

Instructions for using tempo box:

1. In your inbox, open the email from tempo@pcc.govt.nz (please check your junk mail if you haven't received an email in your inbox).

2. Click on the link in the email. If you are not an existing customer you will be asked to create an account

- When creating an account the password must have at least one number, one uppercase letter, one lower case letter and one special character and be at least 6 characters in length. E.g. Pass66@Karen. Enter your email address into the username field.



3. You will receive a second email welcoming you to tempo box – use your email address as your user name followed by the password you created when setting up the account



4. When you are in the Tempo Box screen, you will see a little red box in the top right hand corner of the screen to activate your account. You will then be able to access your file

5. Once you have retrieved your file from Tempo Box, please save it to your PC, USB or Device