Environment Online

Reference guide – set up and log in to Environment Online - using Your Email

20 June 2024

Government of **Western Australia**
Department of **Water and Environmental Regulation**

Summary

This reference guide outlines the process for people who want to log in to Environment Online, using **Your Email**. The processes within this guide are for individuals who manage their own environmental activities online or manage activities on behalf of another person or entity.

Note:

Individual users of the Your Email login method will have access to limited services on the platform. For example, they will be able to submit native vegetation clearing forms, but not interact with Environmental Protection Authority Environmental Impact Assessment applications. Additional functionality will be included for Your Email users as more services are brought into Environment Online.

If you are using the Your Email login method to represent another entity (person or organisation), that entity needs to have set up their own login (via Digital Identity, Microsoft Work Account, or Your Email login methods) and invite you to represent them through their Environment Online account. The services and activities that you will then be able to undertake will be determined by the entity that you have been authorised to represent.

For assistance with changing your profile details or password using Your Email, please refer to page 13 of this document.

Your Email

When creating your email and password account, you will be in control of the information you share with us. Mandatory fields include your name, address, and email.

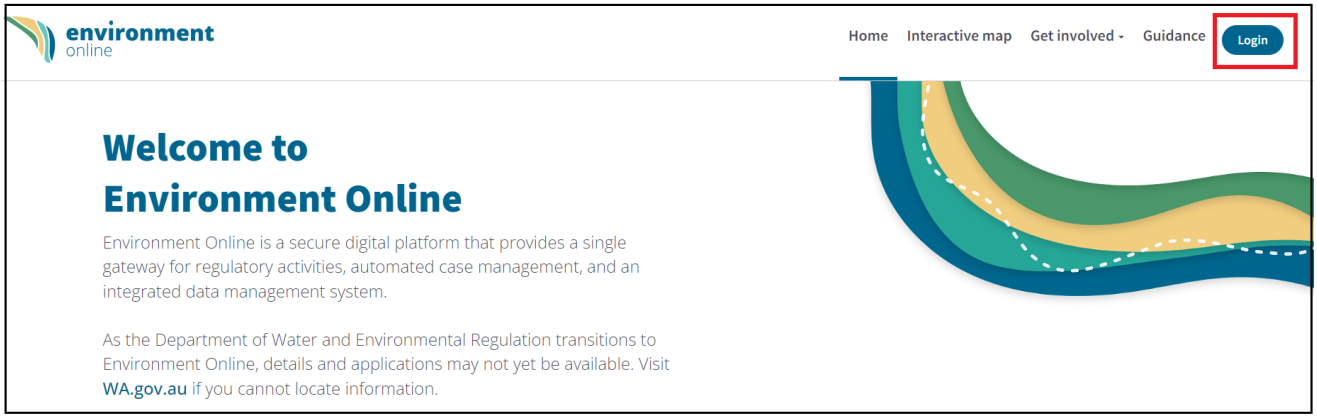
In accordance with best practice guidelines, logging in using Your Email uses multi-factor authentication (MFA) and a 16-character password to secure your account. Only a small amount of data is used to prove your identity.

Prerequisites

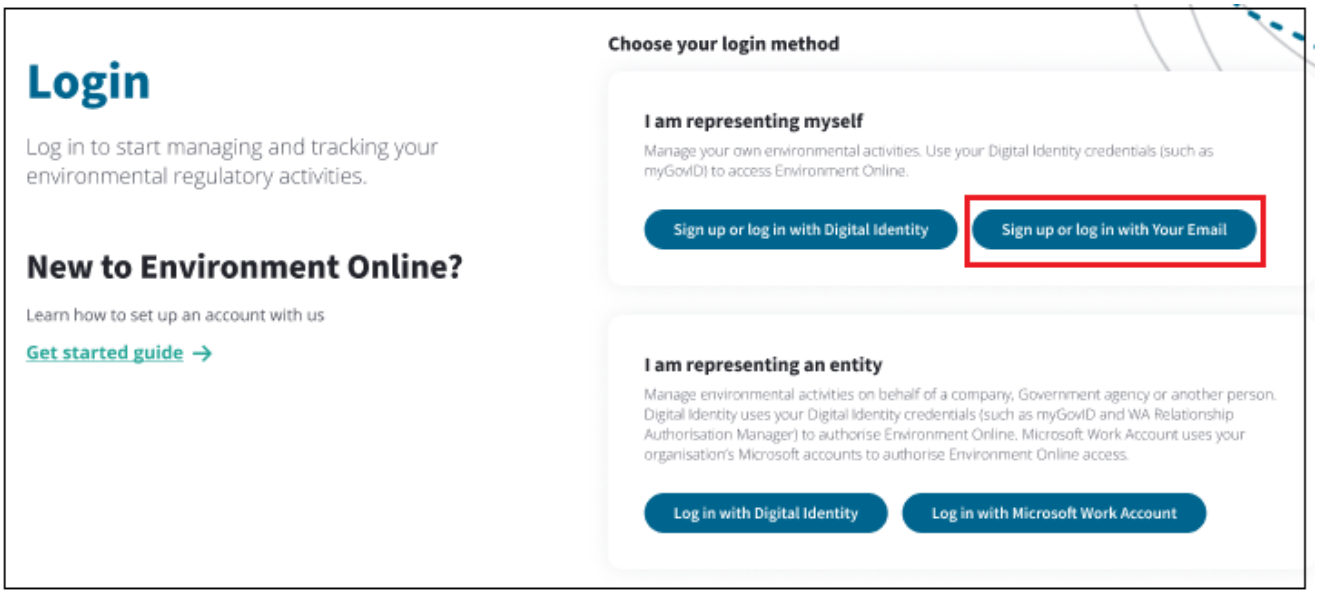
To log in to Environment Online, you will need a valid email address and either a mobile phone number for SMS based MFA or a smart device for installing an authenticator app.

Set up and log in to Environment Online using Your Email

1. Navigate to https://environmentonline.dwer.wa.gov.au/
2. Select the **Login** button

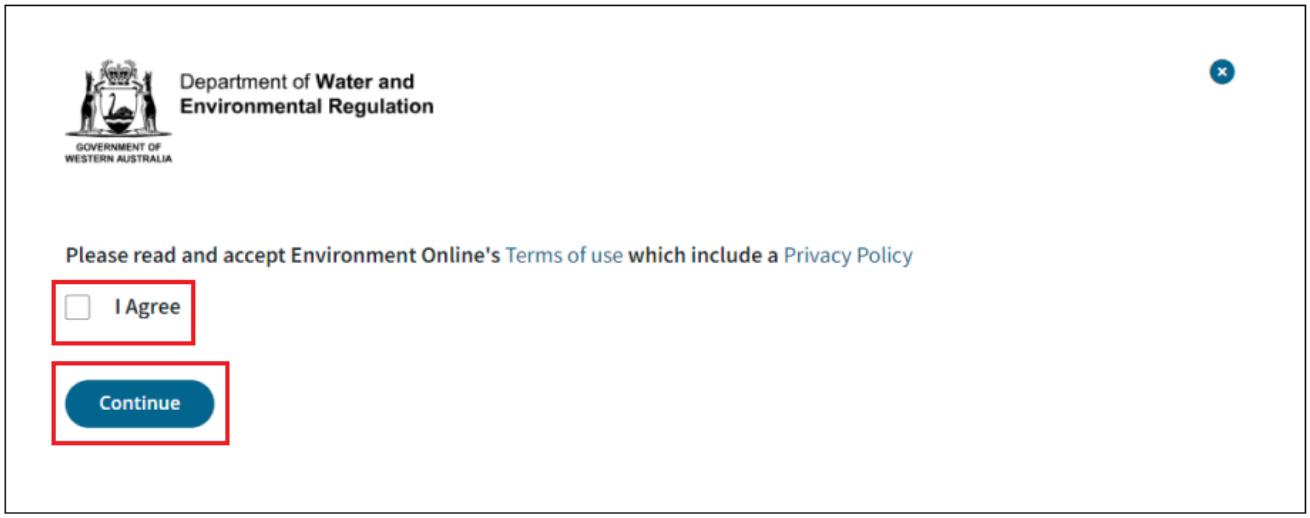


3. Scroll down the page to locate and select the **Sign up or log in with Your Email** button.

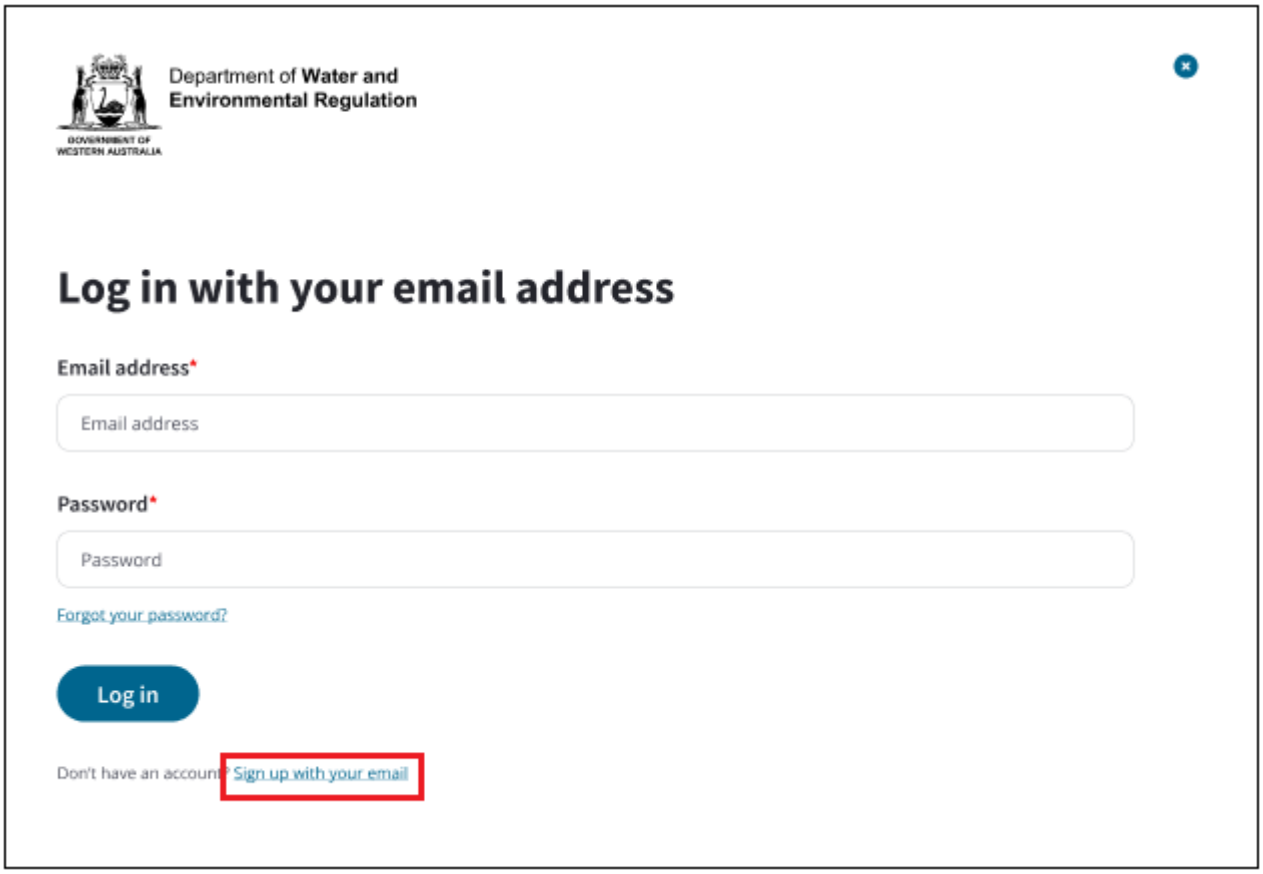


4. To begin, familiarise yourself with the **Terms of use** and **Privacy Policy**, choose the **I Agree** option, then select **Continue**.

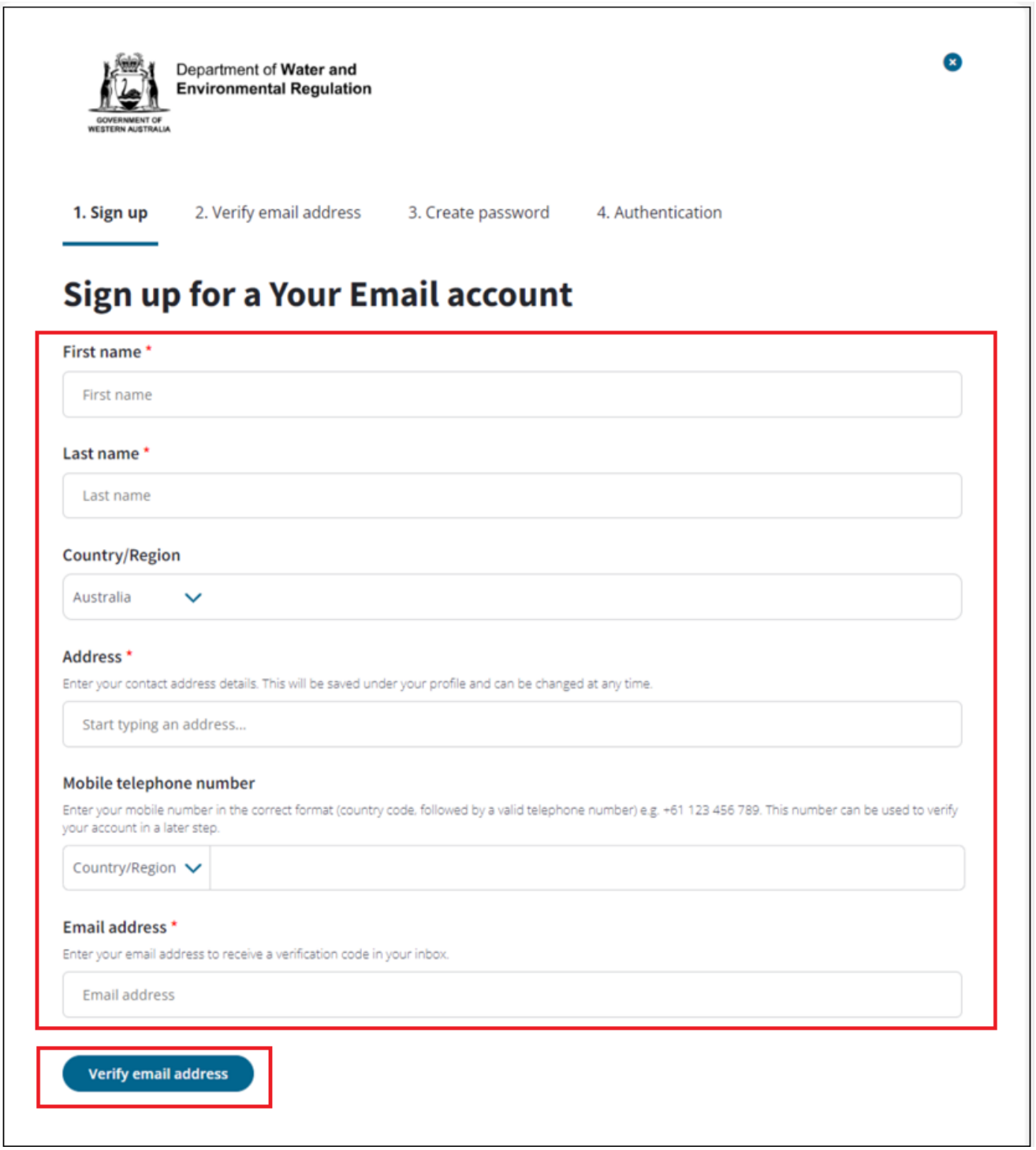
Note: To use Environment Online, you must accept the terms of use, including the privacy policy.



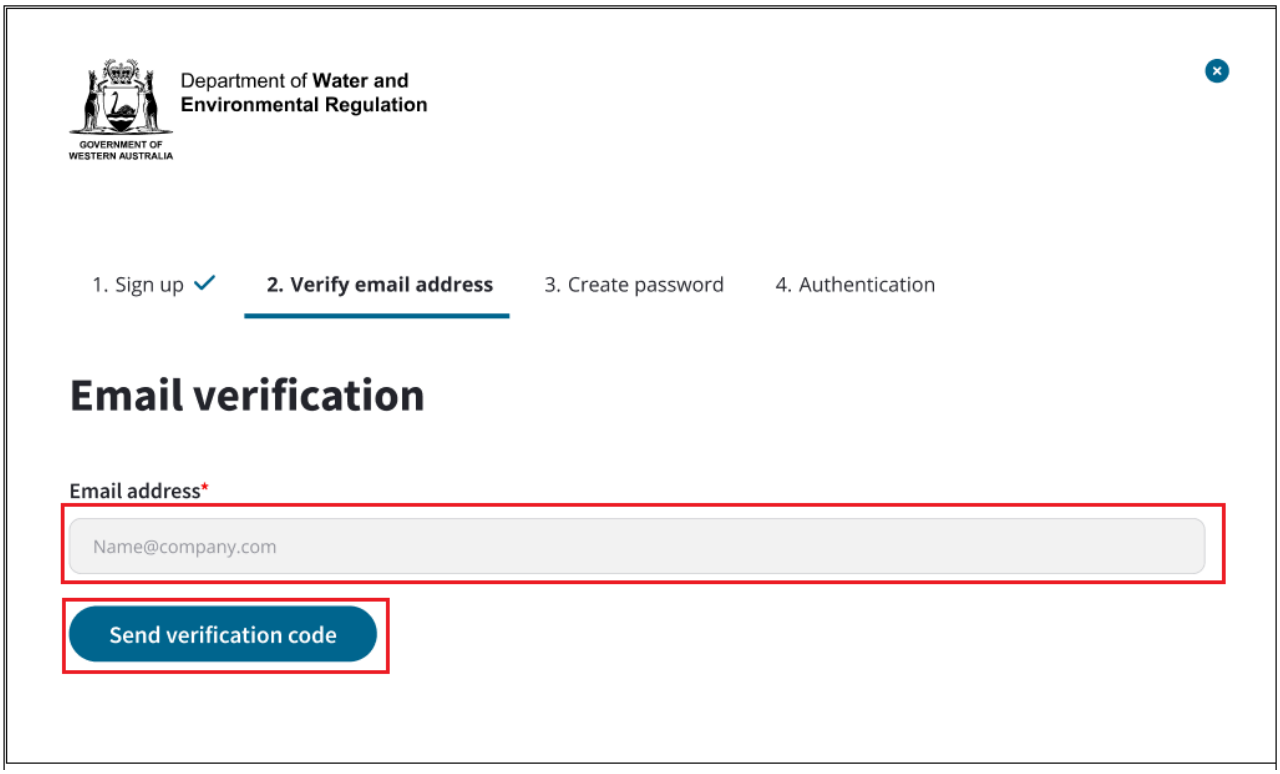
5. To set up a new account, click on the **Sign up with your email** link.



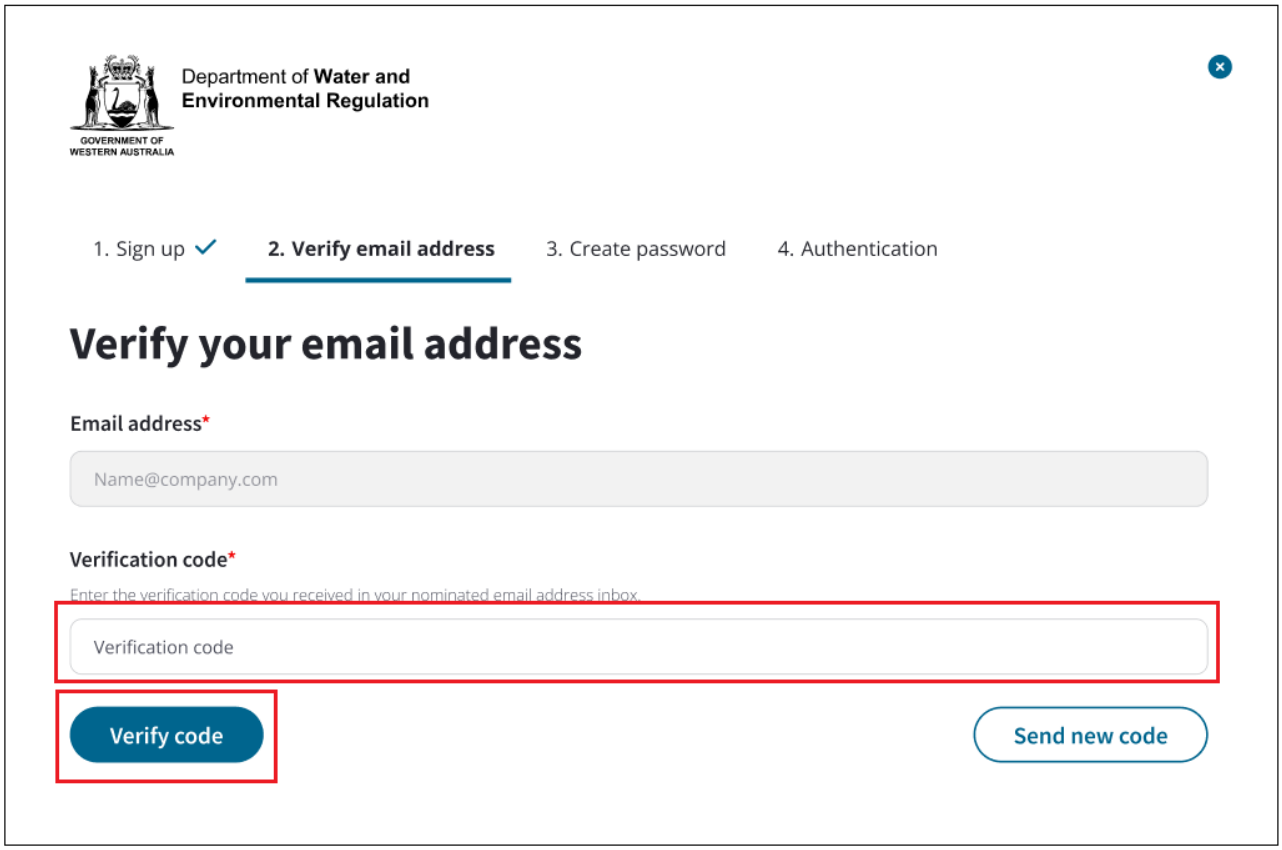
6. To sign up, enter the required details. Then select the **Verify email address** button.



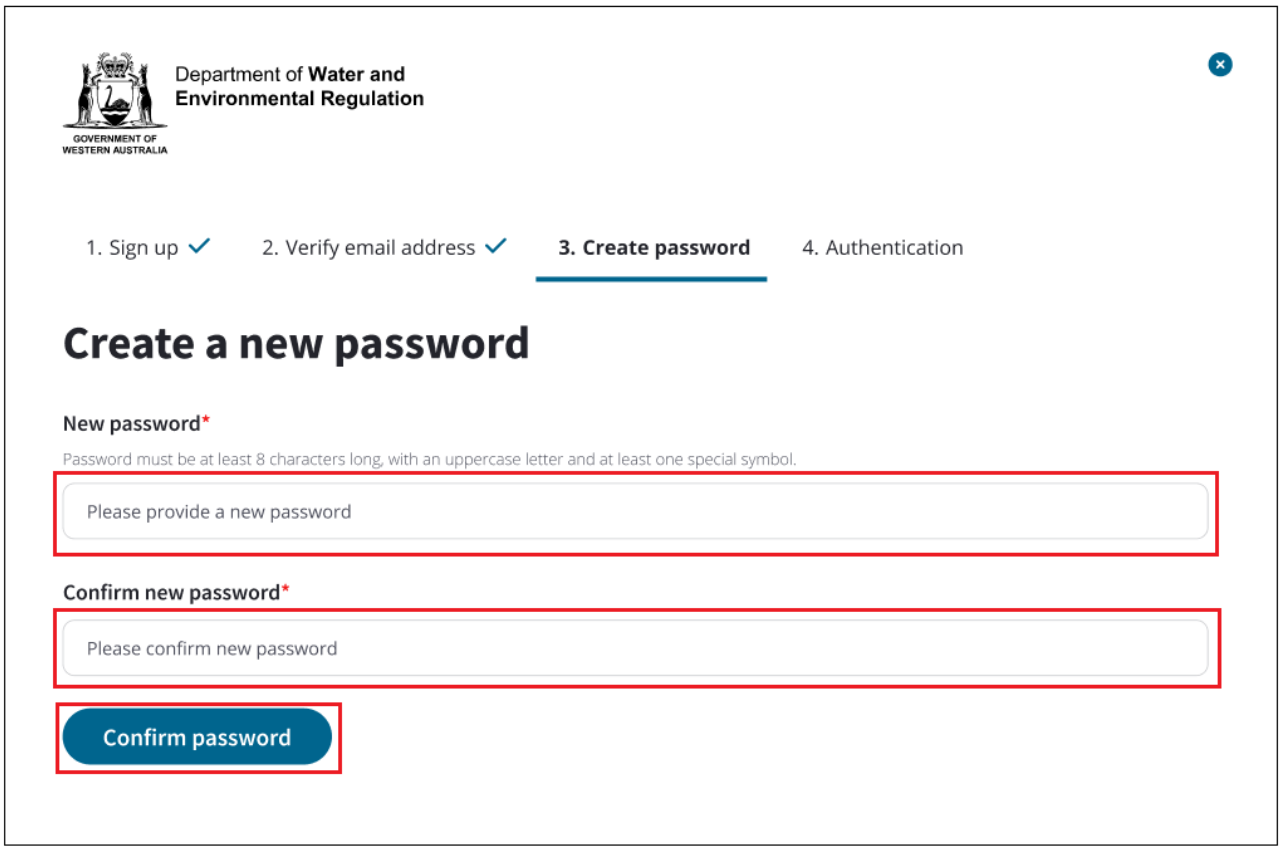
7. To verify that your email address is valid and correct, select the **Send verification code** button.



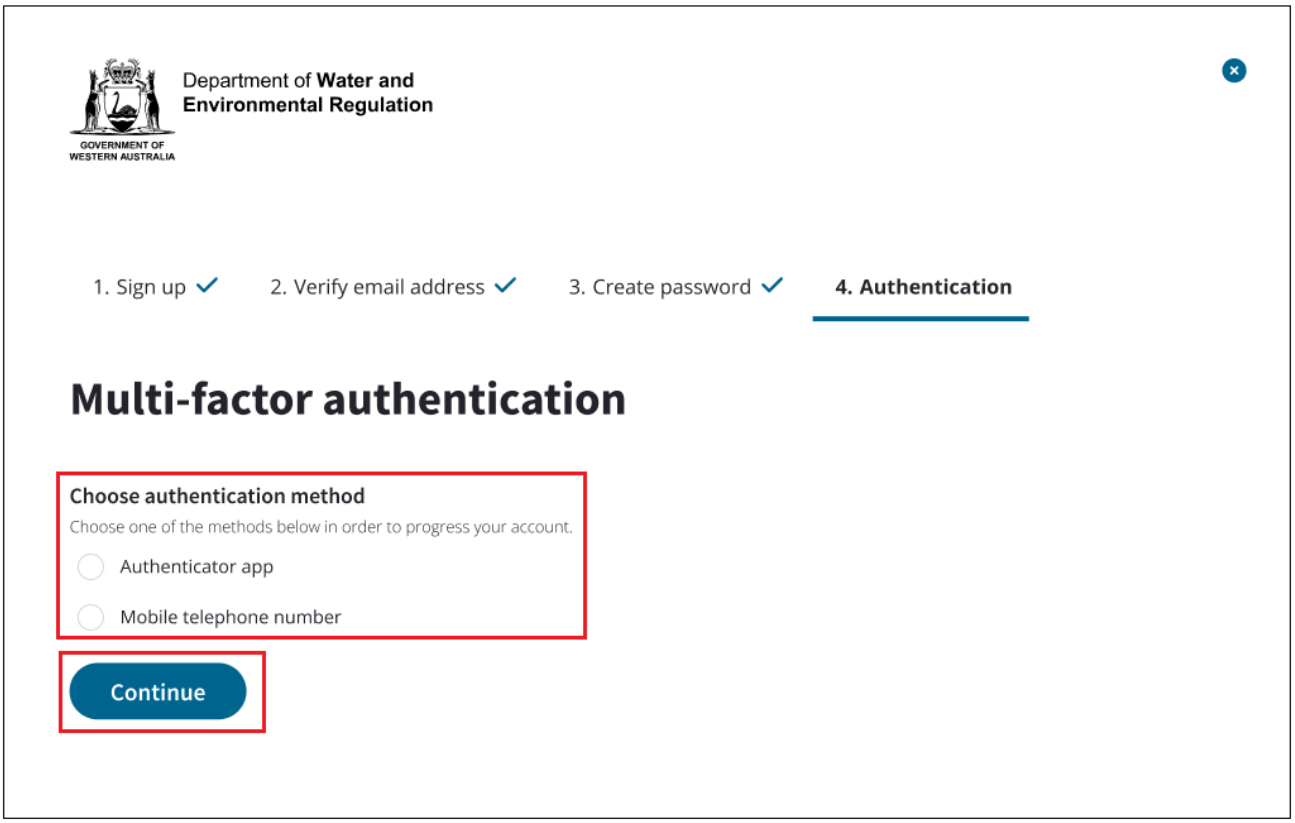
8. Enter the verification code you received in your nominated email account inbox. Select the **Verify code** button.



9. Create a password by entering it as a **New password** and **Confirm new password**. Then select the **Confirm password** button.

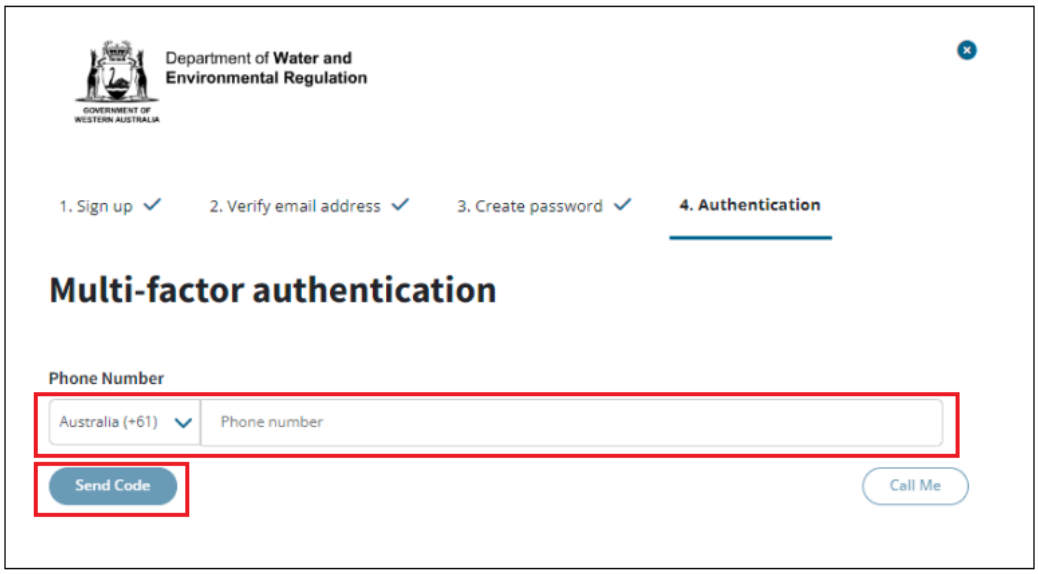


10. To set up **Multi-factor authentication** choose and click on either the **Authenticator app** or **Mobile telephone number** and then select the **Continue** button.

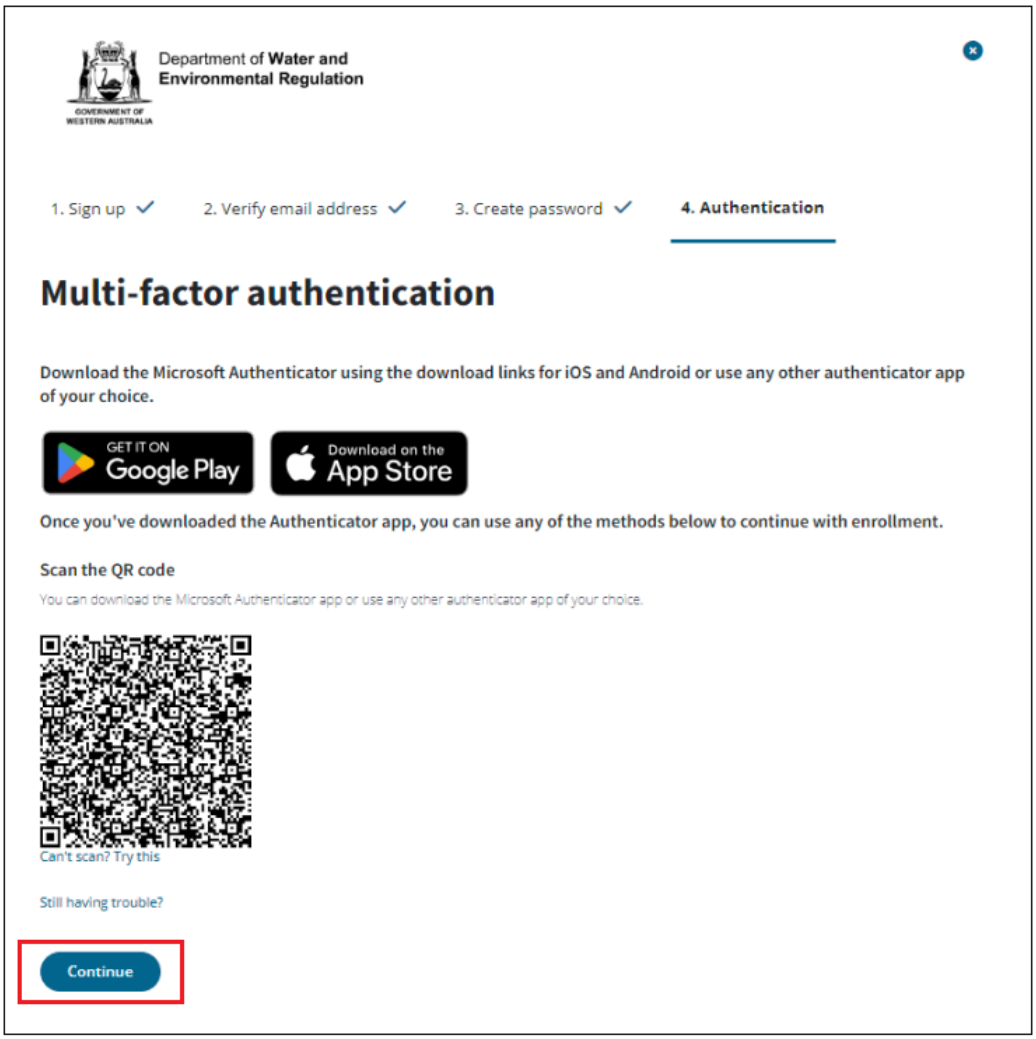


When you have chosen an authentication method you will see one of the two screens below.

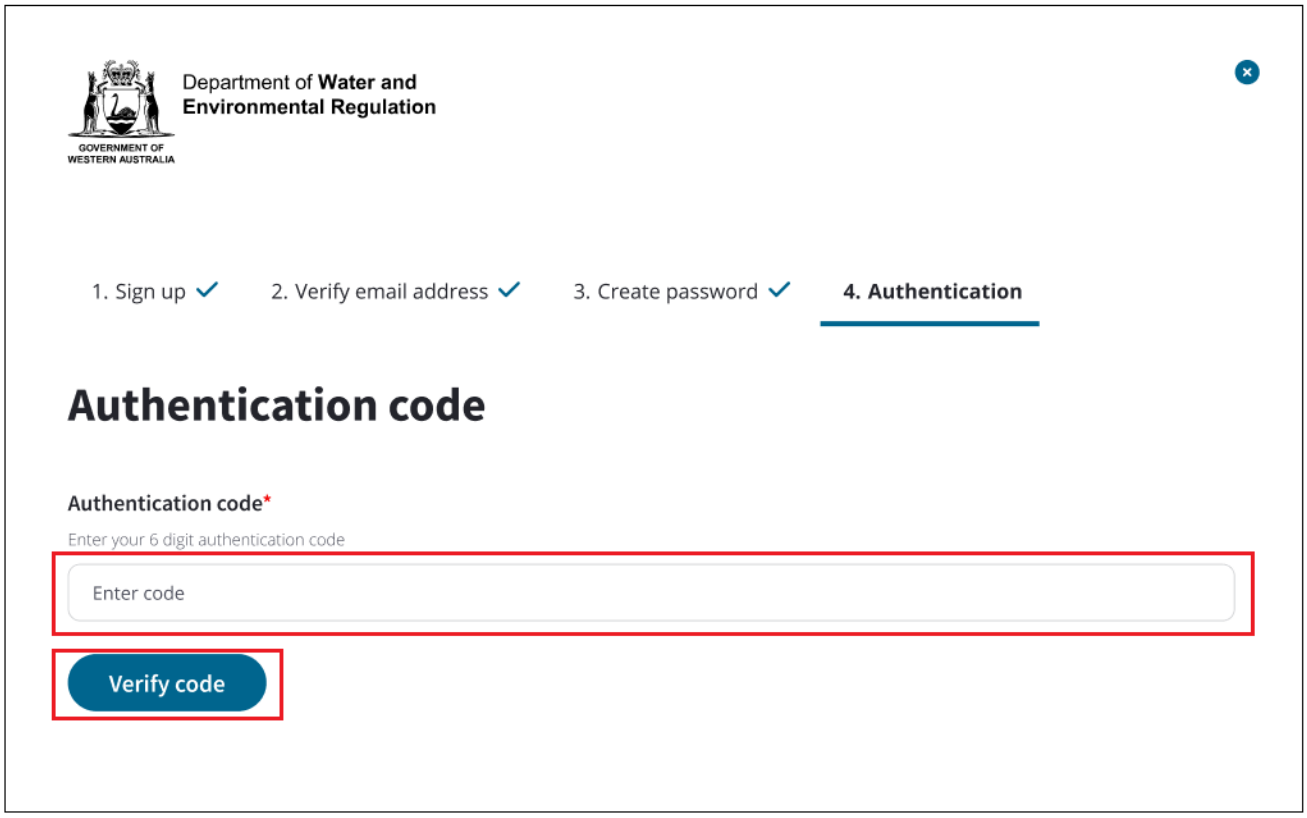
Screen for mobile phone SMS authentication:



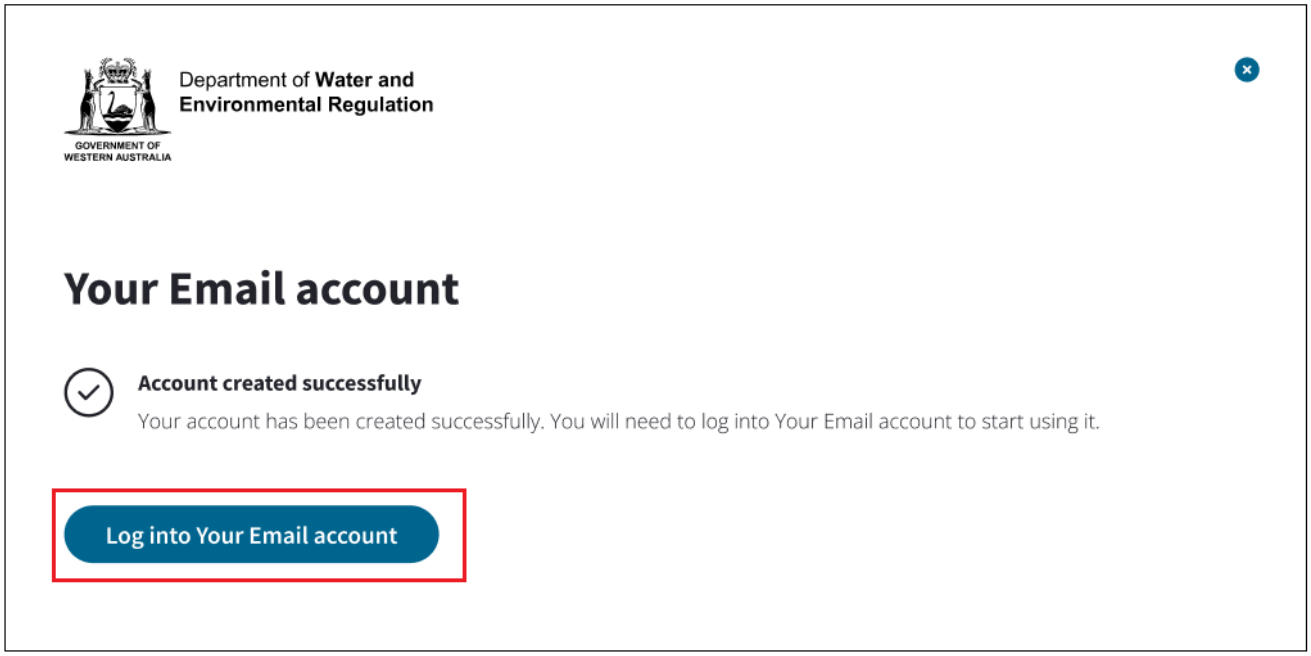
Screen for **Multi-factor authenticator** app:



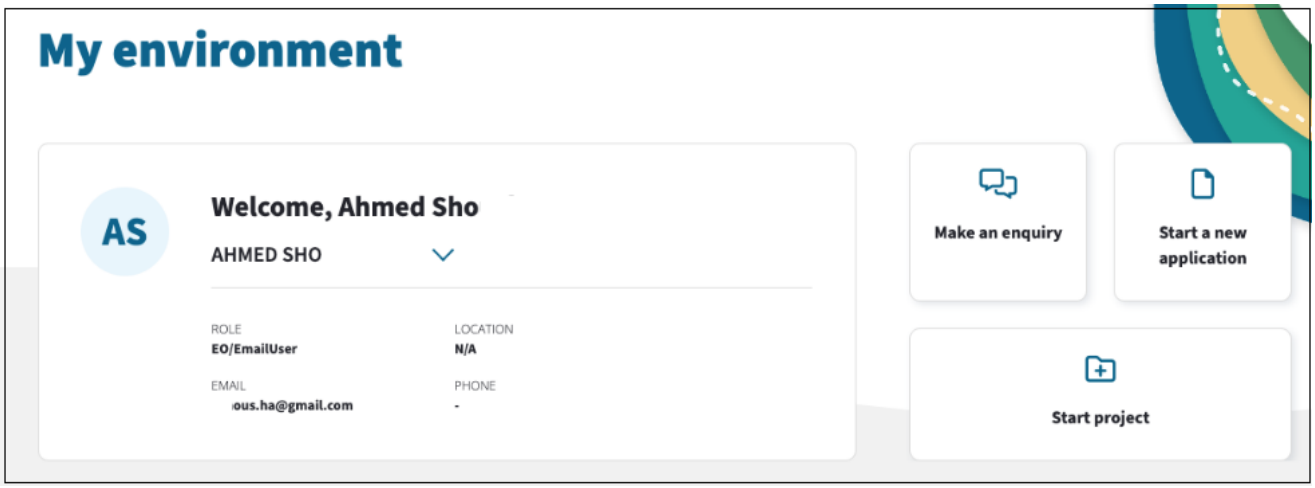
11. Obtain the **Authentication code** from your Authenticator app or Mobile telephone SMS, enter the code into the **Enter code** field, then select **Verify code**.



12. You will see this screen to show that your account has been created successfully. You may select **Log into Your Email account** to log in.

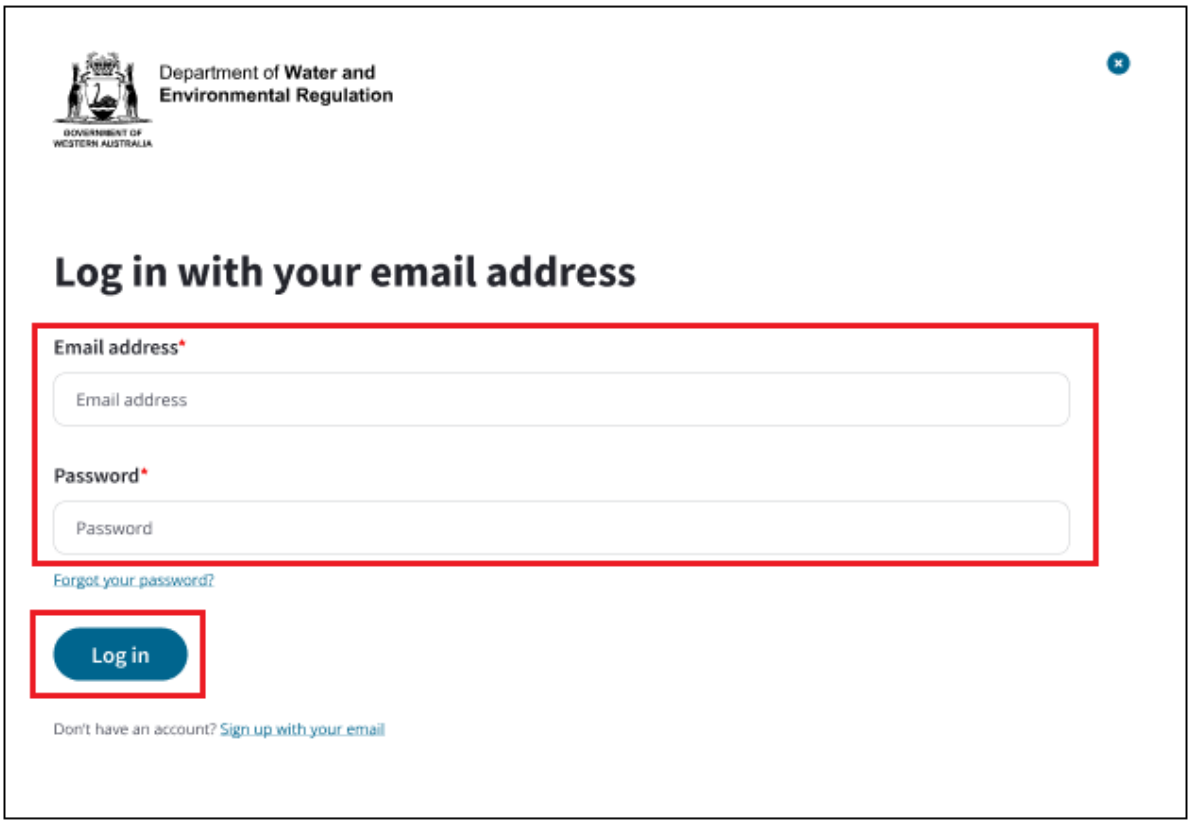


13. You will now be logged in to Environment Online.

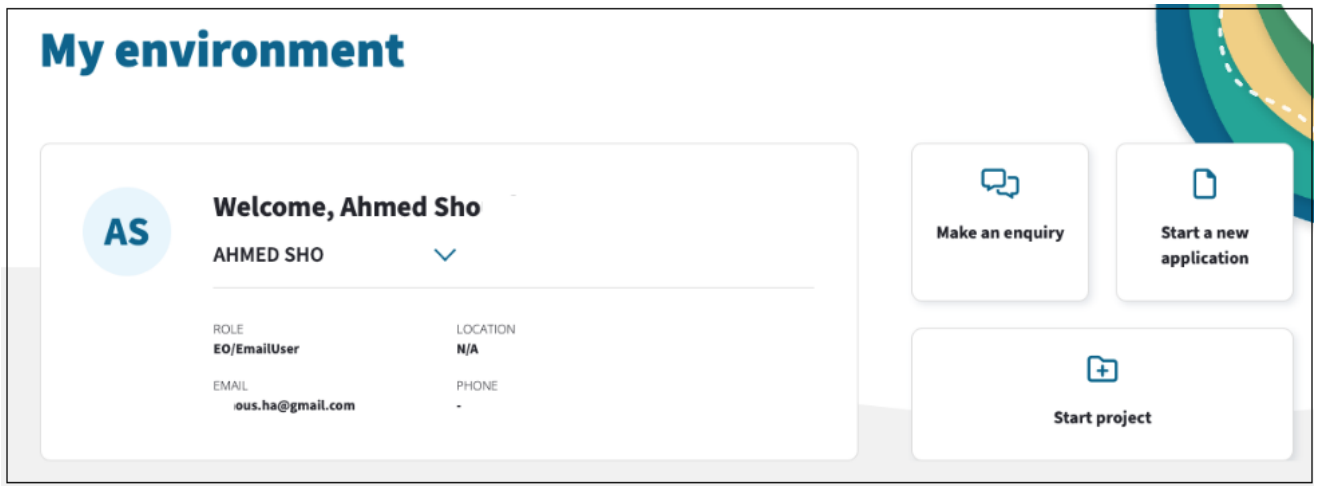


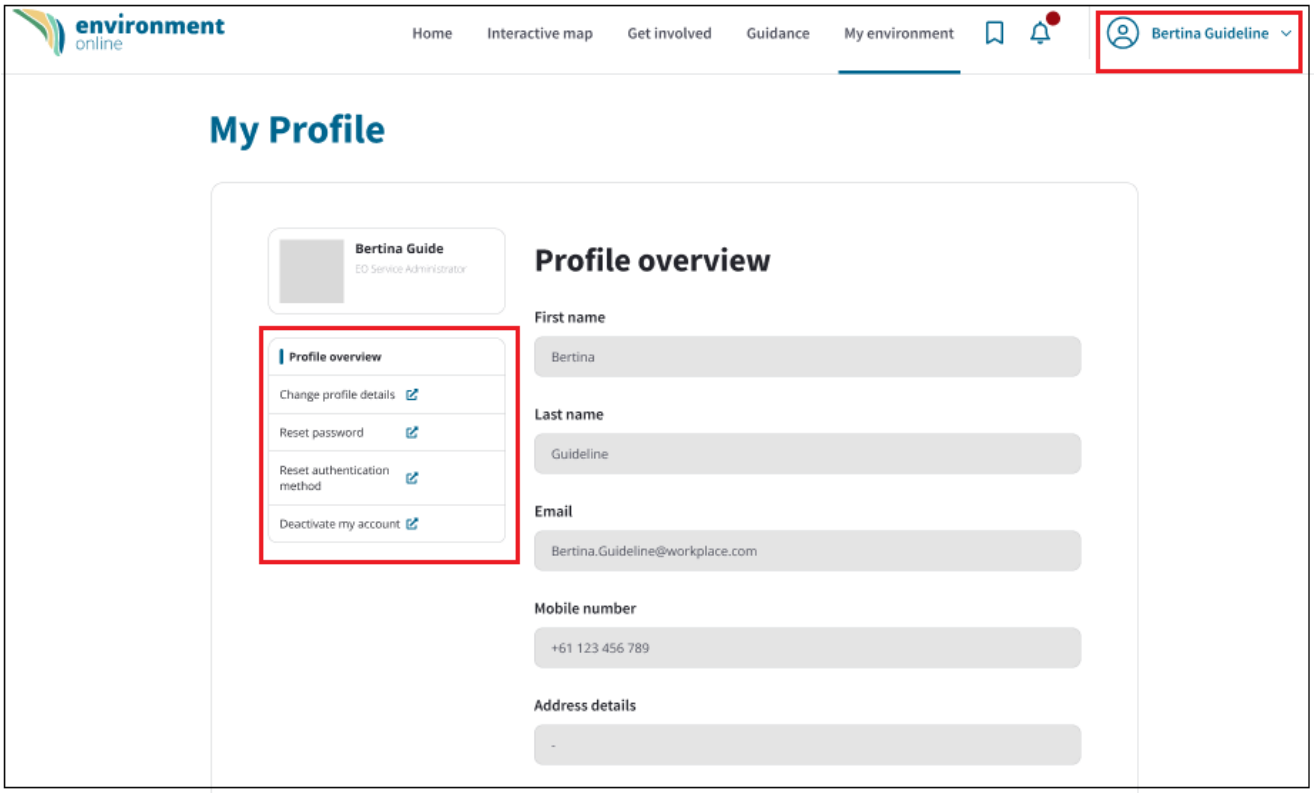
Log in to Environment Online using Your Email

1. Navigate to https://environmentonline.dwer.wa.gov.au/
2. Select the **Log in** button
3. Scroll down the page to locate and select the **Sign up or Log in with Your Email** button.
4. Enter your **Email address** and **Password**, then select the **Log in** button.



5. You will now be logged in to Environment Online.



Changing your profile details or password, using Your Email

1. While you are logged in, navigate to the dropdown in the top right-hand corner of the **My environment** page, and choose **My profile**.
2. You may now:
   - Change your profile details
   - Reset your password
   - Reset your authentication method
   - Deactivate your account.
3. Select from these options and follow the prompts in subsequent screens to complete your chosen action.