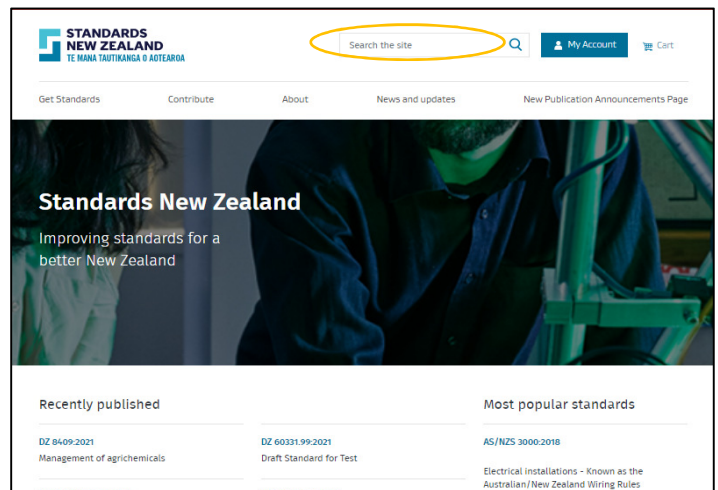
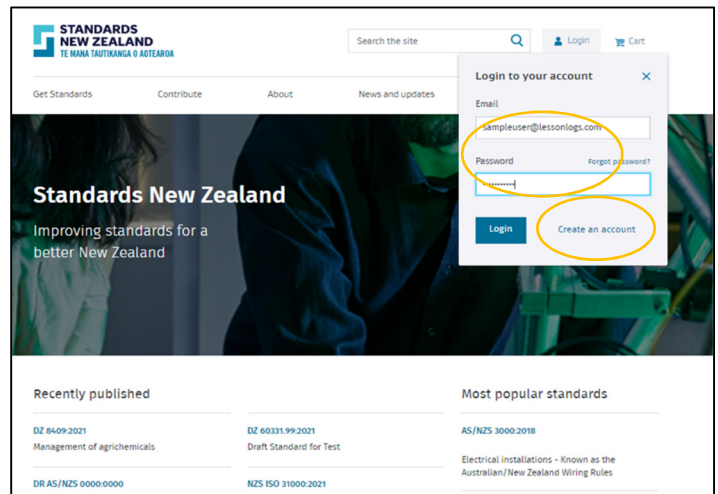


Asset Plus User Guide and FAQs

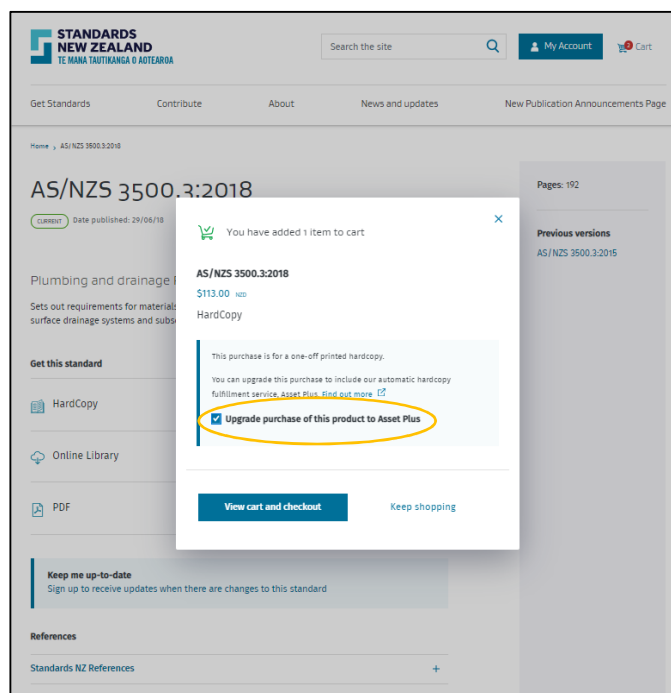
This guide is for customers who have purchased an Asset Plus subscription through our Webshop and are the Asset Plus contact, or a new user assigned the role of account administrator. You will have additional permissions to control your Asset Plus subscription than other users of your account. To understand what features your access includes, please read this user guide. To find out more about this service, read the Asset Plus brochure on our User Guide page.

Buying an Asset Plus subscription with hardcopy standards

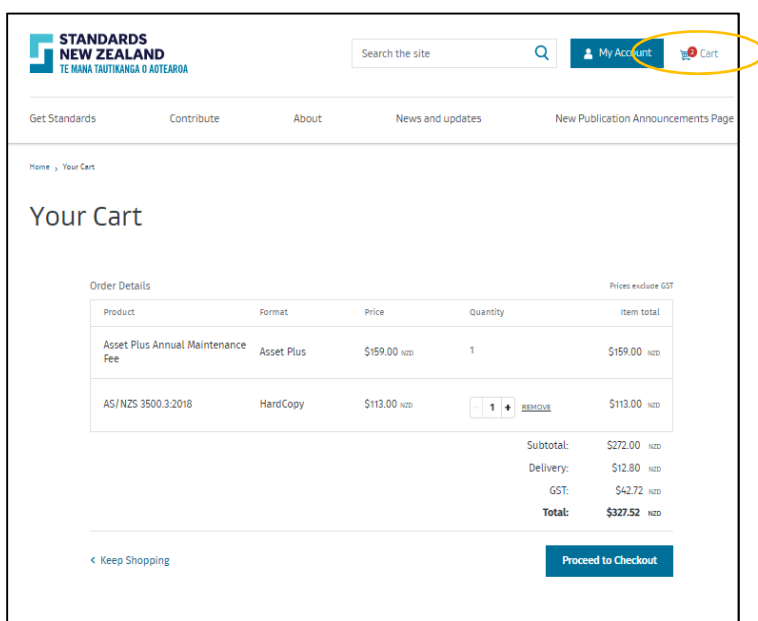
- Go to <http://www.standards.govt.nz>
 - Click "Login" at the top of the page
 - Enter your registered email ID and password and click login.
 - If you don't have an account yet, you can do so by clicking the [Create an account](#) button.
-
- After logging in, search for the standard/s you would like to initiate your subscription with.
 - Use the search field on top of the page to look for standards.



- Once you have found the standard you searched for, go to that standard's page and add the hardcopy of that standard to your cart.
- The pop up will ask you if you would like to upgrade this purchase to Asset Plus. Tick the check box to initiate an Asset Plus subscription.
- At this stage you may choose to add more standards to your subscription by clicking on 'Keep shopping' button, or view your cart and check out.
- Please note that each time you add a hardcopy of an NZS or joint AS/NZS standard to your cart, you will be prompted in the pop up to add the standard to your Asset Plus subscription.

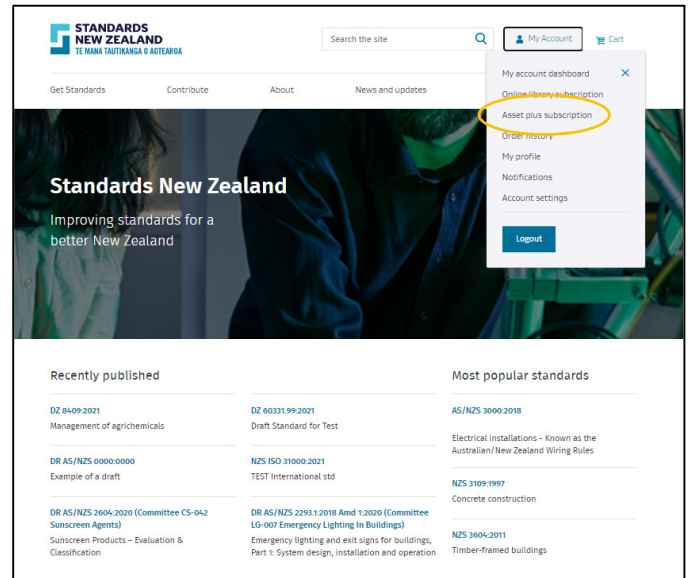


- In the cart you will see two rows, one with an Asset Plus Annual Maintenance Fee and another with the hardcopy standard.
- An Annual Maintenance Fee is payable on joining Asset Plus, then annually on each anniversary. For New Zealand and joint Australian/New Zealand Standards the charge is \$3.70 + GST per document maintained. There is a minimum annual charge of \$159.00 + GST
- After you have reviewed your order, proceed to checkout and complete the purchase by paying for your order.
- To subscribe to Asset Plus monitoring service for standards that you have already purchased, please contact our team by email <mailto:enquiries@standards.govt.nz>

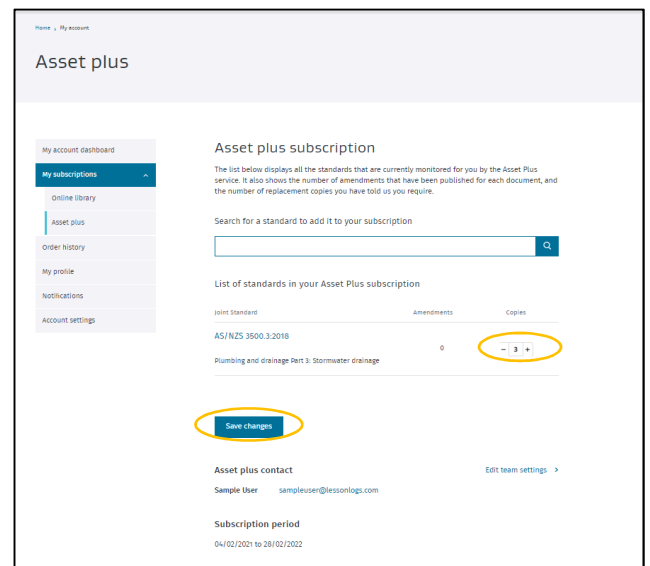


How do I access my Asset Plus account?

- Log in using your registered email ID and password.
- If you are successfully logged in, the 'Login' button on the top of the page will change to 'My Account'.
- Click on 'My Account' and select 'Asset Plus Subscription'.

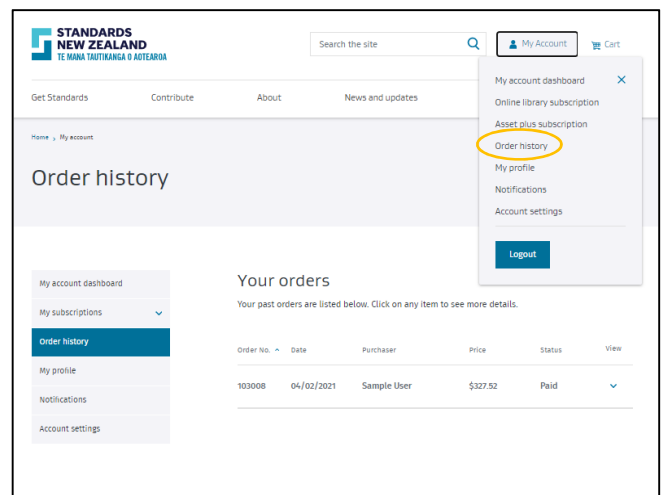


- In your Asset Plus dashboard, you will view your subscribed standards and the quantity you would like to receive in the future when there is a new version or amendment available.
- You can increase or decrease this number at any time by changing the quantity in the box next to that standard and clicking on the 'Save' button.



Updates to your monitored standards

- Every time there is a new version, or an amendment available for your monitored standard, you will receive a notification of the change. A quote will also be generated with the quantity you have set in your dashboard for that standard.
- Asset Plus will not place an order for you automatically. Instead, you will receive a notification by email that there is an update to a standard you have subscribed to. The quote will remain in your order history for 30 days. You can log in and complete the purchase to get the hardcopies delivered to your specified address
- If you do not take any action on a quote, it will expire after 30 days.



How do I add standards to my list?

- Once an annual subscription has been set up, additional standards can be added throughout the year.
- At the time of renewal, your Annual Maintenance Fee will be adjusted for any changes to your list.

How do I remove standards from my list?

- You can only remove standards from your subscription during the renewal period i.e. 15 days prior to your renewal date.
- Once you have added a standard to your Asset Plus subscription during the subscription year, or while buying a new subscription, standards cannot be removed until the next renewal period.

How do I monitor international standards?

- This service monitors only NZS and Joint AS/NZS standards. To get regular updates on international standards please [subscribe to updates](#) on our Keep Me Up To Date service.
- Keep Me Up To Date will notify you about updates to the NZS, joint AS/NZS, ISO and IEC standards you have subscribed to.
- Note: The Keep Me Up To Date service does not provide replacement standards as a quote automatically, as with the Asset Plus service. We will advise you by email of any updates to the document and you can choose to place an order by logging into your account, or contacting us.
- To subscribe to our Keep Me Up To Date Service, log in and search for the standard using the search bar. After clicking on that standard's page you will be given an option to sign up to Keep me up to date.

The screenshot shows the Standards New Zealand website interface. At the top, there is a search bar and a 'My Account' link. The main navigation menu includes 'Get Standards', 'Contribute', 'About', 'News and updates', and 'New Publications'. The page title is 'ISO 11515:2013' with a 'CURRENT' status and a date published of '22/07/13'. The description is 'Gas cylinders — Refillable composite reinforced tubes of water capacity between 450 L and 3000 L — Design, construction and testing'. Below this, there is a table of purchase options:

Format	Price	Action
PDF	\$248.54 NZD	ADD TO CART
HardCopy	\$248.54 NZD	ADD TO CART
Networkable PDF	Price varies	ADD TO CART

A yellow oval highlights the 'Keep me up-to-date' button, which is located below the purchase options and says 'Sign up to receive updates when there are changes to this standard'. Below the table, there is a 'Related Information' section with a link for 'ICS Codes'.

Will I still be automatically supplied with hard copy updates to NZS and joint AS/NZS standards?

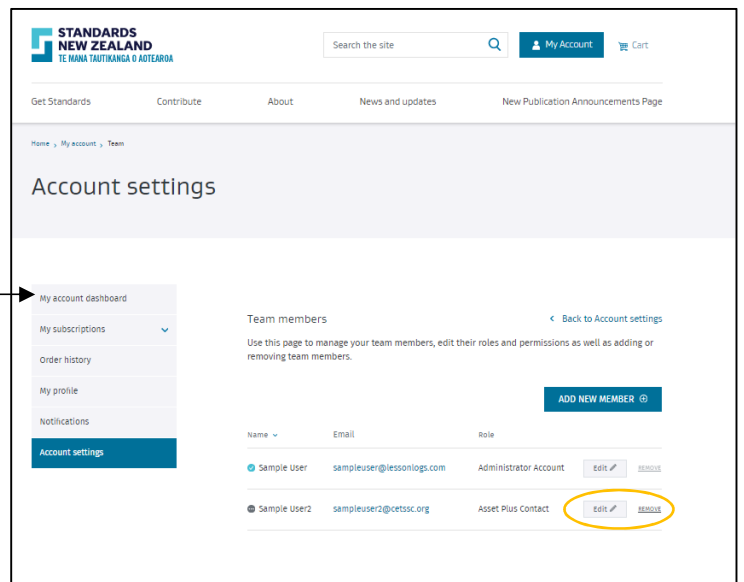
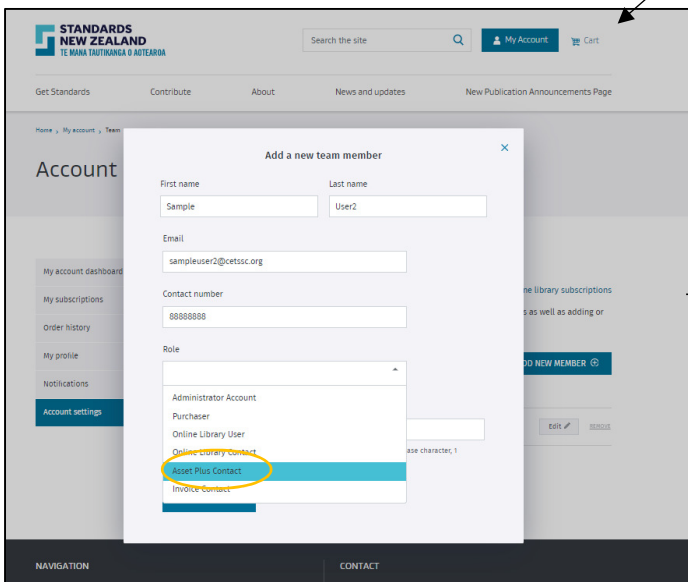
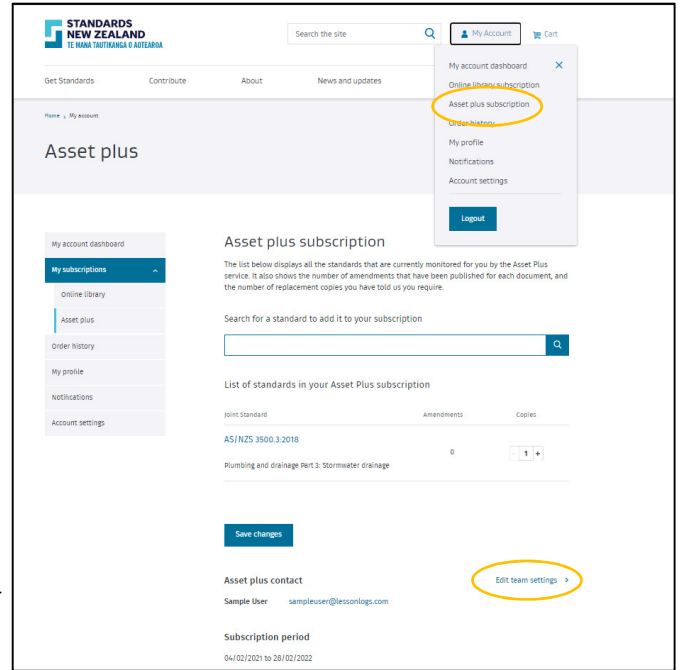
No, new revisions of NZS, and joint AS/NZS standards will be sent as a quote and you need to log in and complete the purchase to receive the hardcopies.

Will I receive a PDF copy for amendments?

Yes, a PDF copy of any amendments to NZS, and joint AS/NZS standards will be sent to your email ID.

How do I change the Asset Plus contact person?

- After logging in, click on Asset Plus subscription and go to your dashboard.
- Click on the 'Edit team settings' button.
- Once here you can add a new member, or edit the permissions of existing members by clicking on the 'Edit' button next to their name.
- If you want to set up a new member, click on the 'Add new member' button and enter their details.
- Select the Asset Plus contact from the dropdown menu to make them the Asset Plus contact for the account.
- Set a password and ask them to update the password for greater security.



Renewing your Asset Plus subscription

- Your Asset Plus subscription is renewed annually. We will contact you by email 30 days prior to the renewal date to notify you that your subscription is due for renewal. You will receive a quote with your subscribed standards pre-added 15 days prior to your renewal date. You can log into your account and review the quote that is auto generated for you for the upcoming year.

If you remove or add standards from this quote and complete the purchase process, the changes will be transferred to your new annual subscription and you will be set for the upcoming year.

- If you fail to complete the purchase process on the quote within 30 days, the quote will expire and you will have to purchase the Asset Plus subscription again from scratch.
- An Annual Maintenance Fee is payable on joining Asset Plus, then annually on each anniversary. For New Zealand and joint Australian/New Zealand Standards the charge is \$3.70 + GST per document maintained. There is a minimum annual charge of \$159.00 + GST.

How do I cancel my subscription?

- An Asset Plus subscription can only be cancelled at the time of annual renewal. If you do not take any action on your auto generated quote, your subscription will be cancelled on the renewal date.
- If you would like to cancel a subscription at any time during the renewal year we can action this. However, no refund will be processed. We do not recommend cancelling your subscription during the renewal year.

For more information, or to give feedback, please contact the Standards New Zealand Online Library team:

Email: onlinelibrary@standards.govt.nz

Phone: 0800 782 632 during business hours