

Client Name: <your name>

Client Number: <your number>

Your email address: <your e-mail address>

Dear client,

On Monday 27 April, Radio Spectrum Management (RSM) has released its upgraded online Spectrum Management and Registration Technology (SMART).

The new upgrade requires you to choose a new username and password because your current one will be deleted from the system.

When logging in to SMART for the first time after Monday 27 April, you will need to activate your client account. Activation allows you to enter your own new User Name and Password to access the full functionality of SMART.

An interactive activation demo is available from our website at www.rsm.govt.nz

Your ACTIVATION CODE is:

x x x x x x x x x x

The ACTIVATION PROCESS – step by step

1. Go to SMART at <http://www.rsm.govt.nz/smart/>
2. Click on “Activate Account” icon
3. Enter your Activation Code and the email address above. Leave the “Yes I have an existing MED User Name ...” unchecked.
4. Click “Activate”
5. Your user details will display. Click on continue.
6. You are prompted to enter a User Name and Password of your choice and complete the rest of your user details on screen.
 - Choose a User Name that will be easy for you to remember, between 7 and 20 characters with at least one letter and one number. Once the User Name has been saved, you cannot change it.
 - Choose a Password you can remember that is alphanumeric and at least 7 characters long.
 - Ensure you record your User Name and Password and store in a safe place for future reference.
7. Click on Save. The system will send you an email confirming that you have

successfully completed the activation process

8. The Complete User Account Creation screen opens. Enter your newly created User Name and your password. Click on “Logon”
9. A new window opens asking if you want to set up a Direct Debit payment option. It may be handy to have your bank account details ready if you want to set yourself up as a direct debit customer to pay your licences online.
 - If “Yes” then complete the online direct debit form and click “Save”
 - If “No” then complete your activation
10. Click “Continue” to return to your SMART home page
11. You have now completed activating your account. You can either log off (top right on the screen), or carry on and update your details in SMART (Logon Details).

RSM would like to thank you for using our online services. Please contact us on 0508 RSM INFO (0508 776 463), if you require further assistance.

Sanjai Raj,
Group Manager
Radio Spectrum Management
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