

CREATION OF A NEW LOCKBOX - INSTRUCTIONS

Go to <https://lockbox.adjudicate.com.au/>

Step 1) - At the Adjudicate Today Lockbox page, click (or tap on mobile) the link “Register as a new client” at the bottom of the page as seen below:

Adjudicate Today Lockbox

adjudicate today
adjudicate.com.au
Resolving Building and Construction Disputes

Username / E-mail

Password

Language
English [default]

Log in

Forgot your password? [Set up a new one.](#)

Don't have an account yet? [Register as a new client.](#)


Adjudicate LockBox service

Adjudicate Today Pty Ltd		Phone: 1300 760 297	Fax: 1300 760 220	ABN 39 109 605 021	www.adjudicate.com.au	
NSW	QLD	VIC	ACT	TAS	SA	
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30	
Mona Vale Business	324 Queen Street	101 Collins Street	The Realm	Reserve Bank Building	Westpac House	
90 Mona Vale Road	Brisbane City QLD	Melbourne VIC 3000	18 National Circuit	111 Macquarie Street	91 King William Street	
Mona Vale NSW 2103	4000		Barton ACT 2600	Hobart TAS 7000	Adelaide SA 5000	
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	


Step 2) -

At the signup page, please enter your details, noting the secure password requirements (or you can have the system generate a secure password for you). Make sure you click on the "I'm not a robot" button to verify that you're human! Once all your details have been entered, press the "Register Account" button.

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Name	<input type="text" value="Fred Rumples"/>
Log in username	<input type="text" value="fred.rumples"/>
Password	<input type="password" value="....."/>
	<input type="button" value="Generate"/>
	The password must contain, at least: - 1 uppercase character - 1 lowercase character - 1 number
E-mail	<input type="text" value="fred.rumples@gmail.com"/>
Address	<input type="text" value="50 Rumples Street, Rumpletown"/>
Telephone	<input type="text" value="555555555"/>
Verification	<input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms
	<input type="button" value="Register account"/>

This account information will be e-mailed to the address supplied above

[Go back to the homepage.](#)

Step 3) - You will see a successful signup page as shown below. Your username and password details will be sent to the email address you signed up with in step two above. Click the “Go back to the homepage” link.



Step 4) - Enter your username and password that you signed up with in step 2, then click the login button as shown:

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adjudicate today
adjudicate.com.au
Resolving Building and Construction Disputes

Username / E-mail
fred.rumples

Password
.....|

Language
English [default] ▼

Log in

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That's it. All done.

Our separate document titled "Lockbox Operation" provides detailed instructions on using your new Lockbox.