



Government of Western Australia
Department of Water

QUICK GUIDE



Water Online Portal

New Request - Searching for an Address

Searching for an Address (within the Properties Pill)

To search for an Address using a Physical Location:

1. In the search box (🔍) type in the address you wish to find
2. The system will automatically display the best matches
3. Click on the best match
4. The best match that is selected will turn blue

5. Click on the **Add**  button that appears, then click on **Save** 

To search for an Address using longitude and latitude:

1. In the search box (🔍) type in the longitude and latitude reference using the following format **LongLat: X, Y** where X is the longitude and Y is the latitude E.g. LongLat: 115.85396, -31.95368
2. The system will automatically display the best matches
3. Click on the best match
4. The best match that is selected will turn blue
5. Click on the **+ Add** button that appears

6. Click on **Save** 

Delete an Address (Within the Properties Pill)

To delete an Address:

1. If you have previously selected an address and saved the request the system will display the name of the property that has been selected directly beneath the search box
2. Click on the **Remove** button that is shown next to the address of the property that has been selected
3. The system prompts you to confirm the deletion. If you wish to continue click on **OK**. The selected address is removed

4. Click on **Save** 