

## RENEWING YOUR LICENCE ONLINE IN THE MNZ APP

Licensing is now done through the MNZ App web portal.

If you already hold a MNZ licence you will already have an account set up in the App

- Open up the new MNZ App web page [app.mnz.co.nz](http://app.mnz.co.nz)
- Insert your email address or username
- Insert your password. If this is not known please contact MNZ
- Once logged in you will now see WELCOME “YOUR NAME”
- Scroll down a little and you will see your licence number in a grey box and showing (EXPIRED)

#30525 - CLUB - MINI MX (EXPIRED)  
Registered for TEST, Mini. Expires 30 June 2019.

Renew / Change

Alongside your licence number is the grey button RENEW/CHANGE click on this and you will open the LICENCE RENEWAL APPLICATION

- First tab is your Rider Details, check that these are correct, i.e. address, D.O.B., Affiliated Club and if not change these and when all correct click **NEXT**
- Now you are in the second tab Licence Type – check that you are selecting the correct licence type i.e. KEEP the same type as last year (Club or Championship) or upgrading/changing the licence type. 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?” Click on **NEXT**
- 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 and you will not be able to click on **NEXT** unless you delete the number or choose another one that turns green
- Next tab is your Health and Disability Declaration, answer all questions honestly. If you have ticked Yes to any of the first 8 questions you will not be able to move on until a medical clearance is received or uploaded. Click on **NEXT**
- The next tab is Extras – like paying for a courier or a Manual of Motorcycle Sport. Click on **NEXT**
- The last step is confirming the charges and choosing how you would like to pay, Credit Card or bank deposit