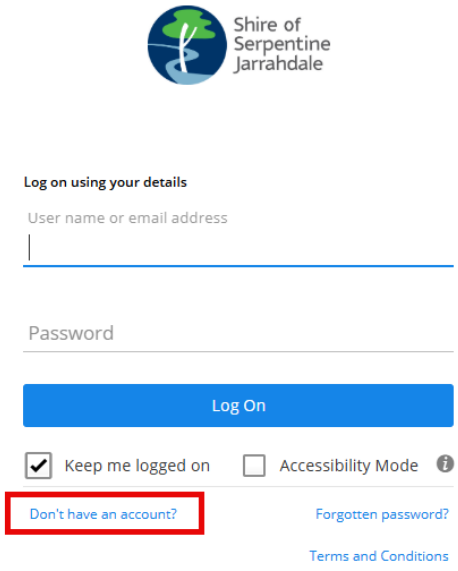
QUICK REFERENCE GUIDE

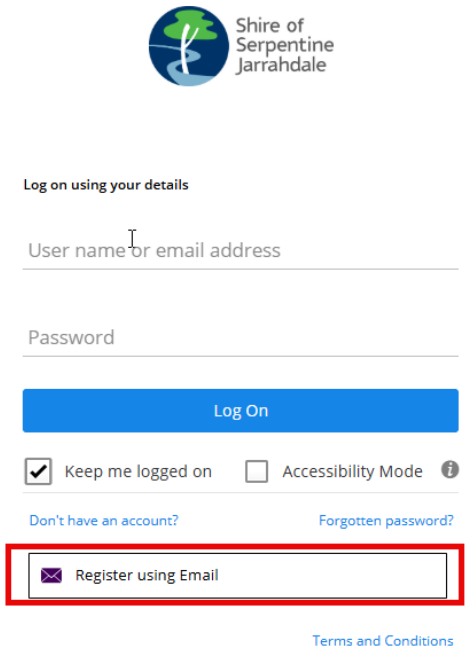
MySJ Online Portal Registration

How to Register

1. Navigate to the MySJOnline login/registration page.
2. Click ‘Don’t have an account?’



3. Click ‘Register Using Email’



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6 Paterson Street
Mundijong, WA 6123

T (08) 9526 1111
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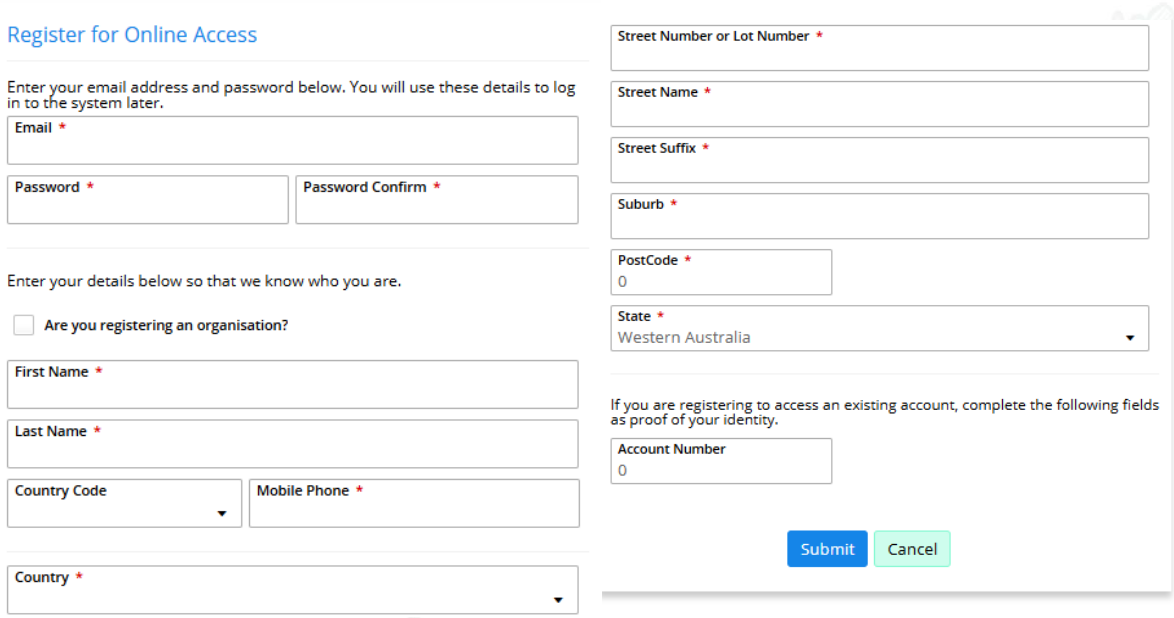
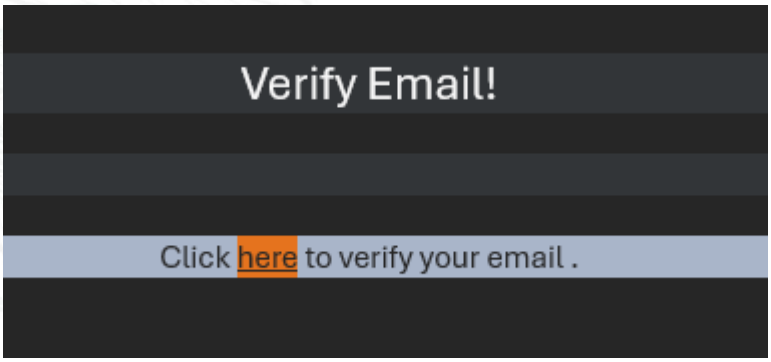
4. Enter an email address and password. If registering as an organisation, please ensure you tick the 'Are you registering an organisation?" tick box. Continue entering all required details followed by 'Submit'.

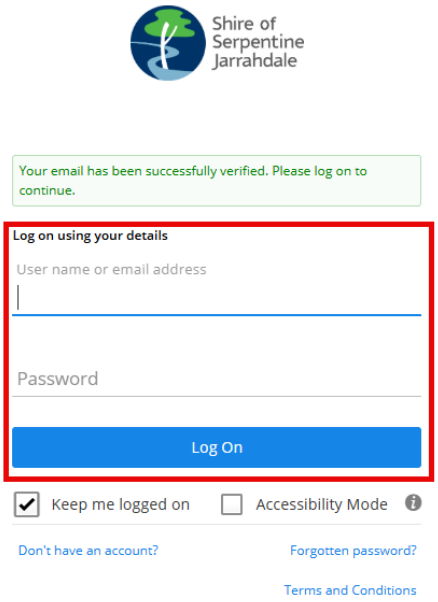


5. You will receive a confirmation message.

6. Check your email for a verification email (from donotreply@sjshire.wa.gov.au) Please check junk/spam folders. Click the orange here button to verify your email.

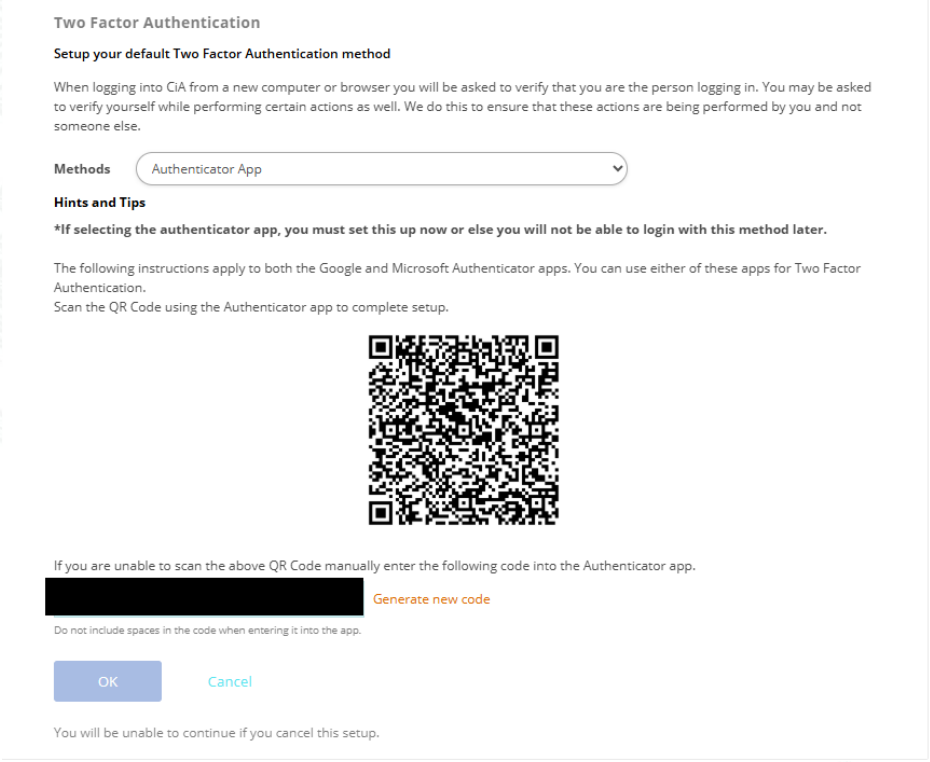


7. The login page will open, with confirmation that your email has been verified. Please login using your credentials.

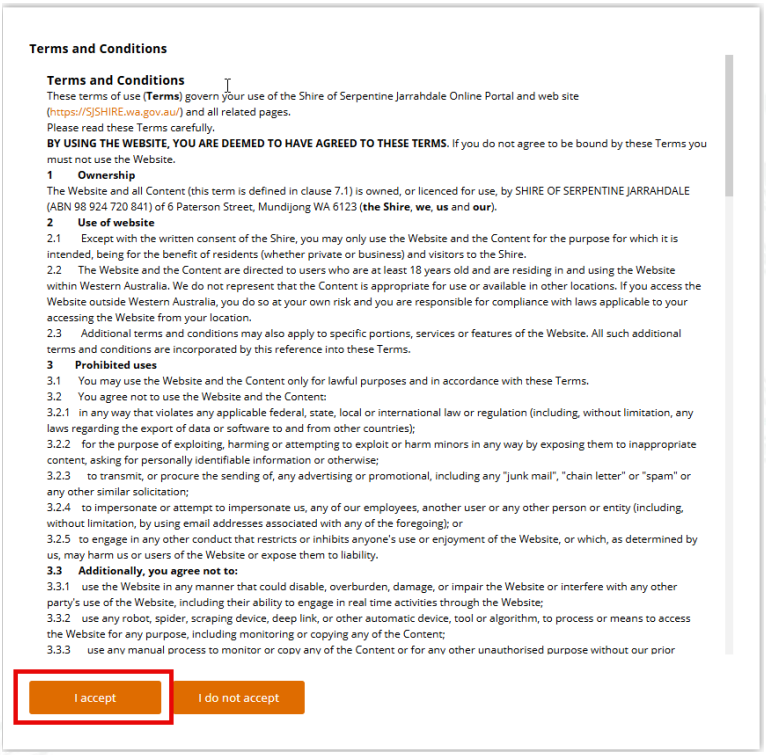


8. You will be prompted to setup Two Factor Authentication which is mandatory. There are three methods available to use:
   a) Authenticator App (the most secure and recommended method for individuals)
   b) Email Link
   c) Email Code

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



9. Once MFA is configured you will need to read and accept the Terms and Conditions.



10. Registration has been successfully completed!