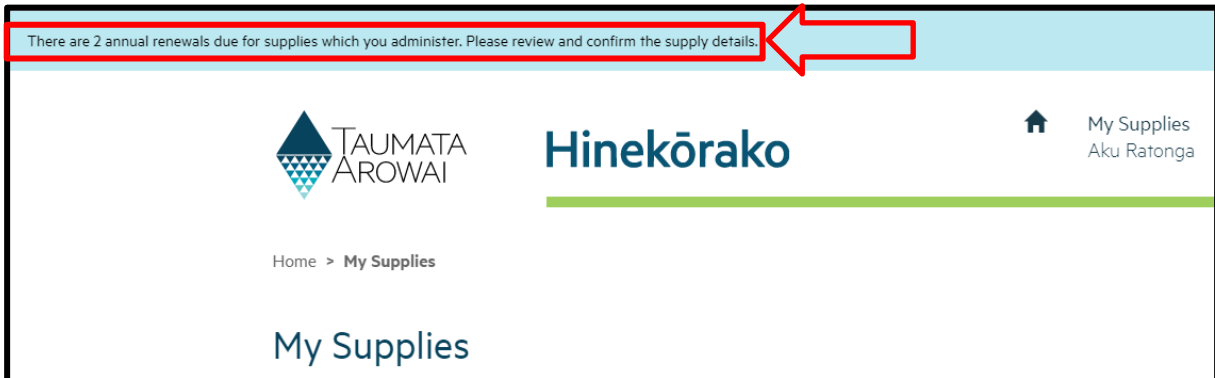
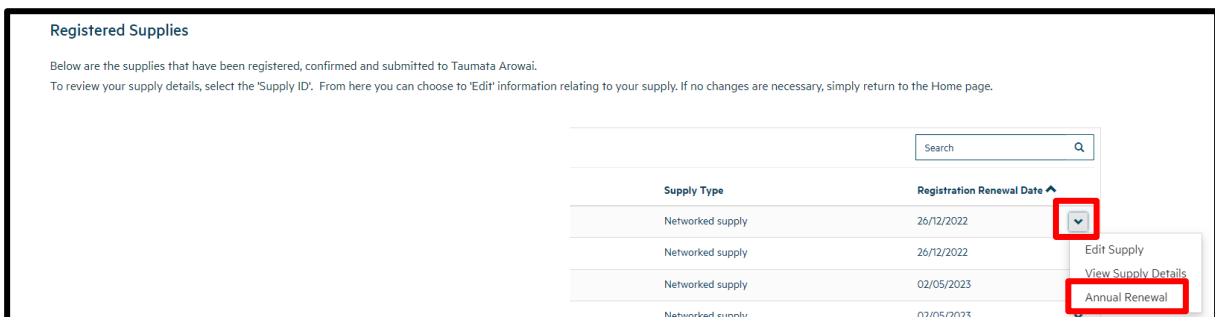


Renewal of Drinking Water Supply Registration Guide


1. After logging into the Hinekōrako Portal you will see a blue banner at top of the screen if you have active renewals coming up.



2. While looking at your 'Registered Supplies' table, you can select "Annual Renewal" from the dropdown box if your supply is within 30 days of its renewal date.



3. From this screen you can check all the registration information relating to this supply on one screen.



Hinekōrako

🏠 My Supplies
Aku Ratonga
Manage Users
Te Whakahaere Kaiwhakamahi
Reporting
Your Name ▾

Home > My Supplies > Annual renewal of registration details

Annual renewal of registration details

Please confirm that the details below are correct for this supply. If the details shown are incorrect, make the necessary changes on this page and once submitted your registration record will be updated.
For guidance on renewals please read [\[hyperlink tpb\]](#)

Summary

Supply Details

Supply ID
ARD005

4. If you need to make updates during your renewal you can do this by editing the fields on this page as you go.

<p>Supply Name *</p> <input type="text" value="Ardmore Military Training Area"/>	<p>Supply Type *</p> <input type="text" value="Networked supply"/>
<p>Ownership Type *</p> <input type="text" value="Government Agency"/>	
<p>Population Supplied *</p> <input type="text" value="20"/>	<p>Community Name *</p> <input type="text" value="Ardmore Military Training Area"/>
<p>Hapori Type *</p> <input type="text" value="Iwi"/>	<p>Hapori Type Other Please Describe</p> <input type="text"/>
<p>Community Type *</p> <input type="text" value="Defence facility"/>	
<p>Region *</p> <input type="text" value="Auckland"/>	
<p>Territorial Authority *</p> <input type="text" value="Auckland Council"/>	
<p>Regional Public Health Service *</p> <input type="text" value="Auckland Regional Public Health Service"/>	
<p>Supply Area</p> <input type="text"/>	<p>Supply Network</p> <input type="text"/>

5. If there have been any changes to your Drinking Water Supply Components (Sources, Treatment Plants etc) you can edit, remove and add new components from the renewals page.

Sources

[My Active Sources](#) Add New Source

ID	Name	Origin	Confirm Source Details
There are no records to display.			

Treatment Plants

[My Active Treatment Plants](#) Add New Treatment Plant

ID	Name	Origin	Confirm Treatment Plant Details
TP03040	Treatment Shed - Petersons Rd	Migrated	Yes

Edit
Remove

Distribution Zones

- You can update and create any supply relationships, including the contacts and organisations associated with your supply.

Supply Relationships

[Active Supply Relationships](#) Add New Relationship

Account	Origin (Account)	Contact	Origin (Contact)	Relationship Types
BE MINDFUL LIMITED	Migrated	DuckduckGoose I am new 1/8/22	Portal	Supply Owner, Supply Operator, Agent, Other

Edit
Remove

Drinking Water Safety Plans

ID	Created On	Date Last Modified	Status Reason	Channel
There are no records to display.				

- The final step is to confirm any further information. Make sure to select Submit once you've finished reviewing the information to confirm your renewal.

If you have updated your Drinking Water Safety Plan, this will need to be updated through the "View/Add Drinking Water Safety Plans" feature.

Further Information

Acceptable Solution

No Yes

Suppression Requested

If you currently have an approved suppression for this supply, would you like to continue this?

No Yes

Confirmation

I confirm that the drinking water safety plan for this supply is accurate and up-to-date. *

I confirm that the drinking water supply registration details are accurate and up-to-date. *

Submit