



Government of Western Australia
Department of Water



QUICK GUIDE

Water Online Portal

New Request – Adding a Statewide request

Adding a Statewide request (within the Properties Pill)

To add a Statewide request using a Physical Location:

1. In the search box (🔍) type in your office address
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**
4. The selected address is removed
5. Click on **Save** 