

How to Register

1. Go to <https://mandurah.t1cloud.com/T1Default/CiAnywhere/Web/MANDURAH/LogOn/COMO>
2. Click 'Don't have an account?'



Log on using your details

User name or email address

Password

Log On



Keep me logged on

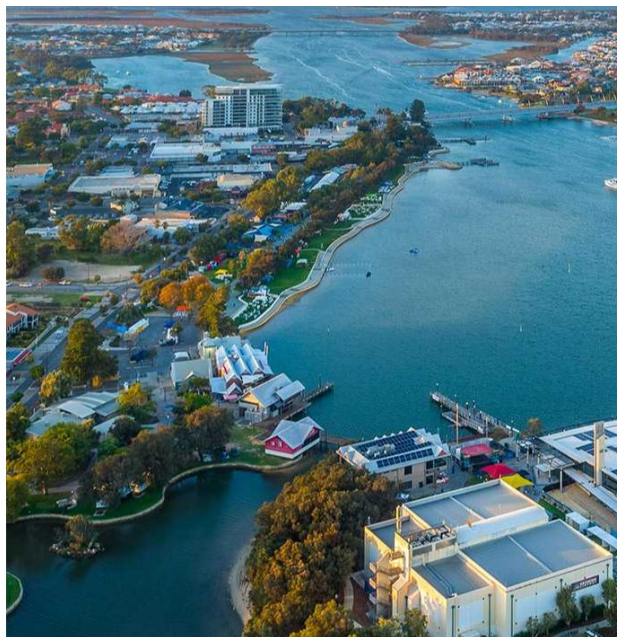


Accessibility Mode 

Don't have an account?

Forgotten password?

Terms and Conditions



3. Click 'Register using Email'



Log on using your details

User name or email address

Password

Log On



Keep me logged on



Accessibility Mode 

Don't have an account?

Forgotten password?



Register using Email

Terms and Conditions



4. If you are registering as a member of a **business/organisation or a sole trader with an ABN**, click the grey box and you will be directed to a different form.

Register

Enter your email address and password below. You will use these details to log in to the system later.

Email *

Password *

Password Confirm *

STOP! If you are registering as an organisation, please do not fill in your email or password above. Follow the below link to fill in your details and an email will be sent out to you to verify your account.

To continue to register on behalf of an organisation, you must click the below link to continue the registration process.

Please click here to start organisation registration

☐ Are you registering as a member of the public?*

5. If you are registering as a person/individual (e.g. resident, landowner or visitor), please enter your email, a password and click the checkbox at the bottom:

Register

Enter your email address and password below. You will use these details to log in to the system later.

Email *

Password *

Password Confirm *

STOP! If you are registering as an organisation, please do not fill in your email or password above. Follow the below link to fill in your details and an email will be sent out to you to verify your account.

To continue to register on behalf of an organisation, you must click the below link to continue the registration process.

Please click here to start organisation registration

☐ Are you registering as a member of the public?*

Submit **Cancel**

6. Fill in your details and click Submit.

☒ Are you registering as a member of the public?*

Given Name *

Family Name *

Date of Birth *

Contact Number (no spaces)

☐ Mobile

☐ Phone

Preferred Postal Address

Street Line 1 *

Street Line 2

Street Line 3

Suburb *

Postcode *

State *

If you are registering to access an existing account, complete the following fields as proof of your identity.

Account Number

0

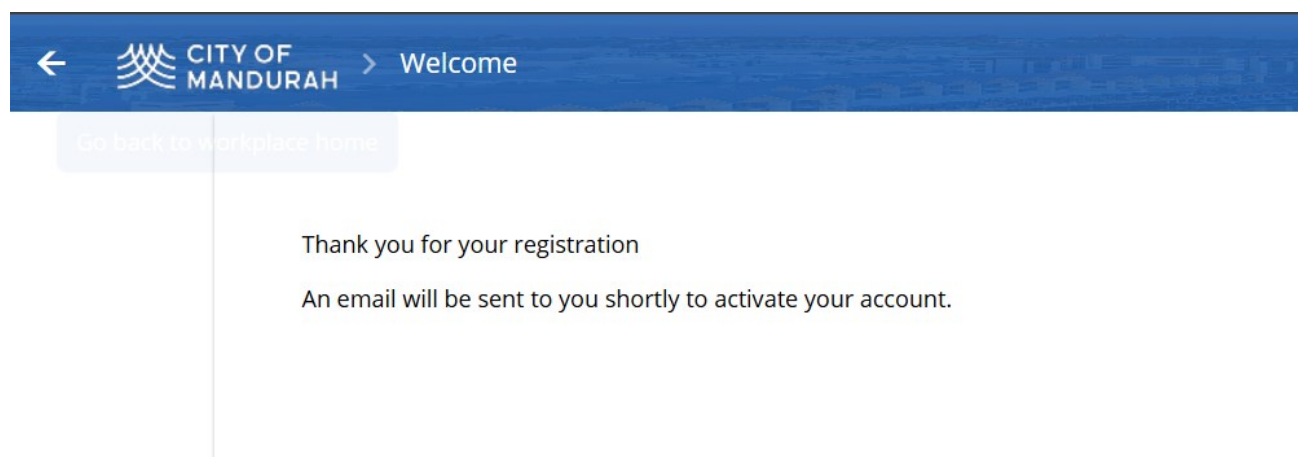
Assessment Number

Payment Reference

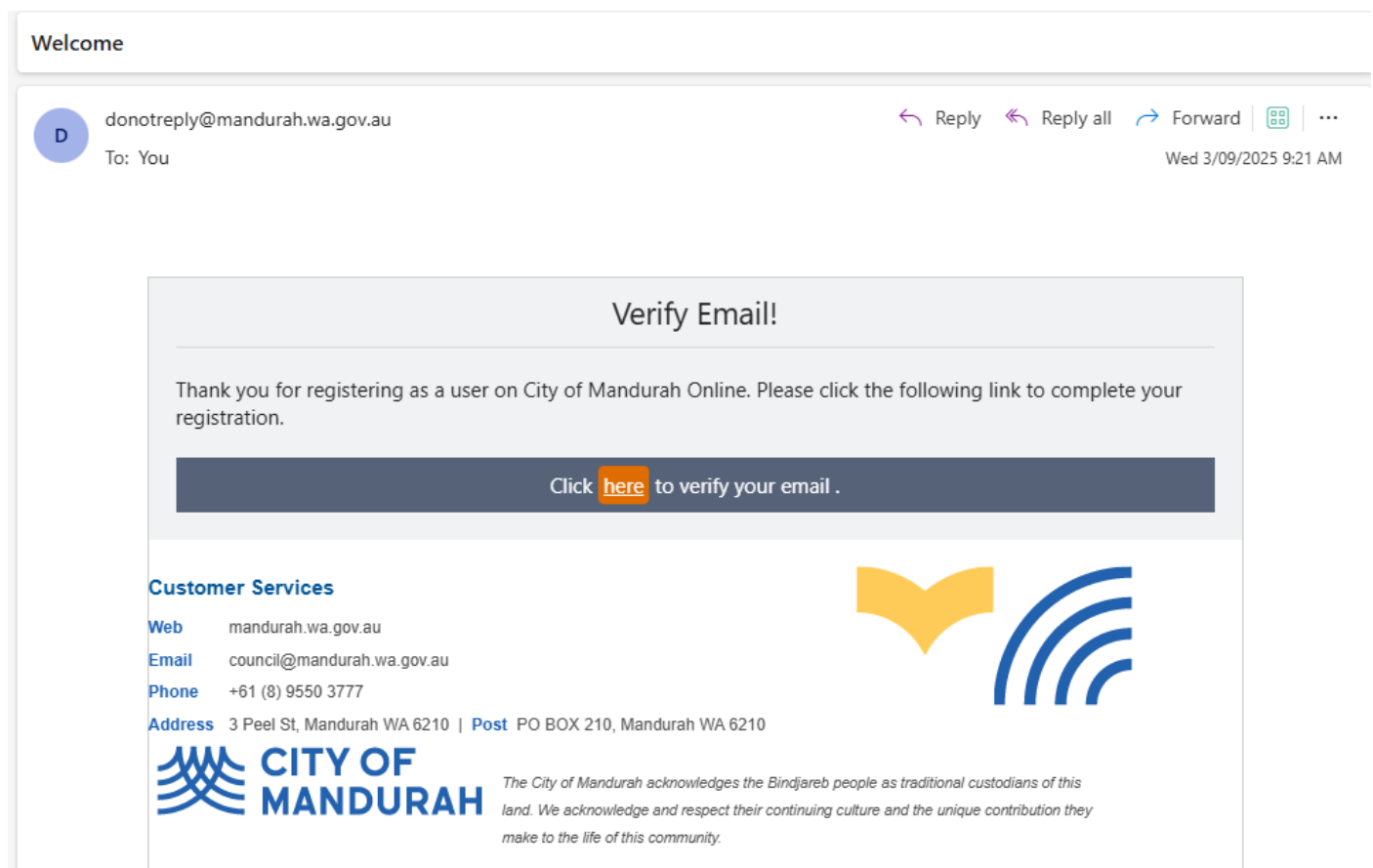
Submit

Cancel

7. You will receive a confirmation message:



8. Check your email for a verification email (from donotreply@mandurah.wa.gov.au). Please check junk/spam folders. Click the link to verify your email.



9. The login page will open, with confirmation that your email has been verified. Please login using your details.

A screenshot of the City of Mandurah login page. On the left, there is a large "CITY OF MANDURAH" logo. Below it, a green box contains the text: "Your email has been successfully verified. Please log on to continue." Below this is a red-bordered box containing the login form. The form has a title "Log on using your details". It includes two input fields: "User name or email address" and "Password". Below these fields is a blue "Log On" button. Under the "Log On" button, there are two checkboxes: "Keep me logged on" (checked) and "Accessibility Mode" (unchecked). To the right of the "Accessibility Mode" checkbox is an information icon. Below the checkboxes, there are two links: "Don't have an account?" and "Forgotten password?". At the bottom right of the login form area is a link for "Terms and Conditions". On the right side of the page is a large aerial photograph of the Mandurah waterfront, showing buildings, a marina with boats, and a beach area.

Two Factor Authentication

10. You will be prompted to setup Two Factor Authentication – this is mandatory. There are three methods available to you:

- a. Authenticator App
- b. Email Link (easiest option)
- c. Email Code

Select your preferred method using the drop-down menu and follow the instructions on the page.

11. For the easiest option, select Email Link and click OK.



Two Factor Authentication

Setup your default Two Factor Authentication method

When logging into CiA from a new computer or browser you will be asked to verify that you are the person logging in. You may be asked to verify yourself while performing certain actions as well. We do this to ensure that these actions are being performed by you and not someone else.

Methods

Email Link

Hints and Tips

A email will be sent to your registered email address.

This email will contain a link, click on the link to verify the action.

OK

Cancel

12. Check your email for the verification link. Click the Verify button.

Verify Action

Dear Danni Briggs,

Verify

This link will expire 7 days after this email was sent.

Thank you

CiAnywhere

Powered by TechnologyOne
Enterprise Software, incredibly simple

13. Read and accept the Terms and Conditions

Terms and Conditions

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1. any action or failure to act by any person in accessing, downloading, uploading, using or relying on, or inability or use or rely on,

I accept

I do not accept

14. Please note that your properties/animals may not appear immediately. Your new registration will be linked to your ratepayer account within a few days.