### FAQ - Yourlwi & Tapuika Registration

#### Q. What happens with my current Member ID?

A. Every Tapuika Member has been assigned a new Member ID. This is generated by Yourlwi. Your old membership ID is kept on file for archive purposes.

#### Q. How will I know what my new Member ID is?

A. If your email address is on file with us from 23 January 2023 you would have received an invitation email with your new Member ID included.

## Q. I don't have an email address registered with Tapuika Iwi Authority. How do I get my Member ID?

A. Get in touch at <u>info@tapuika.iwi.nz</u> or call the office and we can update your info as usual and check your Member ID.

### Q. What do I do with my Member ID?

A. Once you have your Member ID, you can then create a Yourlwi profile by going to the <u>Invite Screen</u>. Enter your first name, last name, and the new Member ID. You then create a password for the profile and confirm the information we already have on file for you is correct.

#### Q. What is the Yourlwi profile for? Why is it useful?

A. A profile will allow you to access your own information that we keep a record of, such as contact details and whakapapa. Up to date contact information means we can get pānui to you about the many kaupapa Tapuika are involved in. Your whakapapa information will be kept super secure and confidential on Yourlwi's system. Yourlwi also allows us to use a range of new tools such as event pānui and holding Tapuika rauemi (such as videos and documents) in a secure place where we know only Tapuika members have access.

#### Q. So do I have to re-register again on the Yourlwi system?

A. No, we still have all previous members' registrations prior to 23 January 2023 in the system, the information has simply been moved to a more secure place.

### Q. I am not yet registered with Tapuika Iwi Authority. How do I do that?

A. Register via Yourlwi here if you have not registered with us before.

# Q. I registered my children/whānau previously with the Iwi Authority. Do I have to make individual profiles for them?

A. Your whānau registrations are still on file and you will still be able to manage their information under your own profile – if they are under 18 years of age.

For children over 18 years of age they will have their own individual registration where they can create their own account with a password to manage their own information.

# Q. Can I register as a parent or spouse of someone with Tapuika whakapapa, even if I do not have Tapuika whakapapa myself?

A. You will now not be able to register yourself as a Member of Tapuika if you do not whakapapa to Tapuika and identify with a Tapuika hapū. However you will still be able to register your whānau and manage their details through the Yourlwi profile.