

# Caruso How To Guide

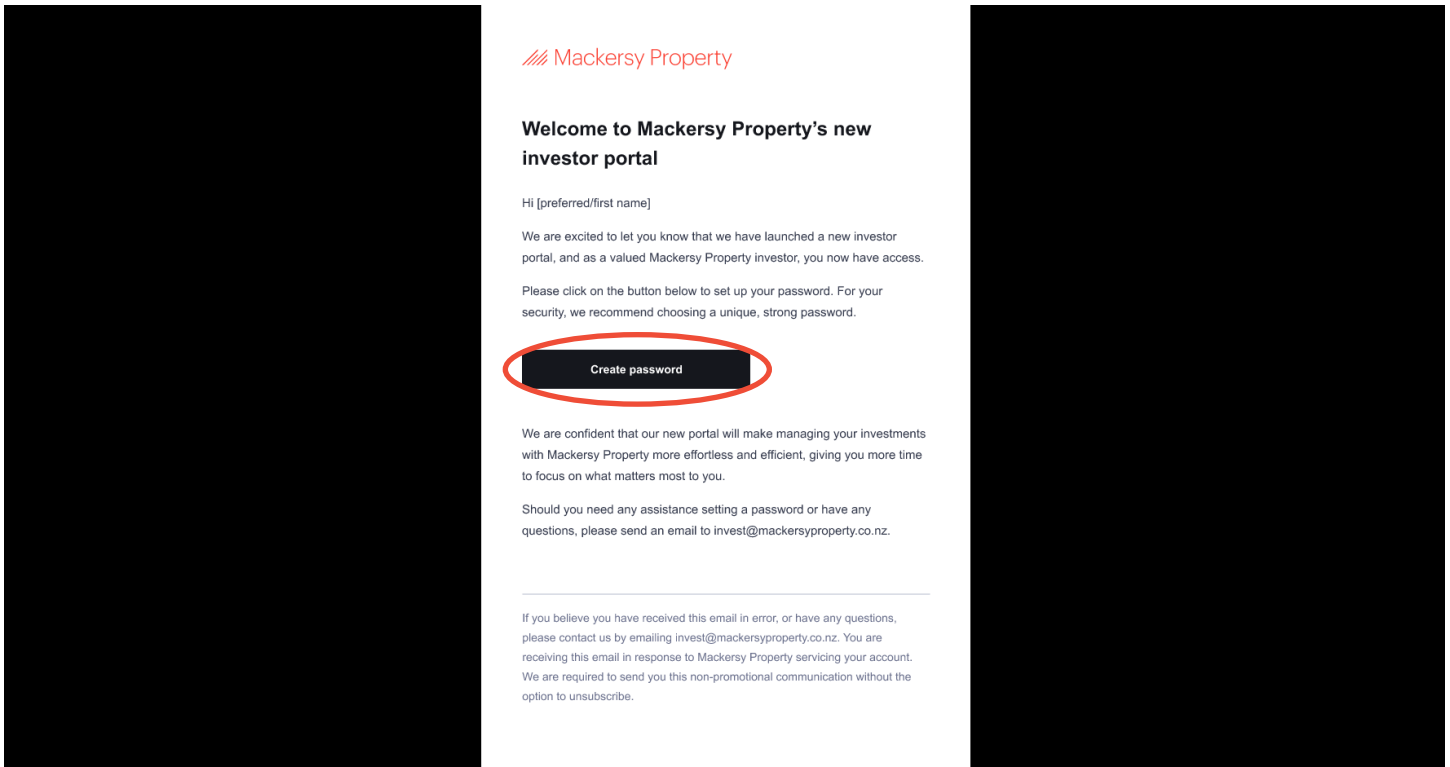
## Logging in for the first time

This article describes how to log into the Investor Portal for the first time.

Before you can log in to your account for the first time, you will receive an activation email from Mackersey Property's Investor Portal.

1. Open the email and click **"Create password"**.

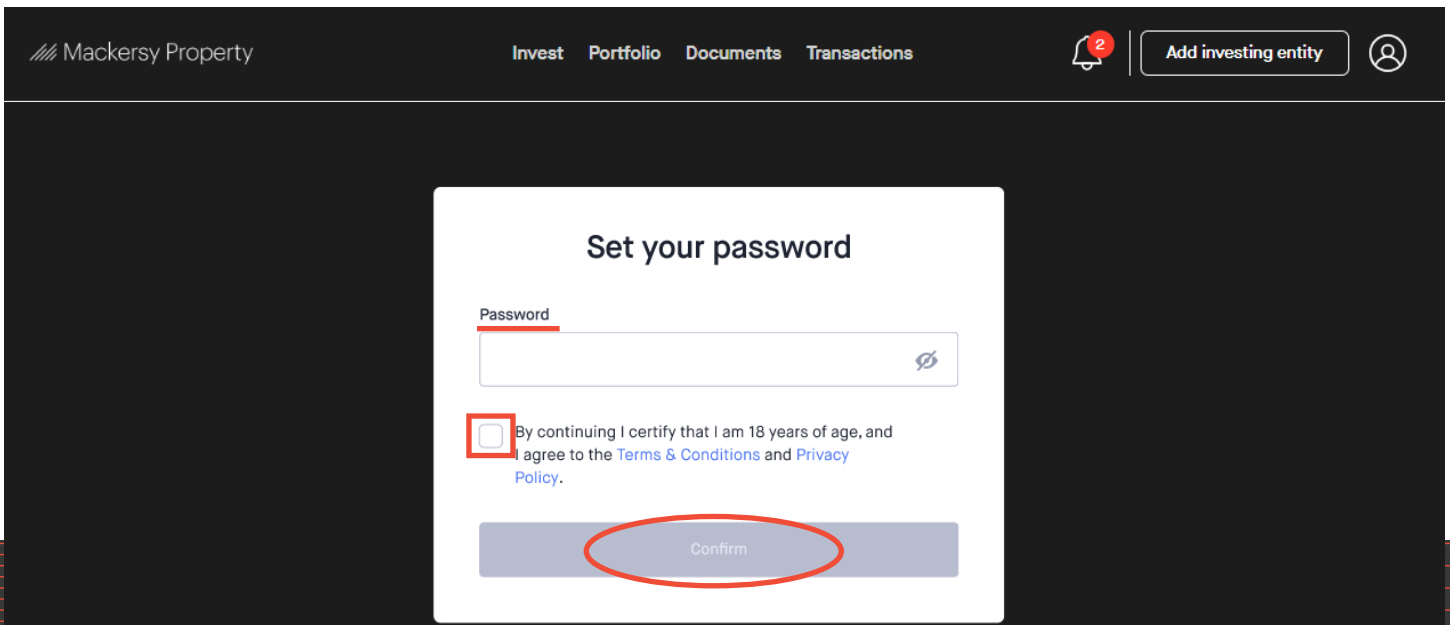
You will then be taken to Mackersey Property's Investor Portal to log in to your account and set a password.



2. Set your password

3. Click to tick the **"Terms and Conditions"** box

4. Click **"Confirm"**.



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Finish setting up your account. You will need to add your residential address and phone number.

5. Click the **tick box** to consent to your information being checked and verified.

6. Click **“Complete now”**.

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**Need help?**  
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### Finish setting up your account

We just need a few bits of basic information to finish setting up your account. Complete the below to get access to the platform.

**Current residential address**

Can't find your address? [Enter address manually](#)

**Phone**

+64

consent to my information being passed to and checked with the document issuer and any authorised third parties for the purpose of verifying my identity and address.

**Complete now**

Your account has been activated. Have a look around the portal and complete any outstanding notifications.

Your notifications will be found on the navigation bar, shown as a “bell” symbol. The number next to it will show you how many notifications you have. View the help guide on how to finish setting up your account here: <https://www.mackersyproperty.co.nz/investor-portal-help>

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