

Te Poari o ngā Kaihaumanu
Hinengaro o Aotearoa

The Psychotherapists Board
of Aotearoa New Zealand

Logging in for the first time – Important information

1. go to the Board's website and click on 'MyPBANZ' (top right)
2. click 'Forgot password?'
3. enter your username which is your *new* registration number. You can find this available on the Board's public register
4. click 'Submit'. You will then receive an email containing a hyperlink. Click the hyperlink 'go to the password reset page'; all passwords must be reset
5. follow the instructions to create a password. **Click** 'Submit' (pressing 'Enter' function on a keyboard will not work). If you do not receive an email please check your junk or spam folder
6. once a password is created you will be able to log in (now and in the future) using your registration number and your new password.
7. log in to MyPBANZ
8. review and update your personal details to ensure that they are accurate and current
9. select your 'Practice intention' from the right-hand side panel and follow the screen prompts. Practice intentions include: 'Apply for my next year practising certificate' i.e. 2021/2022, 'Apply for a non-practising status', 'Apply to cancel my registration'.

MyPBANZ information and user guide

Please click [here](#) for more information on using MyPBANZ for psychotherapists, and to access the MyPBANZ user guide.

Date formatting

Please note that dates may appear in American format. If this is the case, please change the browser language settings to United Kingdom English. Instructions on how to do this are included in the [MyPBANZ user guide](#).