

# How to GUIDES

# Requesting access to MBIE's Investment Management System (IMS)

## New to IMS?

1. Download the **IMS Access Request** form from our website.
2. Email your completed form to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

We will email you with your IMS login and **temporary** password. *(This may take up to one week.)*

## Log in to IMS

1. Click the **IMS login** link either in your email or on our IMS web page.
2. Type in your IMS login and password and click **Login securely**.

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### Investment Management System (IMS) Portal

Our Investment Management System (IMS) portal is a secure online system that lets applicants view, edit and submit funding applications.

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- Using the portal
- Preparing your application
- IMS Portal Privacy Statement

### Using the portal

If your application for funding is successful, the IMS Portal lets you:

- view your contract information
- create your own claims
- monitor funding balances
- submit reports.

If you haven't used the system before:

- download and complete the **IMS Access Request Form**
- email the completed form to [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz).

[Login to IMS Portal](#)

Tip: Bookmark the login page for easy access.

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/>



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Enter your details to login securely to the Investment Management System (IMS).

E-mail address:

Password:

**Login securely**

[I've forgotten my password](#)

[Privacy Policy](#)  
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