

FOR A RIDER RENEWING THEIR LICENCE ONLINE IN THE MNZ APP

Licencing is now done through the MNZ App web portal.

STEP ONE – Logging in for the first time:

- Open up a new web page app.mnz.co.nz
- Insert your email address that you have given to MNZ previously
- Because this is a new online system you will not have a password
- Click on **IV'E LOST MY PASSWORD**
- The MNZ App will send you an email, look for this in your inbox – and it will have a link to click saying [password reset link](#)
- This will take you back to the MNZ App web page, and you can now set your password and log in
- You should now see WELCOME “YOUR NAME”

STEP TWO – Renewing your licence:

- Once logged in, you will see your licence number
- Alongside your licence number is the black button RENEW/UPGRADE click on this
- Check your Rider Details are correct, i.e. address, Affiliated Club and if not change these and click NEXT
- Now you are in the tab Licence Type – make sure you click in RENEW and click on NEXT
- Now you are in the tab Race Numbers – click on the disciplines you ride in and tick either Yes or No to “Do You Want To Have An Allocated Race Number?”
- If you tick Yes, the next screen you see is all of the disciplines and classes within those disciplines
- If you choose a number and the box turns **GREEN** then you can have that number
- If you choose a number and the box turns **RED** then the number is not available
- Next step is your Health and Disability Declaration, answer all questions honestly
- The next step is Extras – like paying for a courier or a Manual of Motorcycle Sport
- The last step is confirming the charges and choosing how you would like to pay, Credit Card or bank deposit