

How to create your QR Code Poster

A step by step guide for New Zealand
businesses and organisations



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

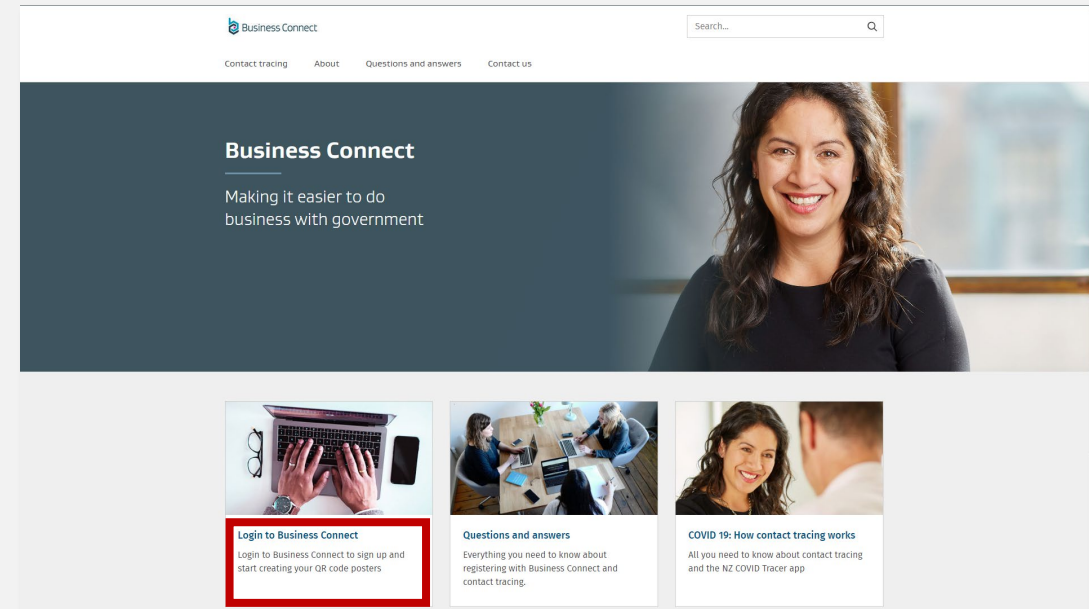


If you do not have a Business Connect Profile you will be asked to set one up before you can create your poster

How to get set up with Business Connect

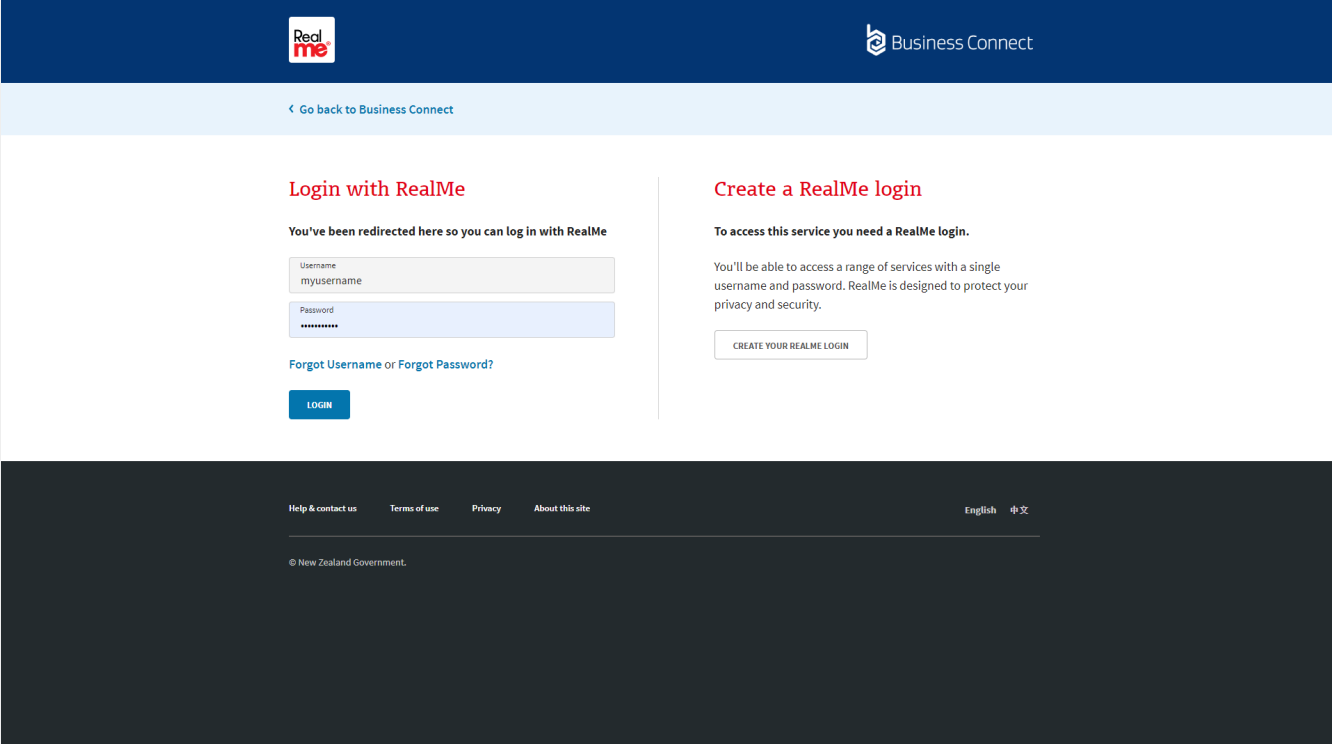
Step 1: Log into Business Connect

- Go to <https://businessconnect.govt.nz> and select “Login to Business Connect”



Step 2. Enter your RealMe login details

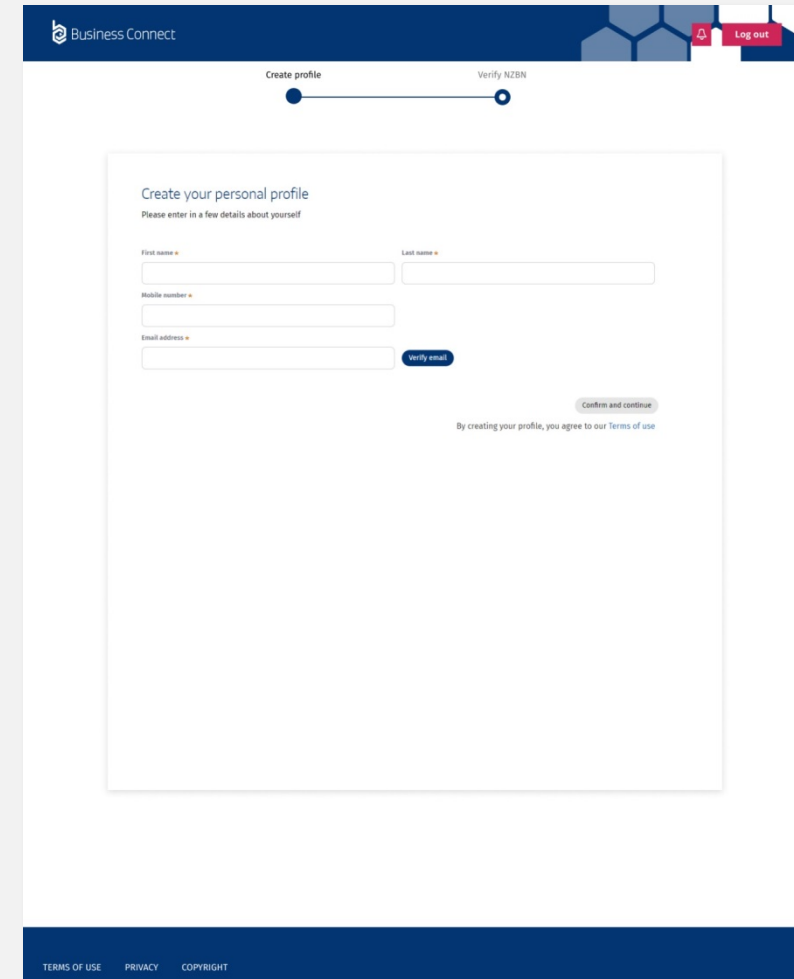
- If you have an existing RealMe login, you can use it here. You can also create a new one.



The screenshot shows the RealMe login interface. At the top, there is a dark blue header with the RealMe logo on the left and 'Business Connect' on the right. Below the header is a light blue bar with a link: '< Go back to Business Connect'. The main content area is white and divided into two columns. The left column is titled 'Login with RealMe' in red. It contains the text 'You've been redirected here so you can log in with RealMe'. Below this are two input fields: 'Username' with the value 'myusername' and 'Password' with masked characters. There is a link 'Forgot Username or Forgot Password?' and a blue 'LOGIN' button. The right column is titled 'Create a RealMe login' in red. It contains the text 'To access this service you need a RealMe login.' and 'You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.' Below this is a button labeled 'CREATE YOUR REALME LOGIN'. At the bottom of the page is a dark grey footer with links: 'Help & contact us', 'Terms of use', 'Privacy', and 'About this site'. On the right side of the footer are the language options 'English' and '中文'. At the very bottom, it says '© New Zealand Government.'

Step 3: Create your Business Connect profile

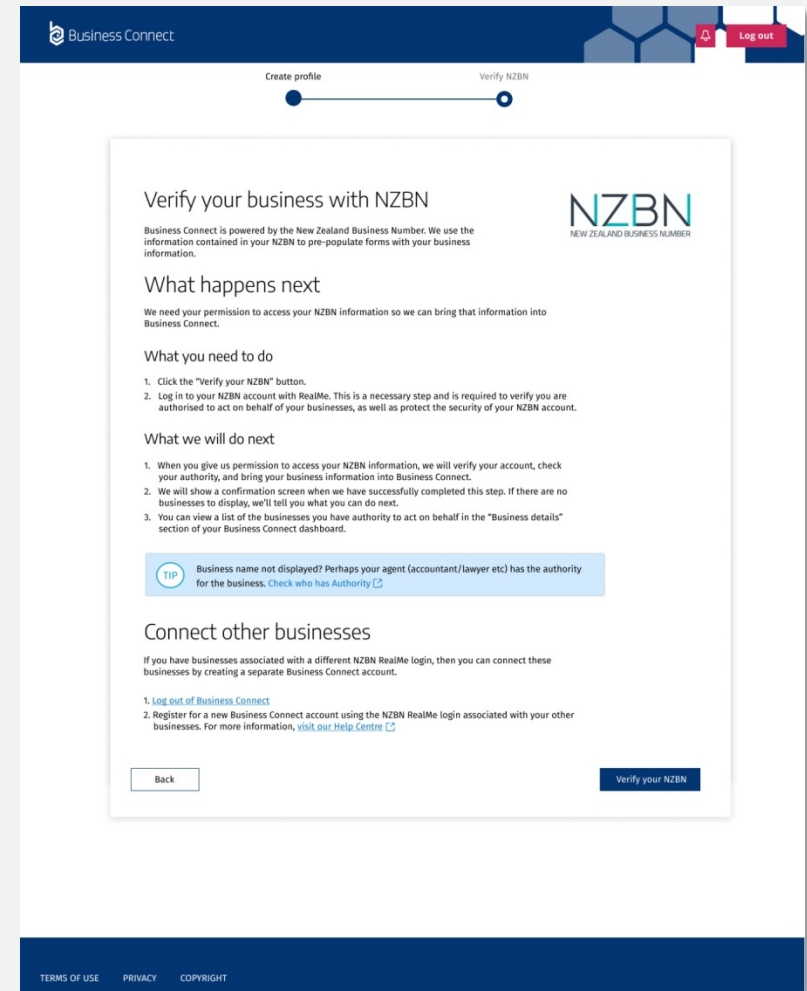
- If you're a new user, we'll ask you to create a profile and provide us with your contact details including your name, email address and phone number.
- You'll need to verify your email address. After you enter your email address, click "verify email" and we'll send a verification code to your email address.
- Enter the code into the box and click "Confirm and continue"



The screenshot shows the 'Business Connect' web interface. At the top, there's a dark blue header with the 'Business Connect' logo on the left and a 'Log out' button on the right. Below the header, a progress bar indicates two steps: 'Create profile' (active) and 'Verify NZBN'. The main content area is titled 'Create your personal profile' with the instruction 'Please enter in a few details about yourself'. It contains four input fields: 'First name', 'Last name', 'Mobile number', and 'Email address'. A 'Verify email' button is positioned to the right of the email field. Below these fields is a 'Confirm and continue' button. At the bottom of the form, a small text line reads 'By creating your profile, you agree to our Terms of use'. The footer of the page is dark blue and contains links for 'TERMS OF USE', 'PRIVACY', and 'COPYRIGHT'.

Step 4: Connect your business or organisation

- We need to connect to your NZBN account so we can verify your access to your business or organisation.
- You are now required to verify you are authorised to act on behalf of your business or organisation, as well as protect the security of your NZBN account. Click the “Verify your NZBN” button and login to your NZBN account with RealMe. This is a necessary step and This step is completed in Step 5.



Step 5: Finalise verification with the Companies Office

- At this point you will be taken to the Companies Office to complete the verification process
- You will have to login with RealMe and enter their information. This will complete the verification process that you started in Business Connect

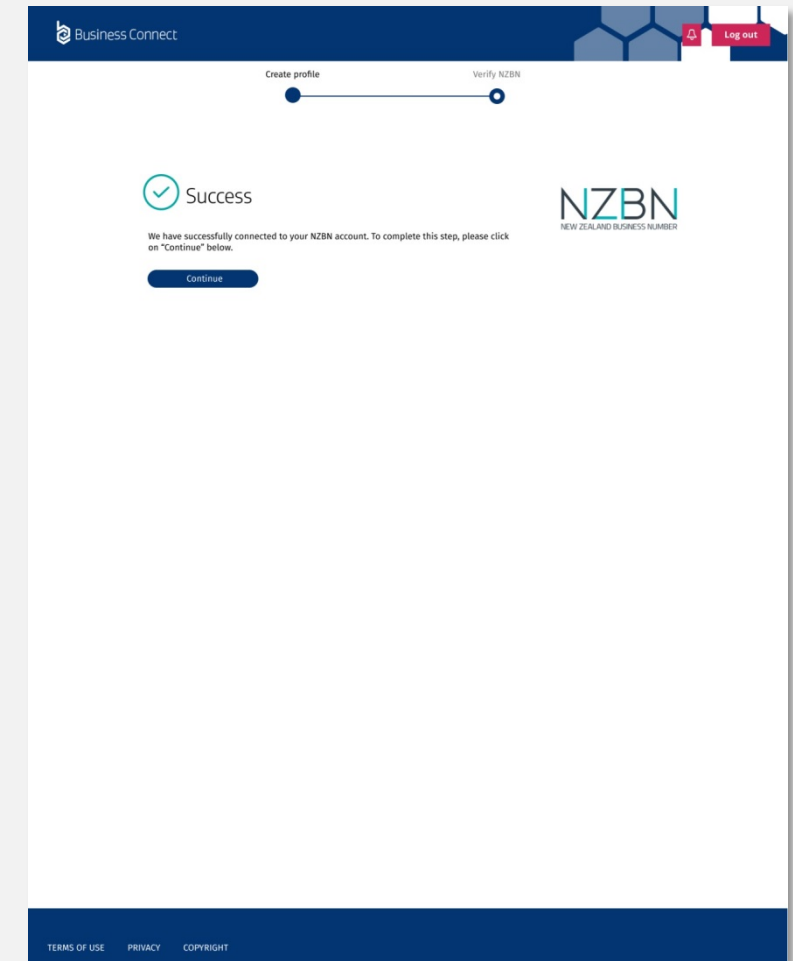
You now have a Business Connect profile and you can start generating your poster with Business Connect.

Step 6: Confirmation

- When Business Connect successfully connects to your NZBN account, you'll see a "Success" confirmation message.
- To complete the onboarding process, please click on the "Continue" button.



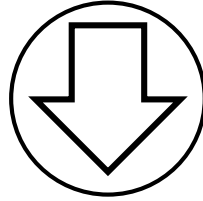
See our trouble shooting section for more information on connecting your business or organisation.





How to create your QR code poster

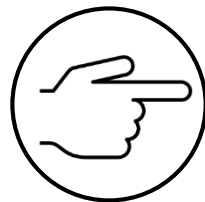
You create your QR code poster on Business Connect.



Before you start you'll need

- A name for each location. Use a name that people most associate with the location e.g. McDonalds Queen Street
- The physical address of the location you want to create posters for – this can't be a P.O. Box number
- An email and contact phone number for each location so contact tracers have contact details in the event of any COVID-19 outbreak

We recommend using Chrome or Safari browsers when creating your posters.



Step 1: Once you are back in Business Connect select NZ COVID Tracer – Business Location Registration

Available services

NZ COVID Tracer – Business Location Registration

Ministry of Health

Register your business and create your unique location posters for use with the NZ COVID Tracer

Get started

Deferred Payment Account

New Zealand Customs Service

Apply for a deferred payment account for importers

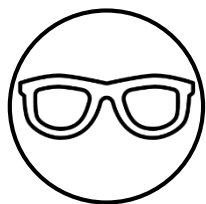
Get started

Register a food business

Manawatu District Council

Apply to open a new food business with Manawatu District Council

Get started



Step 2: Read through the details and agree to the declaration

Business Connect

Dashboard

Business profile

My documents

My details

NZ COVID Tracer – Business Location Registration

About this form

This form is for businesses and organisations to register for NZ COVID Tracer – Business Location Registration. Use this form to:

- register your business or organisation premises location details
- download a poster with a unique **QR code** to display at your premises
- enable your customers and visitors to scan the **QR code** on entry to your premises.

Things you need to know

The posters

For each premises you register, an A4 poster will be created containing a **QR code** unique to that location. People scan the **QR code** as they enter your premises. At the end of this form you can download the poster and print it for display at the entrance to your premises.

Multiple locations

If you have premises in multiple locations, for example branch, site or department, you can enter details for each location and create a poster with a unique **QR code** for that location.

Please note: The information you provide in this registration form will be publicly available for contact tracing.

How it works

Customers and visitors scan the **QR code** as they enter your premises using the Ministry of Health's NZ COVID Tracer app.

TIP Find out more about NZ COVID Tracer on the [Ministry of Health's website](#)

This process

The process has 3 steps.

1. Select the business you are registering. If you've previously used Business Connect we'll ask you to reconfirm you have authority over that business by logging into your NZBN account with RealMe.
2. Use this form to:
 - confirm or provide contact details
 - provide details for each of your premises, for example a branch, site or department.
3. Get your poster:
 - download and print your poster (**ensure your printer is set to print A4**)
 - display poster in entrance to your premises.

Declaration

By continuing with this registration you are declaring the information you provide is correct and that you:

- Agree to the [Terms and conditions for the Global Location Number \(GLN\)](#) provided to your organisation for the purposes of COVID-19 contact tracing and that:
 - Where you have multiple business locations, that you are generating a different GLN to uniquely identify each business location.
 - The registration and business identification information you submit may be shared with other agencies as the Ministry of Health deems appropriate for COVID-19 related public safety and as otherwise provided in the terms for the GLN.
- Agree that the decision to display the NZ COVID Tracer – Business Location Registration poster generated for your business premises through this Business Connect service is entirely yours. Should you choose to display the poster you understand:
 - that information shown on the poster, including the unique **QR code**, will be available to anyone that scans it using an app; and
 - the location information obtained via app scan may be used to support COVID-19 contact tracing and disclosed for related purposes.

Cancel

Start

NZ COVID Tracer – Business Location Registration

Business details



Business details

Location details

Let's get started

Which business or organisation is this registration for? *

Choose an option

Business not displayed?

We've connected to your NZBN to confirm you are authorised and have permission to act on behalf of your businesses.

As a company director or business owner you may have authority over your business but this does not happen automatically. If some of your businesses are not displayed, you will need to apply for authority.

For information on what to do, visit [Authority for managing information](#)

Location details



Business details

Location details

Main business details

Please note: The information you provide in this registration form will be publicly available for contact tracing.

Z LIMITED

NZBN

92 123 456 789

Entity Type

NZ Limited Company

Your posters

The following NZ COVID Tracer - Business Location Registration posters have been created for your locations. To create a new poster enter the location details below. If you've entered the wrong details for a location, please create a new poster for that location by entering the details below.

Existing locations

Location

Downloads

8



Step 3: Enter the name of your business or organisation and confirm your contact details

Some people may have multiple businesses or organisations, so this step is about choosing the right one

Main business details

Please note: The information you provide in this registration form will be publicly available for contact tracing.

HOZ LIMITED

NZBN 9/1/2019
Entity Type NZ Limited Company

Your posters

The following NZ COVID Tracer - Business Location Registration posters have been created for your locations. To create a new poster enter the location details below. If you've entered the wrong details for a location, please create a new poster for that location by entering the details below.

Existing locations

Location	Downloads
Wellington	Download Poster
+ Add another location	

Please note: When you have finished adding your location details for each location, make sure you click "Submit application" to complete the process and access your posters.

> Location details

[Remove location](#)

Location name

This is the name your customers or visitors commonly use when referring to or describing your business location. For example, The Warehouse Porirua, Koru Lounge Auckland Domestic, McDonalds Manners Street, Bunnings Riccarton.

Example Cafe Wellington

Physical address and contact details

Location phone number

Country code (2-3) Area code (2-4) Number (6-8)

64 04 2432544

Location email address

examplecafe@google.com

Physical address

15 Stout Street Wellington Central 6011 New Zealand

The poster has been successfully created

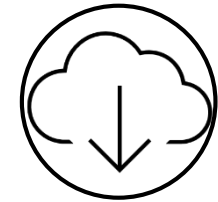
[+ Add another location](#)

Please note: When you have finished adding your location details for each of your premises, make sure you click "Submit application" to complete the process and access your posters.

[Save](#)

[Submit application](#)

Step 4: To generate posters enter the details for each location, including contact details



Note: Ensure you click *Save location* before continuing.

When you have finished adding details for each of your locations, click "Save and continue" to finish the process and access your posters. 14

NZ COVID Tracer – Business Location Registration

✓ Your posters are ready

Each poster includes:

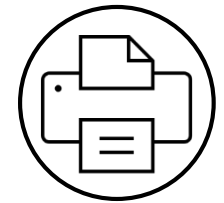
- Name and address of your business location
- Unique QR code containing the following information:
 - Location name
 - Physical location address

Location	Downloads
Example Cafe Wellington	Download Poster
Example Cafe Wellington	Download Poster
. Wellington	Download Poster



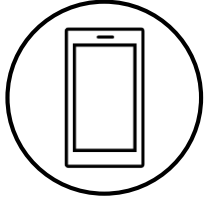
Guidelines on how and where to display your unique QR code are available from the [Ministry of Health](#)

[Go to dashboard](#)



Step 5: Download the poster, save and print it.

Posters work best when printed in colour on A4 paper



Step 6: Display the poster where people can scan it as they come into your premises

SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP



Example Cafe Wellington
15 Stout Street Wellington Central Wellington

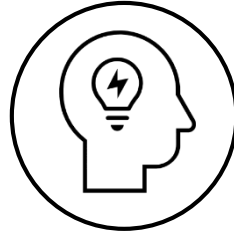
Sign-in. Stop the virus.

Help protect yourself, your whānau, and your community with our contact tracing app.

Search **NZ COVID Tracer** app now :

 **Unite
against
COVID-19**



Troubleshooting

What to do if this process does not work and you can't create your poster

If the process didn't work it is probably for one of the following reasons. We will step you through the solutions in the next sections

Potential issue 1: You do not have a
New Zealand Business Number
(NZBN)

354798574329
857458943752
438979143289
472304782394
7320



Potential issue 2: You do not have
approval to act for your business or
organisation online (an “authority”)



Issue 1: Check you have an NZBN

An NZBN is allocated to companies, incorporated societies and government agencies (local and central).

If you are another type of organisation, for example a sole trader you may or may not have an NZBN.

NZBN [^] More business
 [✓] Less work
 NEW ZEALAND BUSINESS NUMBER

What's an NZBN? **Get an NZBN** Using the NZBN Manage your NZBN

MyNZBN Login

! Create your QR code poster with Business Connect
 Find out how to get QR Code Posters for your business at **Business Connect** »

Search The warehouse

Home > Search results

Refine your search

Status

☒ All

☐ Registered

☐ Voluntary Administration

☐ In Receivership

☐ In Liquidation

☐ In Statutory Administration

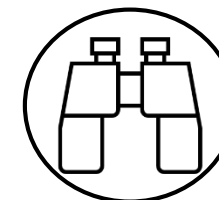
☐ Inactive (Sole Traders)

☐ Removed/Closed

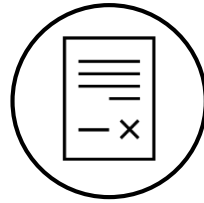
Results for business search

Found 210 results for 'The warehouse' [See results for website >>](#)

BUSINESS NAME:	NZBN:	BUSINESS TYPE:	STATUS:
THE WAREHOUSE LIMITED	9429000023795	NZ Limited Company	Registered
THE WAREHOUSE HOLDINGS LIMITED	9429038858369	NZ Limited Company	Removed
THE WAREHOUSE GROUP SUPPORT SERVICES LIMITED	9429039180940	NZ Limited Company	Registered
THE WAREHOUSE CARD LIMITED	9429038661464	NZ Limited Company	Registered



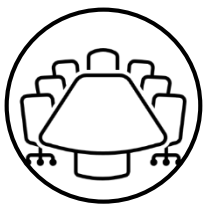
1. To find if you have an NZBN go to <https://www.nzbn.govt.nz>
2. Search on your business or organisation by name
3. If your business or organisation appears then you have a NZBN. This is not an issue for you.
4. If your business or organisation doesn't have an NZBN it will not display. To get an NZBN click on *Get an NZBN* on the header and follow the instructions.



Issue 2: Check you can act for your organisation online

Not everyone can act for your organisation online (an Authority). The sorts of people who might have an authority include the person who set up the business or organisation, such as your accountant, lawyer or treasurer (it will depend on who in your business or organisation has delegated approval).

The following pages will show you how to find the type of organisation you are and follow the steps on the next pages.



If you are a registered company

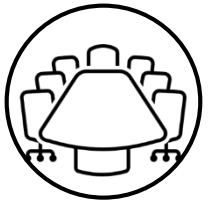


Follow this process if you are a director of the company

1. Go to the Companies Register and search for your company
2. Click the *Request Authority* button.
3. Login with RealMe (if not logged in already)
4. Click on *a director*
5. If you have a NZ driver licence or passport you can enter these details to confirm authority
6. If you don't have this type of ID, you can upload another proof of identity document
7. Click the *Submit* button

If you entered your ID details and the check is successful, authority will be confirmed instantly. If you uploaded an identity document, this may take up to 3 working days to be approved.

The screenshot shows the 'REQUEST AUTHORITY' button highlighted with a red box. Below it, the form asks the user to confirm their authority to manage information on behalf of the company. The first option is 'Sending a REQUEST to an existing director', which involves choosing a director from a dropdown menu. The second option is 'Using the IDENTIFICATION service', which is selected. This option has two sub-options: 'Driver licence (NZ)' and 'Passport (NZ)'. The 'Driver licence (NZ)' option is selected, and the form fields for 'Your surname', 'Your first name', 'Date of birth', 'Licence number', and 'Licence version number' are visible. A note at the bottom states: 'Note: This information will be used for the purposes of verifying identity and a record of the outcome will be kept. The driver licence details will not be stored by MBIE.'



If you are a registered company



Follow this process if you are not a director of the company

1. Go to the Companies Register and search for your company
2. Click the *Request Authority* button
3. Login with RealMe (if not logged in already)
4. Click on *Authorised person*
5. If you have the director's NZ driver licence or passport details, you can enter these details to confirm authority
6. If you don't have these details, you can upload a letter of authorisation from a director
7. Click the *Submit* button

If you entered the director's ID details and the check is successful, authority will be confirmed instantly. If you uploaded a letter of authorisation, this may take up to 3 working days to be approved.

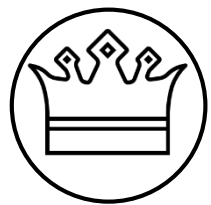
MY TOOLS | ▼ REQUEST AUTHORITY » + ADD TO WATCHLIST

Please confirm your authority to manage information on behalf of the company, using one of the following options:

- ☒ Sending a REQUEST to an existing director
Choose a director to confirm your authority by email.
PLEASE SELECT ▼
- OR
- ☐ Using the DIRECTOR IDENTIFICATION
For **instant** confirmation of your authority, provide details of a director. The name on the ID must match the company name.
Note: This service will also require you to provide proof of identity.
- OR
- ☒ Submitting a LETTER OF AUTHORISATION from a director
Provide a letter of authorisation from a director. This may take up to three working days to process.
Note: This service will also require you to provide **your** proof of identity if you haven't been verified.
*Select a director:
Philip
*Letter from director: [\(Download mandatory form\)](#)
Choose File No file chosen OR ☐ I will fax it






☒ I, **Philip**, have been authorised by the above-named director to manage information on the Companies Register, by and on behalf of this company. I understand that any unauthorised request to manage information on the register may constitute a crime under the Crimes Act 1961, and may result in legal action to recover any associated losses incurred by the company, or others.

[Cancel](#)



If you are a local or central government agency or a school

1. Go back to the NZBN Register at www.nzbn.govt.nz.
2. Find your agency's NZBN record using the Register's search function.
3. Once you've found it, on the entity details page, select the "*Get access to update these details*" icon at the bottom of the right hand menu.

-  [Back to search results](#)
-  [Click to add to watchlist](#)
-  [Print this page](#)
-  [Get access to update these details](#)
-  [View in Companies Register](#)



If you are a local or central government agency or school



4. You'll be prompted to login with RealMe

5. You'll be asked to create an NZBN User Account (this will also be in your name).

6. Complete the Public Sector Request form by providing your name, position, email address and phone number. These must be your work contact details.

7. Once you have submitted your request form, the NZBN team will email you to verify your request. If you haven't provided your work email on the request form we will need to verify your request with your organisation.

8. Once your request has been verified, the NZBN team will send you an email to confirm your authority has been activated.

Public Sector Access Request Form

Complete your name, position and contact details below to request access to update the details for this entity. We will be in touch once we've received your request.

Authority Request for 9429000096157 (Ministry for Primary Industries)

Name

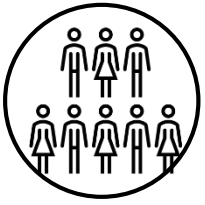
Position

Email

Phone

Submit

[Cancel](#)



If you are an incorporated society or charitable trust



1. Incorporated Societies- go to the Incorporated Societies Register at <https://is-register.companiesoffice.govt.nz/>
Charitable trusts - go to the Charitable trusts register at <https://ct-register.companiesoffice.govt.nz/>
2. Find your organisation using the Register search function to go to the View Details page
3. Login with RealMe (if not logged in already)
4. On the 'View Details' page, select the “*confirm your authority*” option underneath the organisation’s name

View Details

ABC SOCIETY 123 INCORPORATED (50008700) (NZBN: 9429051752019)

To maintain this entity you must [confirm your authority](#).

Request Extract or Certificate

Maintain Incorporated Society ▾

General Details

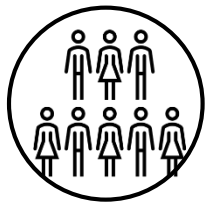
Addresses

Officers

Filings

Incorporated Society Name

ABC SOCIETY 123 INCORPORATED



If you are an incorporated society or charitable trust



5. Select the option you wish to use to confirm your authority, enter the required details and click the Submit button

6. Your authority will be activated instantly, unless you have uploaded a letter of authorisation which can take up to 3 working days to be approved.

Confirm Your Authority using the registry key * ?

☐ Yes ☒ No

Confirm Your Authority using an email address * ?

☐ Yes ☒ No

Confirm your authority using your passport or driver licence * ?

☐ Yes ☒ No

Letter of Authorisation * ?

Upload

If you are still having problems generating your poster phone or email us. We are happy to help!



Email hello@businessconnect.govt.nz



Phone 0508 206 632