

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]

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

Price: \$32.00

Qty: 1

Add to cart

Email a friend

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	LCQ 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)
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 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

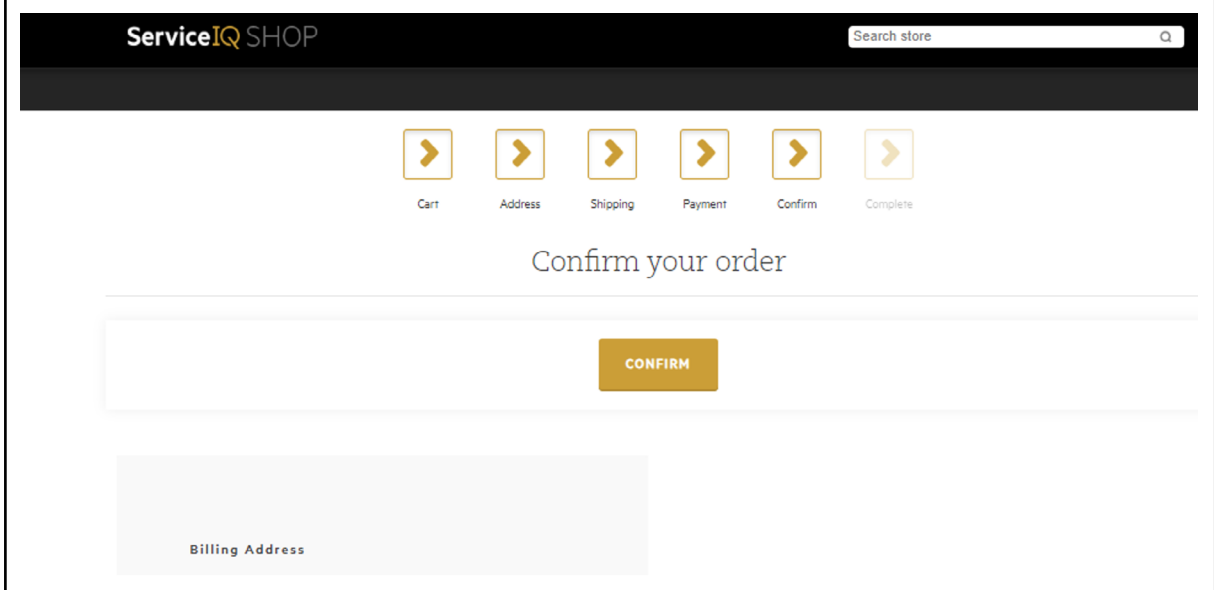
Order summary

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

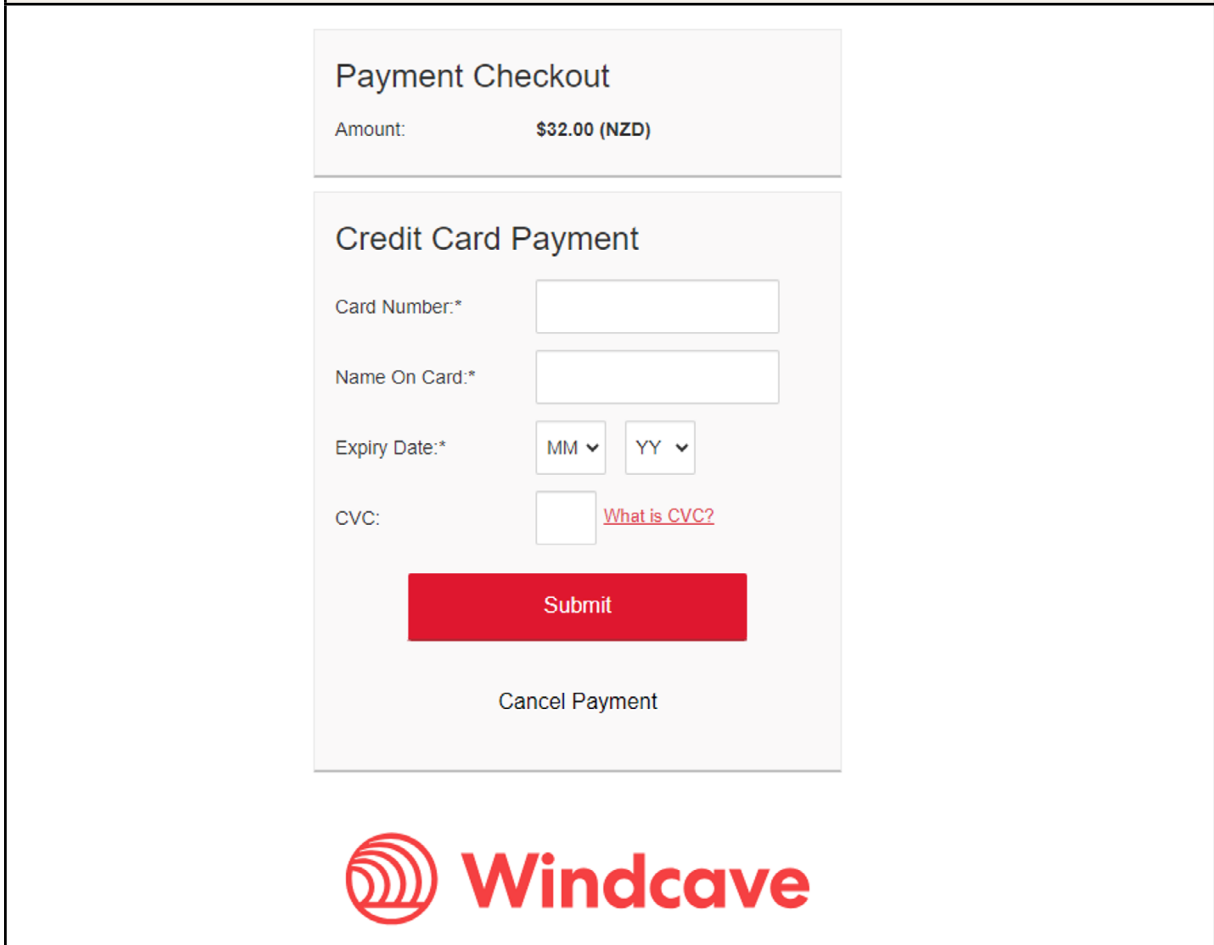
Click 'Confirm' to redirect to Windcave Payment Gateway.



The screenshot shows the ServiceIQ SHOP checkout process. At the top, there is a search bar labeled "Search store". Below it, a progress bar consists of six yellow arrow icons labeled "Cart", "Address", "Shipping", "Payment", "Confirm", and "Complete". The "Confirm" step is currently active. The main heading is "Confirm your order". Below this, there is a large yellow "CONFIRM" button. At the bottom, a section labeled "Billing Address" is partially visible.

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.



The screenshot displays the "Payment Checkout" form. The total amount is listed as "\$32.00 (NZD)". The "Credit Card Payment" section includes the following fields:

- Card Number:*
- Name On Card:*
- Expiry Date:*, with dropdown menus for "MM" and "YY".
- CVC:*, with a "What is CVC?" link.

At the bottom of the form, there is a red "Submit" button and a "Cancel Payment" link. The Windcave logo is positioned at the bottom center of the page.