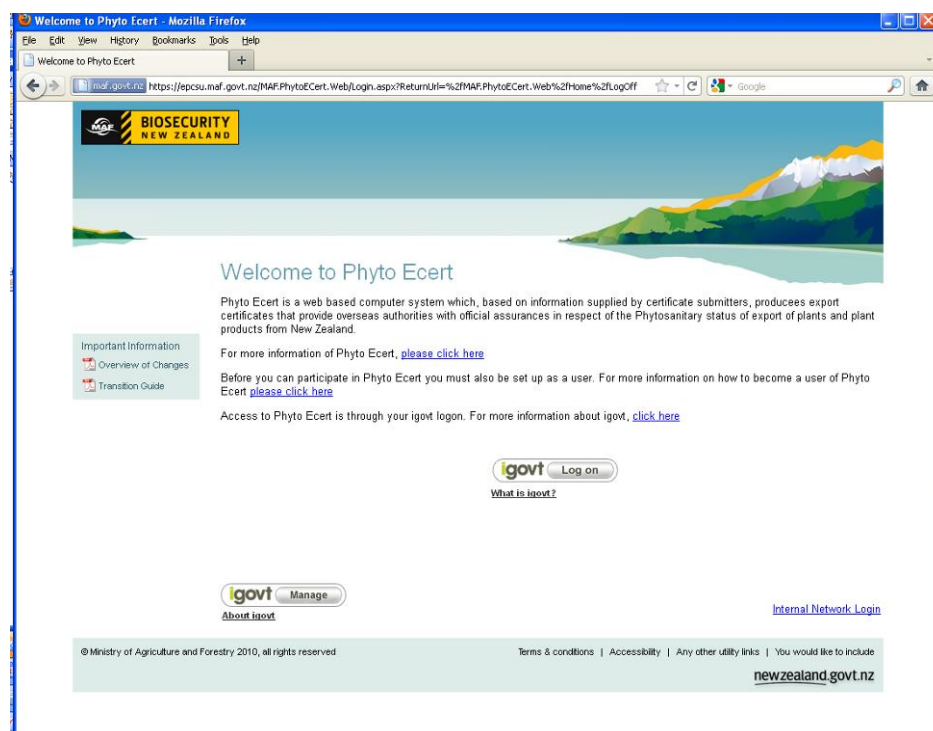
New users of ePhyto will still apply for access using the existing application forms. See - <http://www.biosecurity.govt.nz/exports/plants/phyto-ecert/access/addresses.htm>

4 Logging onto ePhyto

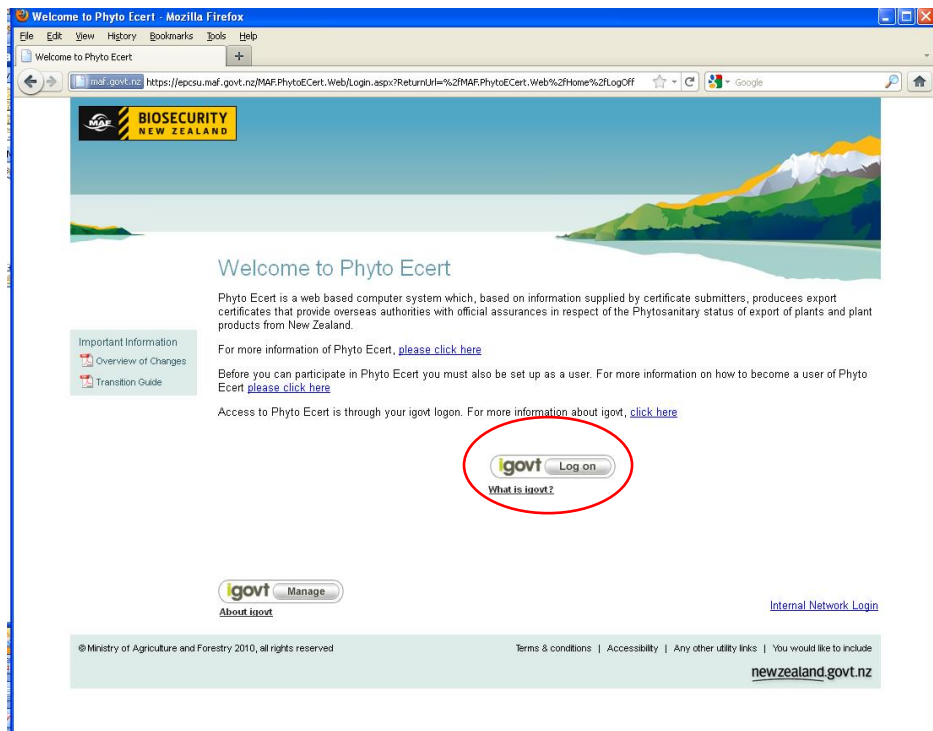
4.1 Logging onto ePhyto for the first Time

In your internet browser, go to the ePhyto application (insert hyperlink).

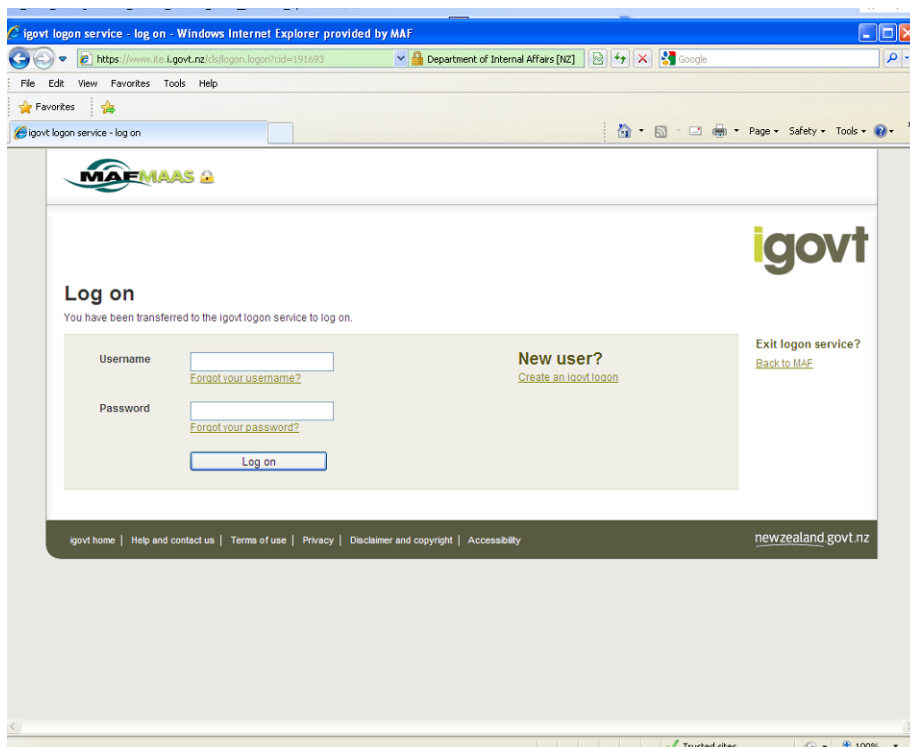
This will take you to the entry page for ePhyto



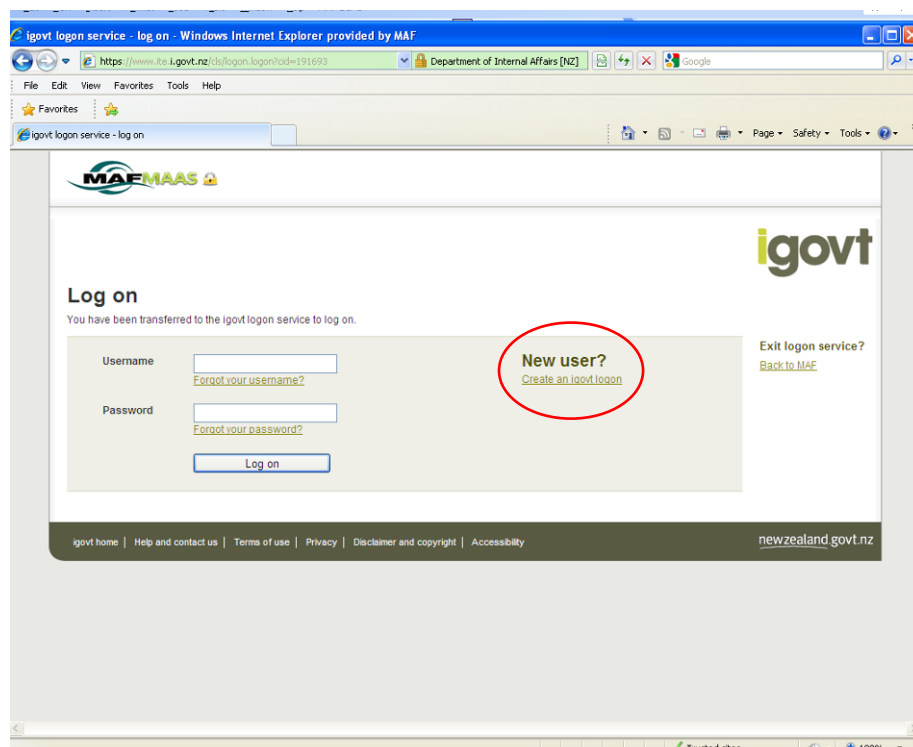
To log on, click the igovt the Log on button



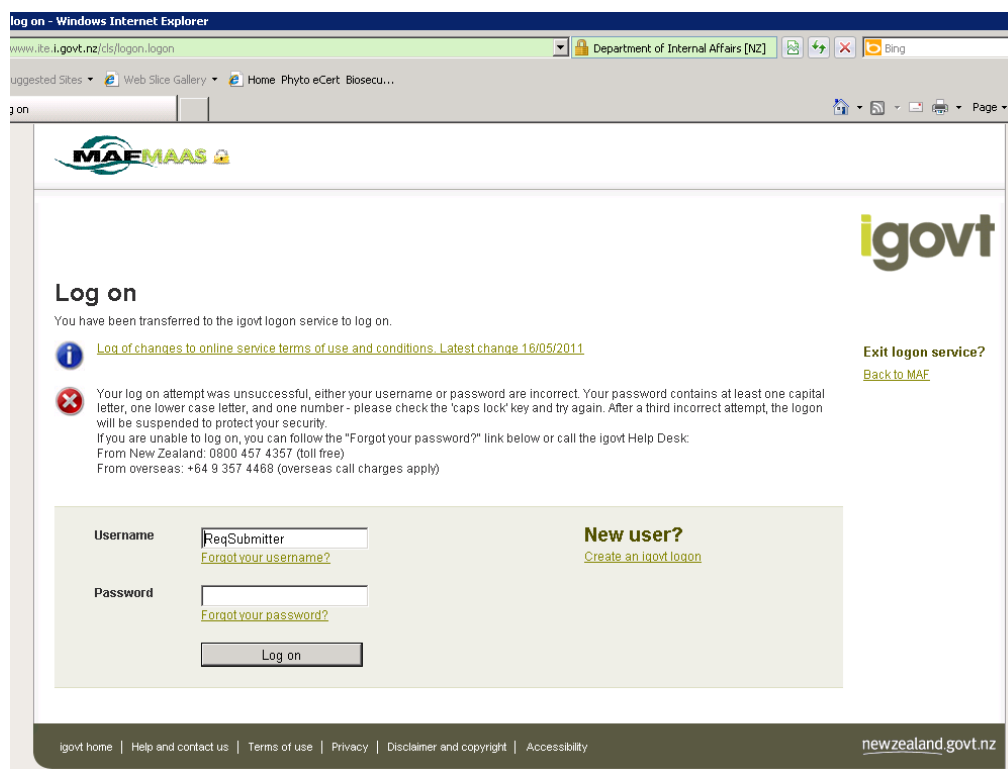
This will take you to the igovt/MAAS logon screen. Enter your igovt username and password. And click Log on



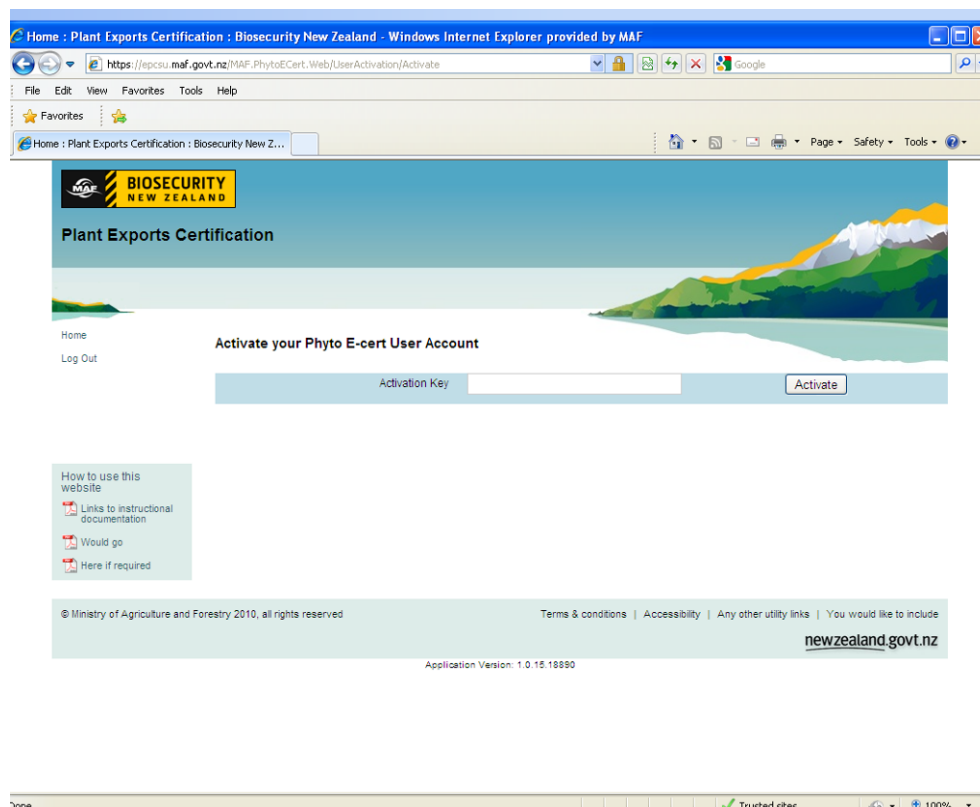
If you don't have an igovt logon and password, you can set one up by clicking "Create New User" on the MAAS logon screen. This will take you to igovt logon and password set up screen. Once you have completed setting up your igovt logon and password, you will be returned to ePhyto Activation Key Entry page (see page 6)



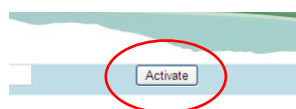
If your igovt logon or password does not work you will receive the following error message. Try re-entering your logon or password. If you continue to have problems contact the igovt helpline on the number provided on the screen



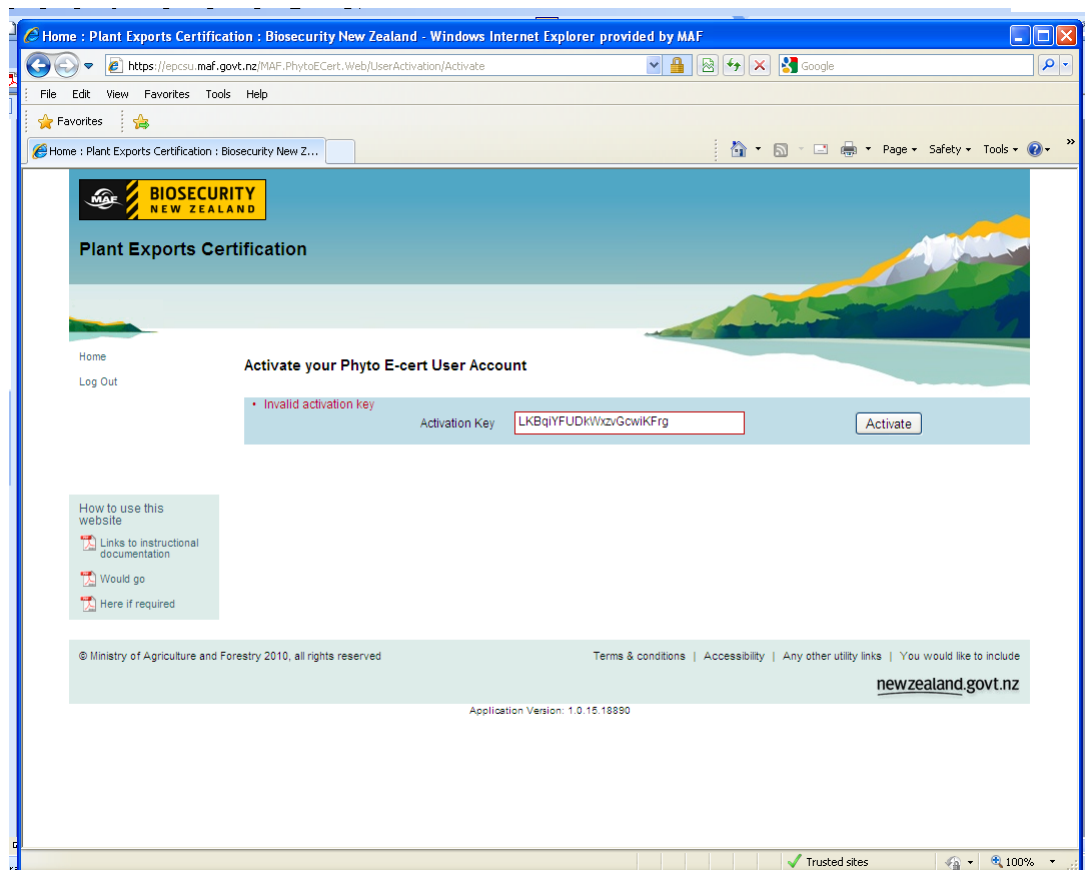
Once you have successfully logged on, you will be passed back to ePhyto. As this will be the first time you have logged on, you will be taken to the Activation Key Entry page



Insert the activation key you have been given, and click “Activate”



If the activation key is not recognised, the following error message will appear on the page



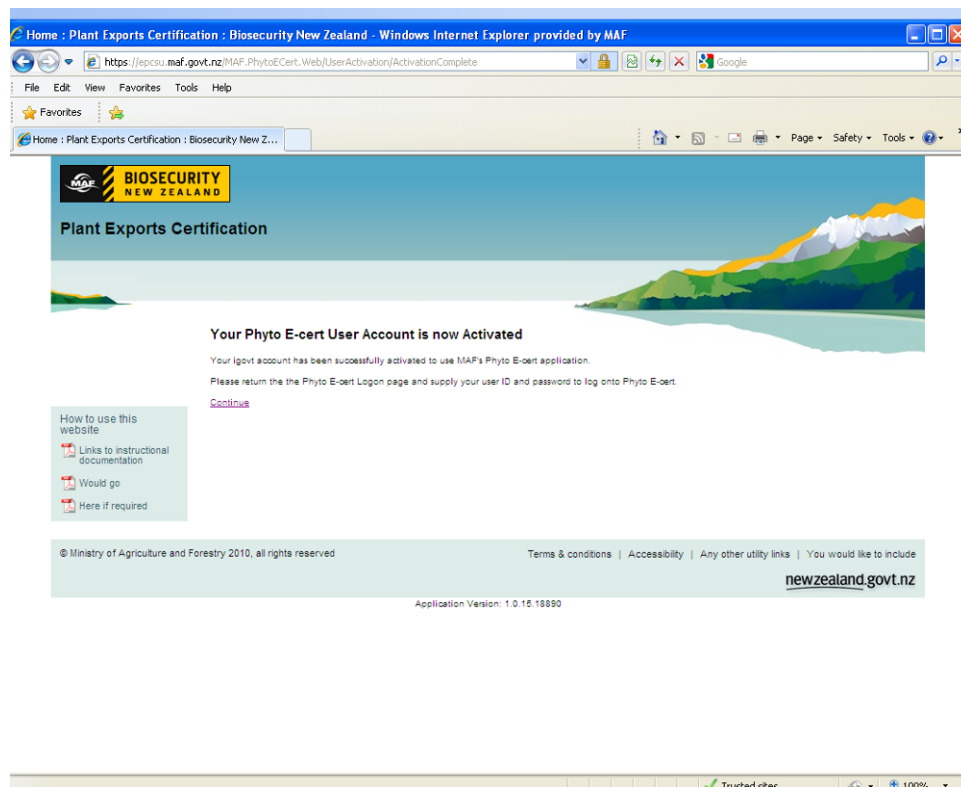
Try re-entering and submitting your activation key. If you continue to have problems, contact MPI Plant Exports (plantexports@MPI.govt.nz or 04 8945693).

If the activation key is recognised but has already been used, the following error message will appear on the page.

If you believe the activation key is the one supplied to you by MPI, try re-entering and submitting your activation key code. If you continue to have problems, or cannot locate the activation key supplied to you when your user account was set up, contact MPI Plant Exports.

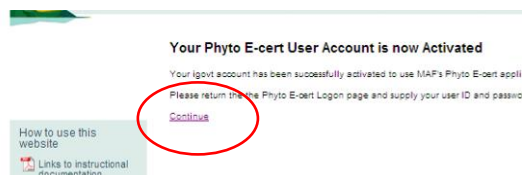
If you do not have a user account set up in ePhyto, you will need to apply for one. See *1.1 Existing users the Phyto e-cert system* and *1.2 New users who do not have access to the Phyto e-cert system* above for more details.

If the activation key is recognised, you will receive the following confirmation.



By submitting your activation key, your igovt logon detail will now be linked your ePhyto account, allowing you access to ePhyto. However you must re-login to establish your privileges within ePhyto.

To re-login, click "Continue" on the middle-left of the screen



This will take you to the ePhyto entry page, where you can logon.

4.2 Logging onto ePhyto for the second and subsequent times

Go to the ePhyto homepage and logon as described above.

As your igovt logon details are now linked to your ePhyto account, you will be passed to ePhyto with your designated privileges.

4.3 Managing your igovt login details

While your igovt login is not part of ePhyto, ePhyto does provide you with a link to manage your igovt login details once you have set them up. If you want to update your igovt login details (such as your password or contact email), click on the igovt Manage button on the ePhyto entry page. This will take you to the igovt home page where you can chose to manage your igovt login.

