



Government of Western Australia  
Department of Water

## QUICK GUIDE

### Water Online Portal

#### New Request – Add a large geographical area


##### Add a large geographical area (within the Properties Pill)

If the request covers a large geographical area, e.g. a scheme, strategy area or infrastructure corridor.

##### To add a request covering a large geographical area using a Physical Location:

1. In the search box (🔍) type in the locality
2. The system will automatically display the best matches
3. Click on the best match and zoom out to the extent of the request area
4. Click on the centre point of the request area
5. The request area that is selected will turn blue

6. Click on the **Add**  button that appears

7. 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** 