



LCQ Certificate Self Ordering User Guide

Step 1

Navigate to [ServiceIQ Portal](https://portal.serviceiq.org.nz/registration/?lcqshop=1) (<https://portal.serviceiq.org.nz/registration/?lcqshop=1>) to order your LCQ Certificate copy.

Fill in your details and register yourself with ServiceIQ to order the LCQ Certificate.

ServiceIQ PORTAL

Home / Registration

Register with us

To complete registration, you must create your account password. Once completed, you will be required to log in using your email address and password.

First Name *

James

Middle Name

Middle Name

Last Name *

Bond

Email Address *

jamesbond@SIQ.co.nz

Password *

Confirm Password *



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image


Register Now

Step 2

Select the 'Certificate Type' from the options and 'Add to cart' as shown below.

ServiceIQ SHOP Search store

Home / Re-order Certificate / **LCQ Certificate**



LCQ Certificate

NAV Code: LCQCERT

Certificate Type **

- Printed Urgent Certificate [+\$32.00]
- Printed Urgent Certificate [+\$32.00]**
- Digital Urgent Certificate [+\$28.00]
- Printed Standard Certificate [+\$22.00]
- Digital Standard Certificate [+\$18.00]

[Email a friend](#)

\$32.00

Qty: 1

Add to cart

Printed Certificate [Standard] \$22
7-10 working days for processing then delivered via post


Printed Certificate [Urgent] \$32
1-3 Working days for processing then delivered via courier

Digital Certificate [Standard] \$18
7-10 working days for processing

Digital Certificate [Urgent] \$28
1-3 Working days for processing

1. Select your 'Certificate Type'
2. Click 'Add to Cart'
2. Select 'Go to Cart' and complete your purchase

Select the Certificate Type and add to Cart



Step 3

Accept the ServiceIQ Terms and Conditions and click 'Checkout'.

ServiceIQ SHOP

Shopping cart

| Remove | NAV Code | Product(s) | Price | Qty. | Total (Incl GST) |
|--------------------------|----------|---|---------|------|------------------|
| <input type="checkbox"/> | LCOCERT | LCO Certificate Product Type: Printed Urgent Certificate [+\$32.00] Edit | \$32.00 | 1 | \$32.00 |

Notes

| | |
|-----------------------|----------------|
| Sub-Total (Incl GST): | \$32.00 |
| Total (Incl GST): | \$32.00 |

I accept ServiceIQ's [Terms and Conditions](#)

Step 4

Click 'Next' for payment.

ServiceIQ SHOP

Cart Address Shipping **Payment** Confirm Complete

Select payment method

VISA WindCave

NEXT

Order summary

| NAV Code | Product(s) | Price | Qty. | Total (Incl GST) |
|----------|---|---------|------|------------------|
| LCQCERT | LCQ Certificate Product Type: Printed Urgent Certificate [+\$32.00] | \$32.00 | 1 | \$32.00 |

Sub-Total (Incl GST): \$32.00

Total (Incl GST): \$32.00

Step 5

Confirm purchase order and click 'Next'.

ServiceIQ SHOP

Cart Address Shipping Payment Confirm Complete

Purchase Order Information

You will be redirected to WindCave site to complete the order.

NEXT

Order summary

| NAV Code | Product(s) | Price | Qty. | Total (Incl GST) |
|----------|---|---------|------|------------------|
| LCOCERT | LCQ Certificate Product Type: Printed Urgent Certificate [+\$32.00] | \$32.00 | 1 | \$32.00 |

Sub-Total (Incl GST): \$32.00
Total (Incl GST): **\$32.00**

Step 6

Click 'Confirm' to redirect to Windcave Payment Gateway.

ServiceIQ SHOP

[Cart](#) [Address](#) [Shipping](#) [Payment](#) [Confirm](#) [Complete](#)

Confirm your order

CONFIRM

Billing Address

Step 7

Enter your card details and 'Submit'. Once the payment is successful you will be redirected to the ServiceIQ Shop and receive an email from ServiceIQ to the email address you provided during the registration.

Payment Checkout

Amount: **\$32.00 (NZD)**

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*

CVC: [What is CVC?](#)

Submit

Cancel Payment

