



Disclose Register organisation set up

This document describes how to log in to the new Disclose Register and create an organisation as required for using the new Disclose API.

DISCLOSE REGISTER SETUP

To use the [Disclose API](#) you must set up a user profile in the Disclose Register using the same RealMe login you have used to subscribe to the API.

If you are a user of the existing Disclose Register you should use the same RealMe login you already use in that system, to ensure smooth transition when the replacement Register and API are launched.

Environments

The sandbox test environment for the new Disclose Register is now available to support development and testing ahead of the production release planned for March 2026. These instructions refer to the sandbox environment, you will need to follow the same steps in production when it is available.

Creating your user profile

1. Using the same RealMe login as used to subscribe to the API, login to the Disclose Register sandbox environment for testing: <https://app-sandbox.mbieregisters.govt.nz/security/oauth2/realme/login>
2. If you haven't logged in before you will be presented with the 'Create a Profile' page. Select 'Continue'.

Create a Profile


Login details

Get started by creating your profile

- Get started by creating your MBIE Register account.
- With this account you can apply and maintain your registrations.
- You do not need an account to search the MBIE Registers.

Your external login details

Logged in as



[Cancel](#) [Continue](#)

Step 1 of 4

1. Login details
2. Personal details
3. Contact details
4. Review and submit

3. Complete your first and last names and select 'Continue'

The screenshot shows the 'Create a Profile' interface at Step 2 of 4, titled 'Personal details'. The form has three input fields: 'First name' with 'Jim', 'Middle name(s) (Optional)' which is empty, and 'Last name' with 'Bob'. Pink arrows point to the 'First name' and 'Last name' fields. Below the fields are 'Previous', 'Cancel', and 'Continue' buttons. On the right, a progress bar shows 'Step 2 of 4' with a list of steps: 1. Login details (checked), 2. Personal details (active), 3. Contact details, and 4. Review and submit.

4. Complete the 'Contact details' form and select 'Continue'

The screenshot shows the 'Create a Profile' interface at Step 3 of 4, titled 'Contact details'. It includes sections for 'Telephone number (Optional)', 'Mobile number', 'Email address', and 'Physical address'. The 'Mobile number' section has fields for 'Country' (New Zealand) and 'Number' (12345678), with a pink arrow pointing to the 'Number' field. The 'Email address' field contains 'jim.bob@example.com', with a pink arrow pointing to it. The 'Physical address' section has an 'Address search' field with '80 Wyndham Street, Auckland Central, Auckland 1010, New Zealand' and a 'Country' dropdown set to 'New Zealand', with a pink arrow pointing to the address field. On the right, the progress bar shows 'Step 3 of 4' with steps: 1. Login details (checked), 2. Personal details (checked), 3. Contact details (active), and 4. Review and submit.

5. Review the information and select 'Create Profile'. At this stage you will land on your dashboard and an email will be sent to confirm your registration.

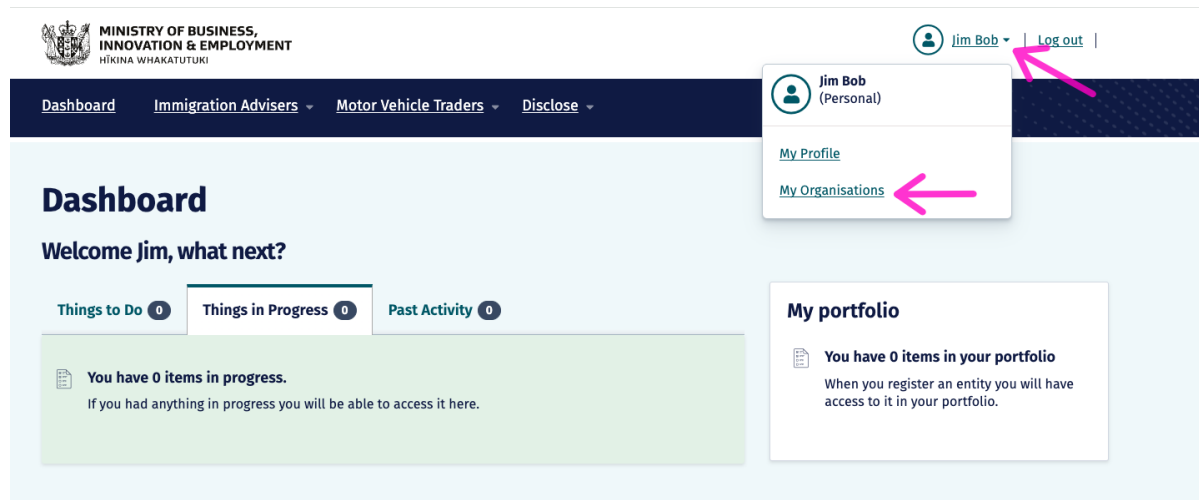
The screenshot shows the user's dashboard. At the top, the 'MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT' logo is on the left, and a user profile 'Jim Bob' with a 'Log out' link is on the right. A dark blue navigation bar contains links for 'Dashboard', 'Immigration Advisers', 'Motor Vehicle Traders', and 'Disclose'. The main content area is titled 'Dashboard' with a welcome message 'Welcome Jim, what next?'. Below this are three tabs: 'Things to Do' (0), 'Things in Progress' (0), and 'Past Activity' (0). The 'Things in Progress' tab is active, showing a message: 'You have 0 items in progress. If you had anything in progress you will be able to access it here.' To the right, a 'My portfolio' box shows: 'You have 0 items in your portfolio. When you register an entity you will have access to it in your portfolio.'

Set up an Organisation

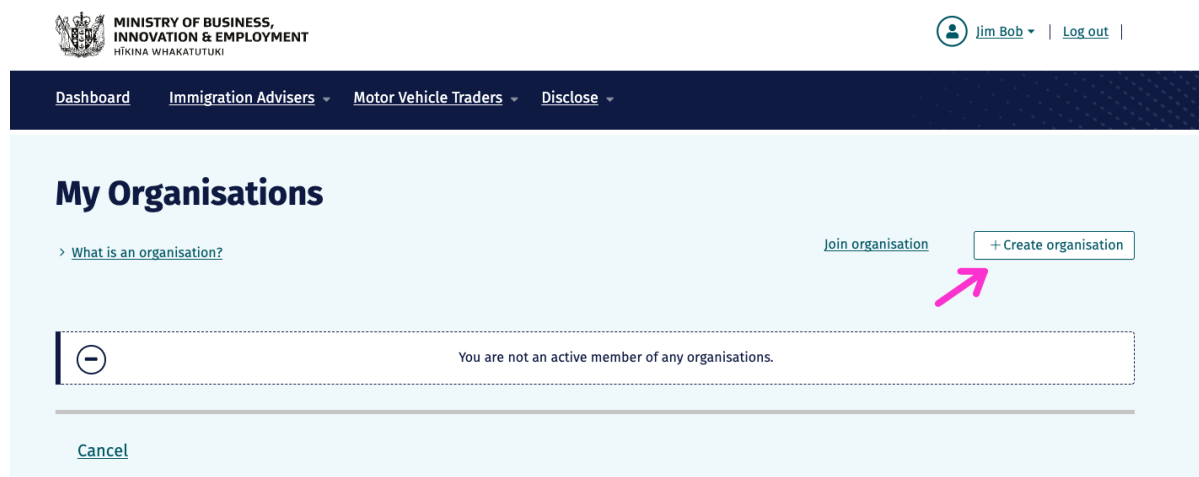
All Disclose API requests must be made to the Disclose Register under the context of an 'Organisation'. You may be a member of more than one organisation, each having authority over different items in the register.

API calls require an `x-organisation-key` header to indicate which context to use. This section describes how to create the organisation and get the value to use in the API.

1. From your dashboard select the small arrow beside your username and select 'My Organisations'



2. Select 'Create organisation'. If you already have an organisation for other registry functions you can select 'Join organisation' to bring this user profile into the existing organisation.



3. Complete the New organisation form and select 'Continue'

Create Organisation

General details

Step 1 of 3

> 1. General details

2. Members

3. Review and submit

✓ Organisation name

Name

Jims Org

Description

Demo Org for testing

> Category of business

> Physical address

> Postal address

> Organisation contact details

> Administrator details

Cancel

Continue

4. If you have other Disclose users that you want to be members of this organisation, you can add them here (not important for API access), otherwise 'Continue':

Create Organisation

Members

Step 2 of 3

> What are members?

✓ 1. General details

> 2. Members

3. Review and submit

✓ Jim Bob

Admin | jim.bob@example.com

Edit

+ Add member


Previous


Cancel

Continue

5. Review the details and select 'Create Organisation'.


6. With your organisation now created you should view the new organisation to obtain the Organisation ID. Take a copy of this to use in the `x-organisation-key` header in the API calls.

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HIKINA WHAKATUTUKI

 **jims Org - jim Bob** | [Log out](#) |

[Dashboard](#) | [Immigration Advisers](#) | [Motor Vehicle Traders](#) | [Disclose](#)

Create Organisation

 **Organisation created successfully**
Your organisation has been created. Now that your organisation is set up, you can maintain the register on behalf of your clients and add more members to your organisation.

What happens next?

Invitations will be sent to any members that you may have added to your new organisation. You can now return to your dashboard or view and maintain your organisation.

[Return to dashboard](#) | [View your new organisation](#) | [View your organisations](#)

[Dashboard](#) | [Immigration Advisers](#) | [Motor Vehicle Traders](#) | [Disclose](#)

Jims Org (ORG-0000000057)

[Edit organisation](#) | [Request Issuer/Manager authority](#)

Organisation Details

General details

[Members](#)

Name	Jims Org
Organisation number	ORG-0000000057
Description	Demo Org for testing
Category of business	Other
Physical address	80 Wyndham Street, Auckland Central, Auckland, Auckland, 1010, New Zealand
Postal address	80 Wyndham Street, Auckland Central, Auckland, Auckland, 1010, New Zealand

Organisation contact details

Telephone number	Not specified
Mobile number	+64 12345678
Email address	iim.bob@example.com