

How to apply for a new NZITF Corporate Membership

Please Note: An NZITF Corporate Membership is a way for an organisation to contribute to the NZITF. While a corporate membership provides up to 2 NZITF individual memberships for free, it does not guarantee that any of your staff will be allowed to become an NZITF member. **Any person applying to become an NZITF member MUST pass the vetting process, even if they are applying under a corporate membership.**

- Visit <https://nzitf.org.nz/apply>
- Read the information about applying to the NZITF, especially the part about the vetting process.
- Click on the **Apply for a new Corporate Membership** button

PLEASE NOTE: YOU MUST OPEN THE APPLICATION GUIDE AND FOLLOW IT AS THE APPLICATION PROCESS IS COMPLICATED.

If you are applying for yourself, you should apply for an Individual Membership by first reading the guide, then clicking the button below to start the application.

You should also apply for an Individual Membership if you want to add a new person to your existing Corporate Membership.

Individual Membership Annual Fees: NZD\$75 incl GST

1. OPEN AND FOLLOW THE INDIVIDUAL APPLICATION GUIDE

2. APPLY FOR INDIVIDUAL MEMBERSHIP

If you are applying for multiple people at your company, you should apply for a Corporate Membership by first reading the guide, then clicking the button below to start the application.

If you want to add a person to your existing Corporate Membership then click the 'Apply for Individual Membership' button instead.

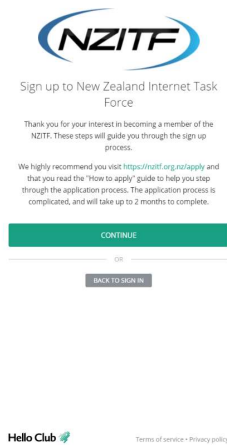
Corporate Membership Annual Fees (includes 2 free people): NZD\$750 ex GST

1. OPEN AND FOLLOW THE CORPORATE APPLICATION GUIDE

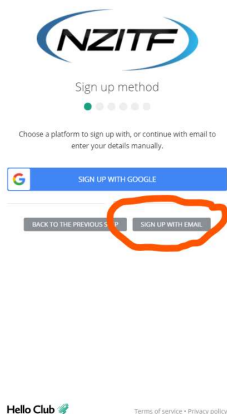
2. APPLY FOR A NEW CORPORATE MEMBERSHIP

PLEASE NOTE: ALL INDIVIDUAL MEMBERS UNDER CORPORATE MEMBERSHIP ARE STILL REQUIRED TO PASS THE VETTING PROCESS

- You will be directed to the Hello Club application form.



- Click on the **Continue** button
- Click on the **Sign up with Email** button



- Enter the details of the Corporate Organisation that is applying for the new Corporate Membership:
 - Enter the word **Corporate** as the first name
 - Enter your organisation name as the Last Name e.g. Cosive
 - Enter the Mobile phone number of the person who will be managing the Corporate membership e.g. the person who will approve new members being added to this corporate membership.
 - Enter the Work phone number of the person who will be managing the Corporate membership in the Home phone field (optional)
 - Enter the email address of the person who will be managing the Corporate membership. This person will be emailed at least annually to confirm the NZITF individual members listed under this corporate membership.
 - Ensure the *List my details in the member directory* checkbox is **NOT** ticked. This will help keep the Hello Club member directory clear of corporate members.

NZITF

Personal details

Please complete your personal details below.

FIRST NAME: Corporate
LAST NAME: Cosive

MOBILE PHONE: 0211918814
HOME PHONE: (optional)

EMAIL ADDRESS: terry.macdonald@cosive.com

List my details in the member directory

CONTINUE

OR

[BACK TO THE PREVIOUS STEP](#)

Hello Club [Terms of service](#) [Privacy policy](#)

- Click on the **Continue** button.
- You will see the Linked members screen.

NZITF

Linked members

Add any additional members below or continue to sign up by yourself.

Corporate Cosive

+ ADD MEMBERS

I consent to the processing of my information in the manner set out for the purposes set out in our Privacy Policy

CONTINUE

OR

[BACK TO THE PREVIOUS STEP](#)

Hello Club [Terms of service](#) [Privacy policy](#)

If all your employees are already NZITF Members then click the **Continue** button, and go to the Additional Details page later in this document.

If you want some additional employees to apply to become NZITF Members under this Corporate Membership, then click the **+ Add Member** button. Remember - do NOT add anyone who is already a NZITF Member.

Remember: Any person applying to become an NZITF member *MUST* pass the vetting process, even if they are applying under a corporate membership.

Note: If you already have NZITF members we will automatically move them under this new Corporate Membership, once your Corporate Membership is approved. You do NOT need to add them as part of this step.

To add a new individual application to this corporate application:

- Click on the **Add Member** button
- The Add Member screen will pop-up. Enter the personal details of the person who is applying for an individual NZITF membership under this Corporate Membership
- Enter their first and last names
- Enter their Mobile phone number
- Enter their Work phone number in the Home phone field (optional)
- Enter the email address you wish to be used to receive NZITF email correspondence. This is generally their work address.
- Ensure the *List my details in the member directory* checkbox is **ticked**. This will help the NZITF Membership Administrator to find you within the Hello Club interface.
- Click the **Add Member** button

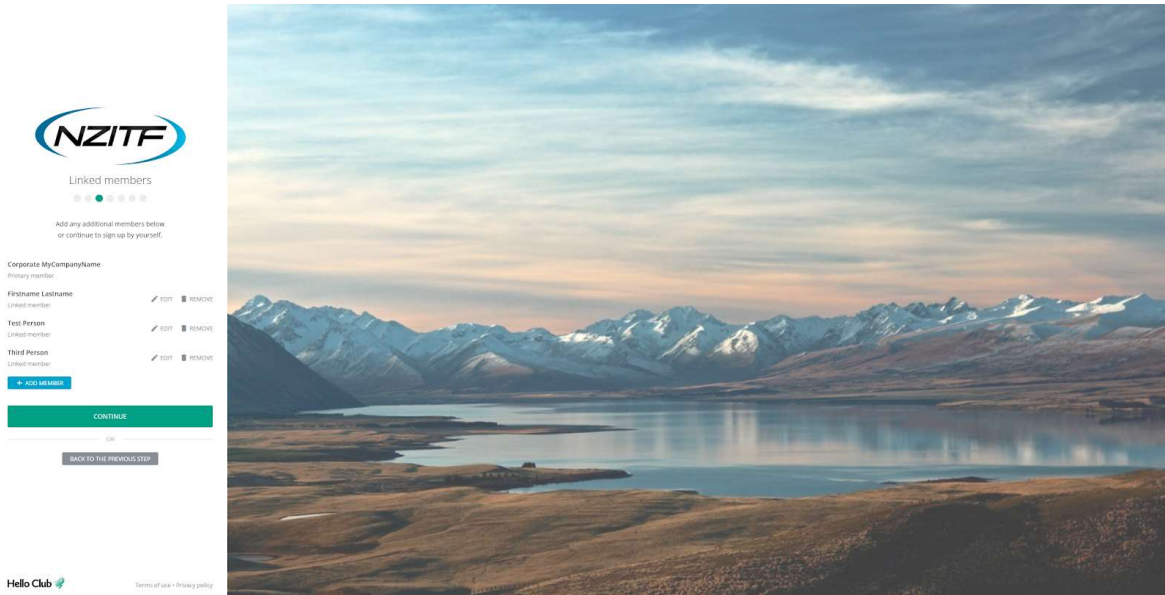
The screenshot shows a mobile application interface for adding a new member. The form is titled "Add member" and includes a close button (X) in the top right corner. The form contains the following fields and options:

- This person is part of my household
- FIRST NAME**: Input field with placeholder text "Firstname".
- LAST NAME**: Input field with placeholder text "Lastname" and a note "Use MyCompanyName".
- MOBILE PHONE**: Input field with placeholder text "02119188114".
- HOME PHONE (optional)**: Input field.
- EMAIL ADDRESS**: Input field with placeholder text "firstname.lastname@mycompanyname.co.nz" and a note "Use your.emails@mycompanyname.co.nz".
- List details in the member directory [?]

At the bottom of the form, there are two buttons: "CANCEL" and "ADD MEMBER".

Repeat the above steps until you have added all the people you wish to become NZITF members.

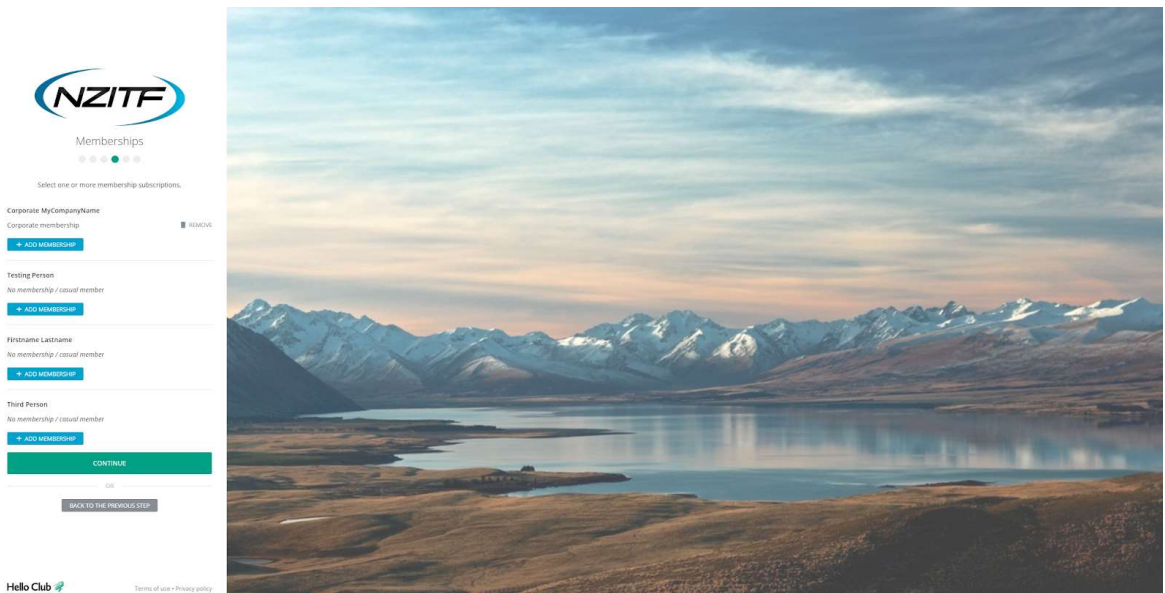
Click the **Continue** button when you are ready to continue.



- You now need to assign the correct Membership types to the people you just added to your Corporate Membership application.

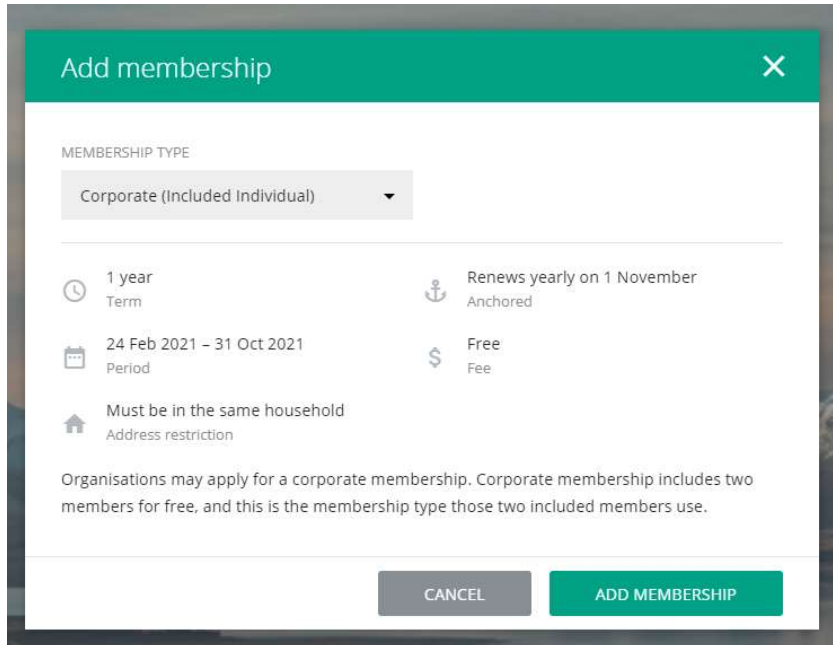
Each Corporate Membership gets up to two free individual memberships included under the Corporate Membership fees. These are known as **Corporate (Included Individual)** applications. **Note:** Each applicant still has to pass the vetting process to become an NZITF Member.

If you wish to add more than 2 people under your corporate membership then those must be added as **Corporate (Additional Individual)** memberships. Extra charges will be added to your annual membership for each Corporate (Additional Individual) membership. Please check the NZITF website to see what those extra charges will be.



To add a Corporate (Included Individual) application (max of 2):

- Click on the **Add Membership** button underneath the person you want to assign to a **Corporate (Included Individual)** Membership (max of 2 people can use this)
- The Add Membership screen will pop-up. Select the **Corporate (Included Individual)** Membership from the dropdown list.

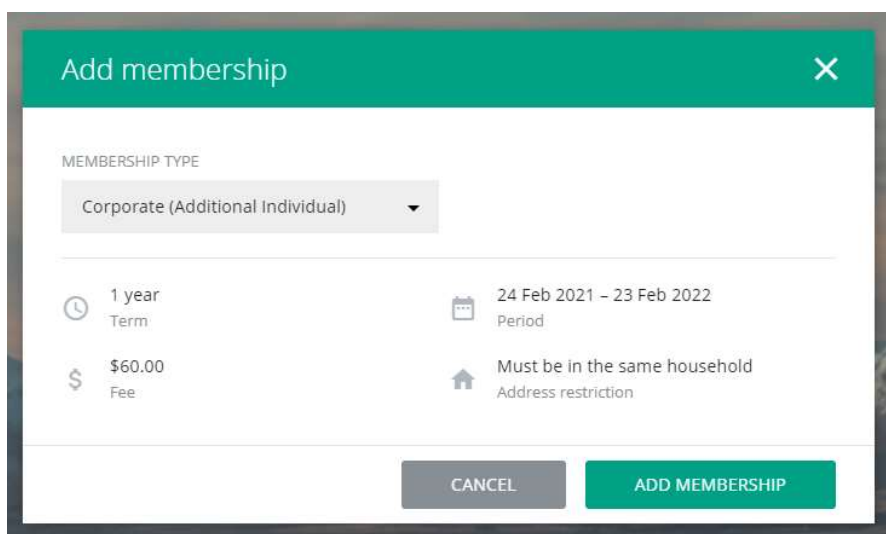


- Click the **Add Membership** button

Repeat the above steps to a maximum of twice.

To add a Corporate (Additional Individual) application:

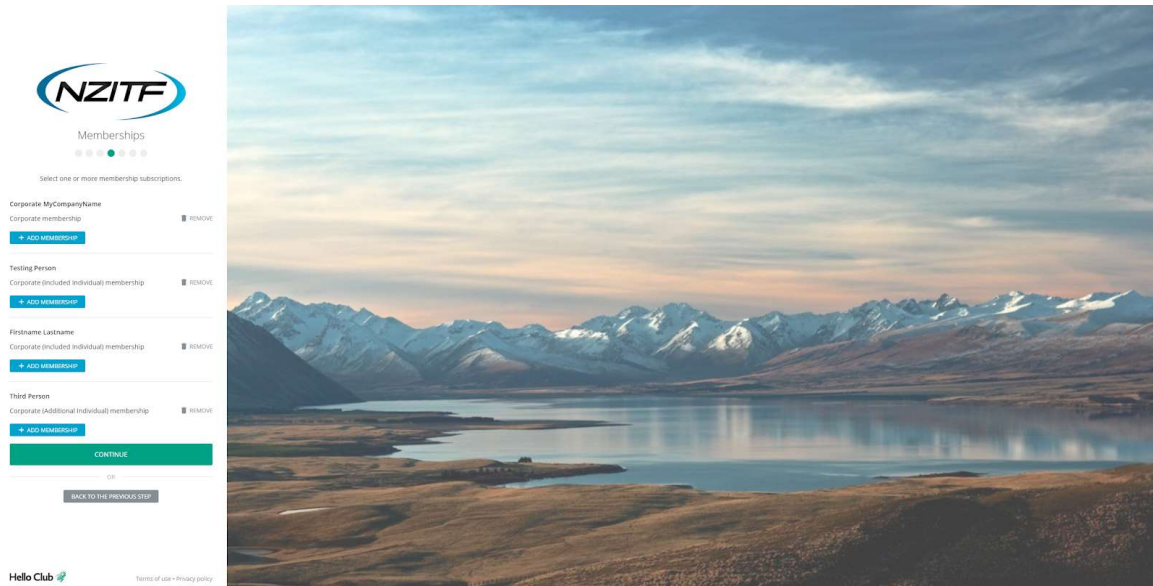
- Click on the **Add Membership** button underneath the person you want to assign to a **Corporate (Additional Individual)** Membership (max of 2 people can use this)
- The Add Membership screen will pop-up. Select the **Corporate (Additional Individual)** Membership from the dropdown list.



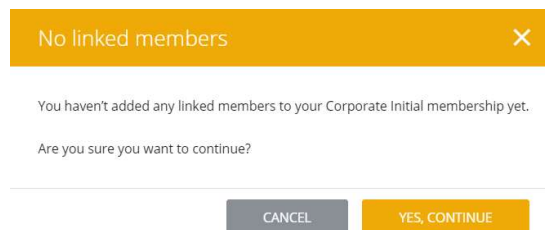
- Click the **Add Membership** button

Repeat the above steps until all the individuals within your Corporate membership are assigned either **Corporate (Included Individual)** or **Corporate (Additional Individual)** memberships.

- Review the list to make sure everyone is assigned either **Corporate (Included Individual)** or **Corporate (Additional Individual)** memberships (excluding the first item which is the Corporate Membership itself)
- Click on the **Continue** button when you are happy to proceed.



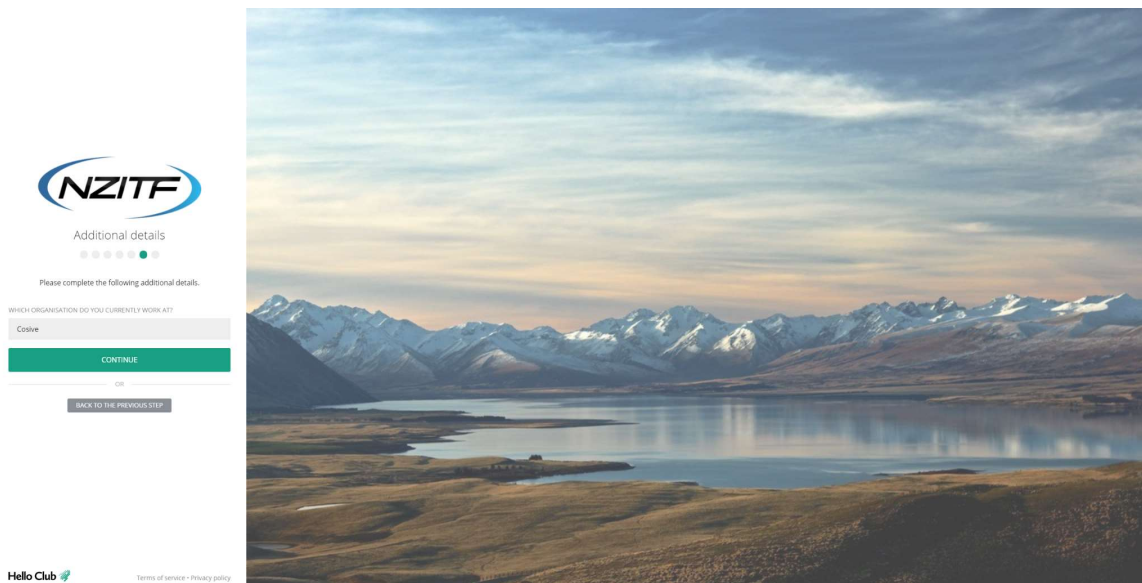
- If you haven't added any Individuals to your application, you will see the following message. Click the **Yes, Continue** button.



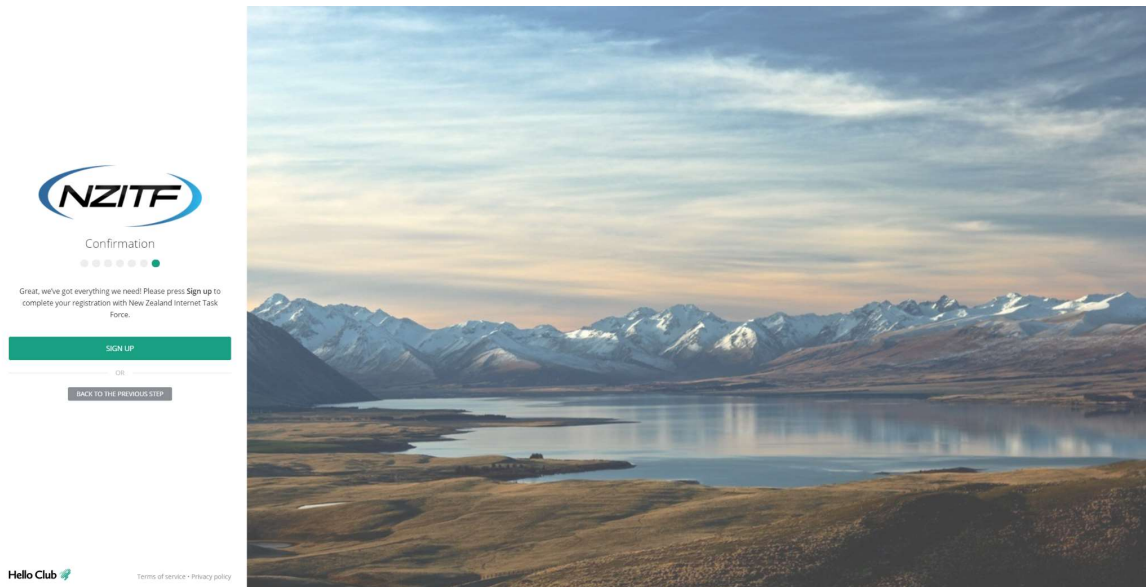
- You will see the Membership conditions screen. Check the **checkbox** to agree to the conditions of this membership, then click **Continue**.



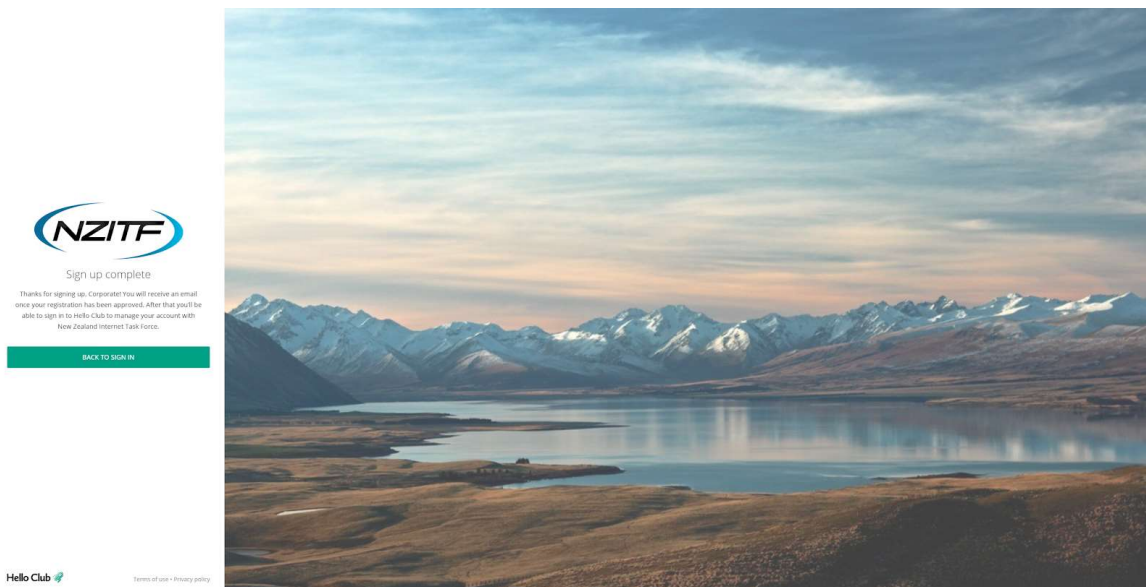
- You will see the Additional details screen. Fill in the following:
 - Type in the name of the organisation you are applying for. We use this information to help other NZITF Members notify each other about potential breaches and other security issues. We strongly recommend you fill in this field.
- Click on the **Continue** button.



- You will see a Confirmation window. Please click the **Sign Up** button to submit your application.



- You will see the Sign up is complete screen. Your sign up is complete!



What happens next?

You will shortly receive an email requesting some supplementary information for each individual included in the application you just made. Each applicant will need to fill out a supplementary information form to the NZITF in order to justify your application. The supplementary information form will be attached to the email you receive.

The New Zealand Internet Task Force is a security trust group, and as such we need to ensure that integrity and trust is maintained as we grow in size. Applications take a long time to process for these reasons, and it **can be up to 2 months** for the entire application and onboarding process to complete. Please bear with us as we assess your application.