

## Water Online quick reference guide

# How to register

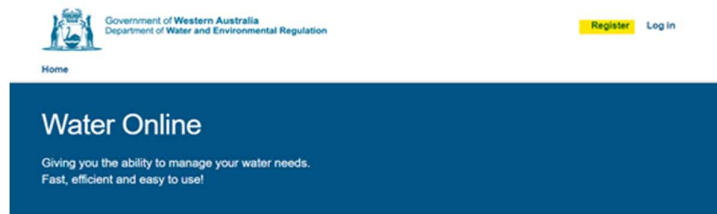
### Currently Registered Company or Consultancy

If you believe the company you represent may already be registered please contact the Business Support Unit (BSU) on 1800 508 885 (option 2) or via email on [licence.enquiry@dwer.wa.gov.au](mailto:licence.enquiry@dwer.wa.gov.au) as you will need to be invited as an employee.

### Unregistered Company, Consultancy or Individual

Step 1: Access Water Online at <https://online.water.wa.gov.au/>

Step 2: Click on register in the top right hand corner of the Water Online Page



Step 4: Complete the required information.

Note that if you are an existing licensee your name and/or email address will be used to link you to your licence, hence the licensee details needs to be entered for registration.

If you are a consultant your employer should be used for the registration and you will be invited as a consultant for your clients. Please contact the BSU.

If your licence or application is to be in a company name and you are an employee of the company select yes for registering an organisation.

Organisation Details

I want to register as an organisation  Yes  No [?](#)

Organisation Name

ABN / ARN

ACN

I am a Water Service Provider  Yes  No



**Step 5:** Once all the mandatory information is completed click submit at the bottom of the page and confirm your address details.

Address Validation

Please double check your address below paying close attention to the Suburb and Postcode fields.

**Address**

Address Line 1	8 Davidson Terrace
Address Line 2	
Suburb	Joondalup
Post Code	6027
State	WA
Country	Australia

Please review this address carefully. If the address is correct, click CONFIRM to continue. Click BACK to change the address details.

[Back](#) [Confirm](#)

*If you are a new applicant, your registration will occur immediately. Existing customers may take 3 working days to link to your licence.*



*You will receive an email (check your junk folder) to verify your account. Click on the link provided in the email and your account will be activated.*

*If you are having any problems accessing Water Online, please contact the BSU.*