

Step 1,
Go to the following web page

<http://www.watis.org.nz>

Step 2, click the yellow link below

WATIS Online Account

Login below to make a booking or [click here to create an account.](#)

enter your email address

enter your password

[Forgot password?](#)

Log On

For Interpreter:
Sign In
[Click here to Apply for Position](#)

Step 3, Pick the organisation name and start register

WATIS Online Account

[Log In](#)

User Registration

Please choose from the following user groups, you will be prompt relevant forms:

If you are a staff /member of an organisation which has been registered with WATIS, please select your organisation name from the following list, and click "start registration" to continue.

1 Please select your organisation name [Start Register](#) 2

If you are an individual/organisation who have not been registered with WATIS, please [contact WATIS administration.](#)

*If you have difficulties with registration, [contact WATIS administration](#)

- if your organisation name is not within the drop down box please contact hong.lo@waitematadhb.govt.nz directly.

Step 4, Complete the form and press submit

User Registration

User Group: Waitemata DHB
Your service/department:* Please select Department

Title:* Please select title
First Name: *
Last Name: *
Email Address: *
Confirm Email Address: *
Password:*
Confirm Password: *
Primary Phone: * ext
Second Phone: ext
Fax:

Please enter useful information for WATIS staff to note and communicate with you effectively

Your Preferred Notification Method:* Please select
Additional comments:

I have read and understand the [Terms and Conditions](#) of WATIS Service
 I confirm that I have delegated authority to register as a < Waitemata DHB > user account and to charge the cost of WATIS services to the selected cost centre codes. I understand this registration will be sent to the cost centre manager(s) for approval, before registration be completed.
 I have read and understand the < **Waitemata DHB** > Policy on Interpreting Services.

* Fields with a star are required

Step 5, Pick the RC code your department

Edit Cost Centre Code

User Group: Waitemata DHB
User Name: TEST TEST

Cost Center Code

Cost Code	Department Name	Manager	Options	Status
0	Training Only		Delete	Pending

Add New Cost Center Code:

Cost Centre Code-Cost Centre Name

0-Med HoPS Unplanned Nursing Cover(NSH Medical)
1151101-LCC Ward(NSH Clinical)
1151102-NSH Ward 10(NSH Clinical)(Manager: Claire)
1151103-NSH Ward 6(NSH Clinical)
1151104-NSH Ward 5(NSH Clinical)(Manager: Linda)
1151105-NSH CCU(NSH Medical)
1151106-NSH Ward 9(NSH Clinical)
1151107-NSH Ward 11(NSH Clinical)

* Please use "Ctrl" key to select the multiple options

* Fields with a star are required

Step 6, Press submit