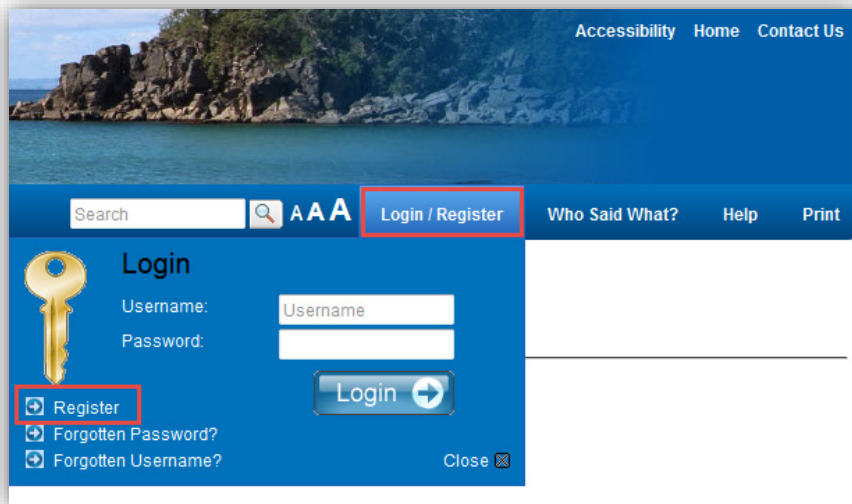


How to apply online for the Environmental Leaders Fund

1. To make an application using this online form you'll need to register your details first if you haven't done it before. If you previously made an online application, you can use the same login and password.

Click the **Login / Register** button at the top right of the page then choose 'Register'.

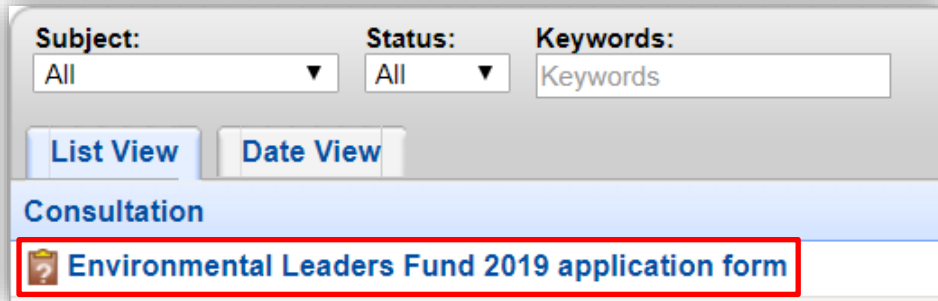


This will bring up a registration form.

A screenshot of a registration form titled 'Registration'. The form is white with a blue header. The header contains a search bar, a 'Login / Register' button, and a 'Who Said What?' link. The main content area has a blue header with the title 'Registration' and a sub-header 'My Account'. Below this, there is a section titled 'Name & Email' with several fields: 'Title', 'Given Name' (Norma Jean), 'Family Name' (Baker), 'Email Address', 'Username' (MsMunro), 'Password', and 'Confirm Password'. Each field has a green checkmark or a question mark icon to its right. There is a 'Check' button next to the 'Username' field. Below the fields, there is a section for 'I agree to all of the Terms and Conditions of registering' with radio buttons for 'Yes' (selected) and 'No'. At the bottom left, there is a note '* denotes required field'. At the bottom right, there is an 'OK' button with a green checkmark.

2. Once you have completed the registration form making sure you complete the fields marked with * click **OK**. You'll be sent an activation email to confirm your account.
3. Open your emails to find an email from **consult@objective.com**. Click on the link supplied in the email.
4. This will open a Login screen. Login using the username and password you've just created.

5. Complete the rest of the registration process by providing your contact details in the first screen and demographic information in the second screen. Only fields marked with * need to be completed.
6. Once you've finished, click the OK button to access the ELF homepage.
7. If you find yourself on a page headed 'Welcome to our consultation page', scroll down to find the table that lists our projects.
8. Click on **Environmental Leaders Fund 2019 application form**.



9. When you're ready to complete the application form, click the **Start Survey** button.

What you'll need...

- Details of your project
- Quote(s) and supporting documents
- Username and password - if it's your first time making an application here, you'll need to [register first](#) - [find out how to register and make an application](#)

After you [register](#) or [login](#) click the 'Start survey' button below to open the application form

- All fields marked with * must be completed
- You can save your form and complete it later by going to 'My account' next time you log back in

Frequently asked questions about the fund

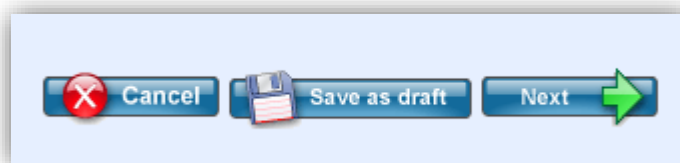
- [Download a copy of the frequently asked questions](#)

Need help?

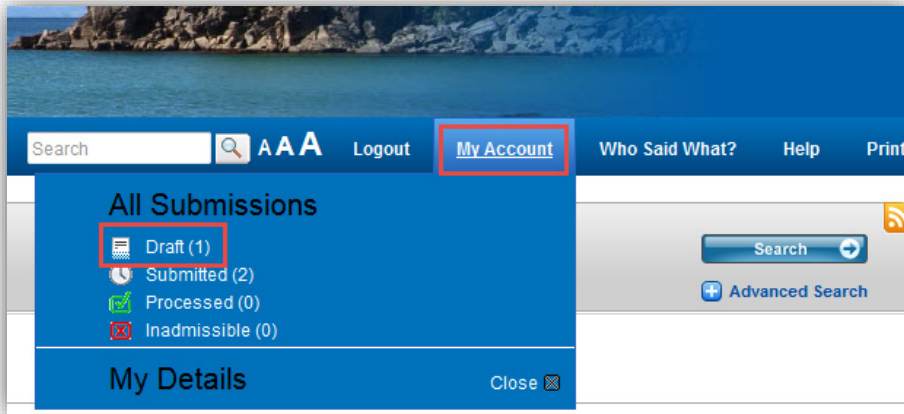
- Contact the ELF Team - Phone: 0800 002 004 | Email: elf@nrc.govt.nz

Applications close Sunday 23 June 2019

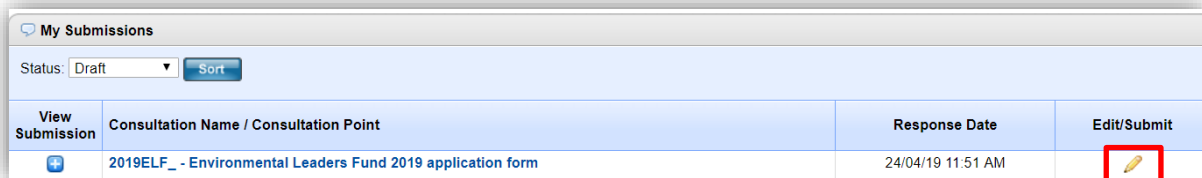
10. If you need to finish your application at another time, scroll to the bottom of the page and **Save as draft**



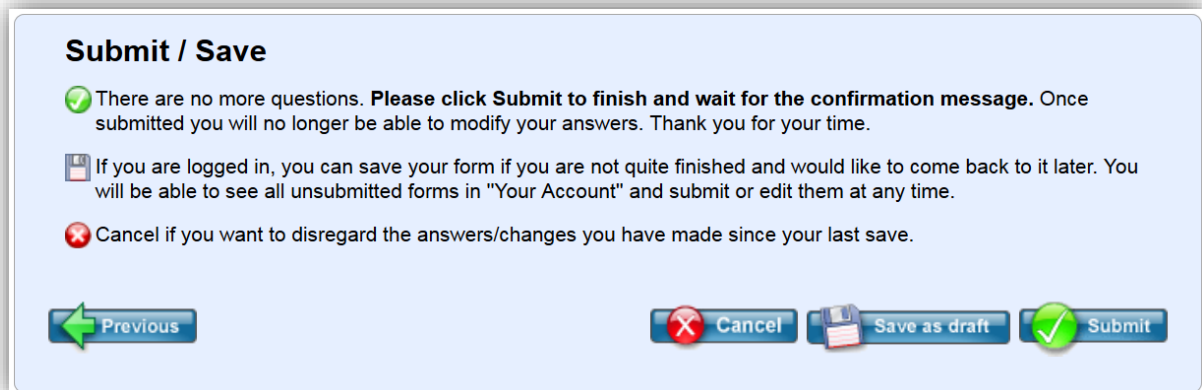
11. When you're ready to complete the form, log back in, go to **My Account**, and choose **Draft**.



12. Click the pencil under **Edit/Submit** to complete your draft application form



13. Once you've completed the form and uploaded your documents, scroll to the bottom and click **Next**.
14. You can then **Submit**, **Save as draft** and come back to it later, or **Cancel** your application.



If you have any other questions, call us on **0800 002 004** or email elf@nrc.govt.nz