NZ Government and PPSR

Obtaining New Credentials and Installation Guide

Version 1.02

11th April 2023

finPOWER CONNECT

CONTENTS

Disclaimer 3
Revision History 3
Overview 4
Summary 4
Licence Requirements 4
Configuration 5
Obtaining a RealMe Login 5
MBIE Account Creation 5
Cost Centres 11
Credentials Tab 11
Test Credentials tab 12
Options tab 12
Global Settings 13
User Preferences 14

DISCLAIMER

finPOWER Connect includes functionality to cater for connection to MBIE using NZ Government and the PPSR Register from version 4.00.00 onwards.

As per your Software License Agreement, it is your responsibility to make sure finPOWER Connect is fit for your purposes and you should seek independent professional advice from sources such as Lawyers, Accountants and Government Agencies.

This is a guideline only. It is not intended to be definitive and should not be used in place of legal advice. You are responsible for staying up to date with legislative changes.

This document is correct as at time of writing, but subsequent legislative changes may affect the relevance of the contents.

REVISION HISTORY

Date	Version	By	Details
09/08/2022	1.00	AC	Created
16/08/2022	1.01	AC	Updated
11/04/2023	1.02	AC	Updated for Version 4.00

OVERVIEW

This document covers finPOWER Connect information for NZ Government and PPSR.

NZ Government covers the following API's:

- NZBN Searches
- Company Entity Role Searches
- Company Disqualified Director Searches.

SUMMARY

The New Zealand Ministry of Business, Innovation & Employment (MBIE) have updated the way in which all users interface with it, meaning a change is required within finPOWER Connect.

finPOWER Connect version 4.00.00 onwards, only offers the option for the new interfaces for NZ Government and PPSR, as you will see further down in the document for the Cost Centre, Global Settings and User Preferences screenshots.

LICENCE REQUIREMENTS

- Cost Centres – only required if using more than one Cost Centre.
- Securities Register.
- PPSR Interface.
- Security Enquiry

CONFIGURATION

OBTAINING A REALME LOGIN

If you are currently using NZ Government and/PPSR then you should already have a 'RealMe' login.

If you do not have a RealMe Login, click the RealMe Site https://www.realme.govt.nz/ and follow the instructions on the screen.

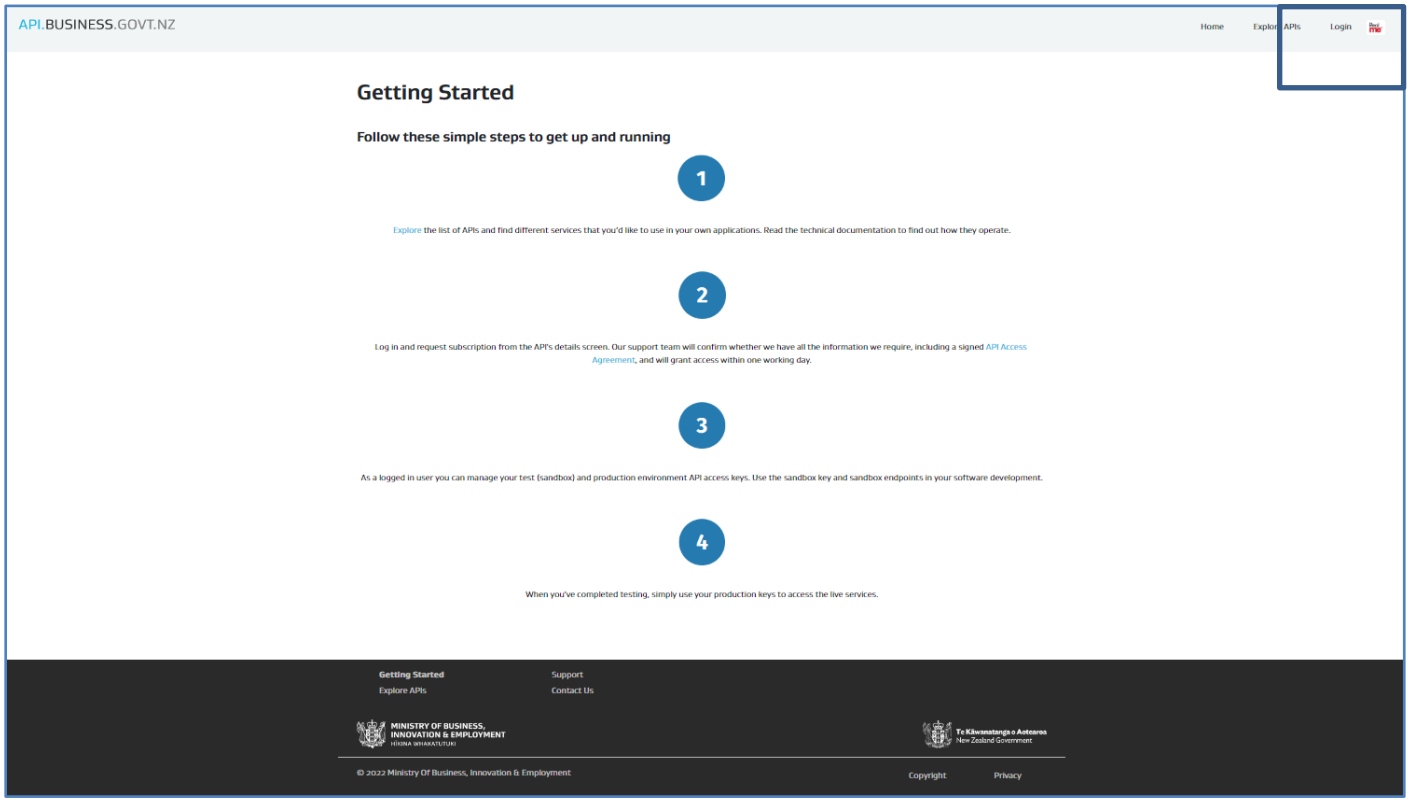
Please Note: A RealMe login is used for a number of different NZ Companies and Government Departments e.g., applying for or renewing a Passport and accessing myIR for the Inland Revenue. Therefore, it is important that where you are using your RealMe Login for work related activities that you keep your login credentials safe and do not share these with other users.

MBIE ACCOUNT CREATION

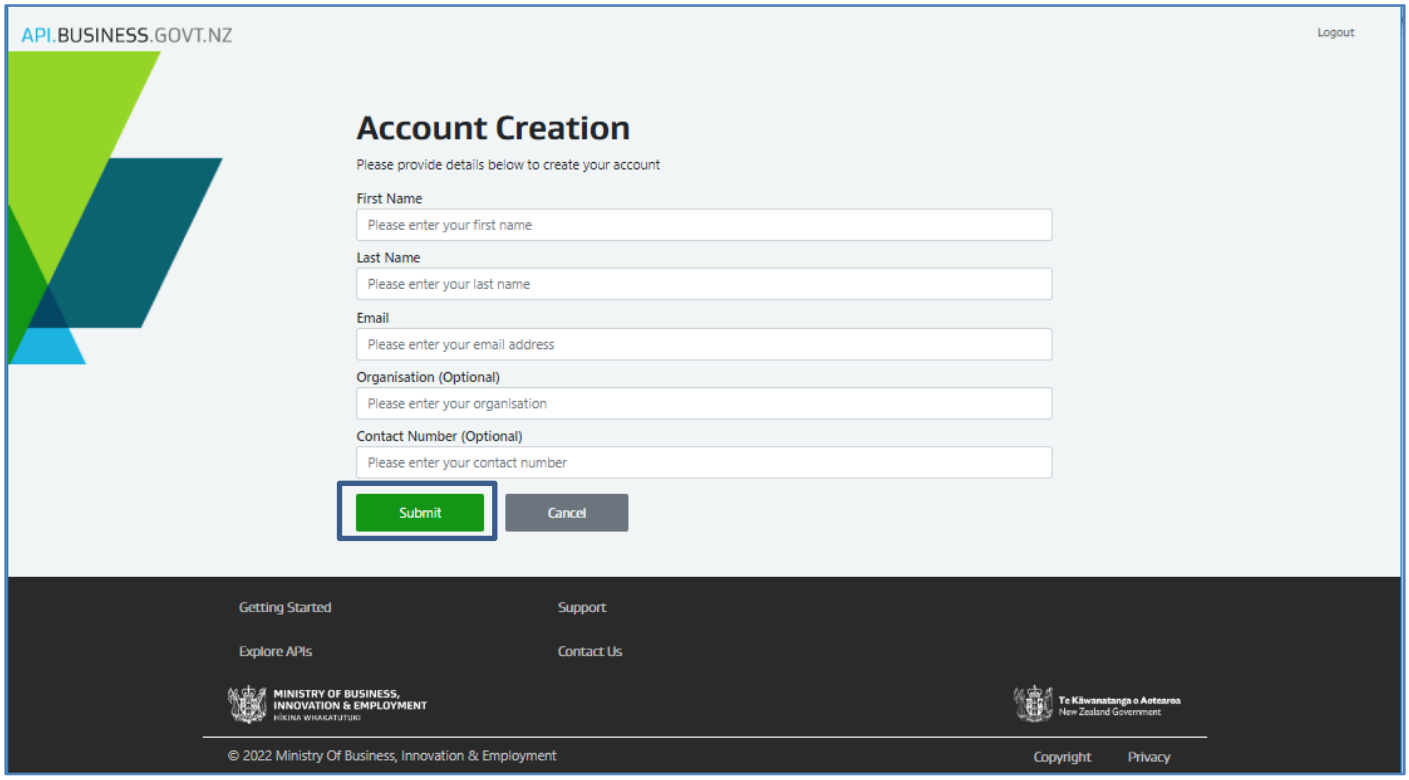
Please note:

- The following process is different to how MBIE credentials were previously obtained.
- You need to repeat the steps for each API e.g., Companies Disqualified Director Search.

1. Go to https://portal.api.business.govt.nz/getting-started
2. Click Login (top right-hand corner) and using your RealMe log into the site.

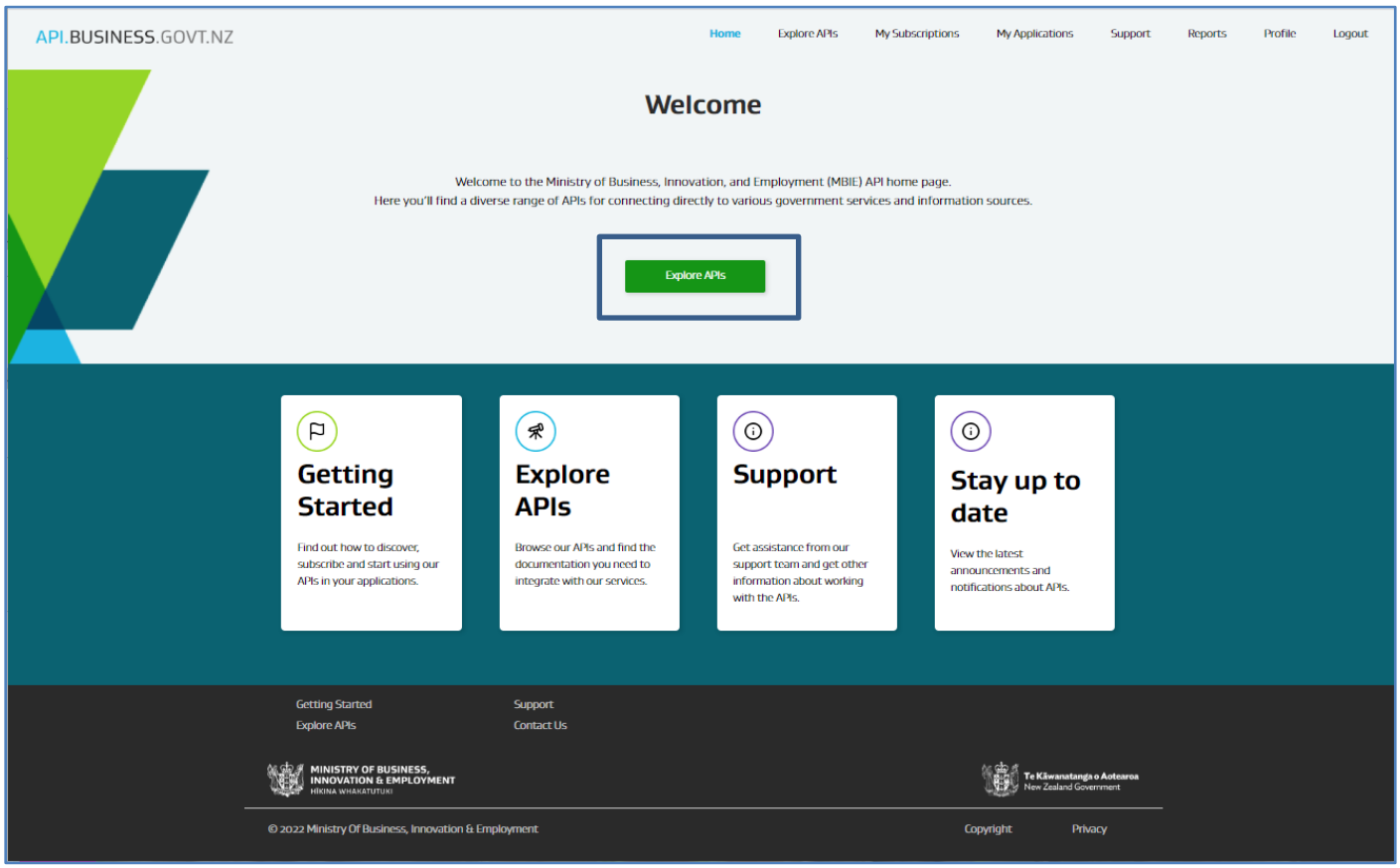


3. Enter your Account details:

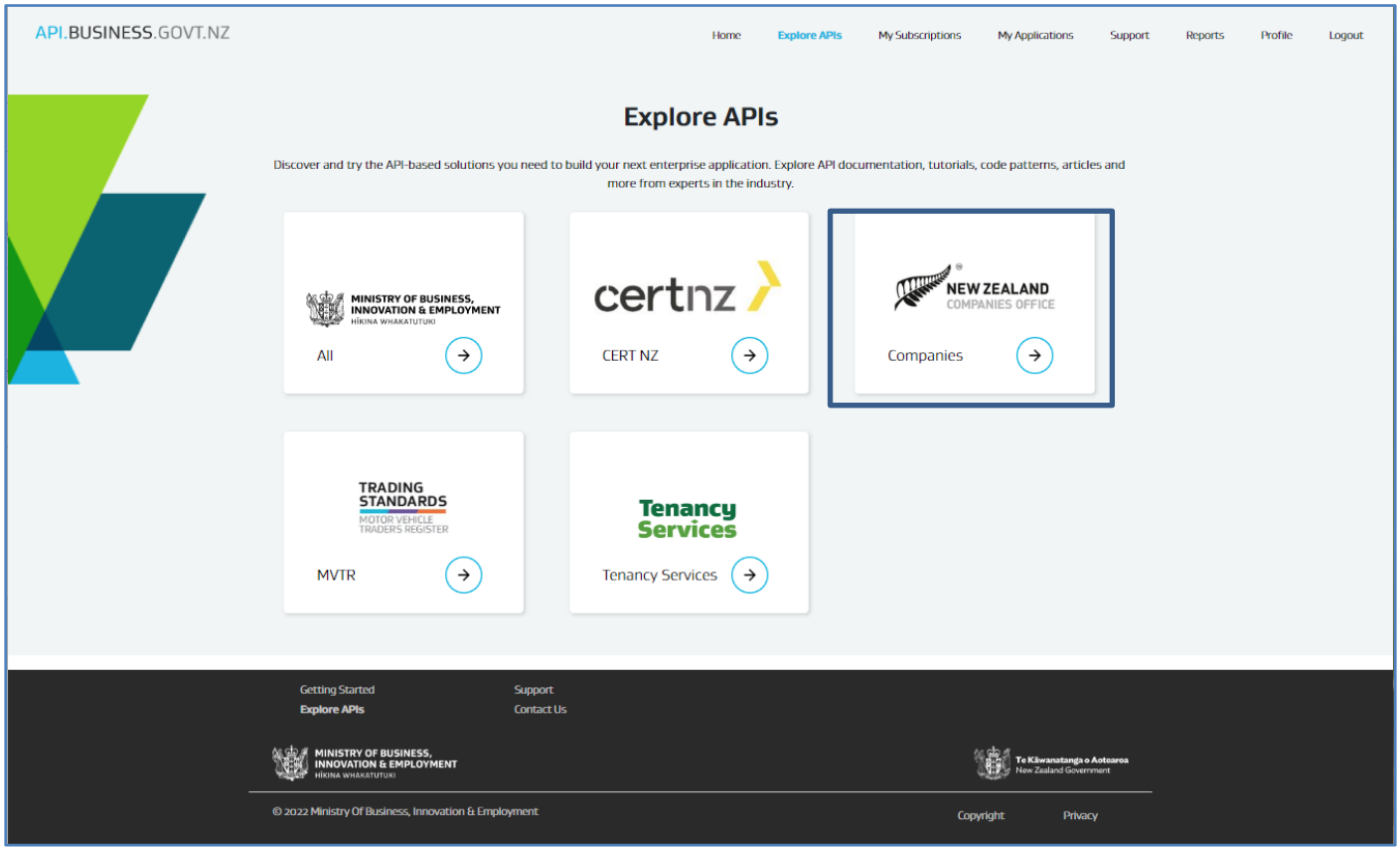


And click 'Submit' once all the fields have been entered.

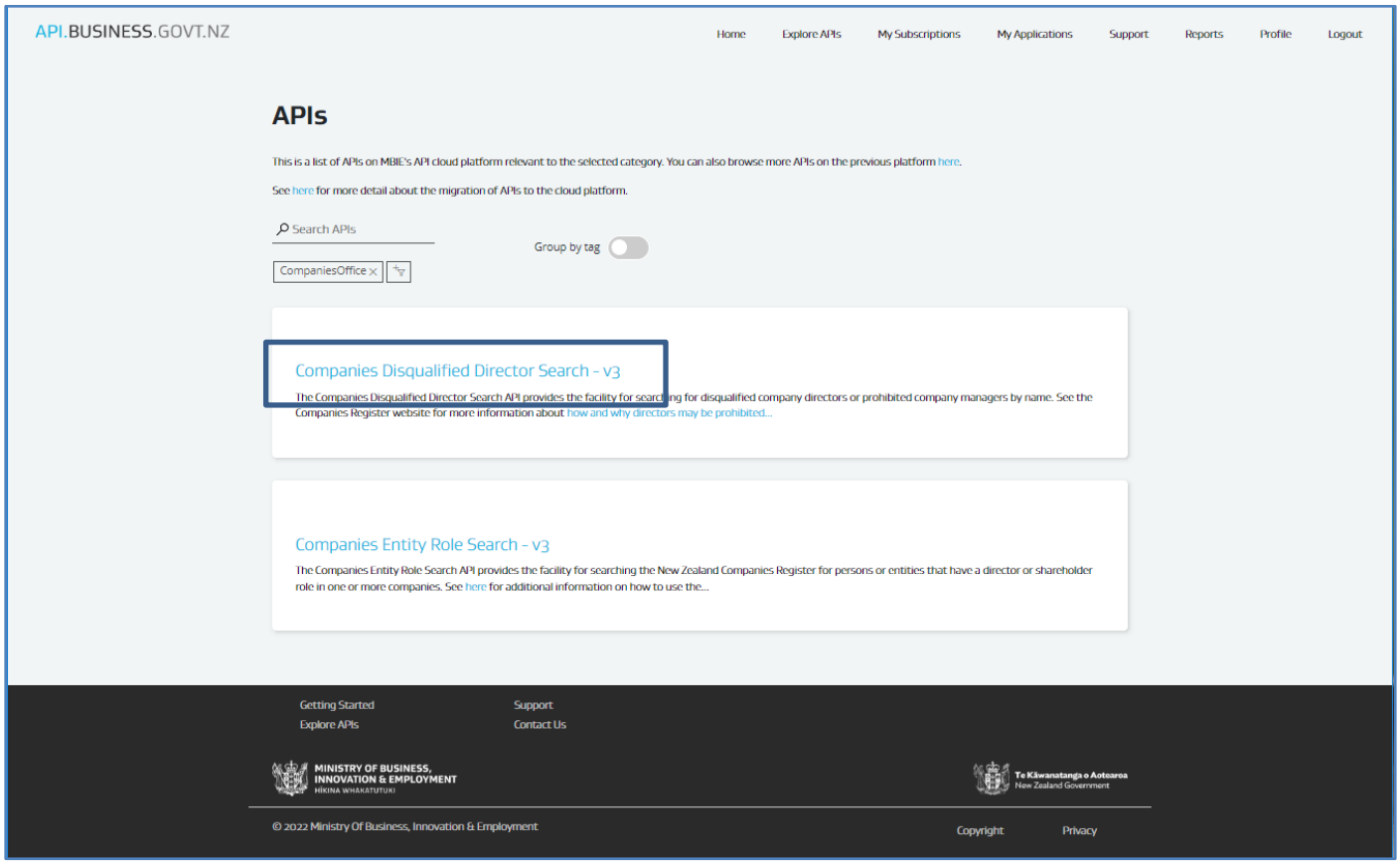
4. Click on 'Explore APIs'



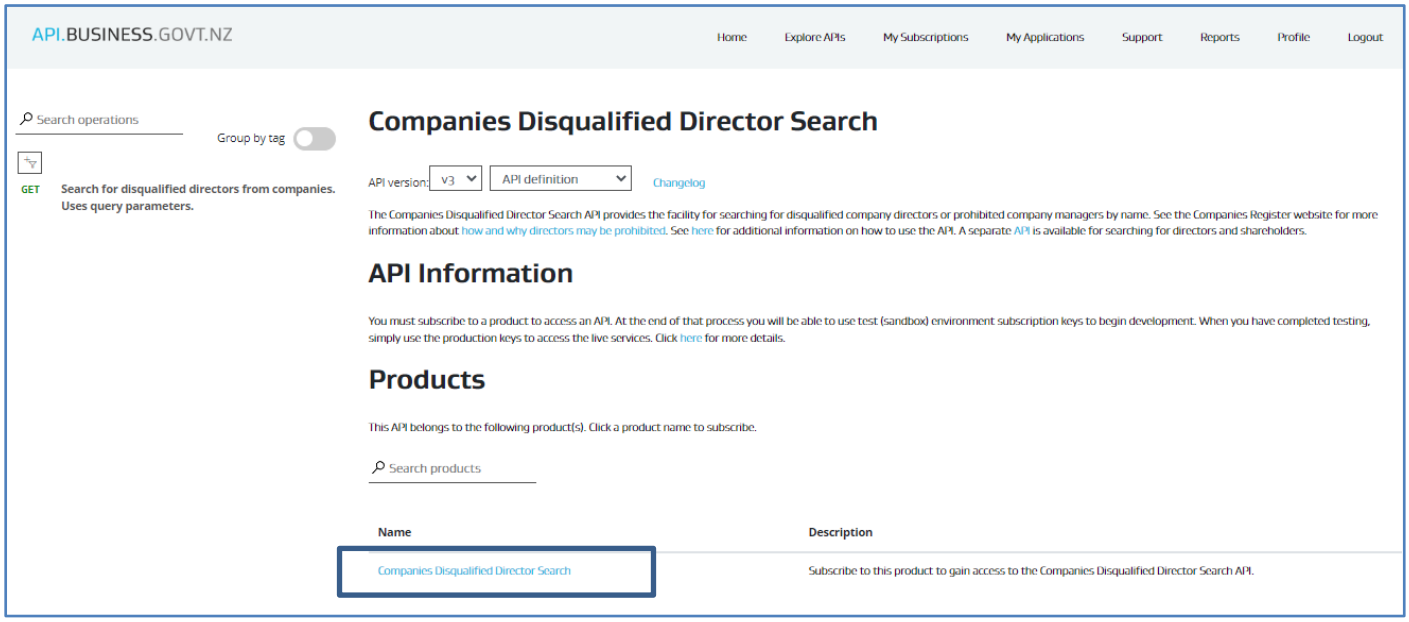
5. Click 'New Zealand Companies Office'.



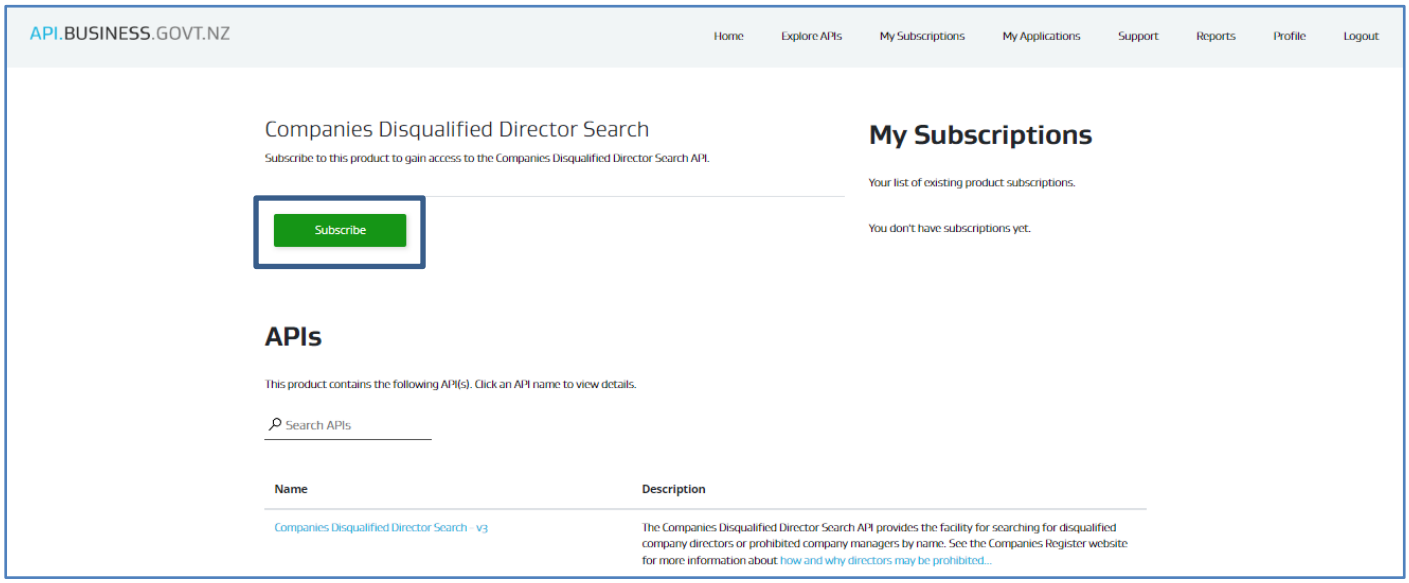
6. Click 'Disqualified Director Search – v3'



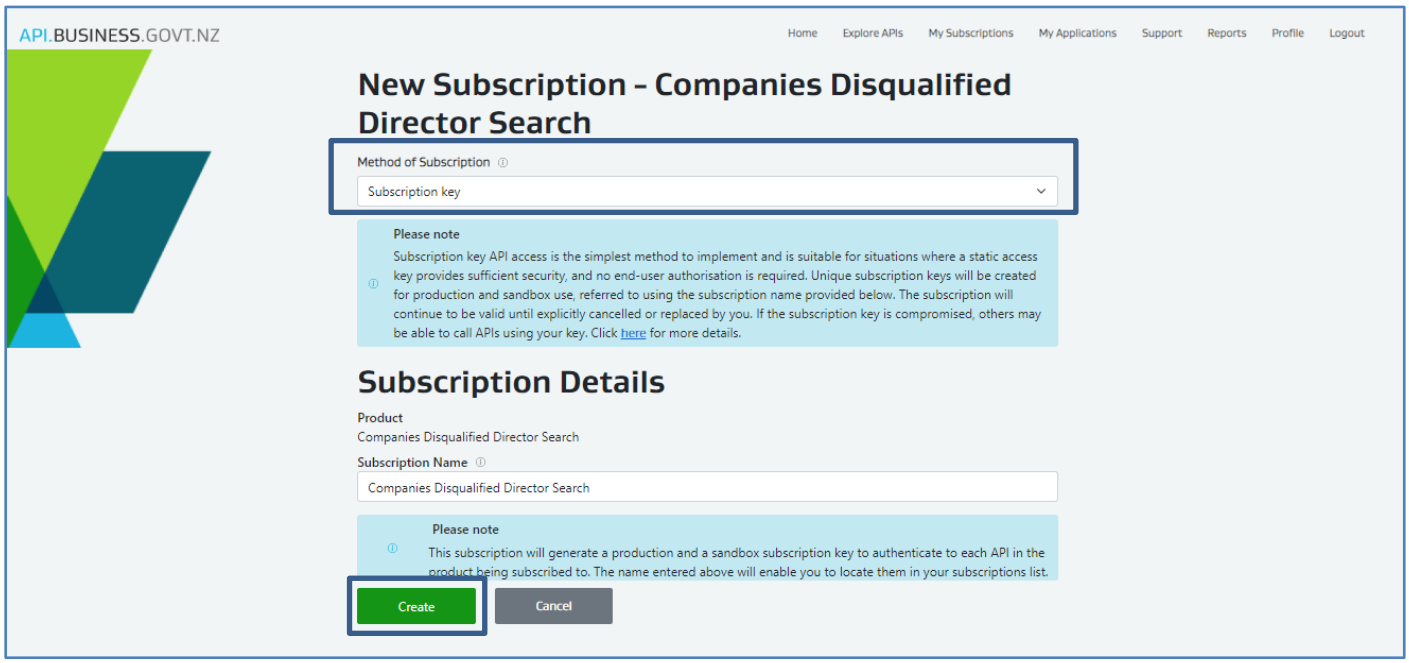
And then 'Companies Disqualified Director Search', which is in small blue writing.



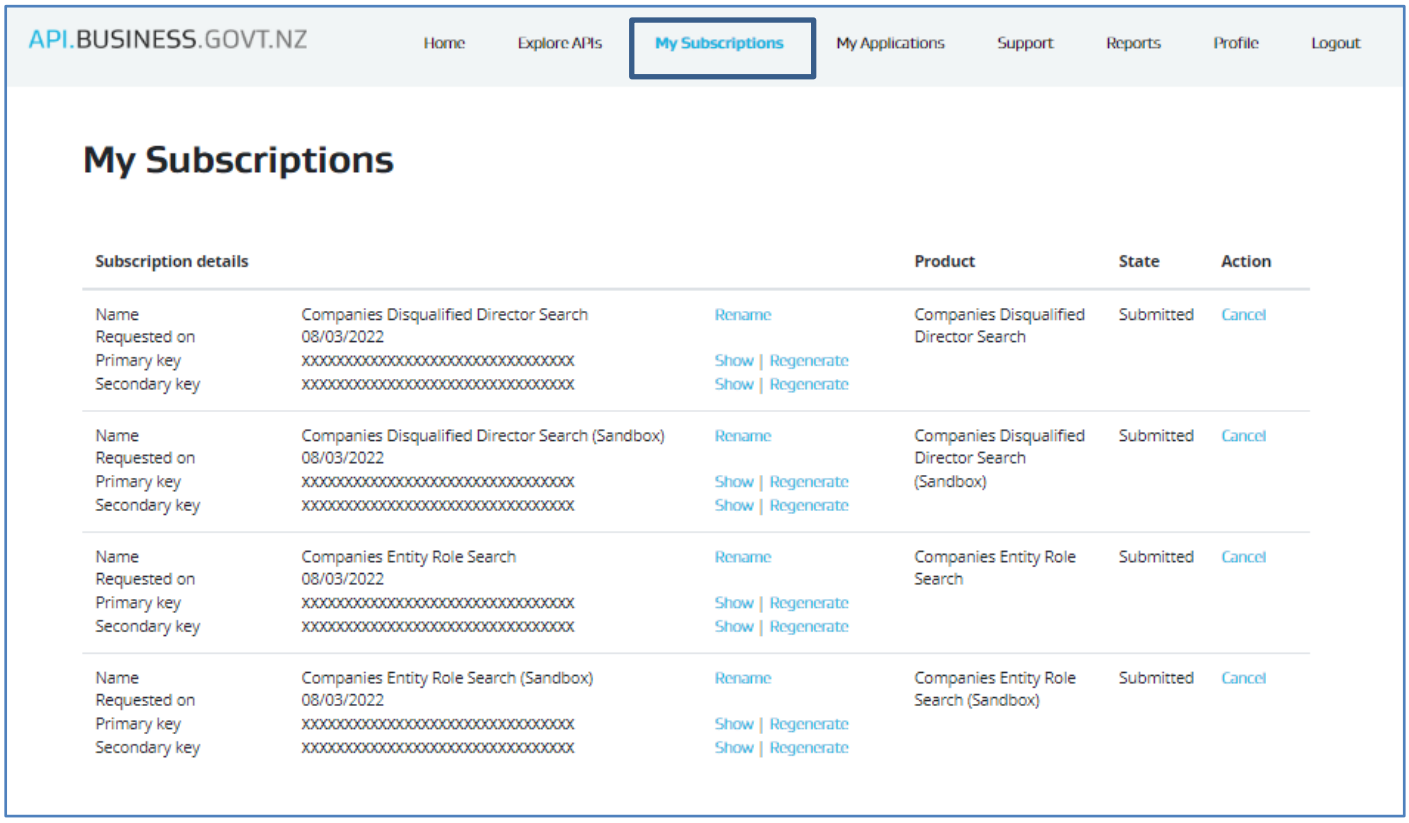
The 'Subscribe' button will appear, which you need to click.



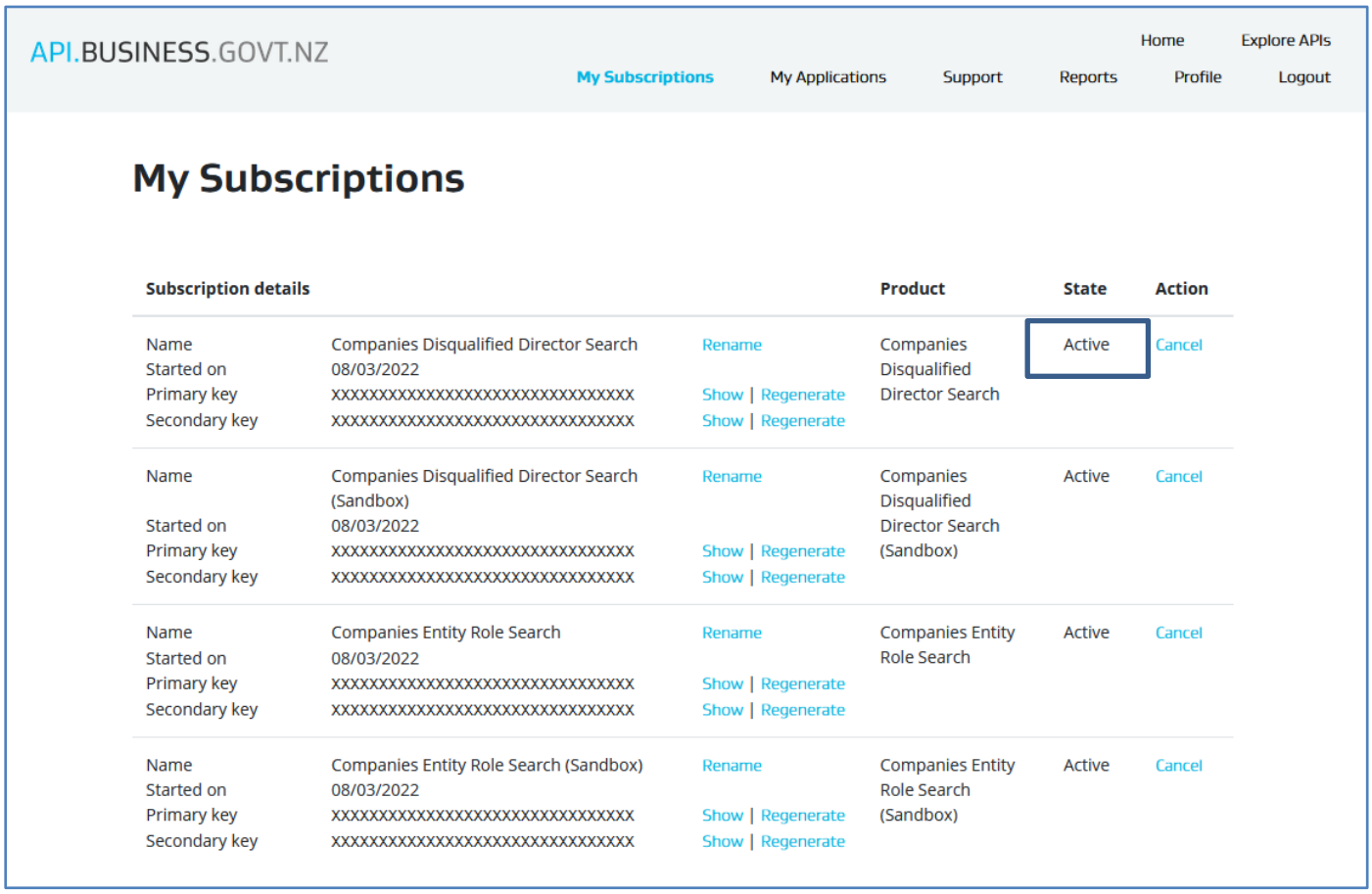
7. Clicking the 'Subscribe' button took me back to the Login screen; you may need to Login again. This will then take you straight to the following page:



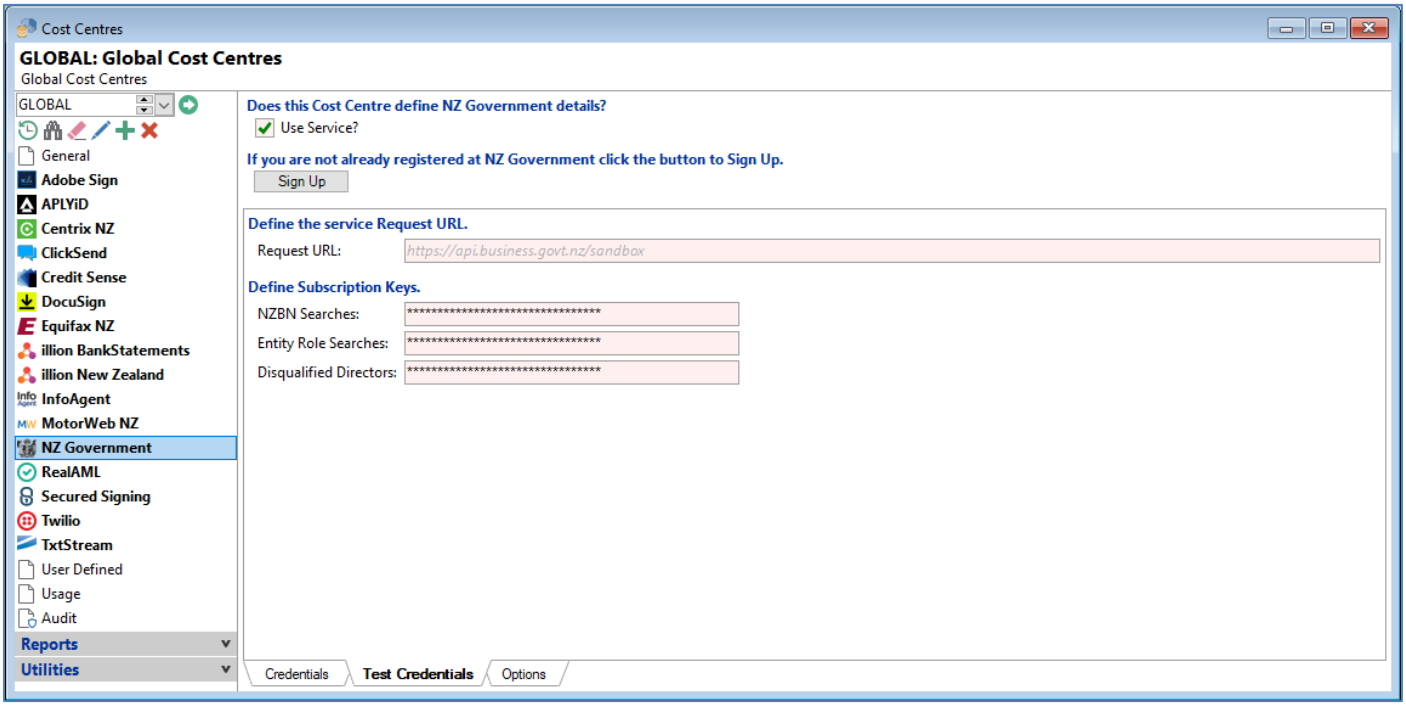
8. Leave the 'Method of Subscription' as 'Subscription key'. Do NOT select any other option. Click 'Create'.
9. This will take you back to the screen shot shown in Step #4
   Repeat the above steps but this time for 'Companies Entity Role Search'. Do this also for 'NZBN' and 'PPSR' when available.
10. Once you have completed the steps in #9, click on 'My Subscriptions', shown at the top of the page. You will see the page as follows:



This shows you the Sandbox and Production, Primary and Secondary keys. Once the 'State' has changed to 'Active' the credentials will be ready for use.



11. Enter the Primary Key for each option into the corresponding finPOWER Connect screen. For example, I have entered 'Sandbox' credentials into the 'NZ Government' 'Test Credentials' page.

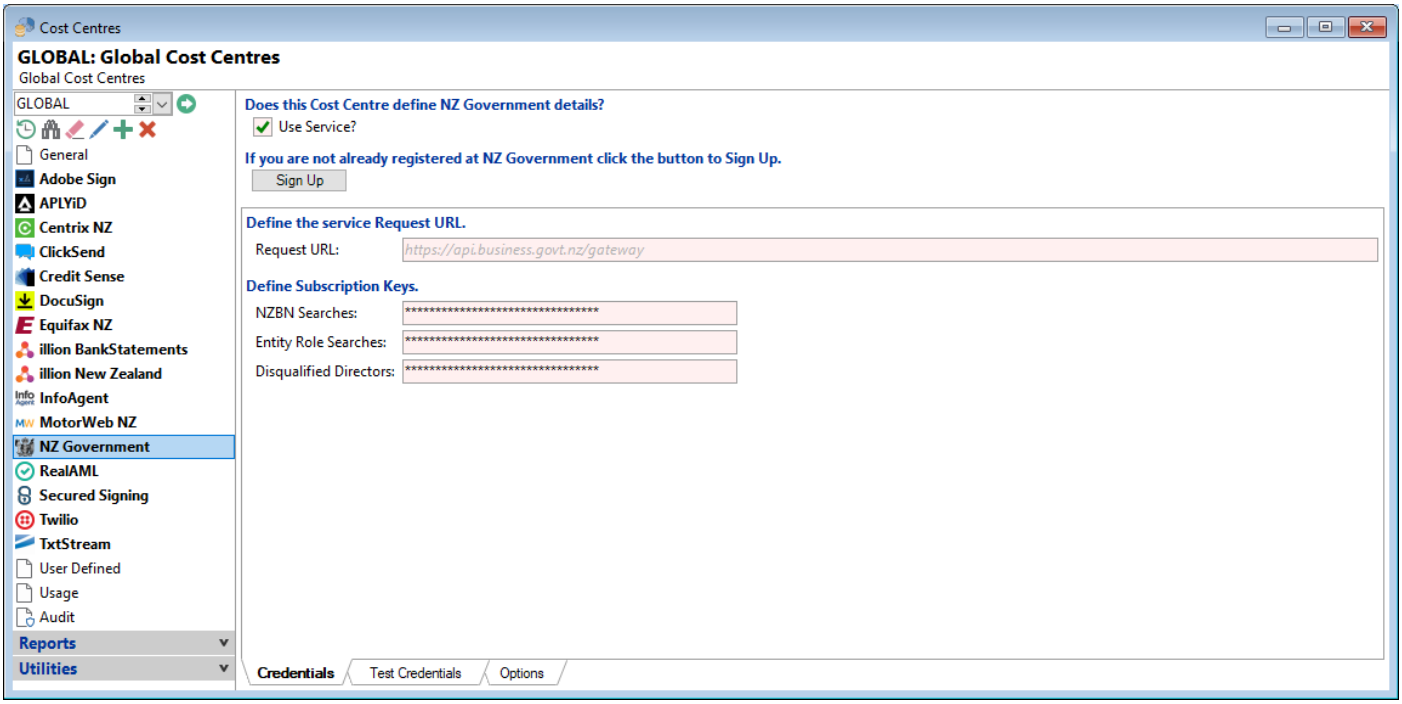


COST CENTRES

Credentials Tab

The following describes how to set up 'NZ Government' within finPOWER Connect, Cost Centres.

1. Go to the Menu option, Admin, Cost Centres and select GLOBAL. If you are using other Cost Centres, then set these up as appropriate.
2. Click on the NZ Government Page.
3. At the top of the page, '**Does this Cost Centre define NZ Government details'**, tick the 'Use Service' checkbox to indicate that the Cost Centre defines the Service information.



4. Click on the **Credentials** tab and fill in the fields.

   Define the service - leave blank; enter a URL **only** if requested to.

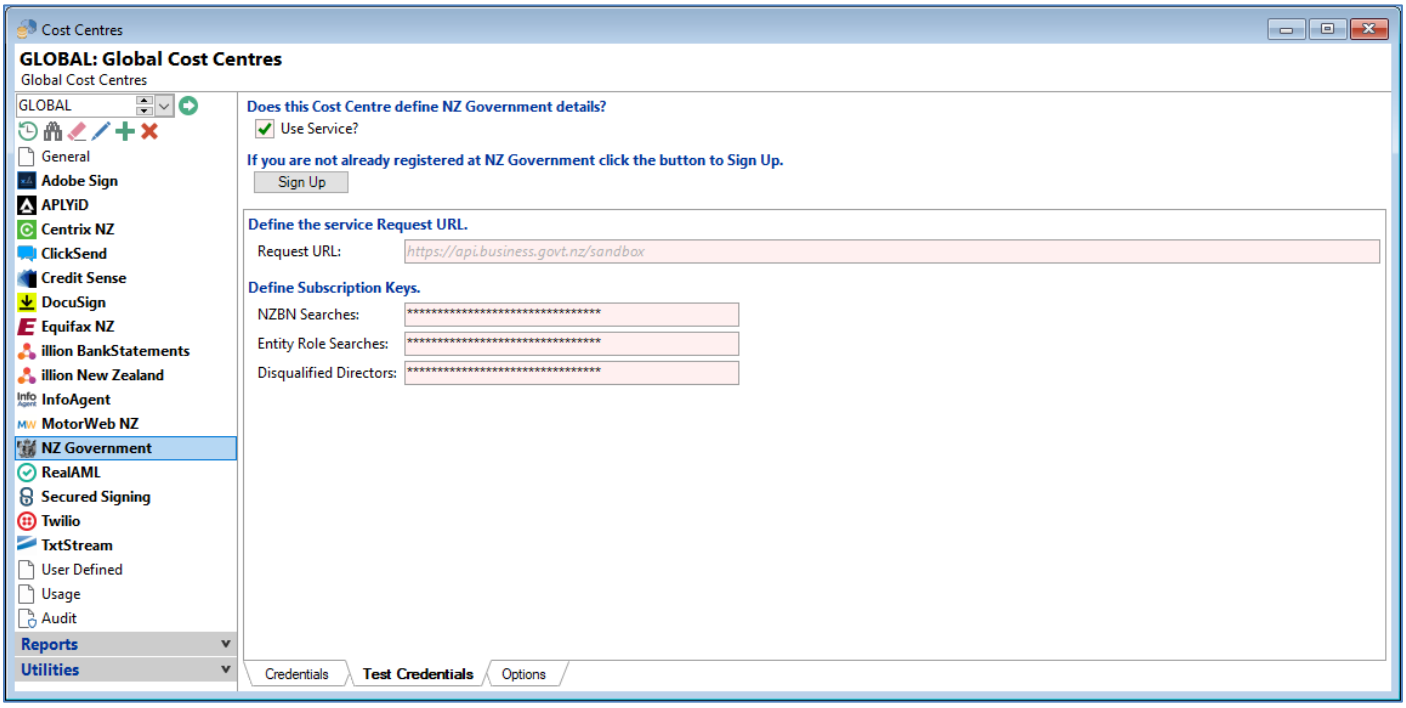
   Define Subscription Keys - Enter the Subscriber Keys as obtained via the 'MBIE Account Creation' for the specific API as follows:

   - **NZBN Searches**
   - **Entity Role Searches**
   - **Disqualified Directors**

5. Click the **Save** button.

Test Credentials tab

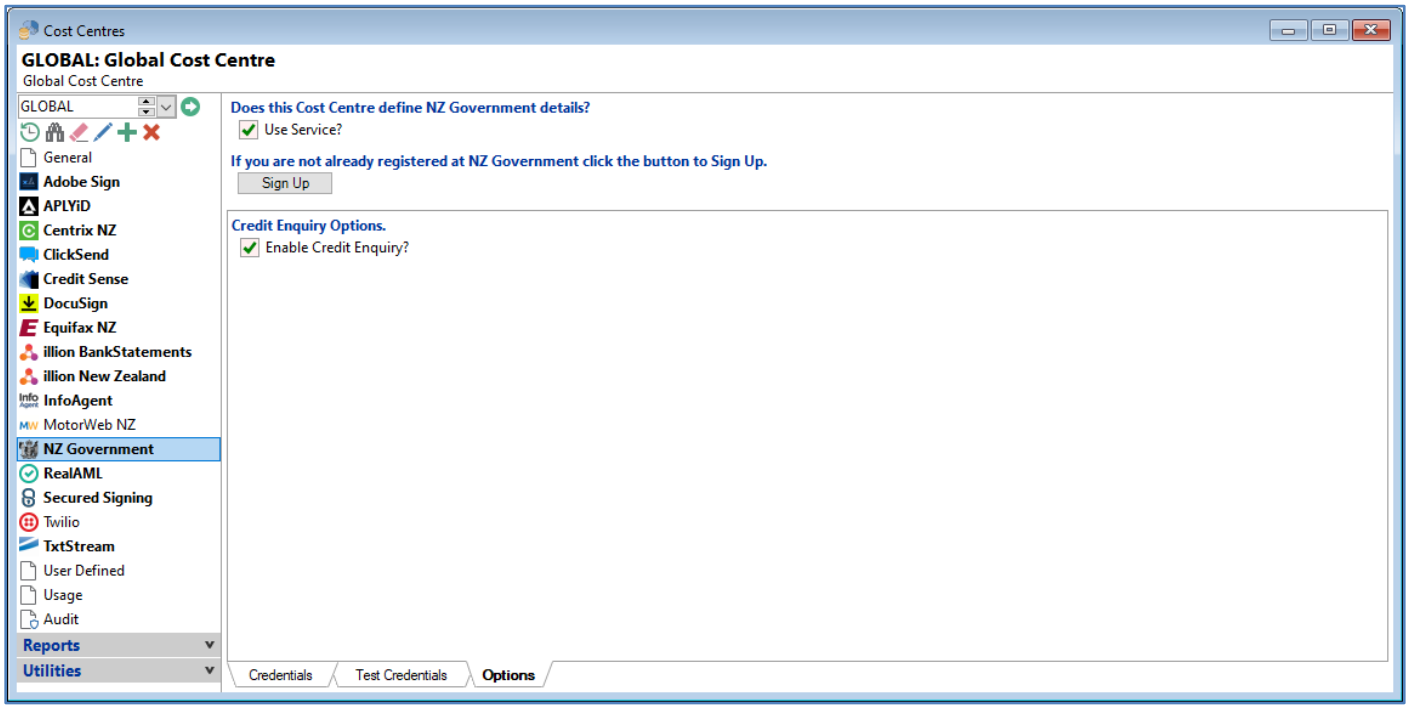
Credentials are **only** required on the Test Credentials page if you are doing UAT/Testing.



As per the production Credentials page, enter the Sandbox details as required for Test Mode.

Options tab

The Options tab is where you 'Enable Credit Enquiry'.



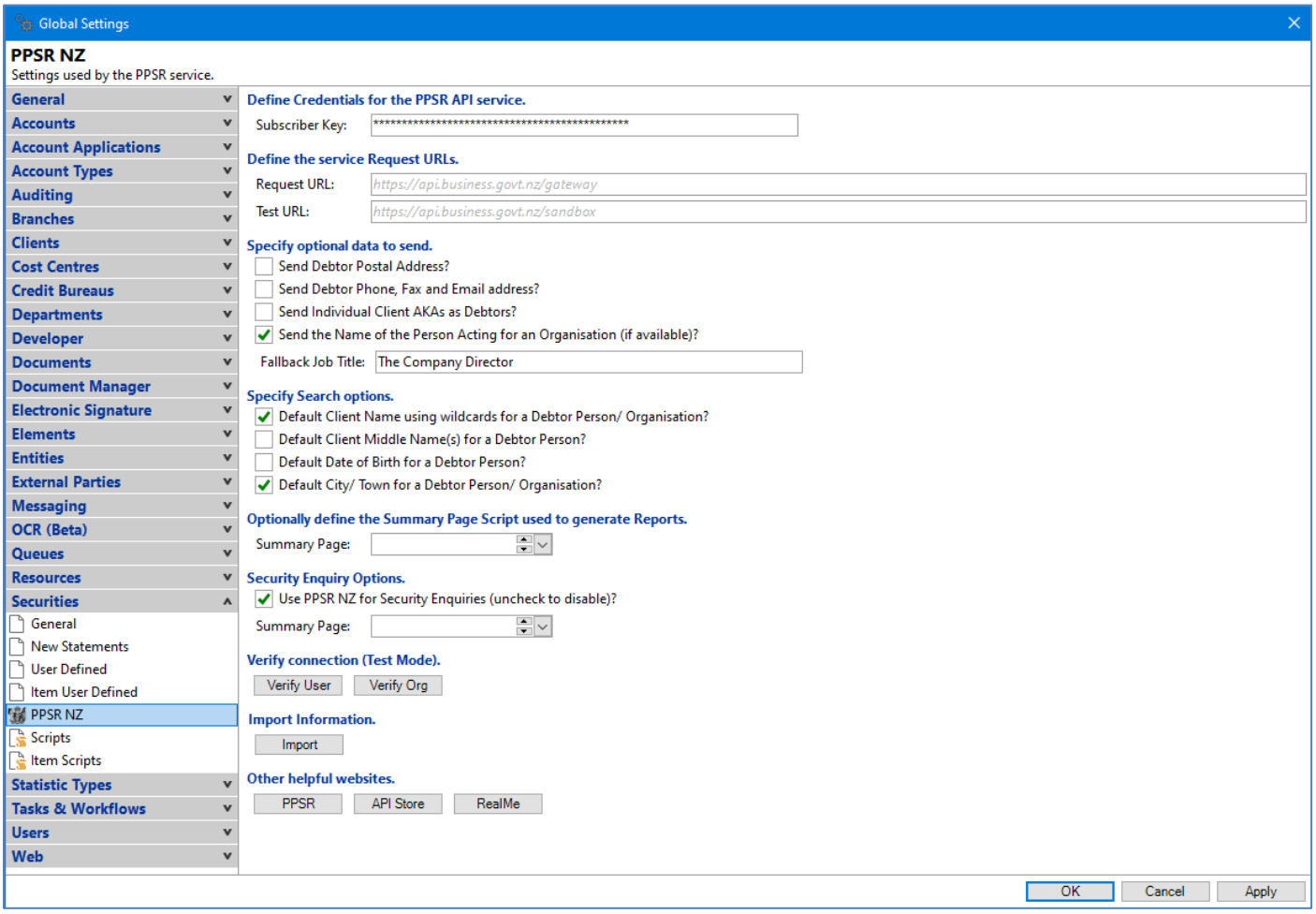
Tick the 'Enable Credit Enquiry' to allow this service to be used.

More information on Cost Centres can be found within the finPOWER Connect Help pages.

GLOBAL SETTINGS

You will need to obtain new credentials as per the section called 'MBIE Account Creation'.

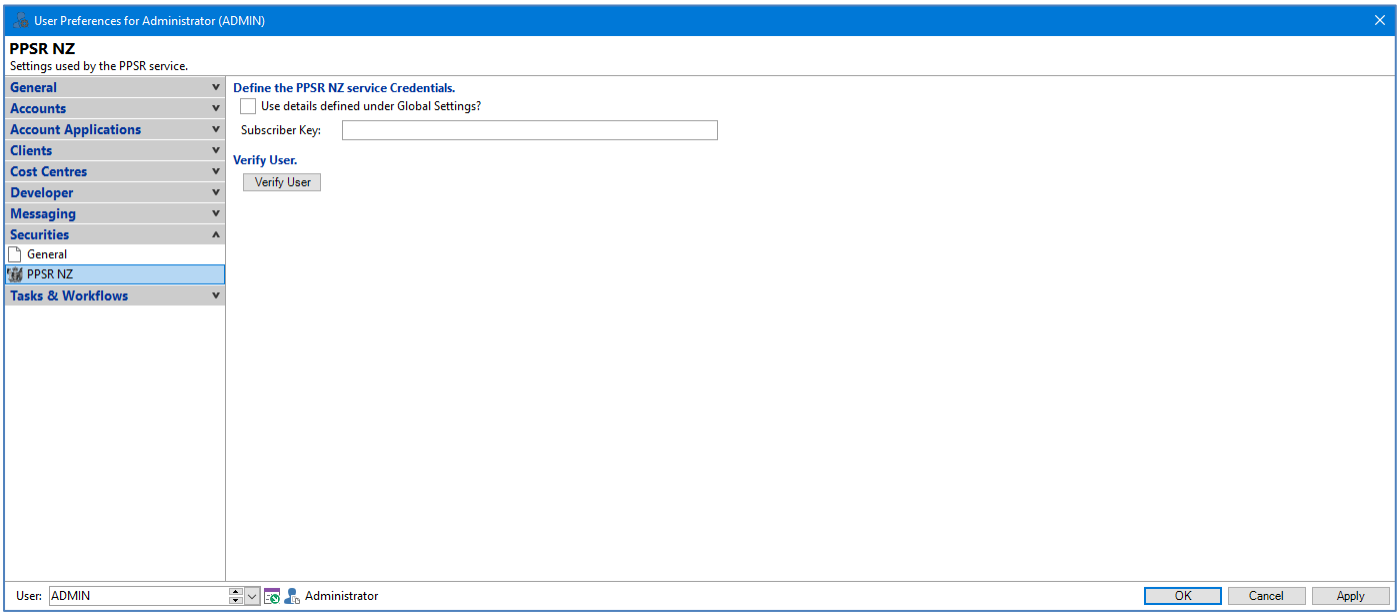
Once you have the Subscriber Key enter it into the field.



All other fields stay the same as per the Help page on this topic:
http://help.intersoft.co.nz/fin3.04/index.htm#XSettings.Global.SecuritiesPPSRNZ

USER PREFERENCES

If you would prefer to enter the PPSR Credentials in the User Preferences, then go to 'Securities, PPSR NZ' page.



As per the Global Settings, you will need to obtain new credentials as per the section called 'MBIE Account Creation'. Once you have these, enter the 'Subscriber Key' into the field.

All other fields stay the same as per the Help page on this topic:
http://help.intersoft.co.nz/fin3.04/index.htm#XSettings.User.Securities.PPSRNZ