

Environment Online User Guide

Set up and log in – Representing an entity using Digital Identity

Current as published on March 2024



This guide provides information for organisations who want to use Digital Identity (e.g myID/WARAM) as the login method for Environment Online, and outlines what information is needed and how to navigate to the [WA Relationship Authorisation Manager](#).

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Log in overview



Environment Online is using Digital Identity (myID), and the WA Relationship Authorisation Manager (WARAM) to provide access to users.

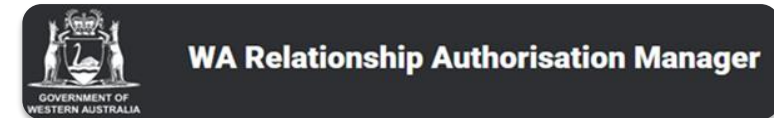


The WA Government is using the Australian Government Digital Identity System to verify users for some services, including Environment Online (EO).

[Digital Identity](#) is a safe, secure and convenient way to prove your identity online. [myID](#) is a type of digital identity and is the Australian Government's Digital identity app.

When you log in, EO 'checks' with myID to confirm your identity. This ensures your information is private and protected. Only a small amount of your information is passed to EO to prove your identity. This is limited to your name, email, and date of birth. Whilst your date of birth is shared it is not stored by EO.

Environment Online **does not** access any other personal information such as other services you use with your myID.



The [WA Relationship Authorisation Manager](#) (WARAM) manages authorisations that allow representatives to act on behalf of a business or person online.

Environment Online (EO) is using the WARAM to ensure only users that have been authorised by an entity, can transact on their behalf.

This can include acting on behalf of another person, a business or volunteer organisation.

Entities will use the WARAM to manage who can act on their behalf, providing them total control to protect their data and information.

Representing an entity overview



To represent a business or another entity e.g. a volunteer organisation or a sole trader, using Digital Identity, a person must have an authorisation in the WA Relationship Authorisation Manager (WARAM). More information can be found in the [WA Relationship Authorisation Manager User Guide](#).

There are two types of authorisations;

Service Administrator:

- The initial Service Administrator is nominated by the business or organisation using the [Authorisation Form](#). Subsequents are authorised by an existing Service Administrator.
- Can access online services on behalf of entities.
- Can manage authorisations for other users, invite a person to act on behalf of the business or other entity, either as another Service Administrator or as a Service User.
- Manages permissions in more detail within Environment Online, such as to specify functions or projects that others can access on behalf of the business/ entity (for example, to authorise different consultants to access different projects).

Service User:

- Must be authorised by an existing Service Administrator to act on behalf of the business, or organisation.
- Can access online services on behalf of entities.
- Only access the projects in Environment Online that have been specified by a Service Administrator.

Entity representation types

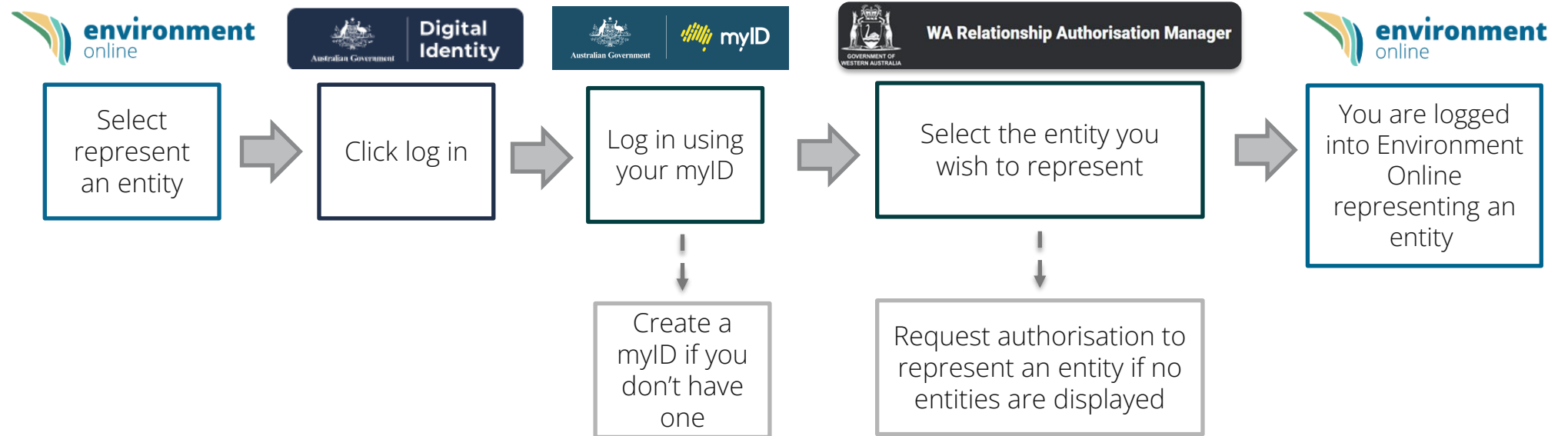
- **Business/organisation:** If you have not been authorised to act on behalf of a business, you can submit a request to obtain the necessary access in the WARAM. Please be aware that you may be asked to provide proof that you are allowed to act on behalf of the requested business. After a request has been submitted, it will be forwarded to any current Service Administrators for the business. If there are no Service Administrators, the request will be sent to the EO support team who will contact you for more information.
- **Another person:** You cannot request authority to act for another person, they must invite you to act on their behalf. Please contact the person to arrange for them to send you an invitation in the WARAM.

The diagram below shows the interactions of the different systems used to log into EO. You are automatically moved through each step of this process.

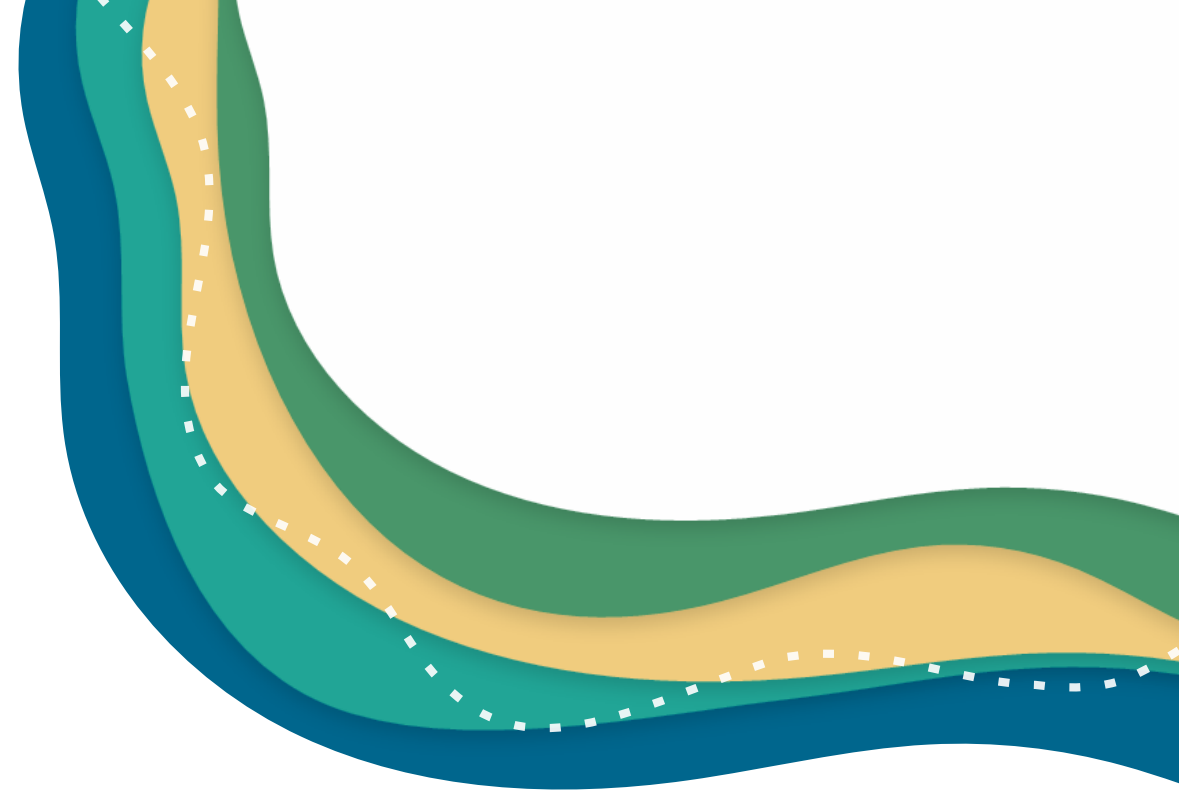
Representing an entity

What you need:

- A myID
- Authorisation in the WARAM to represent an entity



Steps to log into Environment Online if you do not have authorisation in the WARAM



Representing an entity – no authorisation



No entity is displayed

If no entities are displayed it means that you do not have an authorisation in the WA Relationship Authorisation Manager (WARAM) to act on behalf of an entity in Environment Online.

You will need to request an authorisation from your Service Administrator in the WARAM to represent a business or organisation.

You cannot request authority to act for another person, they must invite you to act on their behalf. Please contact the person to arrange for them to send you an invitation in the WARAM.

To request an authorisation click the link to the [WA Relationship Authorisation Manager](#) – do not click continue.

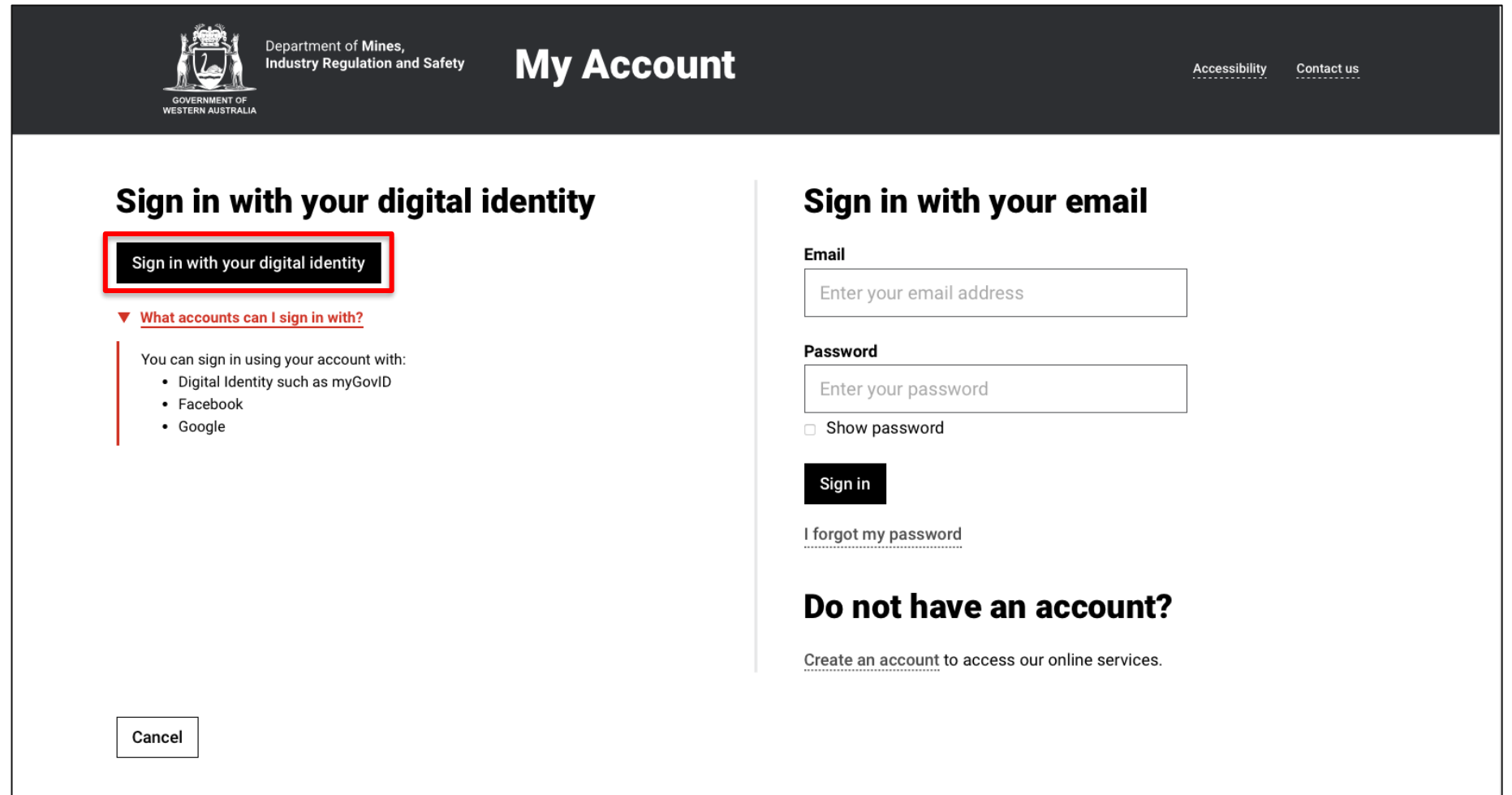
Note: If there are no Service Administrators for your business please [Contact Us - Environment Online](#)

The screenshot shows the "WA Relationship Authorisation Manager" interface. At the top left is the Government of Western Australia logo. The title "WA Relationship Authorisation Manager" is centered at the top. Below the title is the heading "Select an entity". A message box with an information icon (i) contains the text: "You have no current authority to act on behalf of a business or a person. To obtain authorisation to act on behalf of" followed by two bullet points: "a business i.e. commercial arrangement, volunteer organisation, etc., sign in to the WA Relationship Authorisation Manager and send a request to act on behalf of the business" and "a person, contact the person to arrange for them to invite you to act on their behalf". Below this is the text "Alternatively please contact us for assistance." At the bottom left, there is a "Continue" button with a large red 'X' over it, indicating it is disabled.

Representing an entity – no authorisation

Click **Sign in with your digital identity**.

Note: do not select any other option otherwise you will not be able to request access to Environment Online.



The screenshot shows the 'My Account' page for the Department of Mines, Industry Regulation and Safety, Government of Western Australia. The page is titled 'My Account' and has links for 'Accessibility' and 'Contact us'. There are two main sign-in options: 'Sign in with your digital identity' and 'Sign in with your email'. The 'Sign in with your digital identity' option is highlighted with a red box. Below it, there is a dropdown menu for 'What accounts can I sign in with?' which lists 'Digital Identity such as myGovID', 'Facebook', and 'Google'. The 'Sign in with your email' option has input fields for 'Email' and 'Password', a 'Show password' checkbox, and a 'Sign in' button. There is also a link for 'I forgot my password' and a section for 'Do not have an account?' with a link to 'Create an account to access our online services.' A 'Cancel' button is located at the bottom left of the page.

Department of Mines,
Industry Regulation and Safety

My Account

Accessibility Contact us

Sign in with your digital identity

Sign in with your digital identity

▼ **What accounts can I sign in with?**

You can sign in using your account with:

- Digital Identity such as myGovID
- Facebook
- Google

Sign in with your email

Email

Enter your email address

Password

Enter your password

Show password

Sign in

[I forgot my password](#)

Do not have an account?

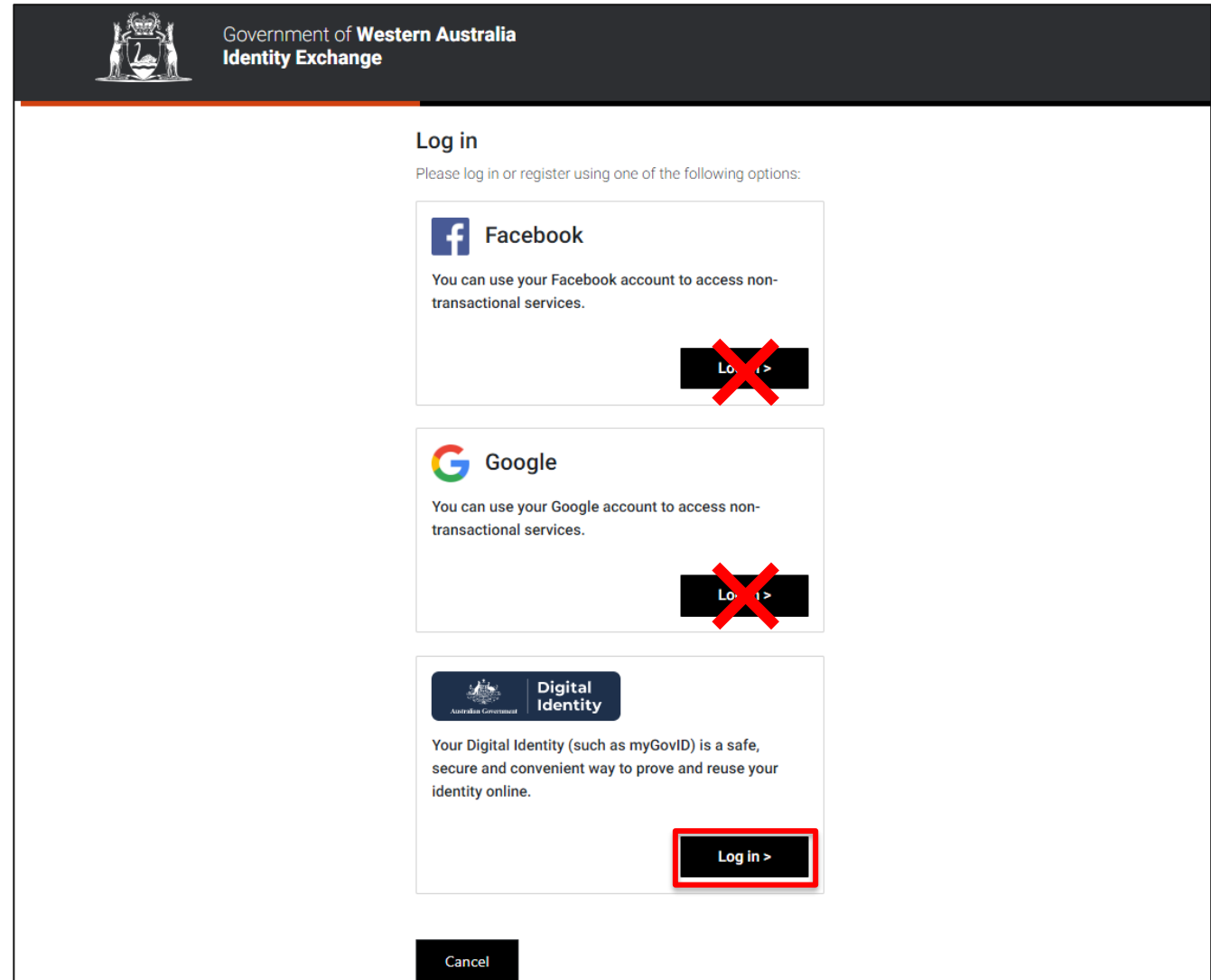
[Create an account to access our online services.](#)

Cancel

Representing an entity – no authorisation

Click **Log in** in the Digital Identity box.


Note: do not select any other option otherwise you will not be able to request access to Environment Online.



Government of **Western Australia**
Identity Exchange


Log in

Please log in or register using one of the following options:

 **Facebook**


You can use your Facebook account to access non-transactional services.

Log in >

 **Google**

You can use your Google account to access non-transactional services.

Log in >

 **Digital Identity**

Your Digital Identity (such as myGovID) is a safe, secure and convenient way to prove and reuse your identity online.

Log in >

Cancel

Representing an entity – no authorisation



If you already have a myID, enter the email address associated with your ID and click Login

If you do not have a myID – follow the steps to create one [How to set up | myID](#)

For help resolving issues creating a myID Digital Identity please visit [the Help: Proving your identity | myID](#) on the [Australian Government's Digital Identity website](#)

When you log into EO you can update your contact email to be different to the one you use to log in with your myID. You can change your email contact in EO at anytime.

You will always enter the email associated with your myID to log in on this page. This may be different to your contact email in EO.

A screenshot of a web form titled 'Log in with myID'. The form has a white background with a dark blue border. At the top, the title 'Log in with myID' is centered in a bold, dark blue font. Below the title, the label 'myID email' is positioned to the left of a large, empty text input field. The input field is outlined with a red border. Below the input field, there is a checkbox labeled 'Remember me'. Underneath the checkbox is a dark blue button with rounded corners and the text 'Get code' in white. Below the button is a light grey box containing the text 'Don't have a myID? Set one up' with a purple link icon. Below this text is the instruction 'Create a myID to prove who you are and log in to online services.' At the bottom of the grey box are two buttons: 'Download on the App Store' with the Apple logo and 'GET IT ON Google Play' with the Google Play logo. At the very bottom of the form, the text 'Visit myID' is followed by a link icon and the text 'to find out more.'

*This step is only for first time you log in

Open the myID app on your smart device and enter the code that is displayed.

Note: Make sure you have the myID app downloaded on your smart device and you are connected to the internet.


Log in with myID

1. Open the myID app on your phone.
2. Accept or enter the code.

7 0 8 9

Didn't get a code? Ensure you have entered the email associated with your myID.

3. Come back and log in.

Visit [myID](#)  to find out more.

Representing an entity – no authorisation



We need your consent to share your name, date of birth and email addresses obtained from your myID, with the WA Identity Exchange.

These are the **only** details myID shares. No other information associated with your myID is provided.

If you give your consent for the details to be shared, click **Consent**

Your consent

To continue, you will need to give your consent to share details with Environment Online

Your details

Given name

Family name

Date of birth

Email

Remember my consent (optional)

Do you want us to remember your consent to share these details with Environment Online

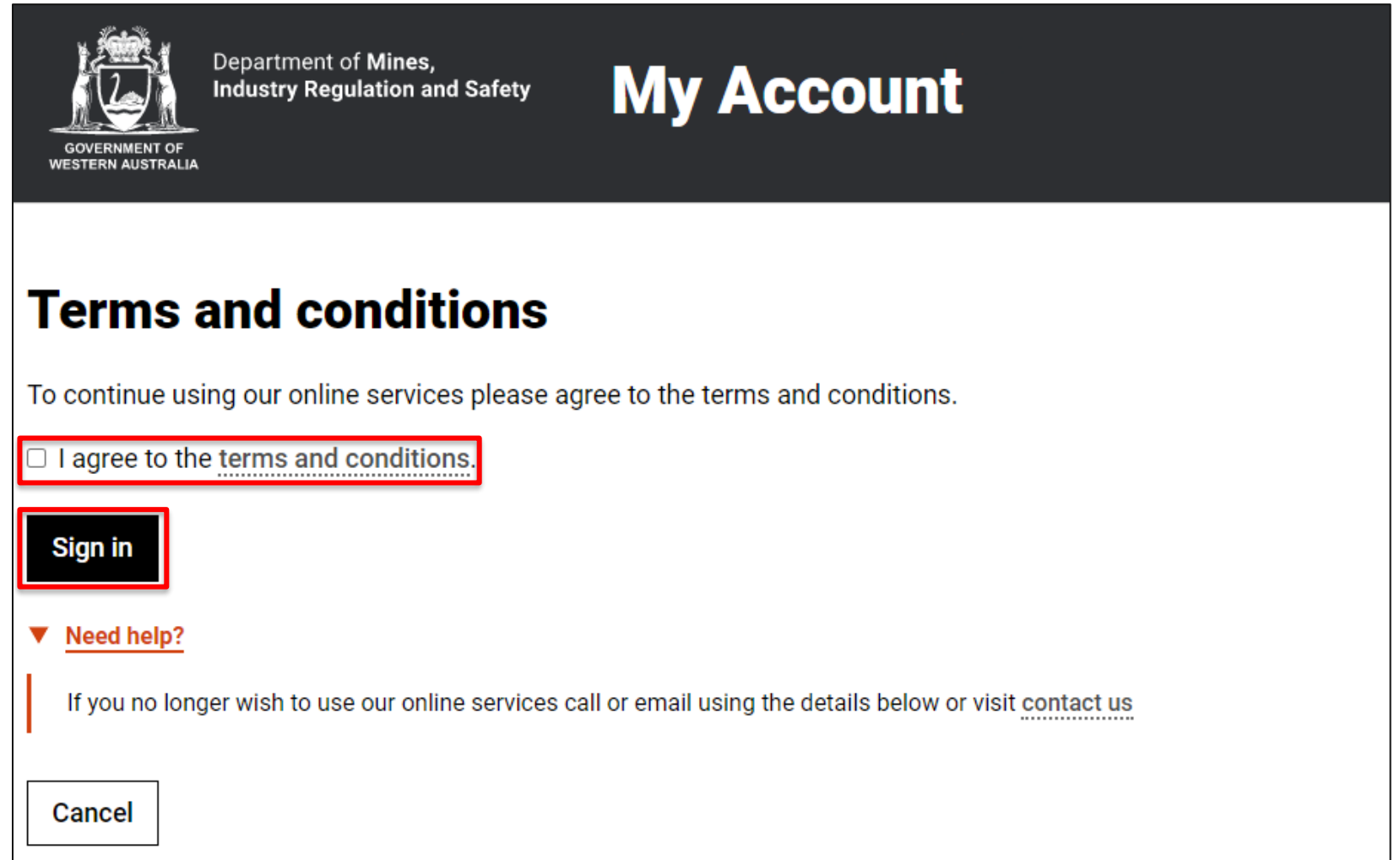
Yes, and dont ask me again.


By giving consent you agree to our [Privacy statement](#).

Representing an entity – no authorisation

You will need to agree to the terms and conditions to use the WARAM.

Click the tick box then click **Sign in**.



 Department of Mines,
Industry Regulation and Safety

My Account

Terms and conditions

To continue using our online services please agree to the terms and conditions.

I agree to the terms and conditions.

Sign in

▼ [Need help?](#)

If you no longer wish to use our online services call or email using the details below or visit [contact us](#)

Cancel

Representing an entity – no authorisation



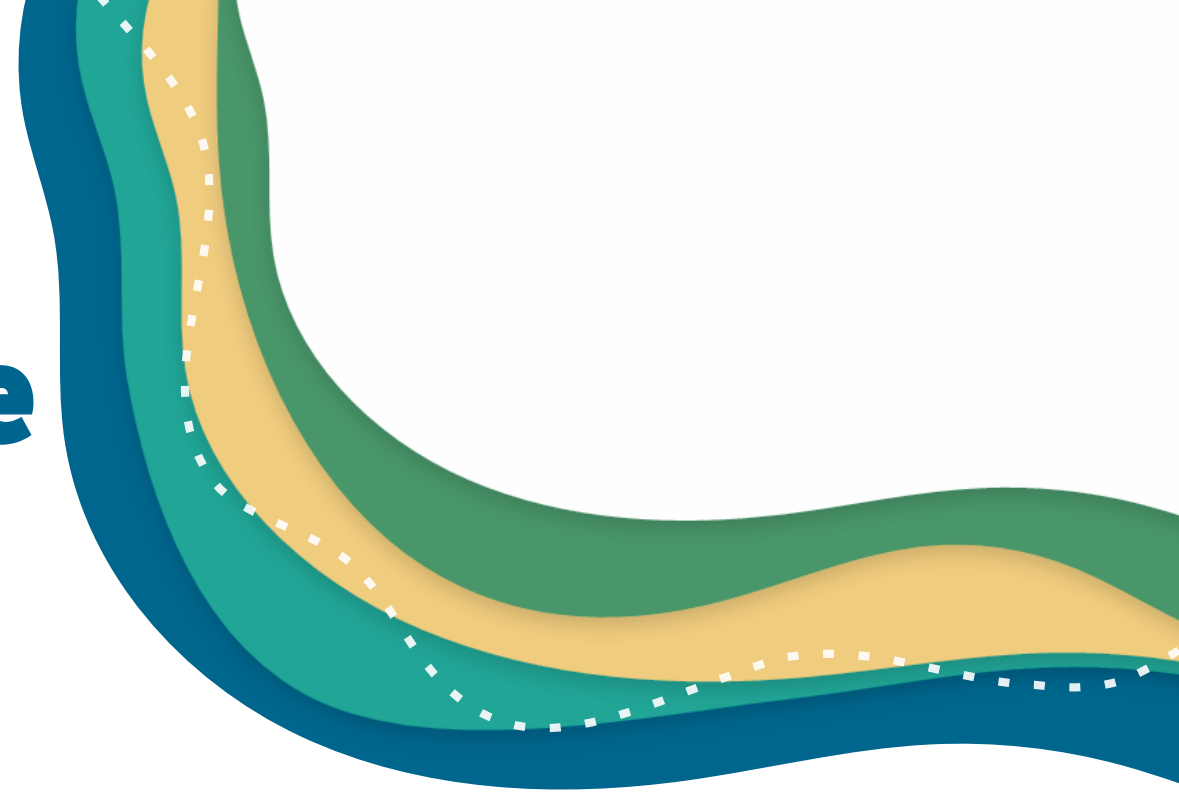
You are now logged into the WARAM and can request authorisation to act on behalf of an entity.

The WARAM provides information about how to request authorisations in the [WARAM User Guide – Requesting authorisation to act on behalf of a business](#)

Once you have an authorisation, return to Environment Online and log in on behalf of an entity.

The screenshot shows the WA Relationship Authorisation Manager (WARAM) dashboard. At the top left is the Government of Western Australia logo. The main header is "WA Relationship Authorisation Manager". Below the header is a navigation bar with links: "My dashboard", "Accept or decline an invitation", "My authorisations", "My representatives", and "My entities". The main content area starts with a "Welcome" message and a link to "please read this" for first-time or infrequent users. Below this are four main action cards, each with a title, a brief description, and a right-pointing arrow icon: "Accept or decline an invitation" (Accept an invitation to act on behalf of a business or person.), "My authorisations" (Businesses or people you are currently authorised to act on behalf of.), "My representatives" (Invite and manage the people or businesses who are authorised to act on your behalf.), and "My entities" (Administer the business entities you represent or request access to a business.).

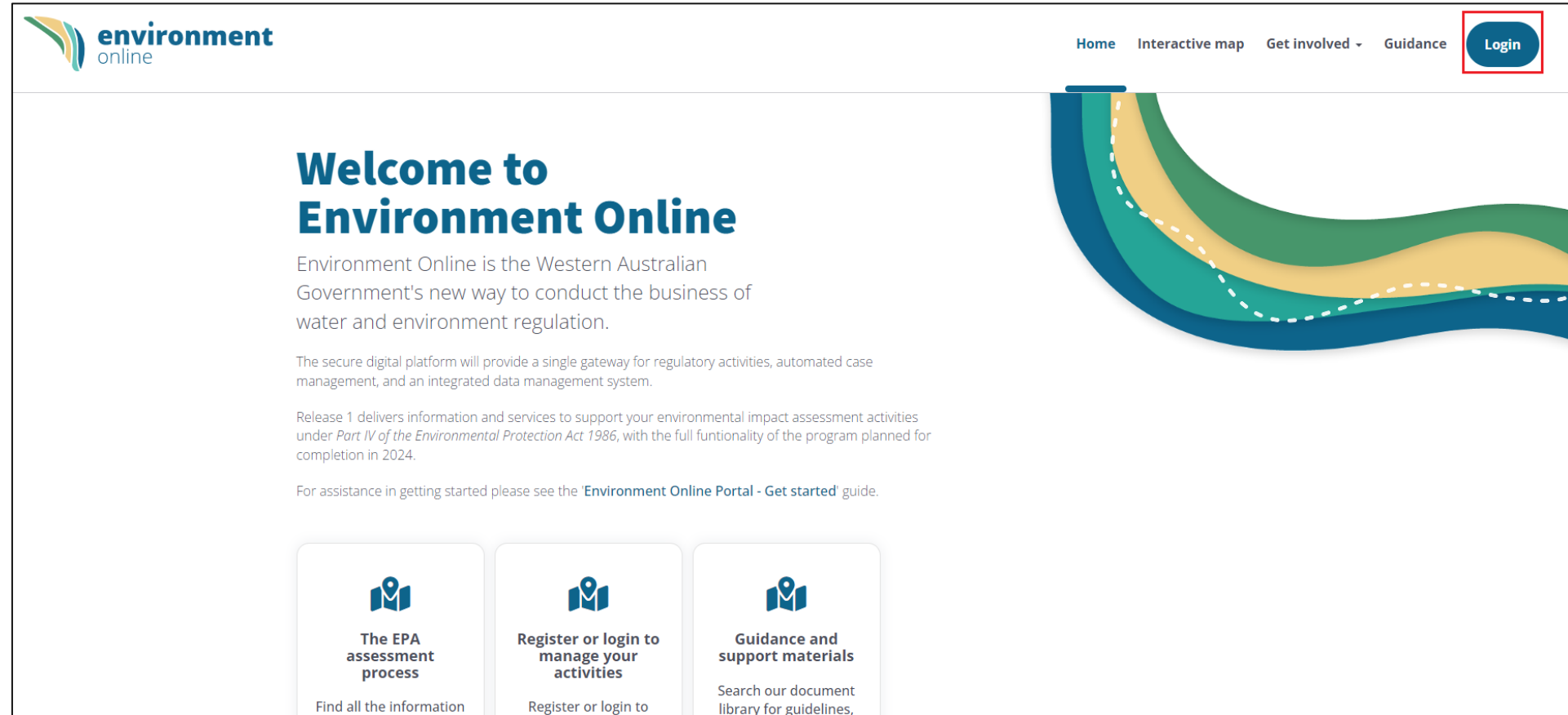
Steps to log into Environment Online if you already have authorisation in the WARAM



Representing an entity



To log into Environment Online click the **Login** button



The screenshot shows the homepage of the Environment Online website. At the top left is the 'environment online' logo. At the top right is a navigation menu with links for 'Home', 'Interactive map', 'Get involved', and 'Guidance'. A 'Login' button is highlighted with a red box. The main content area features a large heading 'Welcome to Environment Online' followed by a paragraph: 'Environment Online is the Western Australian Government's new way to conduct the business of water and environment regulation.' Below this is another paragraph: 'The secure digital platform will provide a single gateway for regulatory activities, automated case management, and an integrated data management system.' A third paragraph states: 'Release 1 delivers information and services to support your environmental impact assessment activities under Part IV of the Environmental Protection Act 1986, with the full functionality of the program planned for completion in 2024.' A final paragraph says: 'For assistance in getting started please see the [Environment Online Portal - Get started](#) guide.' At the bottom, there are three white boxes with blue icons and text: 'The EPA assessment process' (Find all the information), 'Register or login to manage your activities' (Register or login to), and 'Guidance and support materials' (Search our document library for guidelines,).

Representing an entity



Click **Log in with Digital Identity** under **I am representing an entity**

environment online

Home Interactive map Get involved Guidance **Login**

NEW **New login method available** ×
Microsoft Work Account uses your organisation's Microsoft accounts to authorise Environment Online access. [Learn more about Microsoft Work Account](#)

Login

Log in to start managing and tracking your environmental regulatory activities.

New to Environment Online?

Learn how to set up an account with us
[Get started guide](#) →

Choose your login method

I am representing myself

Manage your own environmental activities. Use your Digital Identity credentials (such as myGovID and WA Relationship Authorisation Manager) to access Environment Online.

Sign up or log in with Digital Identity

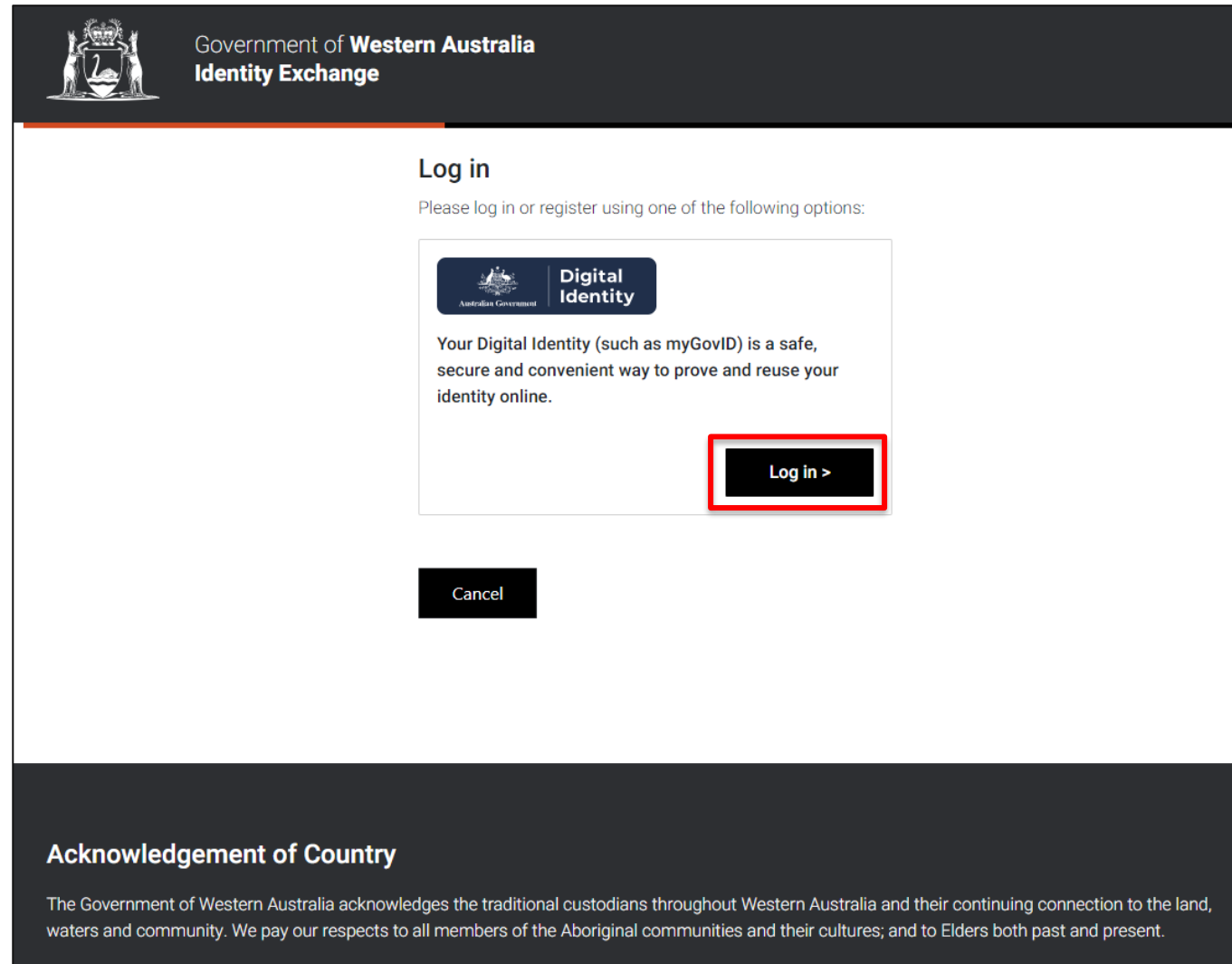
I am representing an entity

Manage environmental activities on behalf of a company, Government agency or another person. Digital Identity uses your Digital Identity credentials (such as myGovID and WA Relationship Authorisation Manager) to authorise Environment Online. Microsoft Work Account uses your organisation's Microsoft accounts to authorise Environment Online access.

Log in with Digital Identity **Login with your Microsoft Work Account**

Representing an entity

Click **Log in** in the Digital Identity box



The screenshot shows the login interface for the Government of Western Australia Identity Exchange. At the top left is the Western Australian coat of arms. The header text reads "Government of Western Australia Identity Exchange". The main heading is "Log in", followed by the instruction "Please log in or register using one of the following options:". A box contains the "Digital Identity" logo (with the Australian Government crest) and the text: "Your Digital Identity (such as myGovID) is a safe, secure and convenient way to prove and reuse your identity online." A "Log in >" button is highlighted with a red rectangle. Below this box is a "Cancel" button. At the bottom, there is an "Acknowledgement of Country" section with the text: "The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present."

Representing an entity

If you already have a myID, enter the email address associated with your ID and click Login

If do not have a myID – follow the steps to create one [How to set up | myID](#)

Note: When you log into EO you can update your contact email to be different to the one you use to log in with your myID. You can change your contact email in EO at anytime.

You will always enter the email associated with your myID to log in on this page. This may be different to your contact email in EO.

Log in with myID

myID email

Remember me

[Get code](#)

Don't have a myID? [Set one up](#)

Create a myID to prove who you are and log in to online services.

[Download on the App Store](#) [GET IT ON Google Play](#)

Visit [myID](#) to find out more.

Open the myID app on your smart device and enter the code that is displayed.

Note: Make sure you have the myID app downloaded on your smart device and you are connected to the internet.


Log in with myID

1. Open the myID app on your phone.
2. Accept or enter the code.

7 0 8 9

Didn't get a code? Ensure you have entered the email associated with your myID.

3. Come back and log in.

Visit [myID](#)  to find out more.

Representing an entity



We need your consent to share your name, date of birth and email obtained from your myID with the WA Identity Exchange.

These are the **only** details myID shares. No other information associated with your myID is provided.

If you give your consent for the details to be shared, click **Consent**

Your consent

To continue, you will need to give your consent to share details with Environment Online

Your details

Given name

Family name

Date of birth

Email

Remember my consent (optional)

Do you want us to remember your consent to share these details with Environment Online

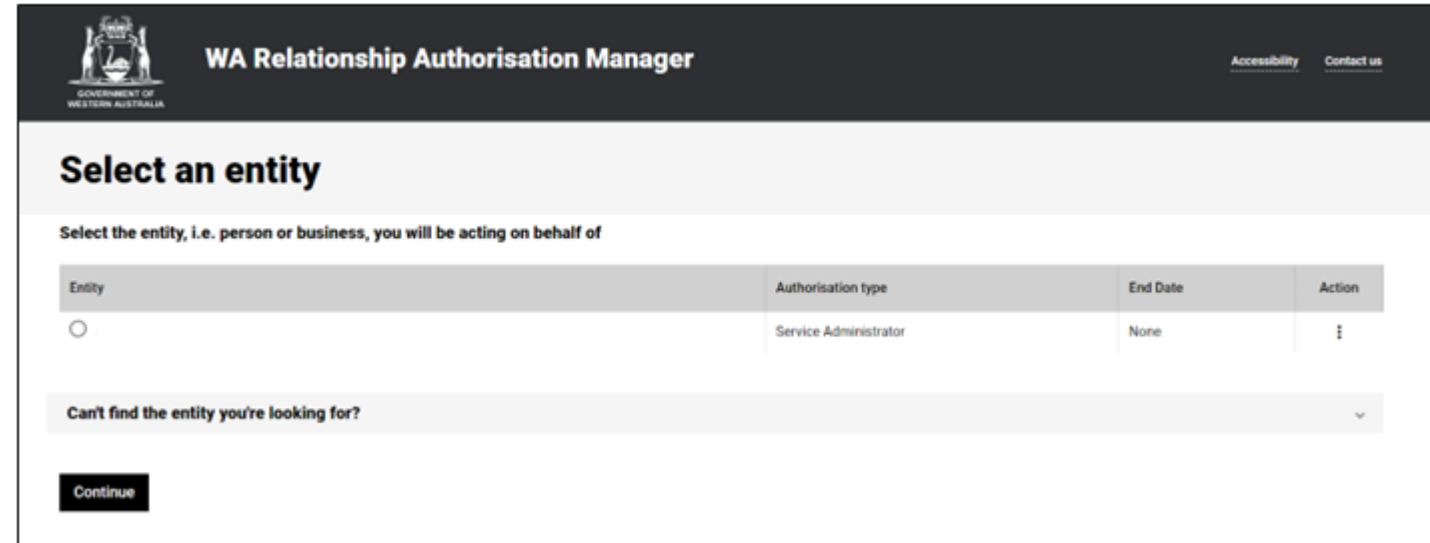
Yes, and dont ask me again.

By giving consent you agree to our [Privacy statement](#).

Representing an entity

Entity displayed

If you have an existing authorisation to act on behalf of an entity, you will be able to view the entity name.



WA Relationship Authorisation Manager [Accessibility](#) [Contact us](#)

Select an entity

Select the entity, i.e. person or business, you will be acting on behalf of

Entity	Authorisation type	End Date	Action
<input type="radio"/>	Service Administrator	None	⋮

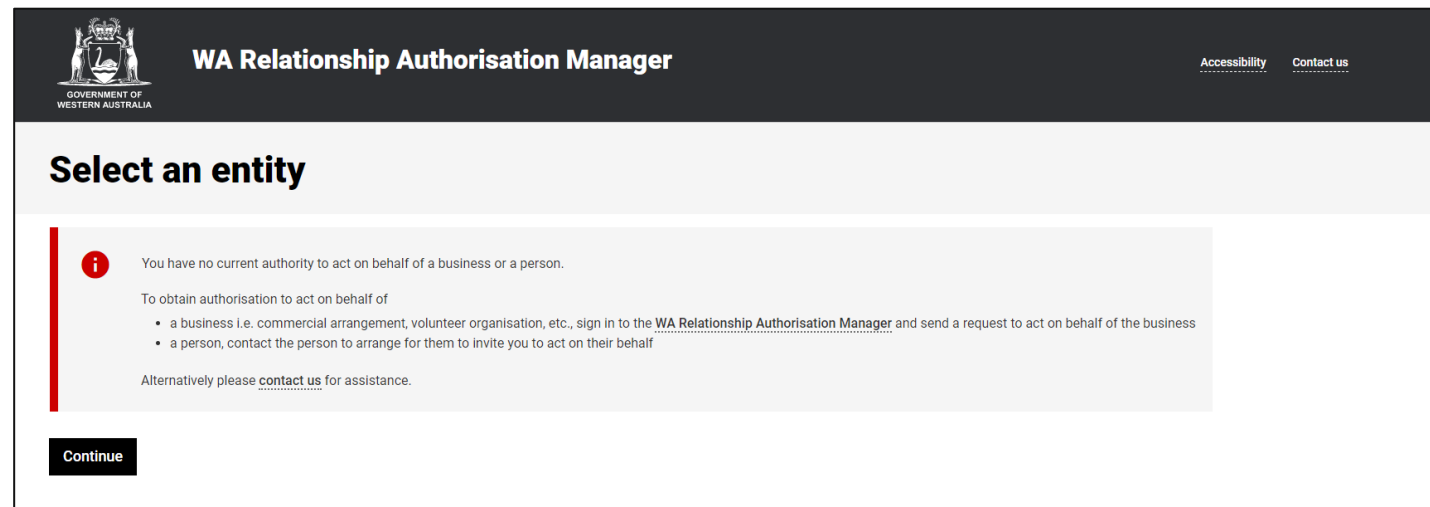
Can't find the entity you're looking for? [▼](#)

Continue

No entity displayed

If you do not have an existing authorisation to act on behalf of an entity in the WARAM you will receive this error message.

[Click here for instructions on how to request an authorisation](#)



WA Relationship Authorisation Manager [Accessibility](#) [Contact us](#)

Select an entity

i You have no current authority to act on behalf of a business or a person.

To obtain authorisation to act on behalf of

- a business i.e. commercial arrangement, volunteer organisation, etc., sign in to the [WA Relationship Authorisation Manager](#) and send a request to act on behalf of the business
- a person, contact the person to arrange for them to invite you to act on their behalf

Alternatively please [contact us](#) for assistance.

Continue

Representing an entity



Select the entity you want to represent. You may have multiple entities that you have authorisations to act on behalf of in EO.

Check the box next to the entity you want to represent, then click Continue

The screenshot shows the 'WA Relationship Authorisation Manager' interface. At the top left is the Government of Western Australia logo. The title 'WA Relationship Authorisation Manager' is centered at the top. On the right, there are links for 'Accessibility' and 'Contact us'. The main heading is 'Select an entity'. Below it is the instruction 'Select the entity, i.e. person or business, you will be acting on behalf of'. A table lists available entities:

Entity	Authorisation type	End Date	Action
<input checked="" type="radio"/>	Service Administrator	None	⋮

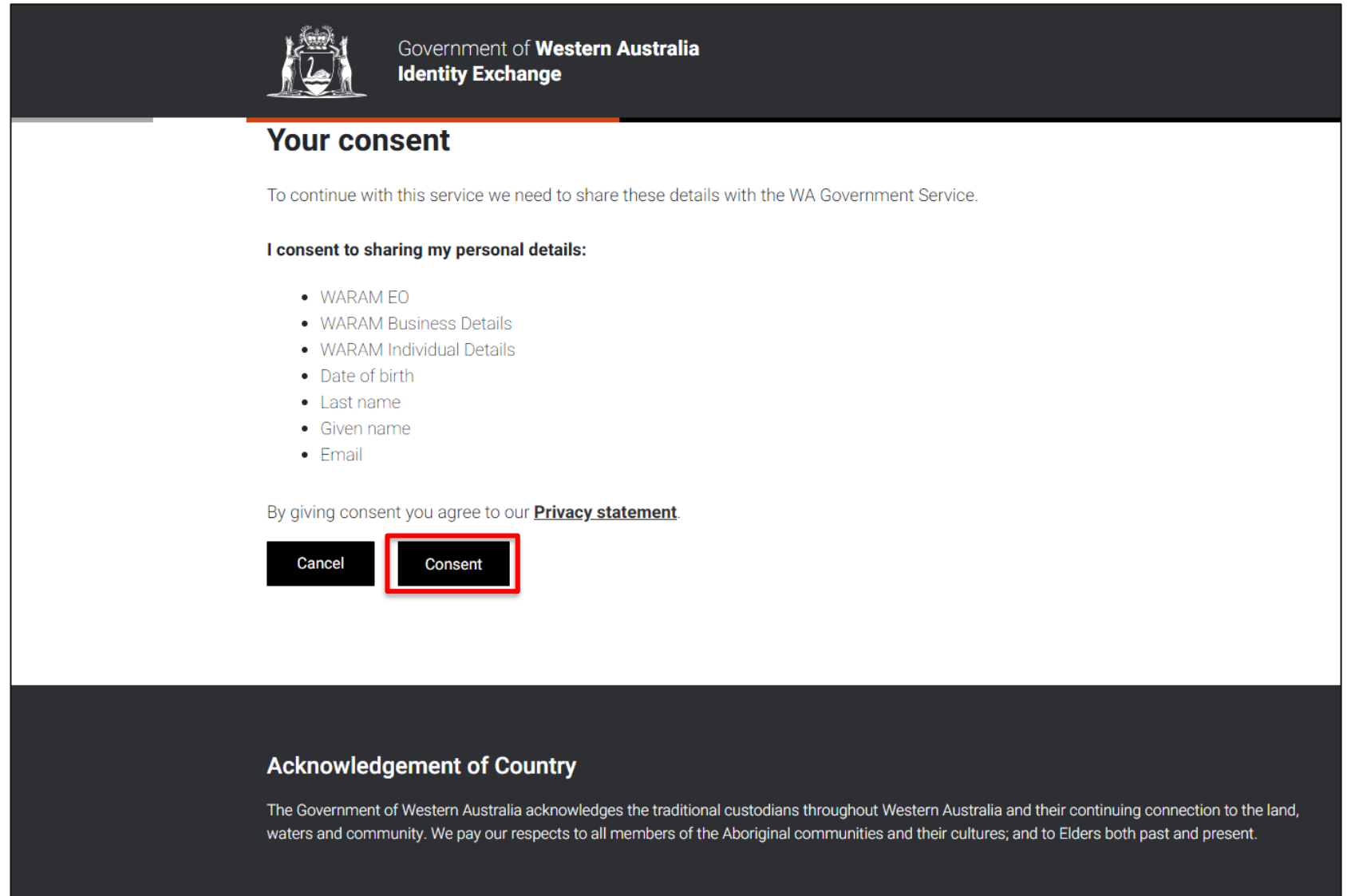
Below the table is a search bar with the text 'Can't find the entity you're looking for?'. A 'Continue' button is highlighted with a red box. At the bottom, there is an 'Acknowledgement of Country' section and a 'Need assistance?' section with contact information. The footer contains links for 'WA.gov.au', 'Copyright', 'Disclaimer', 'Privacy', 'Terms and conditions', and 'About', along with copyright information for the Government of Western Australia.

Representing an entity

We also need your consent to share your details obtained from the WA Identity Exchange with Environment Online.

These are the **only** details shared with Environment Online.

If you give your consent for the details to be shared, click **Consent**



The screenshot shows a consent page from the Government of Western Australia Identity Exchange. At the top left is the coat of arms of Western Australia. To its right, the text reads "Government of Western Australia Identity Exchange". Below this is a red horizontal line, followed by the heading "Your consent". The main text states: "To continue with this service we need to share these details with the WA Government Service." Below this is a bolded statement: "I consent to sharing my personal details:". A bulleted list follows, containing: "WARAM EO", "WARAM Business Details", "WARAM Individual Details", "Date of birth", "Last name", "Given name", and "Email". Below the list, it says "By giving consent you agree to our [Privacy statement](#)." At the bottom of the consent section are two buttons: "Cancel" and "Consent". The "Consent" button is highlighted with a red rectangular border. Below the consent section is a dark grey footer area with the heading "Acknowledgement of Country" and the text: "The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present."

Government of **Western Australia**
Identity Exchange

Your consent

To continue with this service we need to share these details with the WA Government Service.

I consent to sharing my personal details:

- WARAM EO
- WARAM Business Details
- WARAM Individual Details
- Date of birth
- Last name
- Given name
- Email

By giving consent you agree to our [Privacy statement](#).

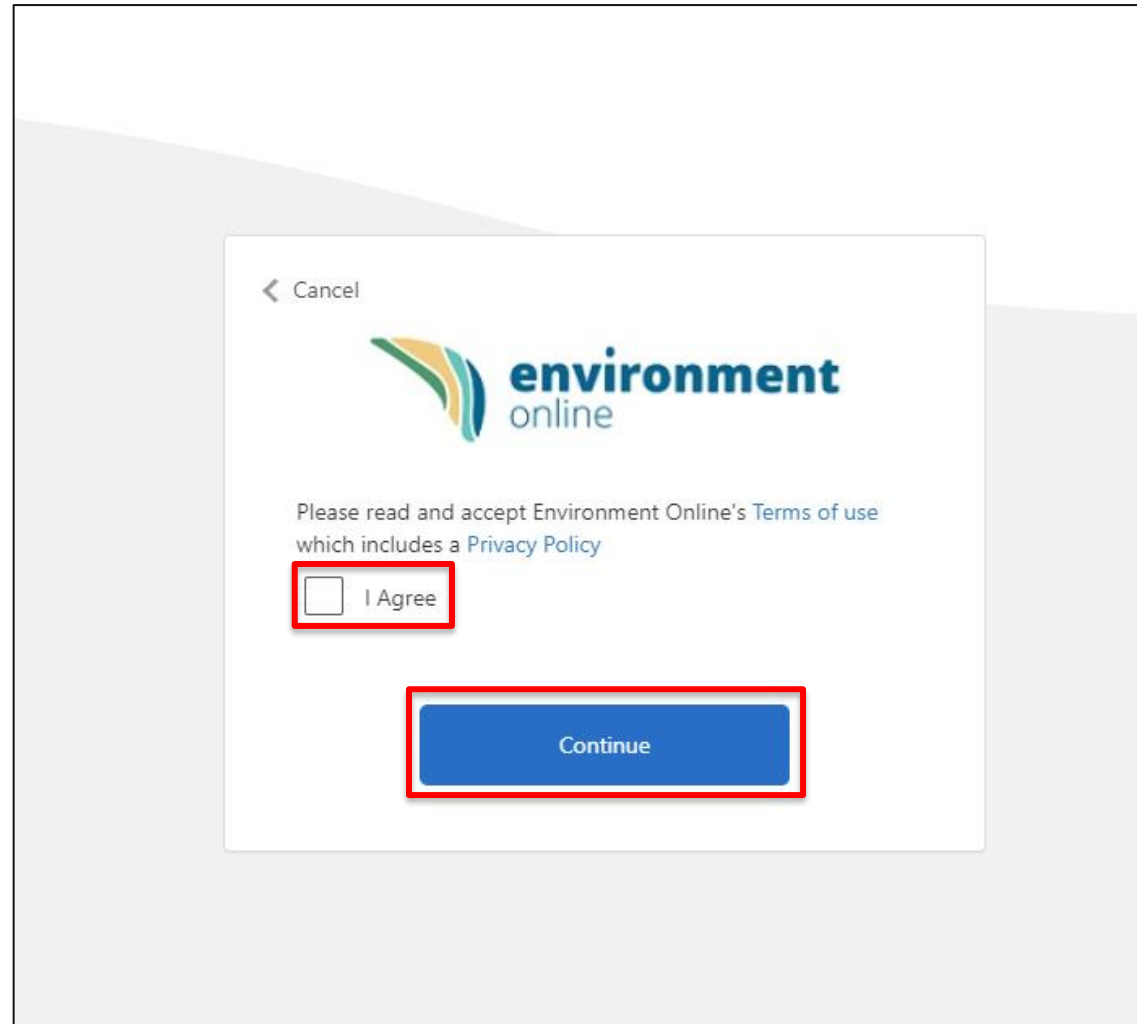
Acknowledgement of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.


Representing an entity

To use Environment Online you must accept the terms of use which includes a privacy policy.

If you agree, click the tick box and click **continue**



< Cancel



Please read and accept Environment Online's [Terms of use](#) which includes a [Privacy Policy](#)

I Agree

Continue

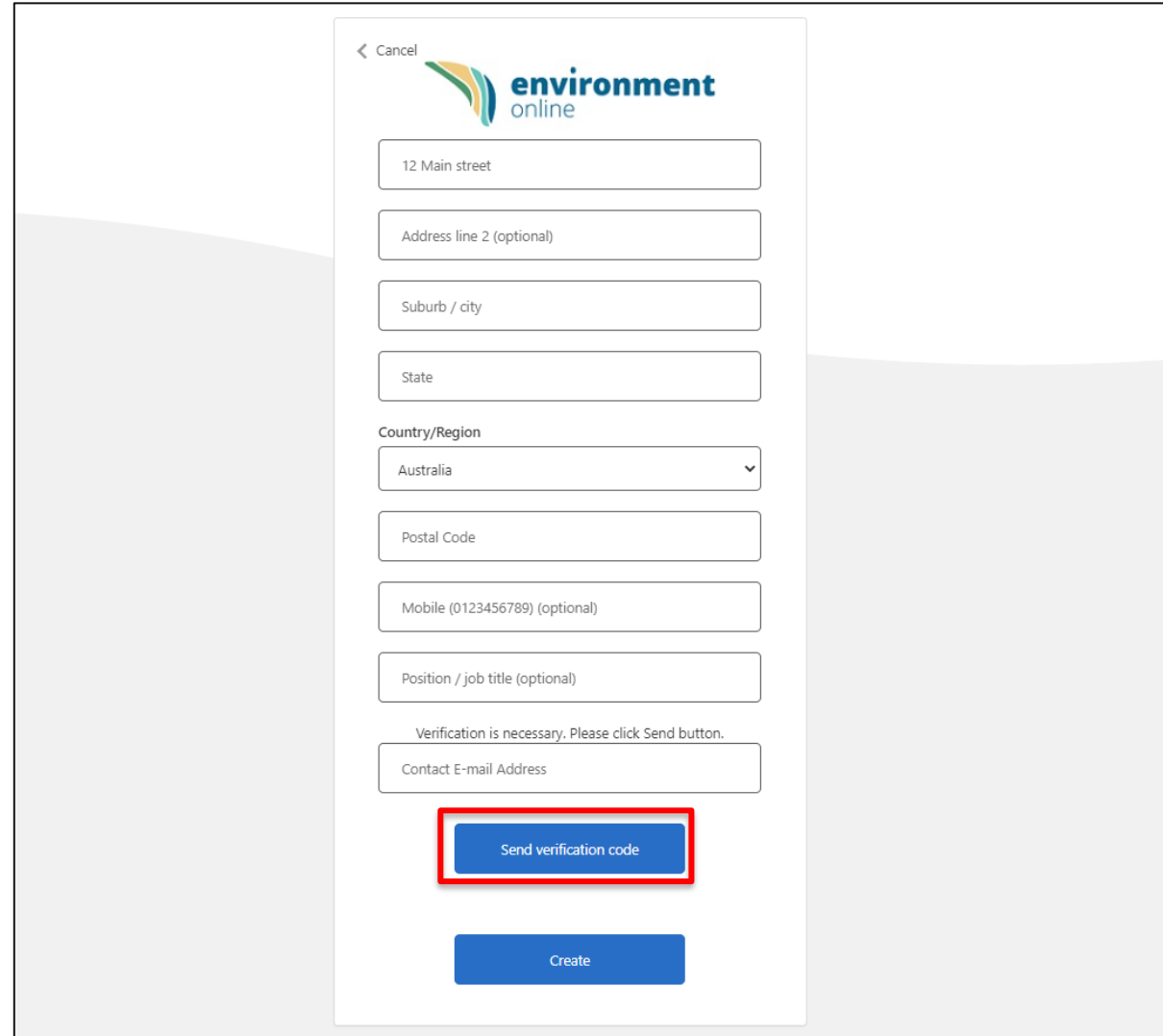
*This step is only for first time you log in

Representing an entity

Enter your contact details for Environment Online, including the email you wish to be contacted on. This email can be different to the one you use to log into your myID.

Click **Send verification code**.

An email will be sent to the email you entered with a verification code.



The screenshot shows a mobile registration form for Environment Online. At the top left is a back arrow and the word "Cancel". The Environment Online logo is at the top center. The form contains several input fields: "12 Main street", "Address line 2 (optional)", "Suburb / city", "State", "Country/Region" (a dropdown menu currently showing "Australia"), "Postal Code", "Mobile (0123456789) (optional)", and "Position / job title (optional)". Below these fields is a text box containing the message "Verification is necessary. Please click Send button." and another text box labeled "Contact E-mail Address". At the bottom of the form, there are two buttons: "Send verification code" (highlighted with a red border) and "Create".

*This step is only for first time you log in

Representing an entity



Open the email received from Department of Water and Environmental Regulation.

Copy or note the code and return to Environment Online.

Verify your email address

Thanks for verifying your account!

Your code is: 692531

Sincerely,
Department of Water and Environmental Regulation

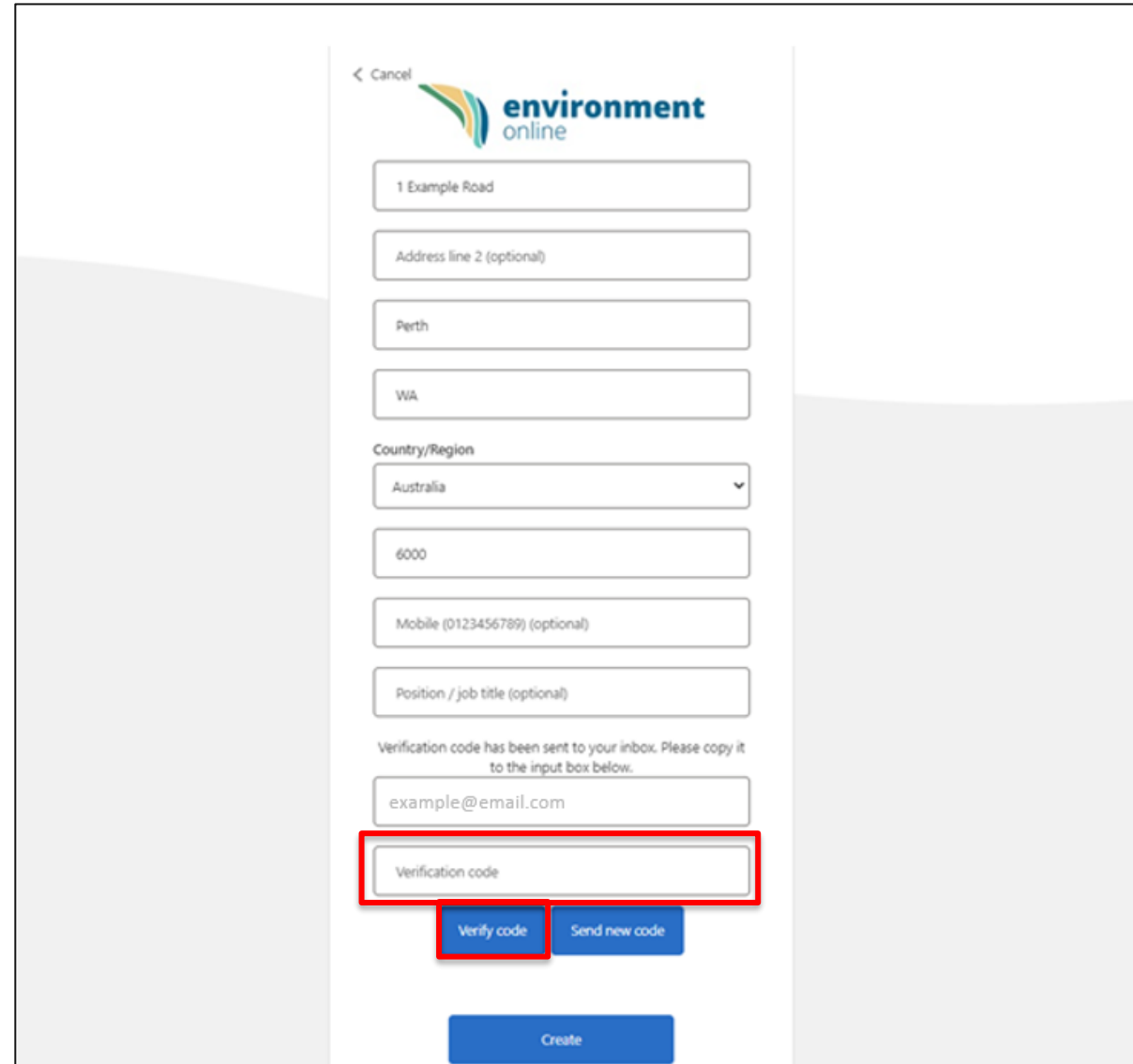
This message was sent from an unmonitored email address. Please do not reply to this message.

The 'environment online' logo is located in the bottom right corner of the email content area. It consists of a stylized graphic of three curved lines in shades of green and blue, followed by the text 'environment' in a bold, sans-serif font and 'online' in a smaller font below it.

Representing an entity

Enter the code in the **verification code box** and click **Verify code**

Note: Do not click the create button straight away as it takes a second or two for the code to be verified.

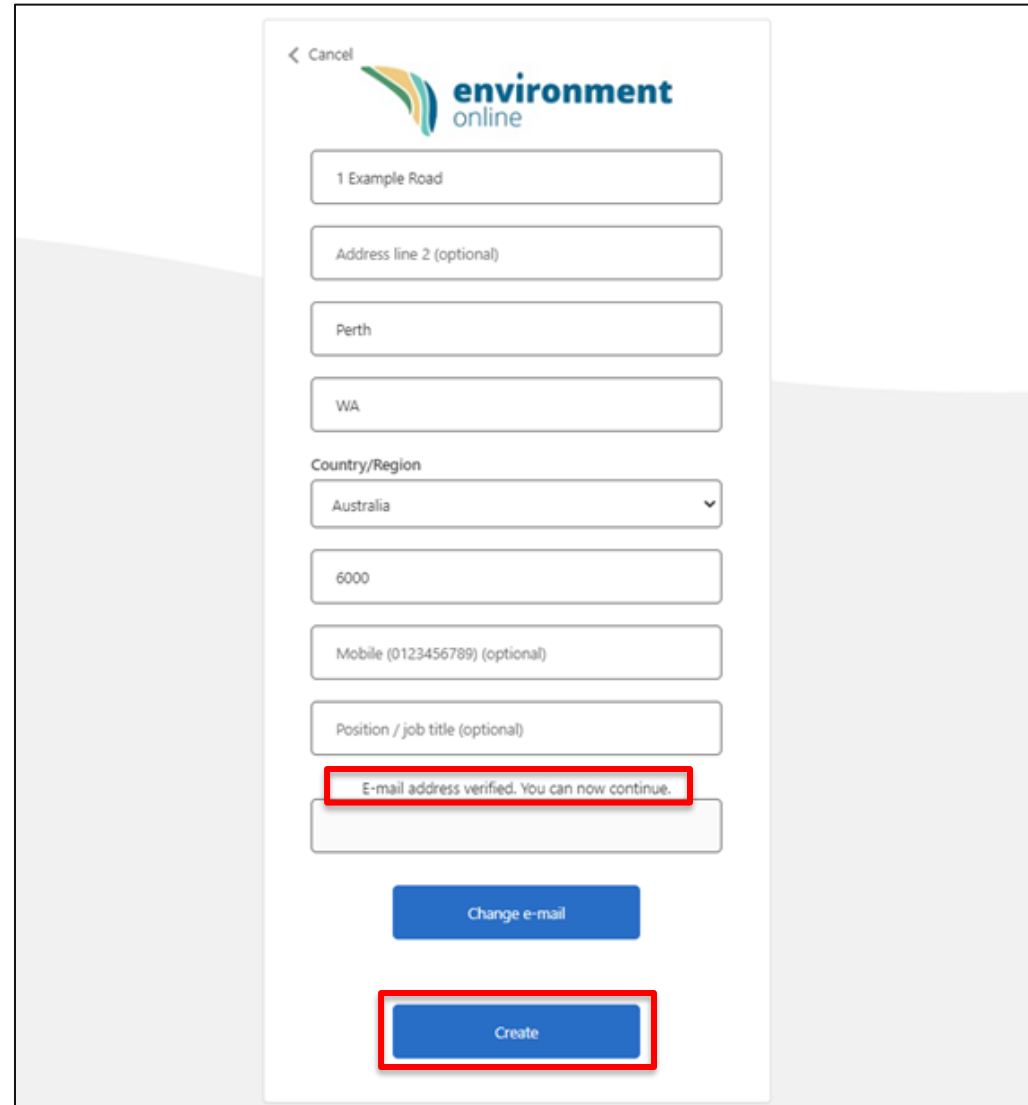


The screenshot shows a mobile registration form for 'environment online'. The form includes fields for address (1 Example Road), optional address line 2, city (Perth), state (WA), country/region (Australia), post code (6000), optional mobile number (0123456789), and optional position/job title. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below this is an email field containing 'example@email.com' and a 'Verification code' field, which is highlighted with a red border. At the bottom are three buttons: 'Verify code' (highlighted with a red border), 'Send new code', and 'Create'.

*This step is only for first time you log in

Representing an entity

Once the message changes to E-mail address verified, click Create



The screenshot shows a mobile registration form for 'environment online'. The form includes the following fields and elements:

- Cancel button (top left)
- environment online logo (top center)
- 1 Example Road (text input)
- Address line 2 (optional) (text input)
- Perth (text input)
- WA (text input)
- Country/Region dropdown menu (set to Australia)
- 6000 (text input)
- Mobile (0123456789) (optional) (text input)
- Position / job title (optional) (text input)
- E-mail address verified. You can now continue. (message box, highlighted with a red border)
- Change e-mail button (blue)
- Create button (blue, highlighted with a red border)

*This step is only for first time you log in

Representing an entity



You are now logged into Environment Online.

A screenshot of the 'My environment' user dashboard. The page has a white background with a blue header. The 'environment online' logo is in the top left, and navigation links for 'Home', 'My environment', 'Interactive map', and 'Get involved' are in the top right. The main heading 'My environment' is centered. Below it is a 'Welcome,' section with a table of user details. To the right are four action buttons: 'Make an enquiry', 'New application', 'Update profile', and 'New proposal'.

ROLE	EMAIL	PHONE
EO/ServiceAdministrator		

PARTY	ABN	ACN
	N/A	N/A

EO Support



Get Started Guide

Information about Environment Online including an overview of how to set up and log in to EO, and answers to frequently asked questions.

[Environment Online - Get started](#)



Guidance Materials

- Quick reference guides and articles
- Accessing EO - step by step guides
- Policies and procedures
- Can be viewed without logging in via [Environment Online](#)



Contact EO Support for

- Technical faults
- System issues or bugs
- WARAM access requests
- Microsoft Work Account login access
- Content updates
- Functionality enquiries
- Feedback



Submit an online enquiry

via [Environment Online](#)

Use the 'Enquire Online' button anytime. We will respond during office hours



Call us

Phone: 1800 161 176

Between 8.30am – 5pm Monday to Friday,
or leave a message after hours