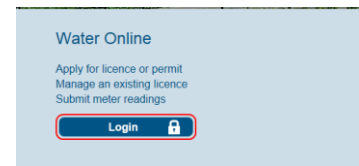




QUICK GUIDE REGISTRATION WATER ONLINE.

1. Access Water Online on the Department of Water webpage homepage at www.water.wa.gov.au
2. Click on the Water Online button to access the Water Online page.
3. Click on the **Register** Button in the top right hand corner of the Water Online Page.
4. Fill in the required information. Please note that an email address is a requirement for registration. If you have previously provided the Department of Water with an email address then please use that address to register. This will ensure a timely matching of your existing information to your online account. Address and contact details can be updated in the portal once you are registered by clicking on Manage.
5. Once all mandatory information is completed click the **Submit** button at the bottom of the page.
6. You will receive a confirmation message on the screen and an email will be sent to you asking you to confirm your registration. Click on the link provided in the email and your account will be activated.



If your registration details match the records we currently have for you, your details will be available when you first log in to Water Online

If we cannot obtain a clear match it may take 2 working days for the Department to undertake a manual match and ensure that all of your information is available. You will receive an email confirmation once this has been done.

If you are a new customer to the Department of Water, your registration will occur immediately and you will be able to submit applications for licensing or requests for planning advice, dependent on the functions you registered for.

If you are accessing Water Online and your information is incorrect, and you are unable to edit it, please contact the Department of Water on 1800 508 885 (option 2) or via email on licence.enquiry@water.wa.gov.au