



# **Wine E-Cert: Accessing Wine e-Cert**

July 2018

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## Disclaimer

While every effort has been made to ensure the information in this publication is accurate, the Ministry for Primary Industries does not accept any responsibility or liability for error of fact, omission, interpretation or opinion that may be present, nor for the consequences of any decisions based on this information.

# ACCESS POLICY

Access to Wine e-Cert restricted. Below is our Wine e-Cert access policy.

## Public User access

Public access to Wine e-Cert may only be given to users where they can demonstrate they belong to, or authorised to act on behalf of, a business that:

- operates under a registered and appropriately verified Wine Standards Management Plan (WSMP), or
- is able to demonstrate that the wine to be exported will be made and bottled under a registered and appropriately verified WSMP as required under the Wine Act 2003

Applications for user access must be submitted on the appropriate form:

- WA10 form (for new Wine e-Cert businesses)
- WA11 form (for existing Wine e-Cert businesses)

Users may be associated with one or more of the following User Roles.

	User Role		
	<u>Request Submitter</u>	<u>Read Only</u>	<u>WSMP Owner</u>
Permitted functions	Submit, search and view: <ul style="list-style-type: none"> <li>• Batch registrations</li> <li>• Sample registration for Sensory and Chemistry testing</li> <li>• Export consignment request</li> <li>• Official Assurance documentation requests</li> </ul> Search and view: <ul style="list-style-type: none"> <li>• Exports of batches</li> <li>• Export statistics</li> </ul> Track progress of: <ul style="list-style-type: none"> <li>• Export eligibility applications</li> <li>• Export consignment request</li> </ul>	Search and view: <ul style="list-style-type: none"> <li>• Batch registrations</li> <li>• Export consignment requests</li> <li>• Samples for Sensory and Chemistry testing</li> <li>• Exports of batches</li> <li>• Export statistics</li> </ul> Track progress of: <ul style="list-style-type: none"> <li>• Export eligibility applications</li> <li>• Export consignment request</li> </ul> This user cannot submit or edit information in Wine e-Cert	Verify details of wine registered as being made and / or packaged under the Wine Standard Management Plan (WSMP) registered to the business the user is associated with.

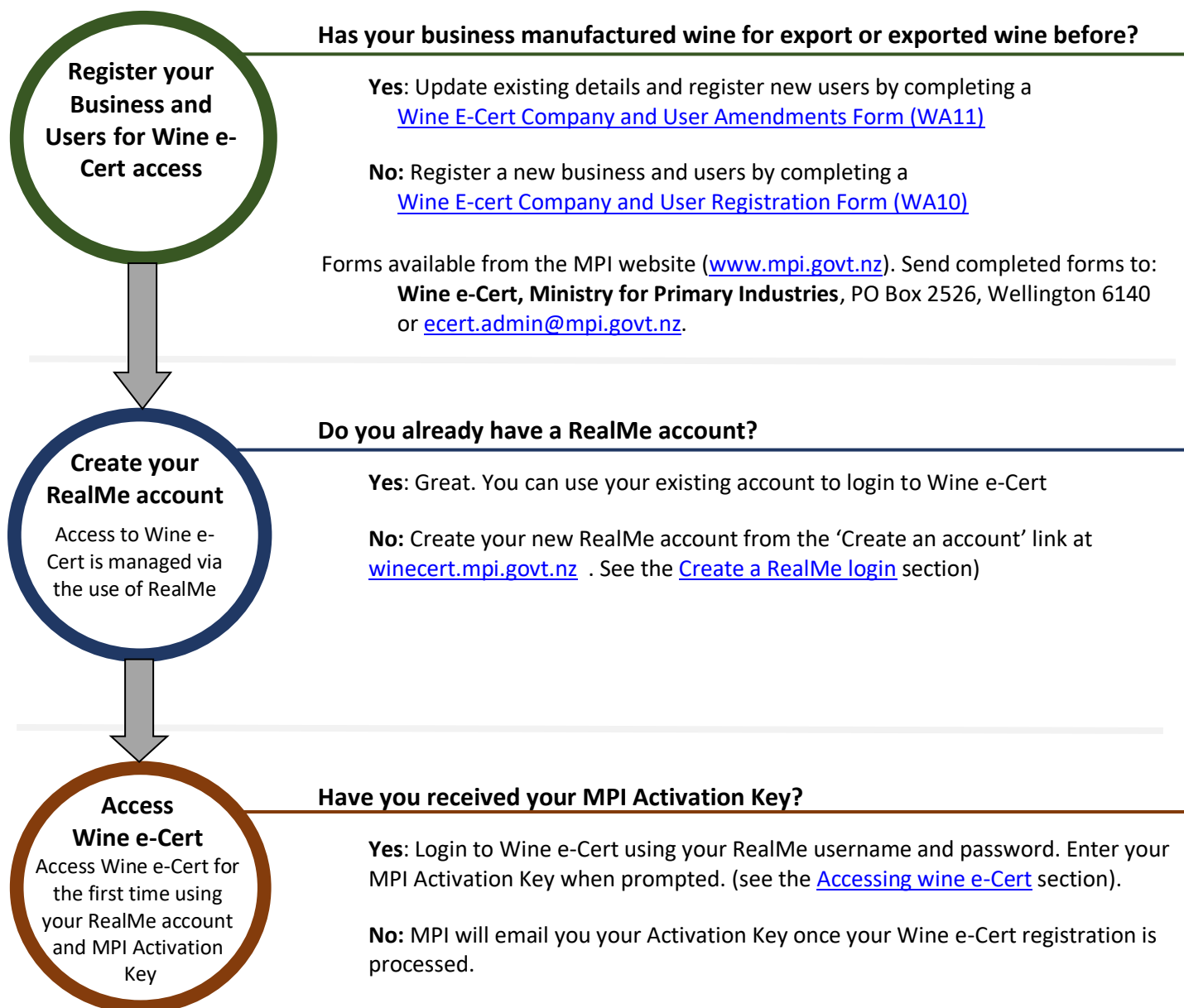
The Roles (or combination of Roles) determine which Wine e-Cert functions a user can perform on behalf of the business they are associated with.

## MPI User access

MPI access to Wine e-Cert may only be given to users who are required to perform functions in the system as part of their day to day activities. This access may be extended to include users who perform Wine e-Cert functions on behalf of MPI.

## WINE E-CERT ACCESS - AN OVERVIEW

You may request access to Wine e-Cert in three easy steps. Once you are set-up, Wine e-Cert is accessed via the RealMe login service. The first time you login you will need to provide your Wine e-Cert Activation Key.



Still unsure what to do? Contact us for help.

### RealMe assistance

RealMe Help Desk  
0800 664 774

International callers +64 4 463 9376 (overseas call charges may apply).

### Wine e-Cert assistance

Ministry for Primary Industries  
0800 00 83 33 or [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)



## REGISTER FOR ACCESS TO WINE E-CERT

You must apply for access to Wine e-Cert.

For new business applications, complete a [WA10](#) form.

To change existing business details, users or roles, complete a [WA11](#) form.

Send completed applications to [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz) (we prefer email to help us process your application as quickly as possible), or post to **Wine e-Cert, Ministry for Primary Industries**, PO Box 2526, Wellington 6140.



Access to Wine e-Cert restricted. Please read the [Access Policy](#) for details.

If you do not meet the requirements of the access policy, you will need ask the wine producer for a copy of the export eligibility statement and any other documents authorising your shipment. Guidance for exporters of pre-branded wine can be found on the MPI website:

[mpi.govt.nz/exporting/food/nz-grape-wine/steps-to-exporting/exporting-pre-branded-wine/](https://mpi.govt.nz/exporting/food/nz-grape-wine/steps-to-exporting/exporting-pre-branded-wine/)

You can register multiple users on a single application, however each user will require their own RealMe login.

## COMPLETING A WA10 FORM

Download the [WA10](#) form from the MPI website

**Application Form WA10: Wine E-Cert Company and User Registration** Ministry for Primary Industries  
 PLEASE RETURN THIS FORM TO: Wine E-Cert, Ministry for Primary Industries, PO Box 2526, Wellington 6140.  
 Email: [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)

**1. BUSINESS DETAILS** Registered company name or partnership NZ Business number (from Companies Office)

Physical address (for service/delivery of items. Must be a New Zealand address) Phone

Postal address (for communication). Please include post code Fax

Send your completed application to MPI (we prefer email to help us process your application as quickly as possible).

## COMPLETING A WA11 FORM

Download the [WA11](#) form from the MPI website

**Application Form WA11: Wine E-Cert Company and User Amendments** Ministry for Primary Industries  
 PLEASE RETURN THIS FORM TO: Wine E-Cert, Ministry for Primary Industries, PO Box 2526, Wellington 6140.  
 Email: [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)

This application is for amendments to user access and/or business details in Wine E-Cert. Complete sections 1 and 8, and the **RELEVANT GREY SECTIONS (2-7) WITH THE NEW DETAILS.**

**1. BUSINESS NAME** Company name or partnership as currently registered for Wine E-Cert NZ Business number

**2. NEW BUSINESS DETAILS** Full legal name (Registered company name or partnership)

Physical address (for service/delivery of items. Must be a New Zealand address) Phone

Send your completed application to MPI (we prefer email to help us process your application as quickly as possible).



## CREATE A REALME LOGIN

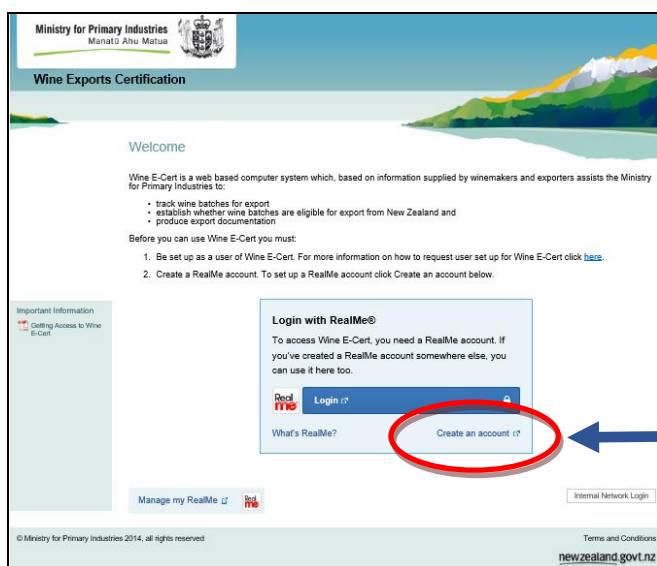
Access to Wine e-Cert is managed via the use of RealMe. RealMe is a service supplied by the NZ government and NZ Post that allows you to access multiple online services with the same username and password. The service is designed to protect your privacy and security.

You must have a RealMe account to access Wine e-Cert. If you do not already have one, create one following the link on the Wine e-Cert login page.



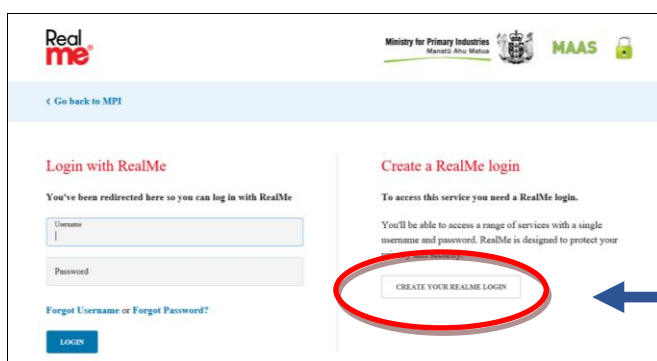
You do not need to create a RealMe login if you already have one. For more information about RealMe see: [www.realme.govt.nz/about-realme/](http://www.realme.govt.nz/about-realme/)

Go to <https://winecert.mpi.govt.nz> in your preferred web browser.



The Wine e-Cert login screen displays

Click *Create an account*



The 'Login with RealMe' screen displays.

Click *Create your RealMe login*



Real me

Ministry for Primary Industries  
Manatū Ahu Matua

MAAS

### Set up your account

Contact details

Email address

Please enter an email address.

Email address (again)

Username

Letters are not case-sensitive

Terms of use

I accept the [RealMe terms of use](#)

CONTINUE

CANCEL

The 'Set up your account' screen displays.

Enter the required details.

Click *Continue* when complete.

You will receive an email from RealMe confirming your RealMe account details.

Ministry for Primary Industries  
Manatū Ahu Matua

### Wine Exports Certification

Activate User

Activate User Account

External User

Activation Key

Terms and Conditions  I have read, understood and accept the [Terms and Conditions](#) of Use and Policy for the Ministry of Primary Industries Electronic Certification System (E-cert)

Cancel Save

Important Information

- Getting Access to Wine e-Cert
- Getting Started
- Getting a Batch Tested
- Getting Export Documents
- WSEMP Confirmation
- FAQs
- Sample Label Template

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Terms and Conditions  
[newzealand.govt.nz](#)

The Wine e-Cert activation screen displays.

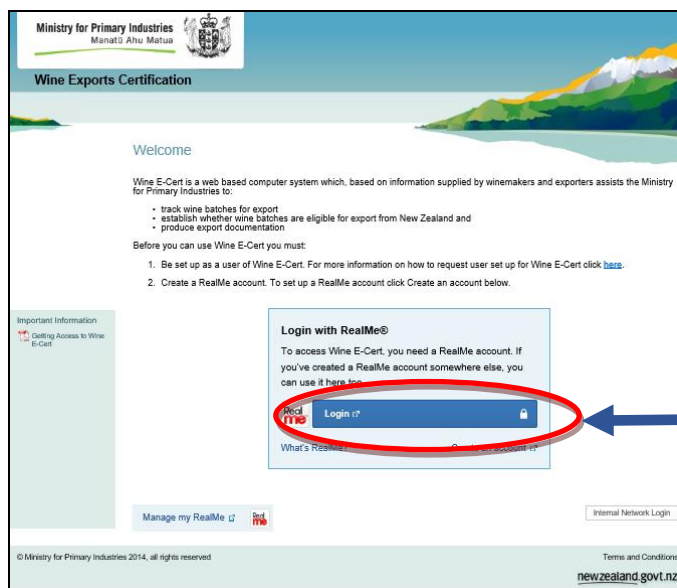
If you have received your Activation Key from MPI, you can enter it now.

Otherwise **Click Cancel**. You will be asked for your Activation Key the next time you login using your RealMe login.

## ACCESSING WINE E-CERT

Access Wine e-Cert using your RealMe login. The very first time you login to Wine e-Cert you must provide your Activation Key before you can continue any further.

Go to <https://winecert.mpi.govt.nz> in your preferred web browser.



The Wine e-Cert login page displays

Click Login



If you receive an error message, check the URL is correct. Use <https://winecert.mpi.govt.nz>.

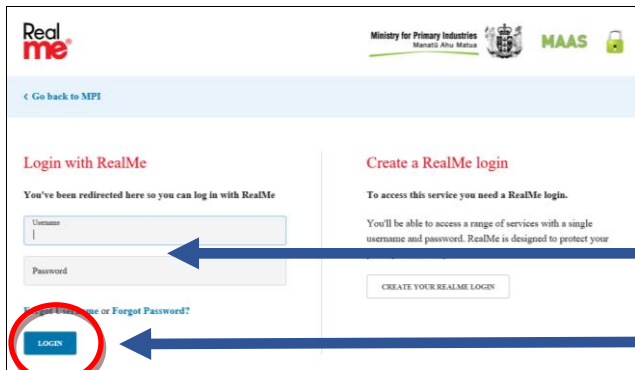
You may also experience error messages if you have data from previous sessions stored in your browser history, such as cookies (a cookie is a small piece of data sent from a website and stored in your web browser).

The exact process to clear cookies is dependent on the web browser you use, but generally they are located from your browser's *History* or *Options* menu.

Search the internet for guidance specific to your browser. You do not need to download any software to clear cookies.

If you continue to experience errors, email [ecert.admin@mpi.govt.nz](mailto:ecert.admin@mpi.govt.nz)





The RealMe login screen displays.

Enter your RealMe username and Password.

Click *Login*.



**The very first time you login you will be prompted for your Activation Key.** The Activation Key is a unique code that MPI will email to you if your Wine e-Cert access application is approved. If you have not already entered your Activation Key, the screen below will display.

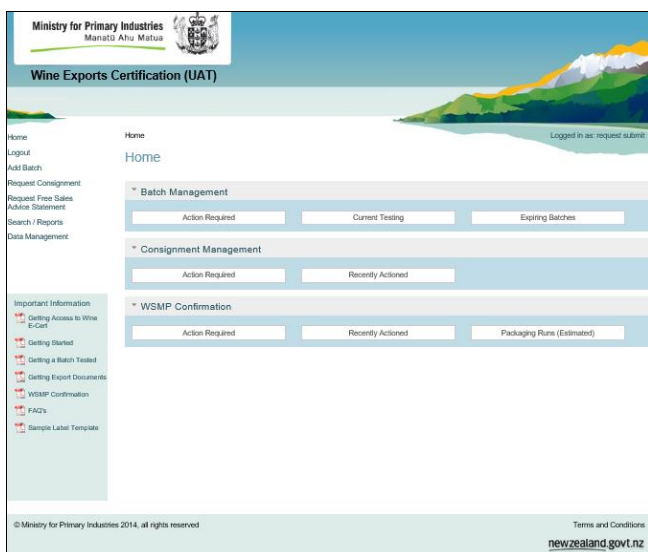


Enter your Activation Key that MPI will email you once your access is approved.

Read the *Terms and Conditions*.

Tick the box if you understand and accept the Wine E-Cert Terms and Conditions of Use and Privacy Policy.

Click *Save* when finished. You will be returned to the Wine e-Cert login page. Repeat the login process again, and this time you will go through to Wine e-cert.



The Wine e-Cert home page displays. The exact items you see on this page and actions you can take will depend on your user role(s).

You are now ready to begin.

Don't forget to logout when finished to maintain the security of your company's information.