

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.

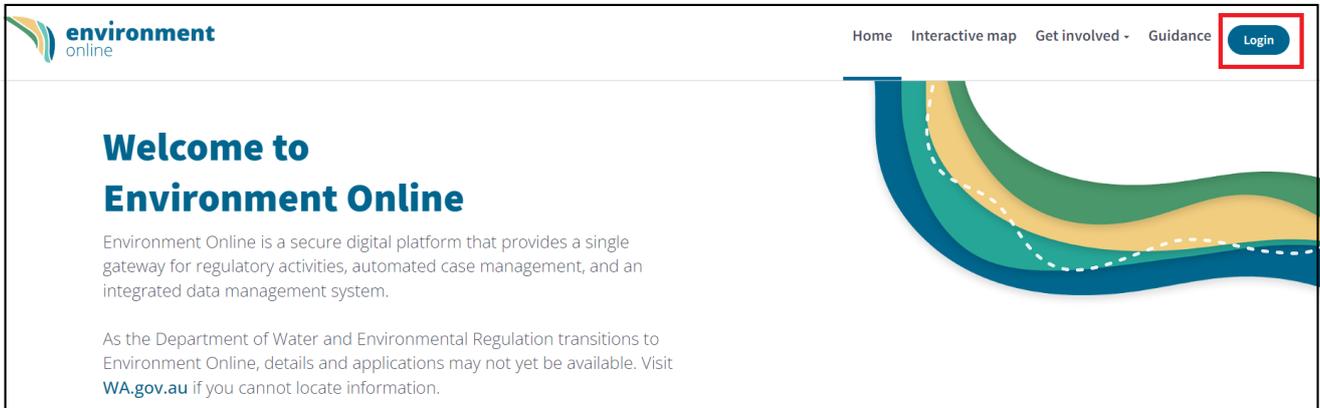
In accordance with best practice guidelines, logging in using Your Email uses multi-factor authentication (MFA) and a 16-character password to secure your account. Only a small amount of data is used to prove your identity.

Prerequisites

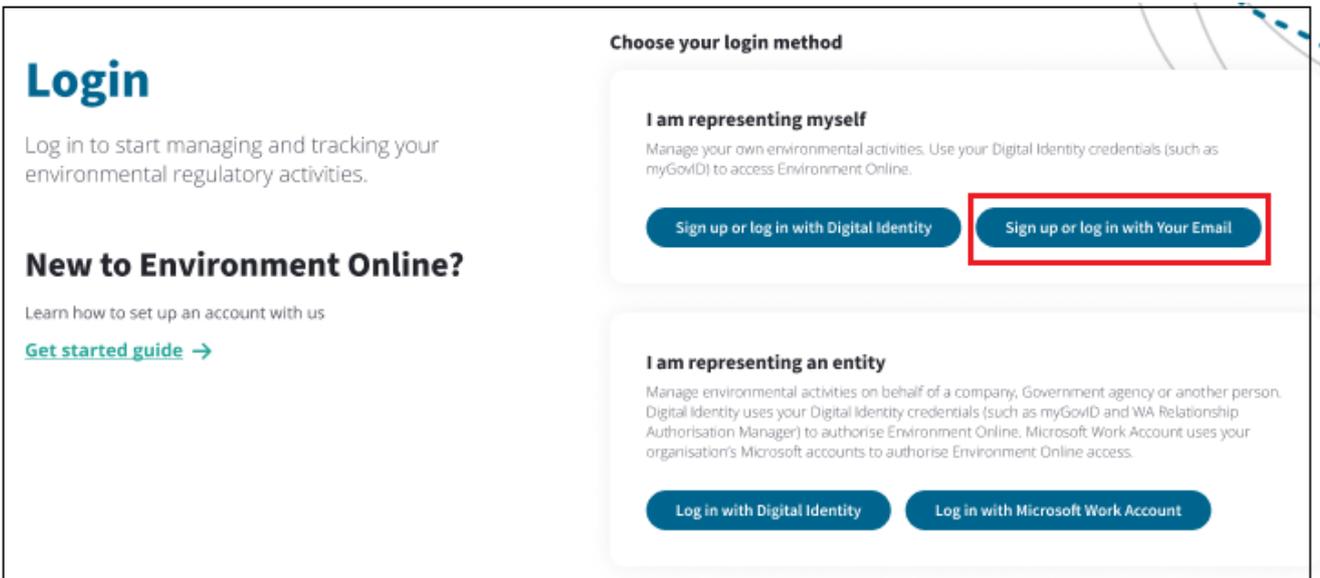
To log in to Environment Online, you will need a valid email address and either a mobile phone number for SMS based MFA or a smart device for installing an authenticator app.

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

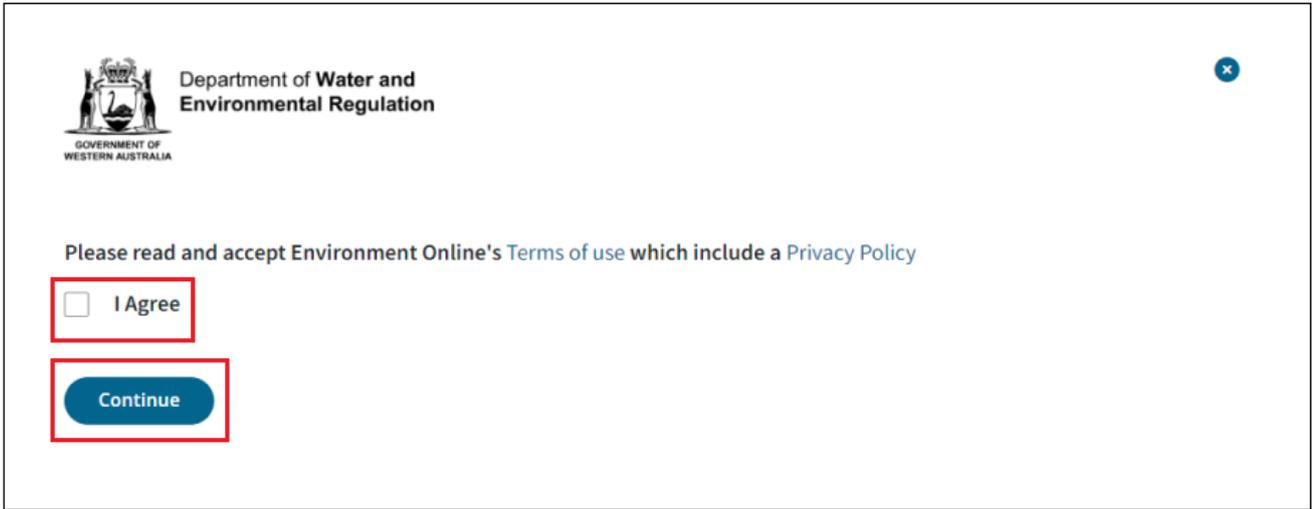


3. Scroll down the page to locate and select the **Sign up or log in with Your Email** button.



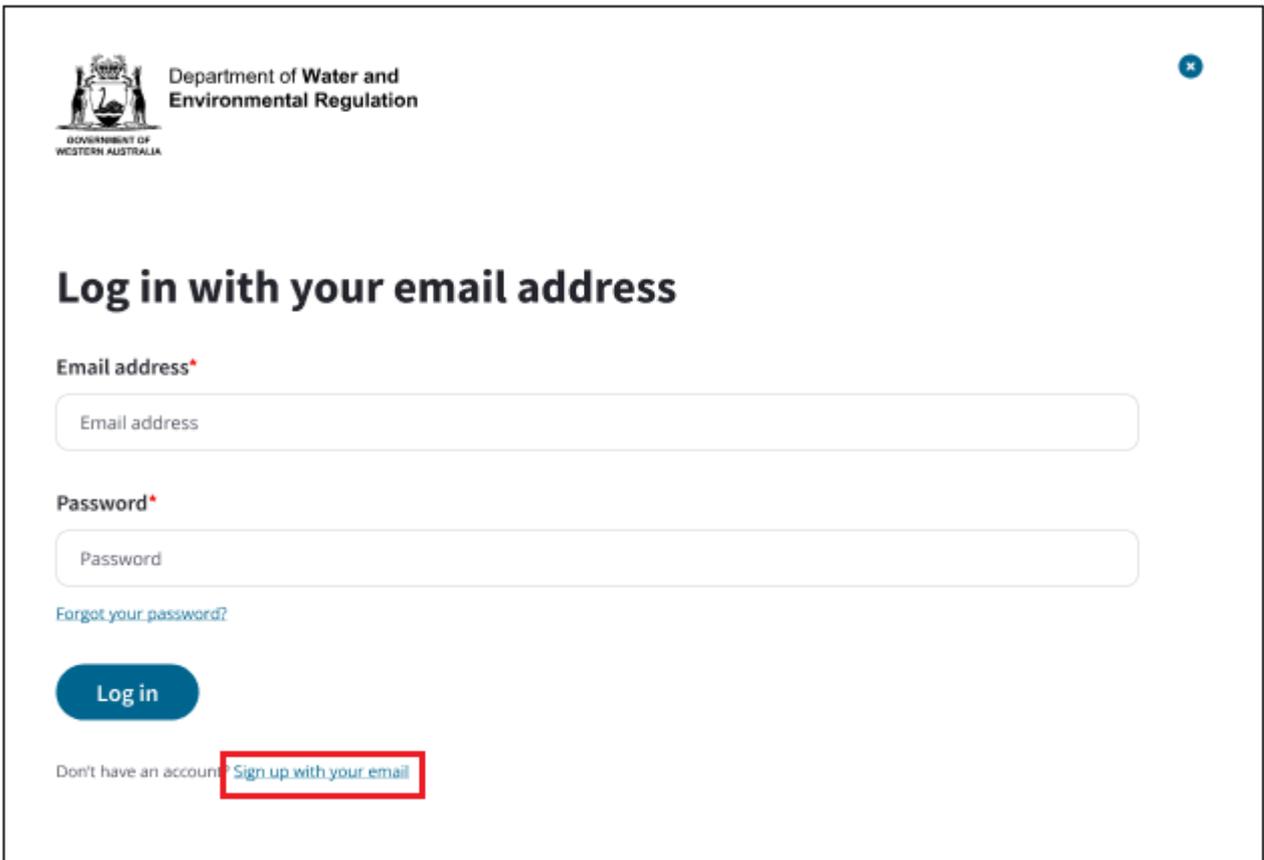
- To begin, familiarise yourself with the **Terms of use** and **Privacy Policy**, choose the **I Agree** option, then select **Continue**.

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



The screenshot shows the top of a web page for the Department of Water and Environmental Regulation, Government of Western Australia. The page title is "Please read and accept Environment Online's Terms of use which include a Privacy Policy". There is a checkbox labeled "I Agree" and a blue "Continue" button. Both the checkbox and the button are highlighted with red boxes.

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



The screenshot shows the login page for Environment Online. The page title is "Log in with your email address". There are two input fields: "Email address*" and "Password*". Below the password field is a link "Forgot your password?". There is a blue "Log in" button. At the bottom, there is a link "Sign up with your email" which is highlighted with a red box.

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



Department of Water and Environmental Regulation

1. Sign up 2. Verify email address 3. Create password 4. Authentication

Sign up for a Your Email account

First name *

Last name *

Country/Region

Verify email address

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

The screenshot shows the 'Email verification' step of a registration process. At the top left is the logo of the Government of Western Australia, Department of Water and Environmental Regulation. A progress bar below the logo shows four steps: '1. Sign up' with a checkmark, '2. Verify email address' which is underlined and highlighted, '3. Create password', and '4. Authentication'. The main heading is 'Email verification'. Below it is a form with a label 'Email address*' and a text input field containing 'Name@company.com'. A blue button labeled 'Send verification code' is positioned below the input field. A red box highlights the input field and the button.

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

The screenshot shows the 'Verify your email address' step of a registration process. At the top left is the logo of the Government of Western Australia, Department of Water and Environmental Regulation. A progress bar below the logo shows four steps: '1. Sign up' with a checkmark, '2. Verify email address' which is underlined and highlighted, '3. Create password', and '4. Authentication'. The main heading is 'Verify your email address'. Below it is a form with a label 'Email address*' and a text input field containing 'Name@company.com'. Below that is a label 'Verification code*' and a smaller text instruction: 'Enter the verification code you received in your nominated email address inbox.' Below this is a text input field for the verification code. At the bottom left is a blue button labeled 'Verify code', and at the bottom right is a blue button labeled 'Send new code'. A red box highlights the verification code input field and 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.



Department of **Water and Environmental Regulation**

1. Sign up ✓ 2. Verify email address ✓ **3. Create password** 4. Authentication

Create a new password

New password*
Password must be at least 8 characters long, with an uppercase letter and at least one special symbol.

Confirm new password*

Confirm password

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.

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1. Sign up ✓ 2. Verify email address ✓ 3. Create password ✓ **4. Authentication**

Multi-factor authentication

Choose authentication method
Choose one of the methods below in order to progress your account.

Authenticator app

Mobile telephone number

Continue

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

Screen for mobile phone SMS authentication:

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GOVERNMENT OF WESTERN AUSTRALIA

1. Sign up ✓ 2. Verify email address ✓ 3. Create password ✓ **4. Authentication**

Multi-factor authentication

Phone Number

Australia (+61) Phone number

Send Code Call Me

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



Department of Water and Environmental Regulation

1. Sign up ✓ 2. Verify email address ✓ 3. Create password ✓ **4. Authentication**

Multi-factor authentication

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

You can download the Microsoft Authenticator app or use any other authenticator app of your choice.

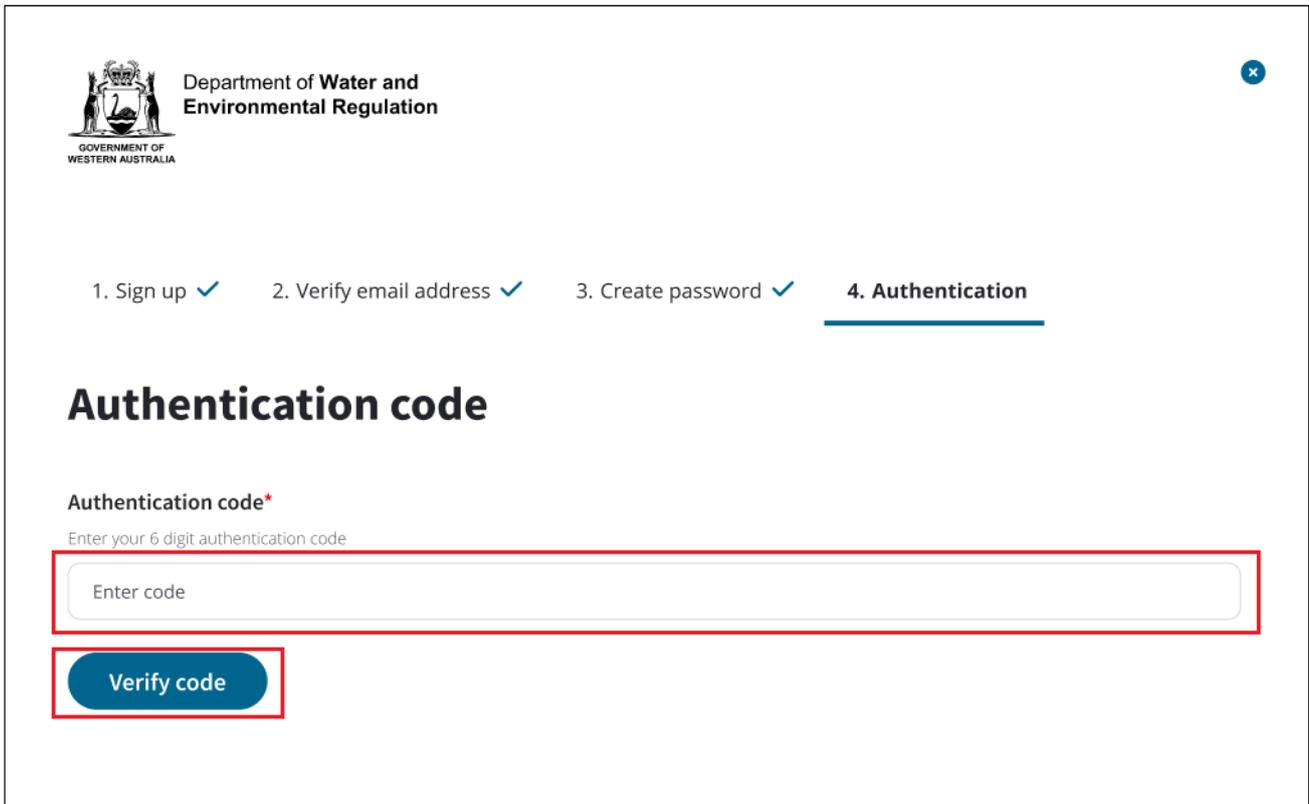


Can't scan? Try this

Still having trouble?

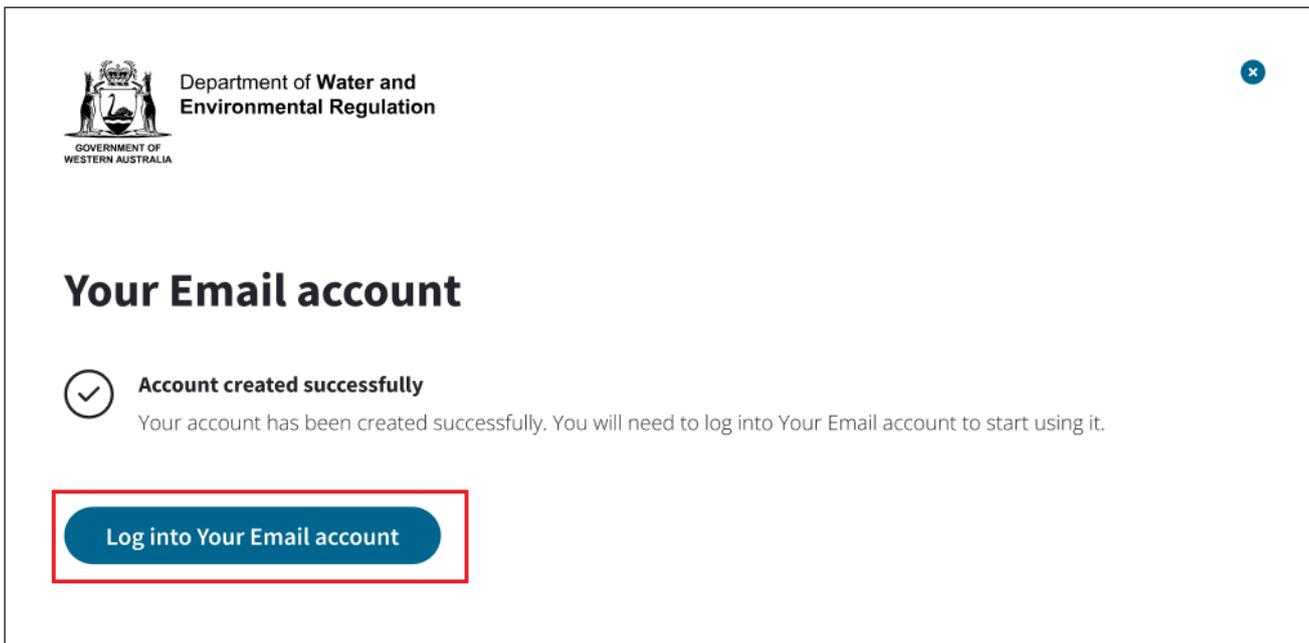
[Continue](#)

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**.



The screenshot shows the 'Authentication code' screen from the Department of Water and Environmental Regulation. At the top left is the logo of the Government of Western Australia. To its right is the text 'Department of Water and Environmental Regulation'. In the top right corner, there is a blue 'x' icon. Below the logo, there are four steps: '1. Sign up ✓', '2. Verify email address ✓', '3. Create password ✓', and '4. Authentication', which is underlined. The main heading is 'Authentication code'. Below it, the text 'Authentication code*' is followed by 'Enter your 6 digit authentication code'. A red box highlights the 'Enter code' input field. Below the input field is a blue button with the text 'Verify code', also highlighted with a red box.

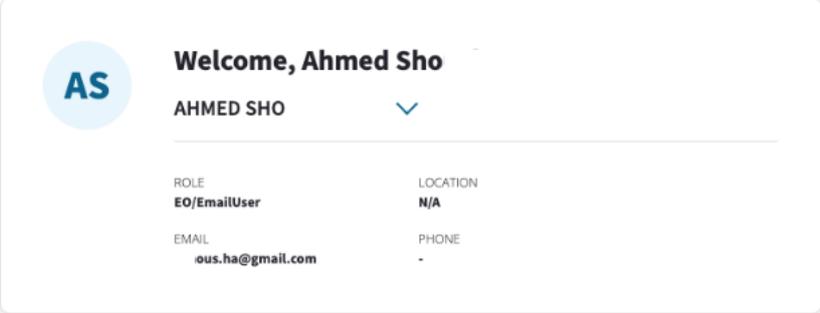
12. You will see this screen to show that your account has been created successfully. You may select **Log into Your Email account** to log in.



The screenshot shows the 'Your Email account' screen from the Department of Water and Environmental Regulation. At the top left is the logo of the Government of Western Australia. To its right is the text 'Department of Water and Environmental Regulation'. In the top right corner, there is a blue 'x' icon. Below the logo, the main heading is 'Your Email account'. Underneath, there is a green checkmark icon followed by the text 'Account created successfully'. Below this, it says 'Your account has been created successfully. You will need to log into Your Email account to start using it.' At the bottom, there is a blue button with the text 'Log into Your Email account', highlighted with a red box.

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

My environment



AS

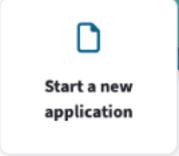
Welcome, Ahmed Sho

AHMED SHO

ROLE	LOCATION
EO/EmailUser	N/A
EMAIL	PHONE
ous.ha@gmail.com	-



Make an enquiry



Start a new application



Start project

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.

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Log in with your email address

Email address*

Email address

Password*

Password

[Forgot your password?](#)

Log in

Don't have an account? [Sign up with your email](#)

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

My environment

AS Welcome, Ahmed Sho

AHMED SHO

ROLE	LOCATION
EO/EmailUser	N/A
EMAIL	PHONE
ous.ha@gmail.com	-

Make an enquiry

Start a new application

Start project

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.

The screenshot displays the 'My Profile' page. At the top, the 'environment online' logo is on the left, and navigation links for 'Home', 'Interactive map', 'Get involved', 'Guidance', and 'My environment' are in the center. On the right, there are icons for a bookmark, a notification, and a user profile dropdown labeled 'Bertina Guideline'. The main content area is titled 'My Profile' and features a 'Profile overview' section. On the left, a sidebar menu is highlighted with a red box, showing 'Profile overview' as the active item, with sub-options: 'Change profile details', 'Reset password', 'Reset authentication method', and 'Deactivate my account'. The main profile area shows fields for 'First name' (Bertina), 'Last name' (Guideline), 'Email' (Bertina.Guideline@workplace.com), 'Mobile number' (+61 123 456 789), and 'Address details' (-). A second red box highlights the 'Bertina Guideline' dropdown in the top right navigation bar.

