



Accessing e-forms for new user

Creating a Landgate login and accessing e-forms

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Version: 1

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Accessing e-forms

1 What has changed?

Forms are now being provided in an electronic format to assist with data entry.

The electronic forms (e-forms) are split according to what type of lodgement you are looking to action.

- Change Ownership
- Create Titles
- Record Interest
- Remove Interest
- Modify Interest
- Other

If you would like to view which form type sits under each type of Lodgement you can visit [Land titling forms](#) on the Landgate Website.

Not all our forms have been converted into an e-form. If you can't find what you're looking for, refer to the Land titling forms page on the Landgate website to access the .pdf version of a non-converted registration form.

1.1 Can I still use the existing non-electronic forms?

The existing printable PDF versions can still be used as required.

1.2 How should I print the forms?

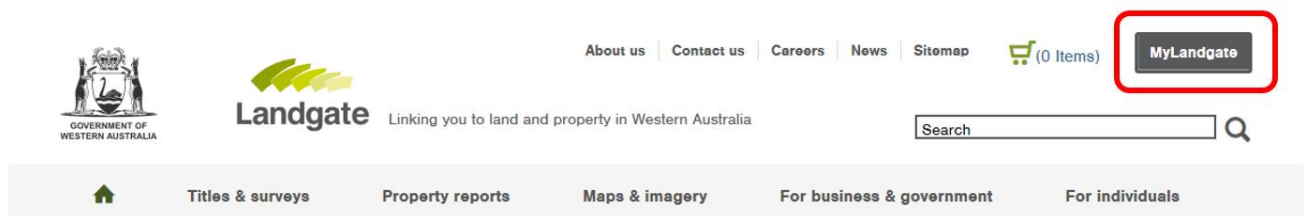
Please ensure that all forms are printed in duplex format, that is, printing on both sides of the page.

This excludes the *Record Interest - Mortgage (National Mortgage)* form which aligns to a national standard and may be printed in single sided format.

Please note: If you do not adhere to these required formats, Landgate will be unable to register your document.

1.3 How do I access the e-forms?

The e-forms are accessed through the MyLandgate portal. As a new user, you will first need to create a Landgate login in order to use the forms. Head to www.landgate.wa.gov.au and click on the MyLandgate login button at the top right hand side of the website to get started.

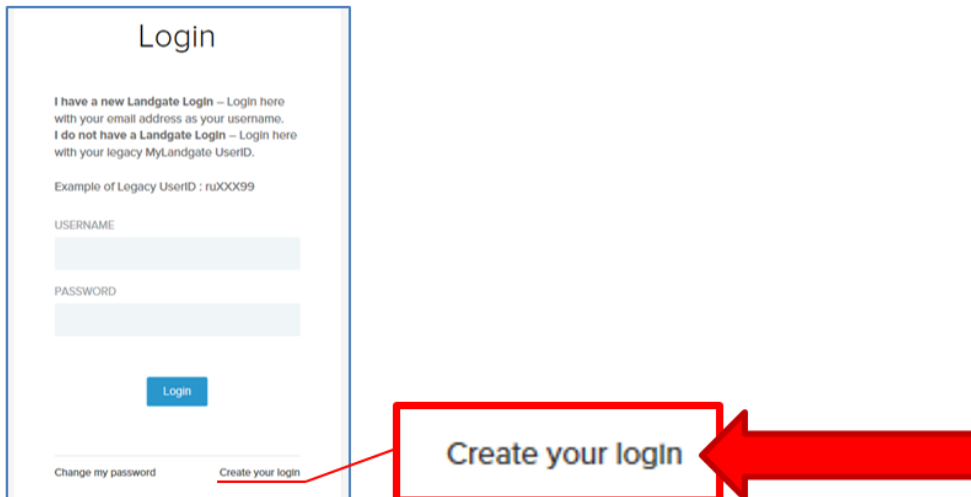


2 Step one – Register for a Landgate login

To access e-forms, you will need to register a Landgate login. To access the registration screen click on the 'MyLandgate' button at the top right of the Landgate website (www.landgate.wa.gov.au).

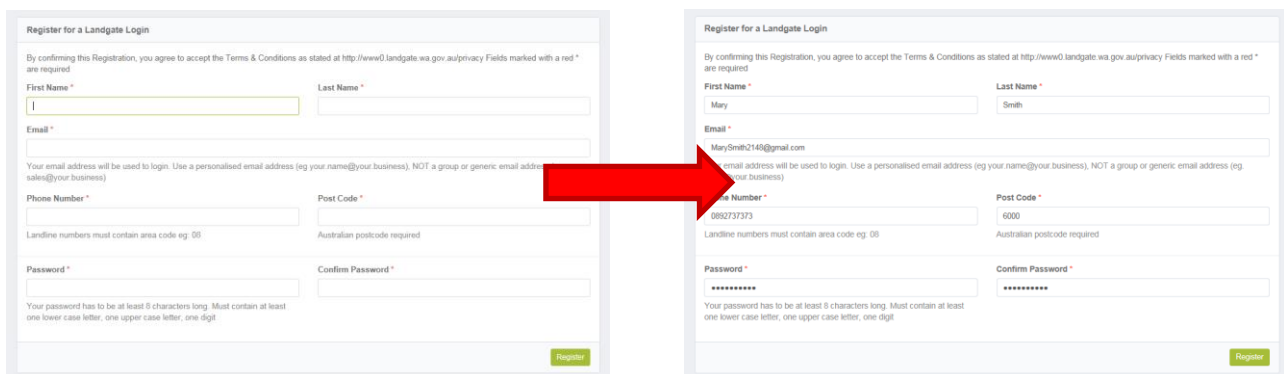
You will be redirected to a login screen. Note: You can also reach this screen by clicking on the e-form you want to open.

Click on the 'Create your login' link to start the registration process.



The screenshot shows the 'Login' page with the following text: 'I have a new Landgate Login – Login here with your email address as your username. I do not have a Landgate Login – Login here with your legacy MyLandgate UserID.' Below this is an example of a Legacy UserID: 'ruXXX99'. There are input fields for 'USERNAME' and 'PASSWORD', and a 'Login' button. At the bottom, there are links for 'Change my password' and 'Create your login'. A red box highlights the 'Create your login' link, and a red arrow points to it from the right.

On the registration screen you will be required to select a new unique username and password, and fill in some details about yourself. Any question with a red asterisk is a mandatory field and must be completed before you can register successfully.



The first screenshot shows the registration form with empty fields for 'First Name *', 'Last Name *', 'Email *', 'Phone Number *', 'Post Code *', 'Password *', and 'Confirm Password *'. The second screenshot shows the same form with the following values entered: 'Mary' for First Name, 'Smith' for Last Name, 'MarySmith2148@gmail.com' for Email, '0892737373' for Phone Number, '6000' for Post Code, and '*****' for Password and Confirm Password. A red arrow points from the first screenshot to the second.

2.1 Email Address

The email address used in this registration will become your unique username when logging into the Landgate website to access e-forms. It is recommended that the email you use should not be a group email address (eg sales@business.com), as it is linked to your name, phone number, and post code.

2.2 Password

The password you create must satisfy the below conditions:

- contains 8 or more characters
- contains at least 1 number
- contains at least 1 capital letter

The registration form asks for you to type in your password, and then retype it for confirmation. If you type in miss-matching passwords, you will receive a notification that the fields do not match. Please retype the passwords to match.

Confirm Password *

The password and confirm password fields do not match.

2.3 Activate Username

When you select the 'register' button, the screen may flash briefly. Although the screen will now appear to look the same, there are some slight differences.

The phone number will have resolved, and a 'Confirm' button will have appeared in the bottom right hand side of the screen. This process allows you to double check that you have entered your details correctly before confirming your registration.

Register for a Landgate Login

Please confirm your registration request. Click the "Back" button to change any information or the "Confirm" button to register. You will receive an email with instructions on how to activate the registration.

First Name *	<input type="text" value="Mary"/>	Last Name *	<input type="text" value="Smith"/>
Email *	<input type="text" value="MarySmith2148@gmail.com"/>		
<small>Your email address will be used to login. Use a personalised email address (eg your.name@your.business), NOT a group or generic email address (eg. sales@your.business)</small>			
Phone Number *	<input type="text" value="+61 8 9273 7373"/>	Post Code *	<input type="text" value="6000"/>
<small>Landline numbers must contain a post code eg. 08</small>		<small>Australian postcode required</small>	
Password *	<input type="password" value="....."/>	Confirm Password *	<input type="password" value="....."/>
<small>Your password has to be at least 8 characters long. Must contain at least one lower case letter, one upper case letter, one digit</small>			

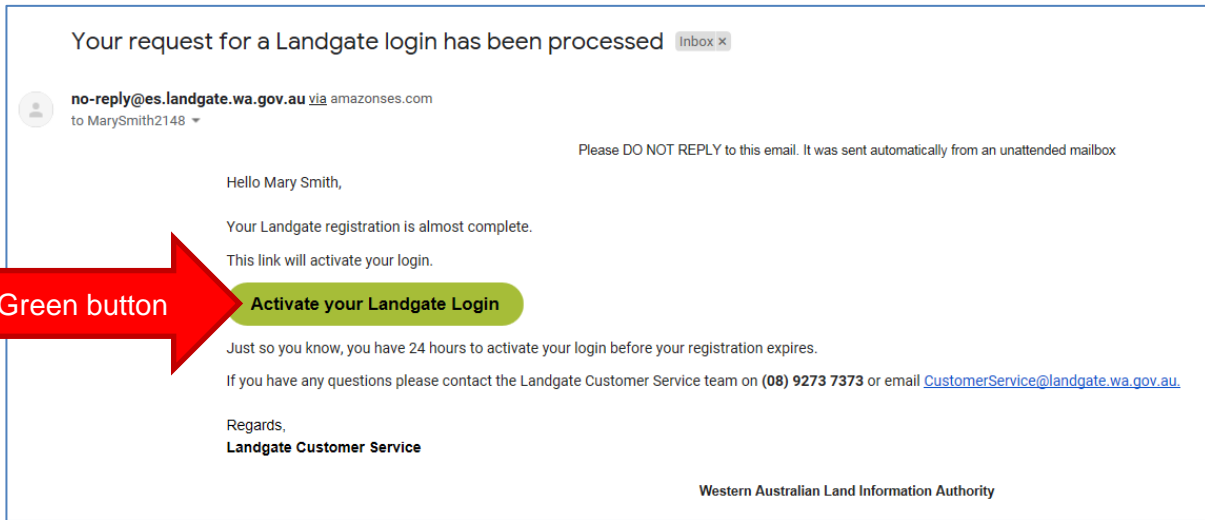
Select 'confirm' to submit.

An alert will appear on the screen to confirm an email has been sent to you. Selecting 'Continue' will redirect you to the Landgate homepage.

Your request has been submitted. You will receive an EMail notification within the next 30 minutes containing your activation instructions. You must activate your account within 24hrs.

Within 30mins of confirmation, you should receive an automatically generated activation email to activate your account from no-reply@es.landgate.wa.gov.au

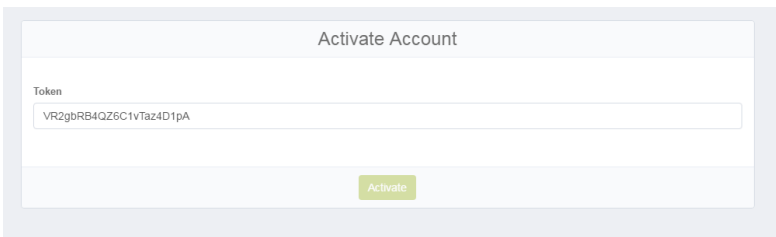
To activate your account, follow the instructions within the email and click on the green button that says 'Activate your Landgate Login'.



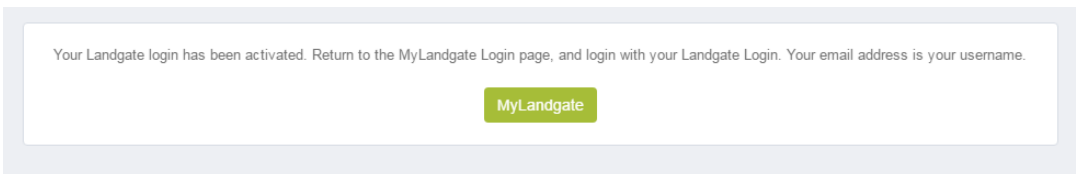
NOTE: The message notes that you must activate your account within 24hours. If for any reason you are unable to do this, the activation will not be completed. You will have to repeat this registration process and receive a new activation email in order to register.

A browser window will open to show the activation is underway.

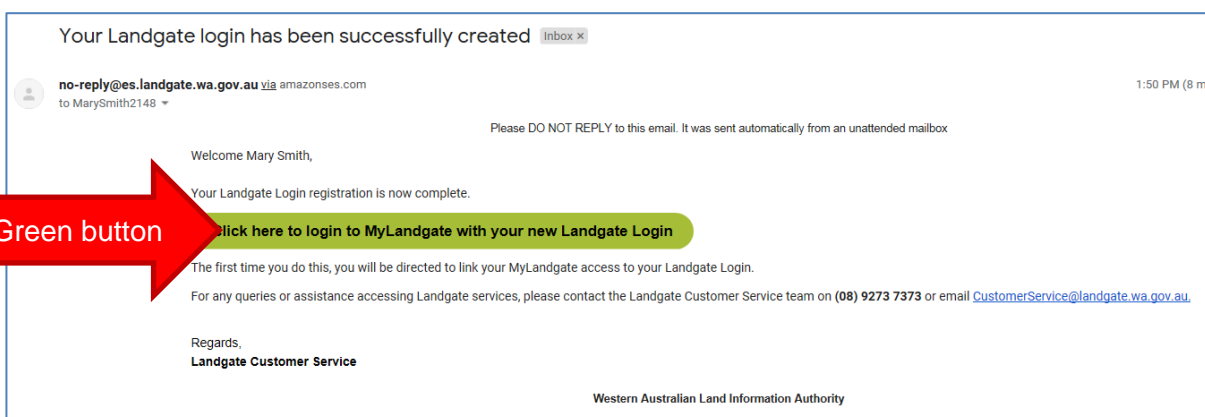
NOTE: The 'Activate' button will be greyed out as the process has already commenced.



Once complete, your browser window will update to advise you that the login has been activated. This means that your username is now active and ready for you to use.



When activated you will also be sent an email informing you that your account is now active. This will include a link to login to MyLandgate with your new login.



3 Step two – Login with your new username

The next time you log in, use your new username (i.e. you email address) and the password you have created.

You can reset your own password if you forget it.

Landgate
One Landgate login for all Landgate online applications

Login

I have a new Landgate Login – Login here with your email address as your username.
I do not have a Landgate Login – Login here with your legacy MyLandgate UserID.

Example of Legacy UserID : r300099

USERNAME
MarySmith2148@gmail.com

PASSWORD
●●●●●●●●

Login

Reset your password Create your Login

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Once you have logged into this initial screen, it will present you with a second screen. This screen is to assist industry personnel who have MyLandgate accounts with Landgate. Remember, to access an e-form, you do not require a MyLandgate account.

Ignore the other fields, and click the 'Continue' button.

Landgate
One Landgate login for all Landgate online applications

MyLandgate Access

New MyLandgate users: Register for MyLandgate access. If your organisation is part of the self-service pilot, obtain your customer account details from your User Representative and submit an online request for access to the MyLandgate services.

Existing MyLandgate users: Enter your legacy MyLandgate UserID and password into this screen and select 'Continue' to link your access.

LEGACY USERID
LEGACY PASSWORD

Continue

Click 'Continue'

Access to Landgate's online applications
Landgate is upgrading how it manages access to the online applications you use. The MyLandgate upgrade is in progress. Further details are outlined in the [Access to Landgate online applications project page](#).

New MyLandgate Users
Option 1: Self-service process - Landgate is piloting self-service features that allow organisations to administer their own employees' access. If your organisation is part of this pilot, you can [submit an online request](#) for access to the MyLandgate services. Your User Representative will provide you with the required details.
Option 2: Paper process - Your organisation's registered User Representative can complete an [Account User Access Form](#) to request access for you. Landgate's standard processing times apply. There is additional [registration information online](#).

Existing MyLandgate Users
Enter your existing legacy MyLandgate UserID and password into this screen and select 'Continue'. The first person to login with a shared MyLandgate UserID will be able to link that access to their new Landgate Login. Anyone else will receive an error message, and will need to register as a new user - see above.
Refer to our [MyLandgate upgrade FAQs](#) for more details on this process.

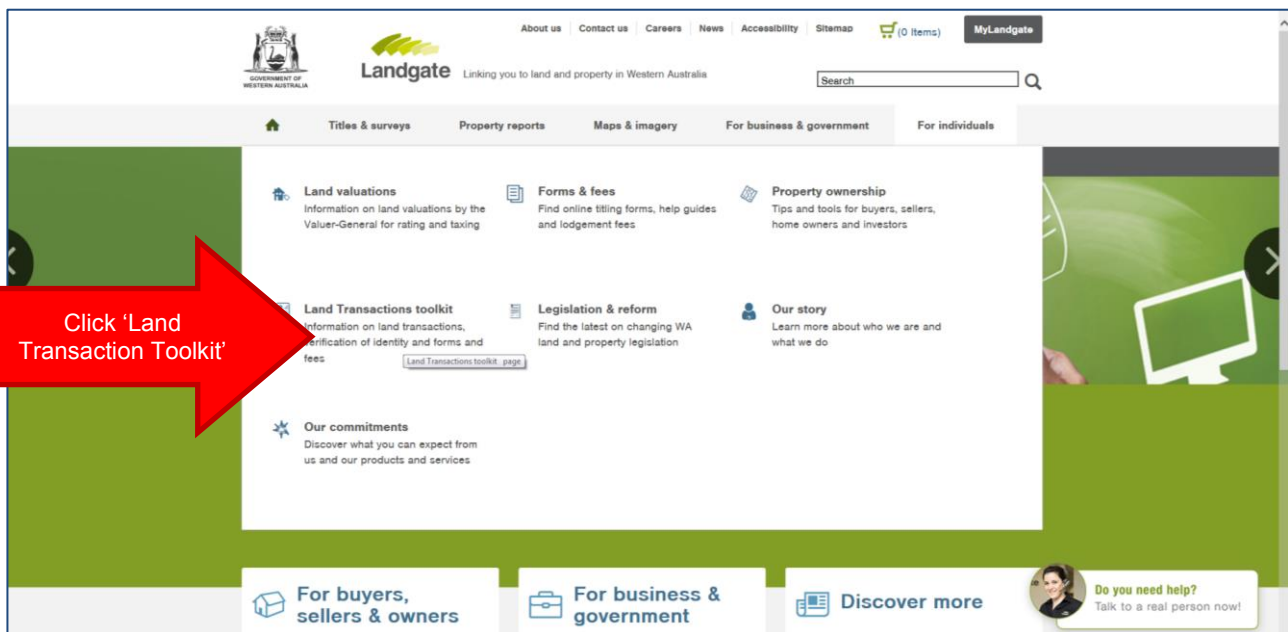
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Your screen will be redirected to information about accounts on the Landgate website. It is important to understand that you are now logged in with your Landgate username and will remain logged in until you close all internet browsers. By closing all browser windows, the system will automatically log you out.

4 Step three – Access the e-forms

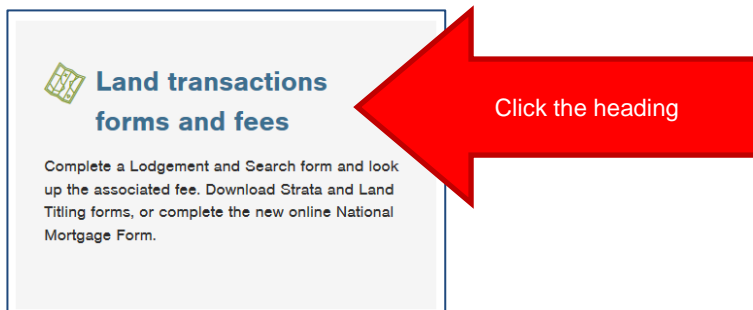
You can now proceed to, open and complete e-forms.

E-forms are located by clicking on 'For individuals' along the task bar on the Landgate homepage, and then selecting 'Land Transaction toolkit'.

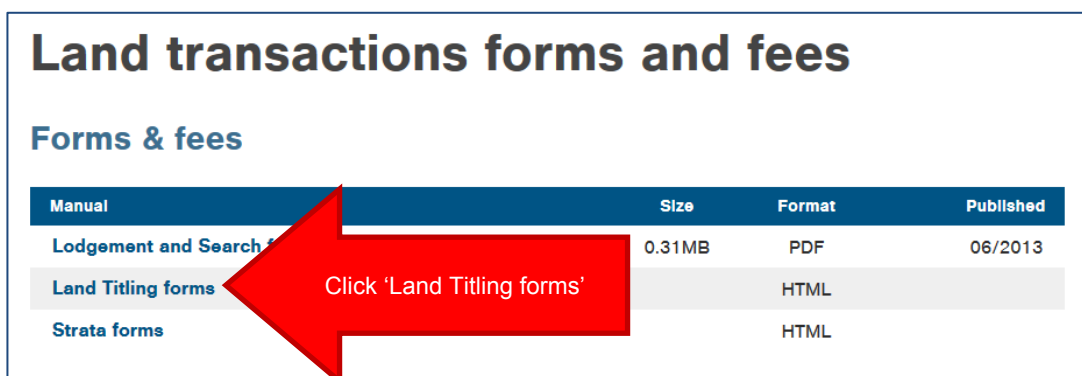


This toolkit contains the majority of the registration information needed to complete forms for Landgate.

Select 'Land transactions forms and fees'.



Then select 'Land Titling forms'.



The Land titling forms page will load. View the section on 'Electronic forms'.

- Land valuations >
- Forms & fees
- Lodgement and search forms >
- Changing title details >
- Land titling forms
- Converting common property >
- Strata forms >
- Property ownership >
- Land Transactions toolkit >
- Legislation & reform >

Land titling forms

Land titling forms

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This excludes the electronic Record Interest - Mortgage (National Mortgage) form which aligns to a national standard and may be printed in simplex, that is, single sided.

Please note that, if this format is not compatible with Landgate will be unable to register your document.

Electronic forms

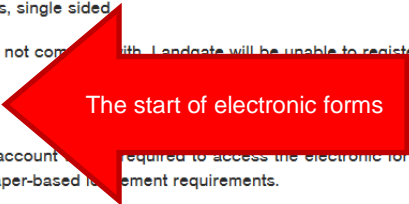
Please note a Landgate online account is required to access the electronic forms. On completion, each form will be required to adhere to current paper-based lodgement requirements.

Change Ownership

Change of Address

Change of Name

Transfer by Mortgage (Power of Sale)



Scroll down this page until you find the e-form that you want. Now that you are logged in, the e-form will now load allowing you to fill in the form and print it. Proceed through each section of the e-form and enter the required data. If you get stuck at any point select the help icon.

Home
Hello Mary

Change of Name ?

Approved form 2017-82712 Reg 3 of the Transfer of Land Regulations 2004

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

All the searches required to complete this form have been performed

Jurisdiction ?

Jurisdiction Western Australia

State of Western Australia

Legislation ?

Transfer of Land Act 1893

Lodging party details ?

Name	<input type="text"/>	Issuing box	<input type="text"/>
Address	<input type="text"/>	Phone number	<input type="text"/>
	<input type="text"/>	Fax number	<input type="text"/>
	<input type="text"/>	Email address	<input type="text"/>
	<input type="text"/>	Customer reference	<input type="text"/>

Preparer details ?

Name Mary Smith

Government of Western Australia website
Landgate website