

## Logging onto the Reserve Manager Portal

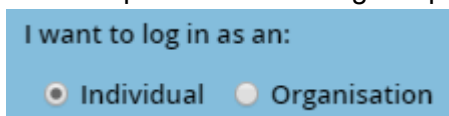
This quick reference guide can assist non-council Crown land managers to log into the Reserve Manager Portal (the Portal).

### Before you login

All Crown land managers are automatically registered to access the Portal when they are appointed to their role. Land managers should have received an email with a temporary password and a request to verify their email address. If you have not received this email, please contact us. Otherwise, please follow the steps below.

### Steps to login

- Click on the link below or copy the link into your internet browser:  
<https://portal.crownland.nsw.gov.au>
- For community board members (appointed as statutory land managers) click on **'Individual'**. For a corporate land manager representative, click on **'Organisation'** in the blue login area.



I want to log in as an:

Individual  Organisation

- Enter your email address, password and then press the Login button.



Email:

Password:

Login >>

### Tips

- If this is the first time you have logged in, you will be prompted to change your password.
- You must use the email address that you provided to the Department when you were appointed as a land manager. If you need to change your email address, log in with the original email provided, then update your details in the Portal.
- If you have entered your username and password three times and not successfully logged in, you will be locked out of the system. The Portal does not tell you if you have been locked out of your account. To reset your password please contact us.

### Support

If you require any further assistance with logging in, please contact the Department of Planning, Industry and Environment – Crown Land on 1300 886 235.

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## Quick Reference Guide

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