

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

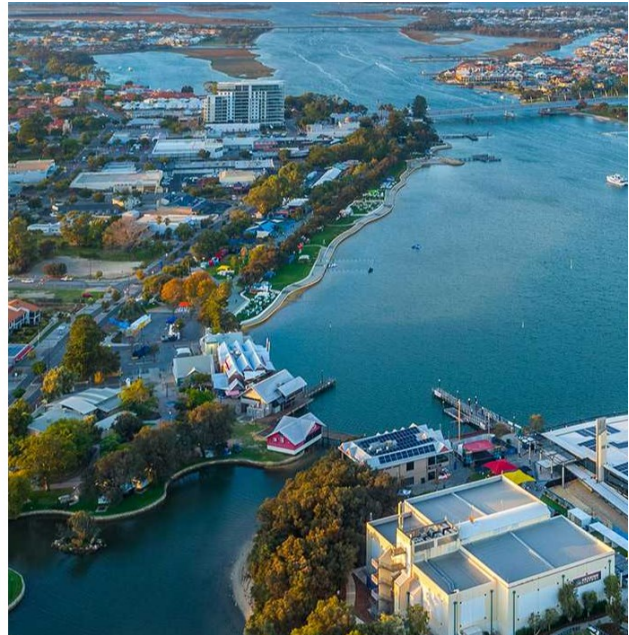
Log On

☒ 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

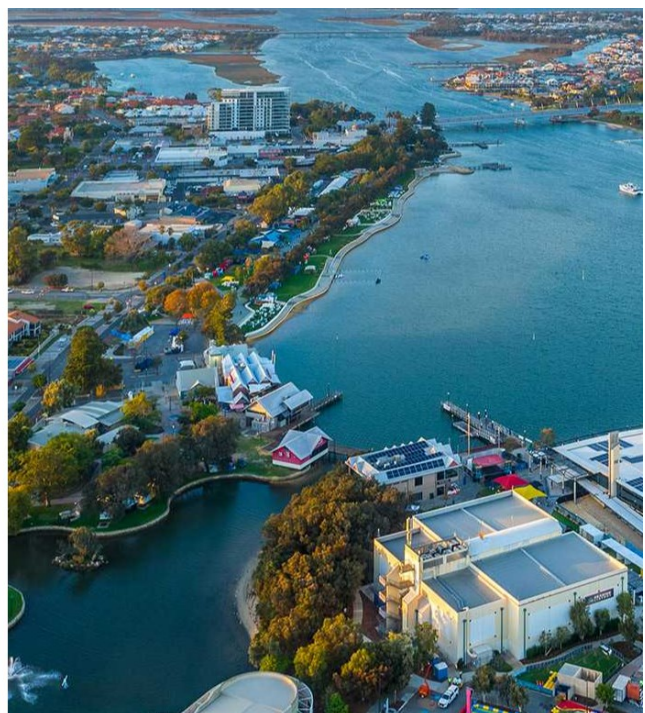
☒ Keep me logged on ☐ Accessibility Mode 

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[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

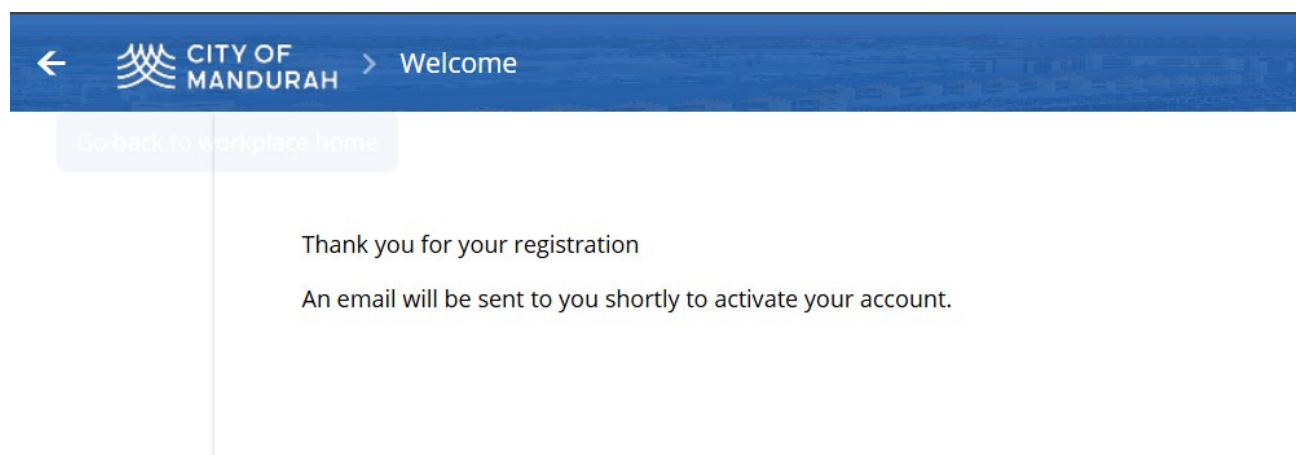
Assessment Number

Payment Reference

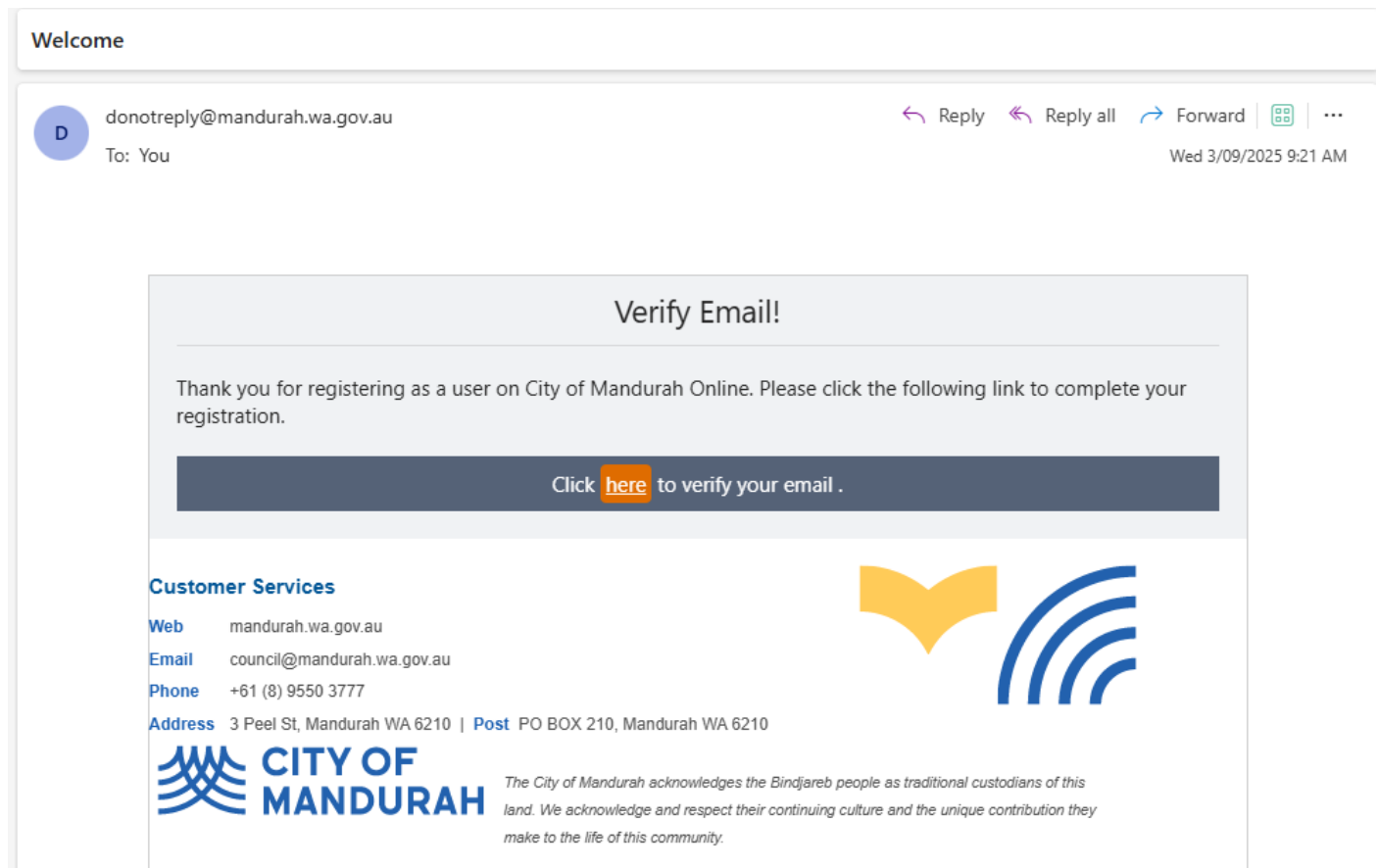
Submit

Cancel

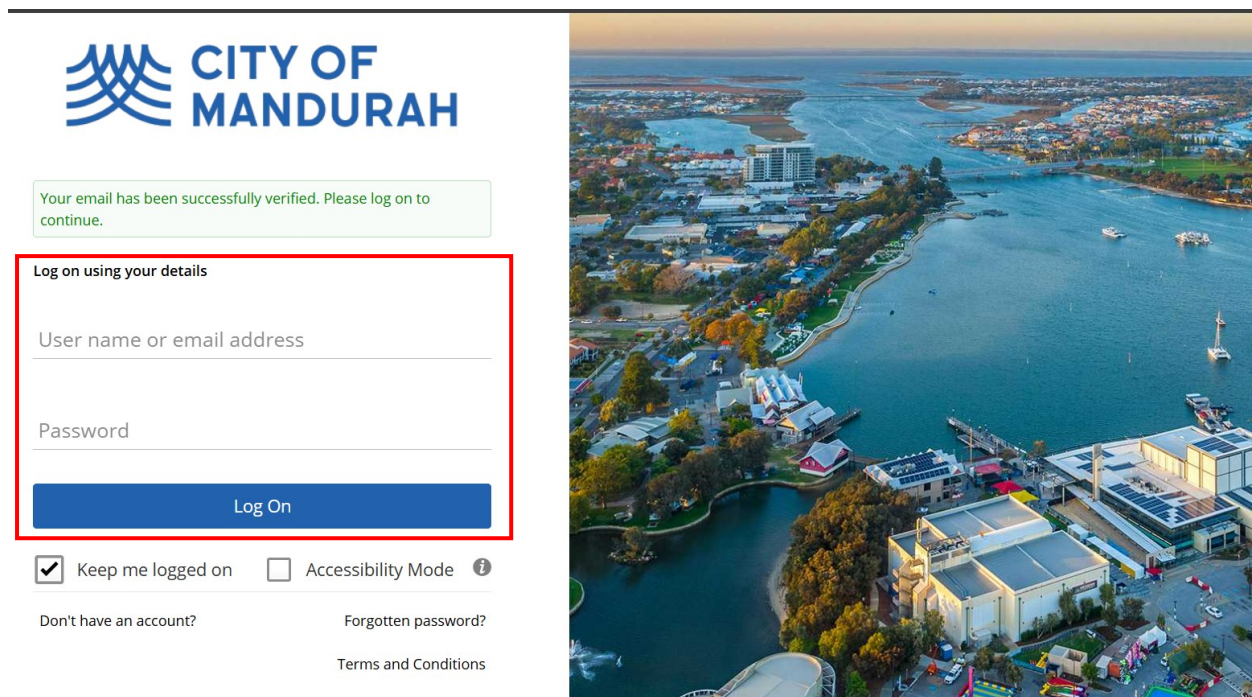
7. You will receive a confirmation message:



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.



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
- c. Email Code (easiest option)

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

11. For the easiest option, select Email Code 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 Code

Hints and Tips

A email will be sent to your registered email address.

This email will contain a code, enter the code into the box displayed to the screen.

OK

Cancel

You will be unable to continue if you cancel this setup.

12. Check your email for the verification code.

Verify Action

Dear Tegan Ambrosa,

Enter 942423 to verify your action

Thank you

Ci Anywhere

Powered by TechnologyOne
Enterprise Software, incredibly simple

13. Type the One-Time-Code into the portal and click OK.



Verify Logon Attempt

New logon from current computer and/or browser. Please contact your administrator if you cannot login.

Code
942423

OK Cancel

[Use a different method](#)

14. Read and accept the Terms and Conditions

Terms and Conditions

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I accept I do not accept

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