

Environment Online

Get Started Guide





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Support for Environment Online

- Call or enquire online to access [support for EO](#)

Benefits of using Environment Online:

- A secure digital platform that will eventually provide a single gateway for all water and environmental regulatory activities for all users.
- Further functionality will be built and delivered progressively based on customer feedback and business needs.

The recommended Operating Systems and Browsers are:

- Windows 10 or later
- macOS 10.13 or later
- iOS 13 or later
- Android 10 or later
- Chrome
- Edge
- Firefox
- Safari

What can you do without logging in?



Member of the public

Person who doesn't log in and can access public information and submit an enquiry.

Get started right now:

Access Environment Online here environmentonline.dwer.wa.gov.au

Without logging in to Environment Online individuals can access a range of information and functionality:

- Create and submit an enquiry.
- Use the interactive mapping tool.
- View all the publicly available information (projects, proposals, applications, attachments, decisions, stage of assessment, location, report and recommendations).
- View guidelines and supporting material in the knowledge base.

Login access methods – your options



Login method	Purpose	Activities that can be undertaken	Requirements	Suitable for	More information
Microsoft Work Account	<ul style="list-style-type: none"> Represent your organisation/entity 	All services: <ul style="list-style-type: none"> Environmental Impact Assessment Native Vegetation regulation 	Your organisation's Microsoft Azure Active Directory credentials	Med-large organisations where all potential EO users will have a login email address for that organisation	Set up – Representing an entity using Microsoft Work Account Login
Digital Identity (for individuals)	<ul style="list-style-type: none"> Represent yourself 	All services: <ul style="list-style-type: none"> Environmental Impact Assessment Native Vegetation regulation 	A myGovID Digital Identity	Individuals representing themselves (not an organisation)	Set up and log in to EO - Representing myself - using Digital Identity
Digital Identity (for entities)	<ul style="list-style-type: none"> Represent an entity (an organisation or another person) 	All services: <ul style="list-style-type: none"> Environmental Impact Assessment Native Vegetation regulation 	A myGovID Digital identity, and a WARAM authorisation	Entities wanting to manage authorisations using the WARAM and myGovID accounts	Set up and log in - Representing an entity using Digital Identity
Your Email (for individuals)	<ul style="list-style-type: none"> Represent yourself 	Limited services: <ul style="list-style-type: none"> Native Vegetation regulation 	A valid email address and either a mobile phone number for SMS based Multi-factor Authentication or a smart device for installing an authenticator app	Individuals or small organisations such as sole traders needing only a single EO user login with access to limited services	Set up and log in to Environment Online - using Your Email
Your Email (representing another entity)	<ul style="list-style-type: none"> Represent another entity (an organisation or another person) 	Services determined by the entity that you have been authorised to represent.	A valid email address and either a mobile phone number for SMS based MFA or a smart device for installing an authenticator app	Consultants or assistants who have been invited to act on behalf of another entity which logged in using any of the above login methods	Set up and log in to Environment Online - using Your Email

What actions can the different EO login roles undertake?



	Digital Identity or Microsoft Work Account - Service Administrator	Digital Identity or Microsoft Work Account - Service User	Your Email login User – primary individual user	Your Email login – invited/ authorised representative
Invite others to represent the entity, and create, view, update and delete project access	√		√	
Create, view and update profiles and party profiles	√	√ (1)	√	√ (1)
Create and view enquiries, receive alerts and notifications addressed to me, view knowledge base	√	√	√	√
Create projects	√	√	√	√
View projects, proposals, applications and confidential attachments Update projects, proposals, applications and confidential attachments in an application or project before submission Delete projects if associated proposals and applications are in draft Delete proposals and applications if draft (once submitted must withdraw) Delete confidential attachments in an application or project prior to submission View dashboard including tasks and notifications NB: Proposals are only applicable to Environmental Impact Assessment	√	√ (2)	√	√ (2)
Create Prereferral meetings (3) View and update requests for information (3)	√	√		√ (4)

Notes:

- (1) Only for my own profile
- (2) Only for projects I created or an authorised for
- (3) Only applicable to Environmental Impact Assessment
- (4) Only if authorised by a Digital Identity or Microsoft Work Account service administrator. The role of this user is then elevated to a 'Service User'.

Protecting your data and information and the benefits of the various login methods?



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It is important to protect your data and information and ensure that any changes made to that information are authorised. Given the commercial nature of many referrals and associated data, the impact of any fraudulent transactions or activity could be significant.

myGovID

- The use of myGovID, combined with the WA Relationship Authorisation Manager (WARAM) protects proponents, and ensures only users authorised by a business can access EO and transact on behalf of a business. This is separate to myGov.
- myGovID is currently the only identity provider available that meets the verification level required, however it is expected that additional identity providers will become available over time.
- A myGovID is an easy and secure way to prove who you are online. Personal information used by an individual to establish a myGovID is not shared with Environment Online at any time.

Microsoft Work Account login

- Organisations have full control of adding/removing users of EO using Microsoft Active Directory which is fully maintained by the organisation.
- Authentication of users is done using the organisation's credentials.
- The organisation is responsible for verifying the identity of users that it authorises to access EO.
- Onboarding only needs to be done once for the whole organisation.

Your Email login

- When creating this email and password account in EO, you will be in control of the information you share with EO. Mandatory fields include your name, email and contact address.
- In accordance with best practice guidelines, logging in using Your Email uses Multi-Factor Authentication and a 16-character password to secure your account. Only a small amount of data is used to verify your account.
- Individual users of the Your Email login method will have access to limited EO services, for example, they will be able to submit native vegetation clearing forms, but not interact with EPA applications. Additional functionality will be included as more services are brought into EO. Consultants and other persons authorised to represent another entity can use Your Email to login - the services they can use will then be determined by the entity that the consultant has been authorised to represent.

You may wish to return to the [login option table](#) to help you choose your login method.

Get started using Digital Identity - to represent yourself or an entity



To get started representing yourself as your own Service Administrator, you need a myGovID Digital Identity to log in to Environment Online.

- If you don't have a myGovID you can set one up here: [MyGovID](#). It is different to a myGov account. It is an app you download to your smart device which lets you prove who you are when logging in to a range of government online services.
- Once you have your myGovID, simply access [Environment Online](#), select 'Log in with Digital Identity (representing myself)' and follow the prompts to log in.

To get started representing an entity as either a Service Administrator managing access to your organisation's data or as a Service User, you need a myGovID Digital identity, AND a WARAM authorisation, to log in to Environment Online.

- If you don't have a myGovID you can set one up here: [MyGovID](#).
- An authorisation in [The WA Relationship Authorisation Manager \(WARAM\)](#) - an authorisation service that allows you to act on behalf of a business online when linked with your myGovID
- Once you have your myGovID and WARAM authorisation, simply access [Environment Online](#), select 'Log in with Digital Identity (representing an entity)' and follow the prompts to log in.

NB: The entity you want to represent **must** have at least one Service Administrator authorised to grant access to Service Users to Environment Online.

Read about the [benefits of Digital identity](#)

Need help?

- Head over to the [Representing myself guidance page](#) or
- See our step-by-step guide: [Set up and log in to Environment Online – representing myself using Digital Identity](#)

Need help?

Head over to the [Representing an entity guidance page](#) to find:

- Instructions on [how to manage access to a project](#) in our step-by-step guide.

Get started using Microsoft Work Account login - to represent an entity



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To get started representing an entity using Microsoft Work Account Login - either as a Service Administrator managing access to your organisation's data or as a Service User - you need:

- Your organisation to have provided Environment Online with the necessary authorisation, and your organisation's IT Administrator to have configured their organisation's Microsoft tenant to enable users to access Environment Online. See [Representing an entity guidance page](#) to find IT instructions.

and

- An active Microsoft Work Account with your organisation which your IT function has added into the nominated Service Admin group/s.

Read about the [benefits of Microsoft Work Account login](#)

Need help?

Head over to the [Representing an entity guidance page](#) to find:

- Step-by-step reference guides with detailed instructions to help you through this process:
 - [Set up representing an entity using Microsoft work account login](#) (for IT Administrators)
 - [Log in representing an entity using Microsoft work account login](#)
- Instructions on how to [assign access to a project](#) in our step-by-step guide.

Get started using Your Email - to represent yourself or an entity



To get started representing yourself or representing another entity using the Your Email log in method:

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.
- If you are representing 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 they need to authorise and invite you (via EO access management) to represent them. Note: the EO services and activities that you will be able to undertake will be determined by the entity that you have been authorised to represent.

The Your Email login is a DWER service that provides an easy and secure way to log in using your personal name and email credentials.

Once you have set up Your Email login, simply access [Environment Online](#), select 'Log in using Your Email' and follow the prompts to log in.

Read about the [benefits of Your Email](#)

Need help?

See our step-by-step reference guide: [Set up and log in to Environment Online – using Your Email](#) to help you through this process.

If representing yourself:

- Head over to the [Representing myself guidance page](#)

If representing another entity:

- Head over to the [Representing an entity guidance page](#)

If you want to authorise another person to represent you or find instructions on how to [assign access to a project](#) see our step by step guide...

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
- EIA/EPA 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 responses during office hours



Call us

Phone: 1800 161 176
Between 8.30am – 5pm Monday to Friday
Or leave a message after hours