

NZ On Air Portal Webinar

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NZ On Air



What is the NZ On Air Portal?

- The NZ On Air Portal is our new online system for funding applications.
- It replaces the old *Microsoft Navision* (Nav) system; and *Tahua*.
- The new portal is built on the *Microsoft Dynamics 365* platform.



Why the change?

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**The previous system was no longer supported by Microsoft,
and we needed:**

- to be eInvoice capable.
- an integrated portal option that is more efficient and cost effective.



NZ On Air Portal
Nau mai haere mai

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Key Features

- Manage funding applications
- Handle drawdowns and invoicing
- Update communications preferences



How do I sign up?

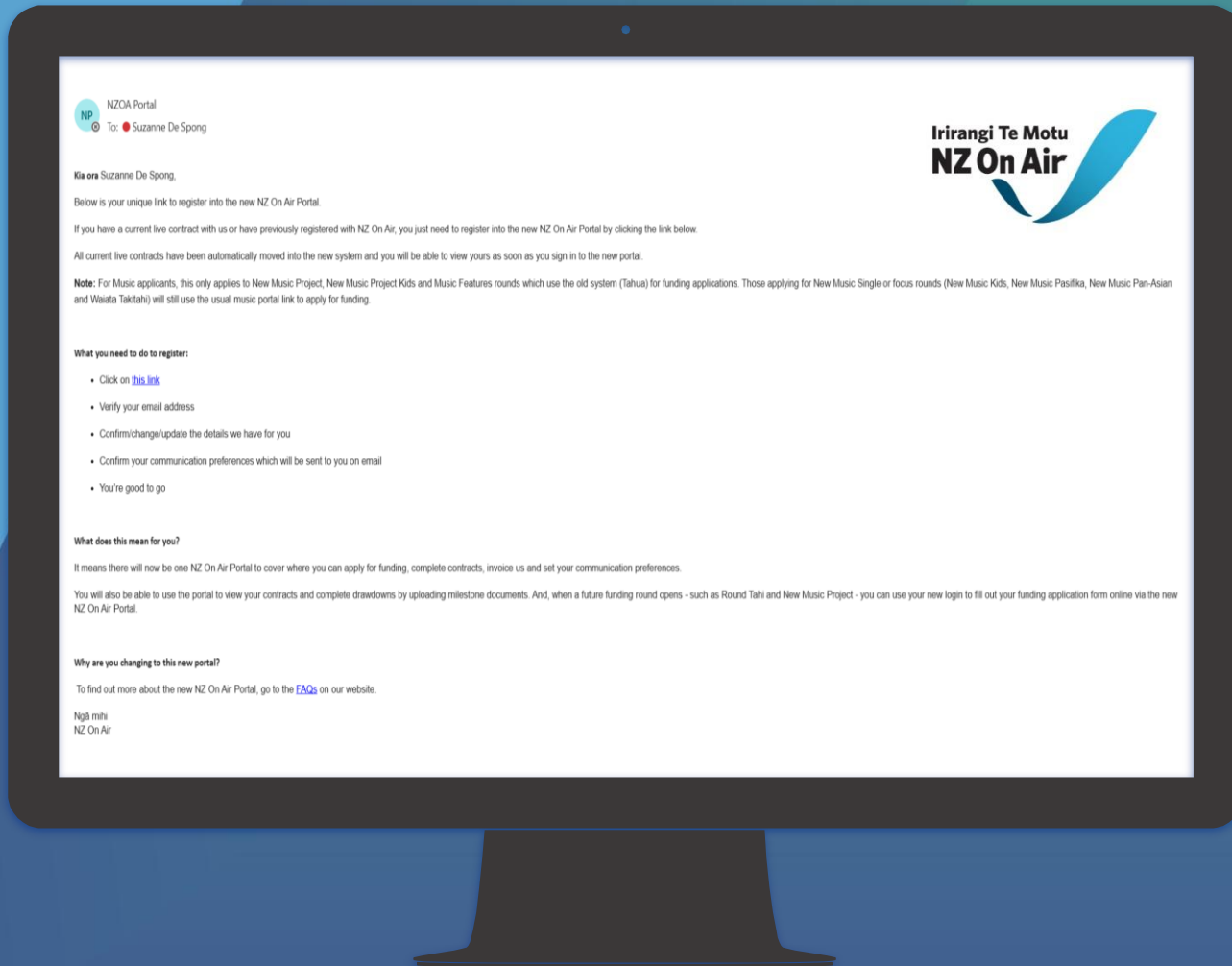
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If you have previously been registered in our old funding portal:

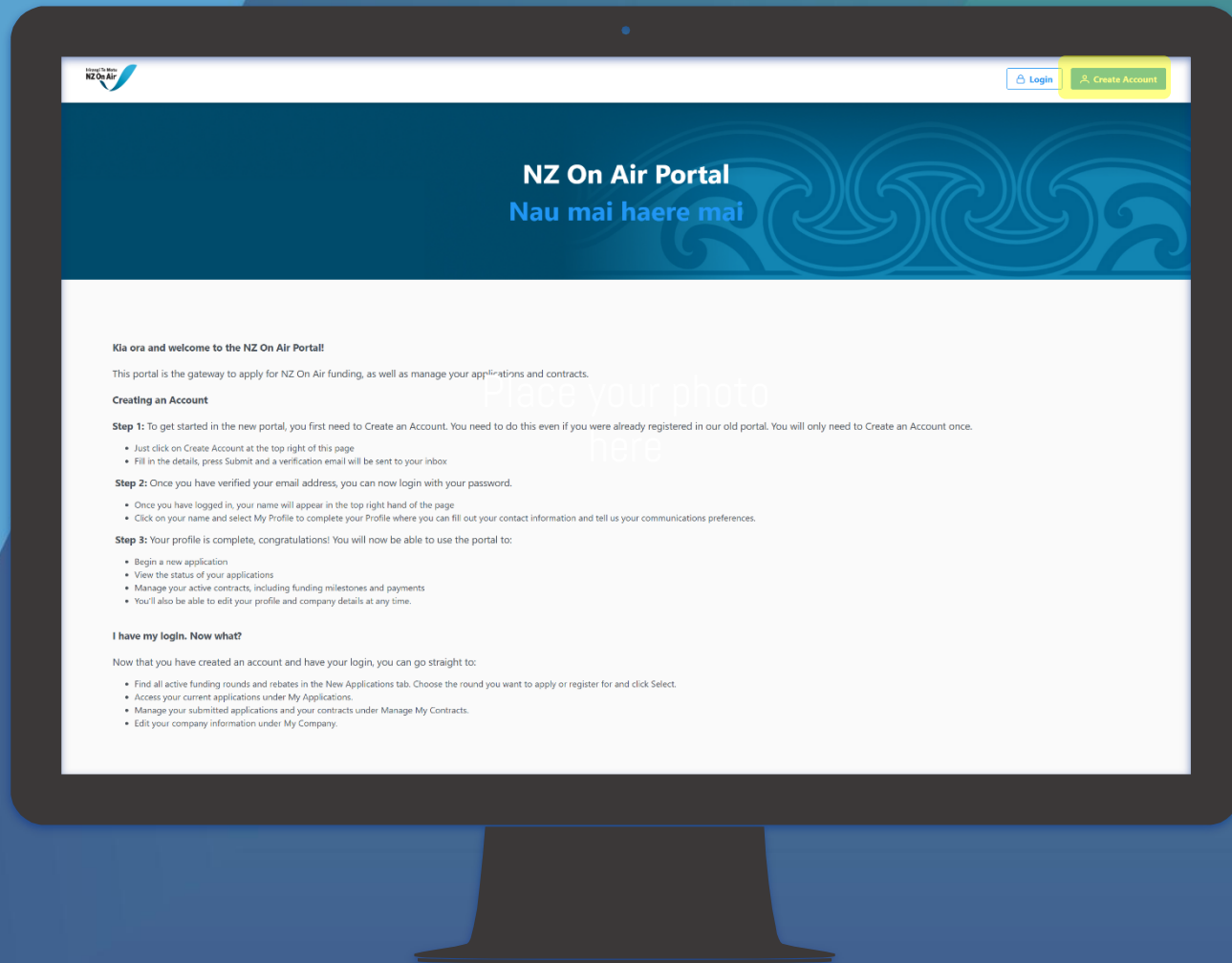
Check your email inbox for an email from portal@nzonair.govt.nz

- This will have a unique link
 - Click on the link
 - Verify your email
 - Confirm your comms preferences
 - You're good to go



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If you have not previously been registered with NZ On Air:

- Go to our NZ On Air Portal link <https://portal.nzonair.govt.nz/>
- Click on 'Create Account' and follow the steps



Tips for Registrations

- Register early – well before the application deadline
- Register multiple individuals in your organisation and manage members
 - This is done by system admin at NZ On Air and can take up to 3 working days
- Only one organisation linked per user (email address)



Using the Portal

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NZ On Air Portal

Nau mai haere mai

Kia ora and welcome to the NZ On Air Portal!

This portal is the gateway to apply for NZ On Air funding, as well as manage your applications and contracts.

Creating an Account

Step 1: To get started in the new portal, you first need to Create an Account. You need to do this even if you were already registered in our old portal. You will only need to Create an Account once.

- Just click on Create Account at the top right of this page
- Fill in the details, press Submit and a verification email will be sent to your inbox

Step 2: Once you have verified your email address, you can now login with your password.

- Once you have logged in, your name will appear in the top right hand of the page
- Click on your name and select My Profile to complete your Profile where you can fill out your contact information and tell us your communications preferences.

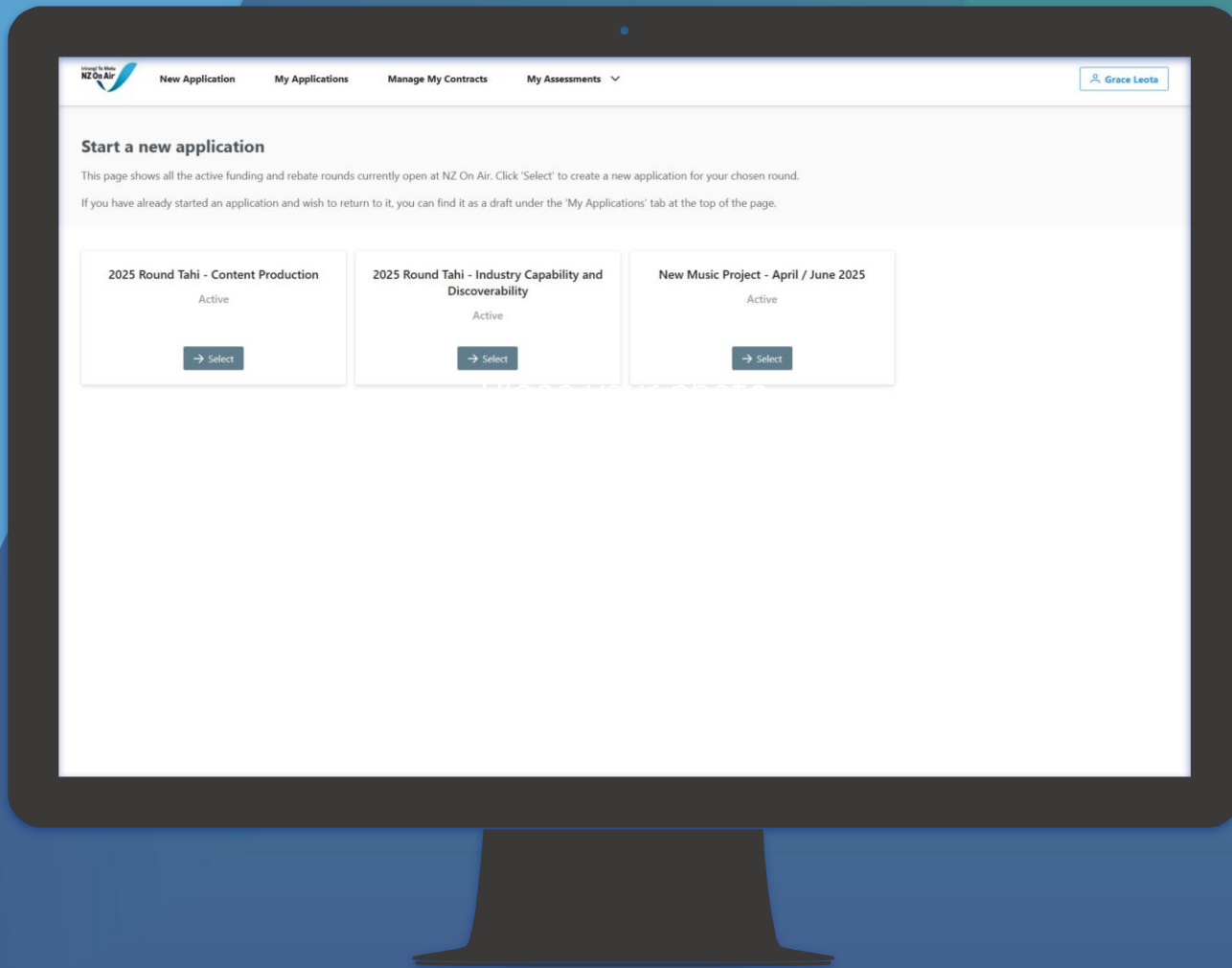
Step 3: Your profile is complete, congratulations! You will now be able to use the portal to:

- Begin a new application
- View the status of your applications
- Manage your active contracts, including funding milestones and payments
- You'll also be able to edit your profile and company details at any time.

Now you have your login,
go to the portal home
page and log in

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Once you are logged in,
you are all set to start an
application, upload
invoices, and more!

Application Submission

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Tips for Applicants

- ‘Save as Draft’ on each page – **no auto-save!**
- Have any files to upload ready
 - Please check for file type restrictions and file sizing
- Collaborator feature for one-off application access from key creatives / consultants who are not in your organisation
- Remember to click ‘Submit’!
- Once you have submitted, you must request to edit your application via email – portal@nzonair.govt.nz



Any pātai?

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Help and support

For more information, check out the FAQs on our NZ On Air website.

If you need assistance, email us at portal@nzonair.govt.nz

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