

# REA Licensee Portal Upgrade

REA is upgrading its licensee portal and public register on [rea.govt.nz](https://www.rea.govt.nz) in November 2025.

The information below tells you **what you need to know** about the temporary period that the licensee portal will be offline while we make the upgrades and **what you need to do** to log in to the upgraded portal for the first time.

## What you need to know and do:

### Portal offline and manual processes

- The licensee portal will be temporarily offline for a short period in November while we complete the upgrade.
- The public register will be available while the licensee portal is offline but will not be updated during this time. Public register updates will be added to [rea.govt.nz/upgrades](https://www.rea.govt.nz/upgrades).
- Licensing activity can be completed using REA's manual processes and application forms during this period. You can download the manual forms from the [Manage your licence section of the REA website](#).
- There will be no manual processing fees while the portal is offline.
- You will still be able to make licence and suspension payments via bank transfer during this time. Details are available on the manual forms.
- All statutory licensing requirements and due dates continue to apply.

### Renewing early and CPD completion

- If you have received a reminder to renew your licence or pay your annual suspension fee, we encourage you to do so via the licensee portal now to avoid any inconvenience in November.
- We encourage licensees to check their CPD completion status now to avoid manual processes in November.

### Your personalised link to the new licensee portal

- Once the licensee portal has been upgraded, REA will send every licensee an email with a personalised link that they must use to log in to the upgraded portal for the first time.
- Please note that this link **must not be shared**. We ask that you log in using the link within 21 days of receiving it before it expires.

For further information visit [www.rea.govt.nz/upgrades](https://www.rea.govt.nz/upgrades) or contact [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)