# **QUICK REFERENCE GUIDE**



## Register for mySouthPerth - Organisation

### **OVERVIEW**

This Quick Reference Guide has been designed to help you register and navigate the mySouthPerth Customer Portal.

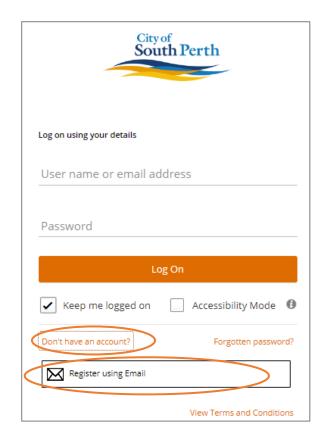
### **Register for access - Organisation**

Click on the mySouthPerth button on the City's website homepage.



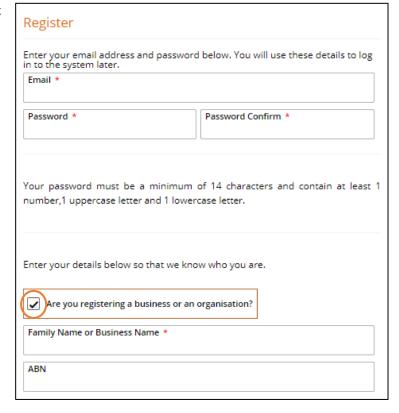
Once you are directed to the log on page, follow the below steps to create a new account.

- 1. Click 'Don't have an account?'
- **2. Click 'Register using Email'.** This will appear once you have clicked Don't have an account?



3. Complete the details in the Register form. All fields marked with \* are mandatory.

- a) The email account should be a generic business email that you have access to. You can assign an admin user following registration.
- b) Ensure you select the checkbox to indicate you are registering as an organisation,

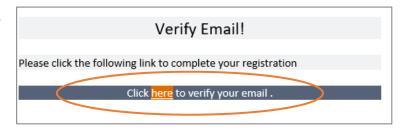


#### 4. Click Submit.

You will be sent an email to activate your account

5. Click the verification link in the email.

You are now ready to log in and start using mySouthPerth.

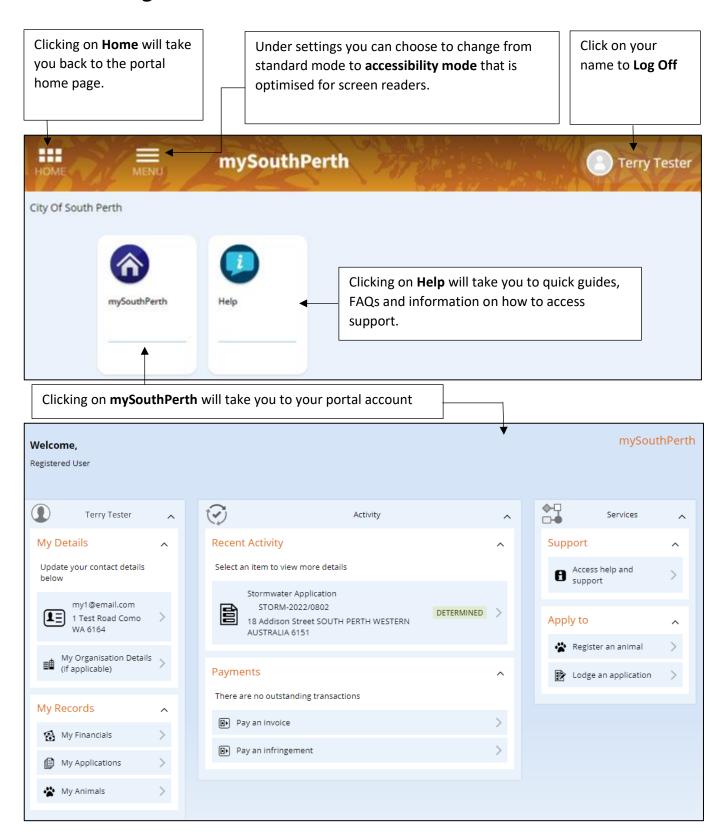




#### **HANDY TIP:**

mySouthPerth uses multifactor authentication. When you access mySouthPerth in the future you will be requested to verify your logon attempt either by email or QR code.

### **General navigation**



My Details: Update your organisation's portal details and manage account access.

**My Records:** Access your animal registrations, applications or payments.

**Recent Activity:** Quick access to what you have recently applied for in your portal account.

Payments: Apply to:

View outstanding transactions, follow the links to make a payment online. Start a new development or building application or register your household pets.



#### **HANDY TIP:**

Refer to the Administer Organisation Account quick reference guide for how to appoint an administer and invite additional users.

#### Where can I go for help?



## CITY OF SOUTH PERTH WEBSITE

Visit the City's website to access more information and resources

southperth.wa.gov.au/mysouthperth\_learnmore



## MAKE AN ONLINE REQUEST

You can tell us about an issue, request a service or ask for information by making an online request.



## CONTACT OUR CUSTOMER SERVICE TEAM

Telephone: 9474 0777

Our offices are open between 8.30am-4.30pm, Monday to Friday (excluding public holidays).