

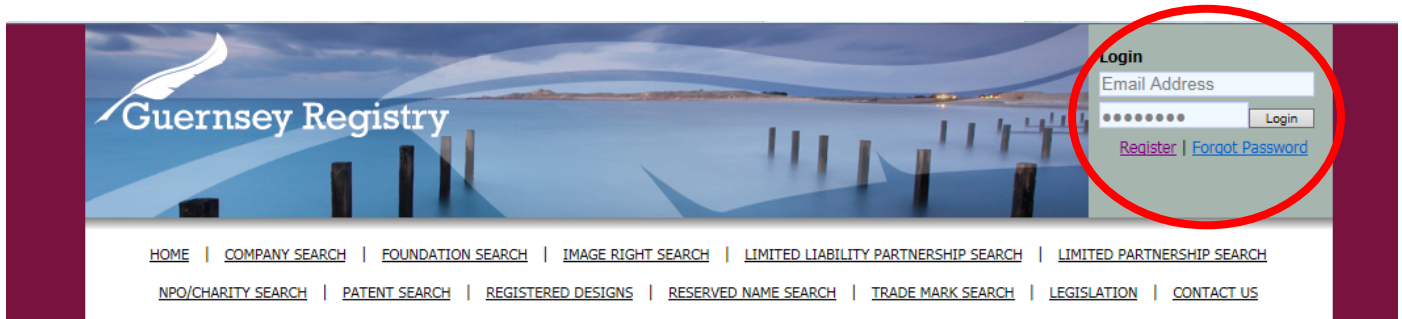
Guernsey Registry Online Services Portal - Introduction

The Guernsey Registry Online Services Portal at www.greg.gg allows users to:

- Perform company searches and view basic company information
- Order electronic or certified copies of documents and certificates
- Request a 'Statement of the Register'
- Ensure that your company records are up to date using the 'My Companies' page
- Manage a portfolio of watched companies
- Receive notifications to your 'My Events' page when submissions are filed against companies in your 'My Companies' watch list
- Electronically file company & trade mark submissions including:
 - Company Annual Validation
 - Change of company directors
 - Change of company registered office address
 - Change of company name
 - Trade mark registration & renewal

Logging in to the Online Services Portal

If you have already registered for the system, go to www.greg.gg, enter your email address and password into the boxes at the top right of the page and click 'Login'.



If you have forgotten your password, click the 'Forgot Password' link to reset it. The system will send a new password to your email address.

Registering to use the Online Services Portal

If you have not used the Online Services Portal before you will need to register.
This is a quick and simple process.

Go to www.greg.gg. You will see the below page. Click the 'Register' link at the top right:

Guernsey Registry

HOME | COMPANY SEARCH | FOUNDATION SEARCH | IMAGE RIGHT SEARCH | LIMITED LIABILITY PARTNERSHIP SEARCH | LIMITED PARTNERSHIP SEARCH
NPO/CHARITY SEARCH | PATENT SEARCH | REGISTERED DESIGNS | RESERVED NAME SEARCH | TRADE MARK SEARCH | LEGISLATION | CONTACT US

Welcome to the Online Services Portal

The one-stop shop for Registered Entities and Intellectual Property management

You can use the Online Services Portal to search Registered Entity details, the Intellectual Property Registers and to purchase documents filed with the Registry **without** the need to register as a user.

Why register as a user?

Once you have registered for a portal login, you will be able to:

- ⇒ Keep your company records up to date
- ⇒ Manage a portfolio of watched companies
- ⇒ Electronically file submissions including:
 - Change of Company Name
 - Add/Remove Company Directors
 - Change registered office
 - Company annual validations
 - Trade mark registrations
 - Trade mark renewals
 - Trade Mark change proprietor name and address details

Register

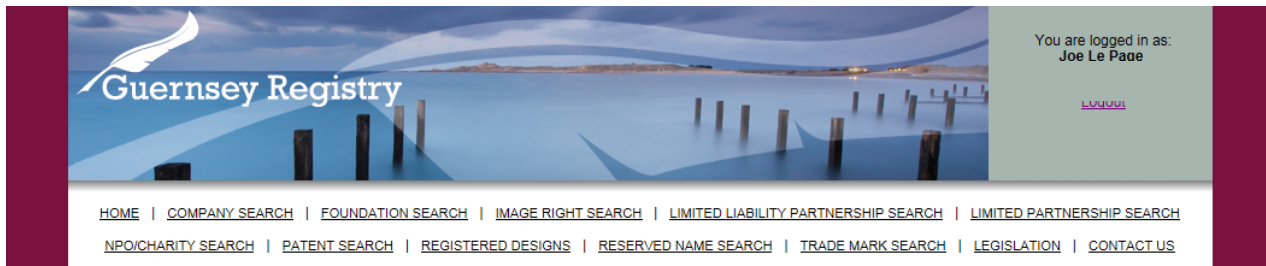
The system will ask for certain information:

- **Presenter Name:** Your name
- **Presenter Phone:** Your telephone number
- **Email address:** Email address we may contact you with in case of any problems with submissions etc. This must be a valid email address as an activation email will be sent to confirm the set up of your account
- **Password:** The password must be 8 characters long and include at least 1 number
- **Presenter group:** This is primarily for use by Corporate Service Providers. If you are registering as an individual this should be the same as your 'Presenter Name'
- **Address:** Contact address (this may be a residential or business address)

When all the information has been entered, click 'Register'. You will receive an email with a link to activate your account. Once activated, you can log in (see page 1).

Using the Online Services Portal

At the top of the page there are links which can be selected to view and search the various registers held by the Guernsey Registry:



On the left side of the page there are several options which will be available depending on your access to the website. The following options will be available to everyone:

- **My Companies:** This details the companies currently on your watch list, and allows you to add new companies to the watch list. There is also an option to export your watch list to an Excel file.
- **My Events:** Details the current events for all the companies in your My Companies watch list, including certificates & documents related to registered submissions. All new/unread events appear in bold.
- **My Accounts:** Payment accounts assigned to the presenter group are detailed here, and statements can be accessed. Account holders are predominantly Corporate Service Providers as opposed to individual users.
- **My Profile:** Your name and password for the Online Services Portal can be changed here. You can also access the 'My Registry Relationships' tool here to view your directorships.
- **My Workspace:** Any submissions you have made will show in this section, along with their status. You will also be able to see if a submission has been returned or rejected.
- **Create Submission:** Select this option to make a company or trade mark submission using the Online Services Portal.
- **Logout:** Select this option to leave the system.

The following options will only be available to the group administrators:

- **PIN Maintenance:** Allows entity or person PINs to be changed to something more memorable. Please note: a PIN must already be issued before it can be changed.
- **Group Profile:** Presenter group name, address and account details are here.
- **Group Users:** This page lists all users in your presenter group. New presenters can be added to your group from this page (mostly used by CSPs).
- **Group Workspace:** All submissions made by presenters in your group are available to view here, and can be reassigned to other presenters (mostly used by CSPs).
- **Group Portfolio:** All companies being watched by presenters in your group are detailed here.

Related guidance notes

Below are links to other guidance notes relating to the Online Services Portal.

- [Company search and ordering documents](#)
- [My Registry Relationships tool \(check the status of your directorships\)](#)
- [PIN requests](#)
- [PIN maintenance \(change person or entity PIN\)](#)
- [Annual Validation submission](#)

The full list of guidance notes is available here, including guidance on how to file specific submission types: <http://guernseyregistry.com/guidance>

Office opening hours & contact details

If you need any more information please contact the Registry:

Opening hours for telephone enquiries: Mon-Fri 9:30am - 5pm (10am - 5pm on Wednesdays)

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