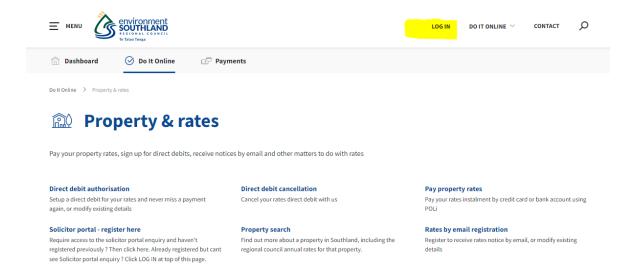
Accessing the solicitor portal from Environment Southland's online services:

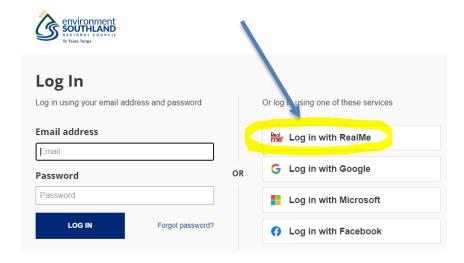
- You must be registered with us to use this option.
- Not registered? Click here to register for solicitor portal access.

Registered and all set to go:

Visit our online services page <u>Property and Rates</u> and select **LOG IN** from the top banner on this page. (Bookmark this page for future access)

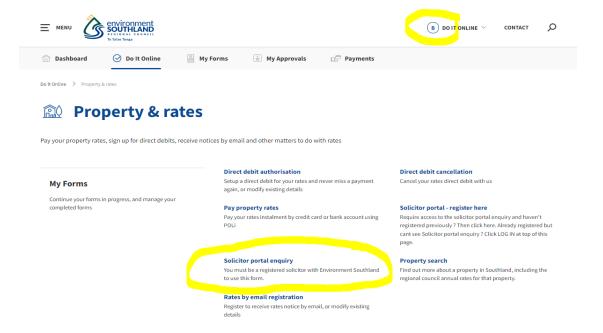


When logging in, if you have previously registered with RealMe, click here



The other options have only recently been made available.

Select "Solicitor portal enquiry" as highlighted below, which shows after you have logged in.



To use:

- Select the property required (by using Address, Assessment number or Valuation number)
- Property and rating information will be shown on the screen
- A PDF copy will be emailed to you on Submit
- You can choose to make further rating enquiries while logged in.

Trouble Shooting:

What if I can't see the "Log in" at the top of the page?

You may already be logged in. The initial of your first name will appear with a circle around it, beside "Do it online" which indicates you are logged in to our site. Click "Do it online" to see Solicitor portal enquiry under top tasks.



How do I log out of my Environment Southland?

Click on your initial from any web page and to the right you will see the "log out" button.

