



Join a Billing Account

Land Enquiry Services Quick Guide

Last Updated: 31st of August 2023

Version: 4



Locate



Value



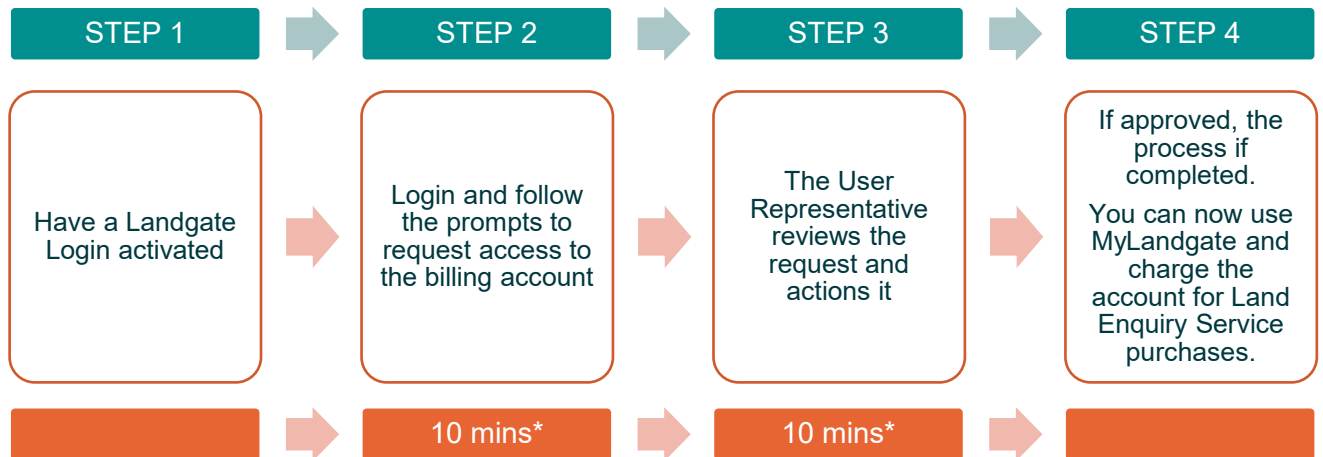
Secure

Join a Billing Account

Join your Landgate login to your company's billing account in four easy steps.

Joining is a 4 Step Process

Steps to join a Billing Account with your Landgate Login:



*Time estimates based on average customer experience and optimum system functionality.

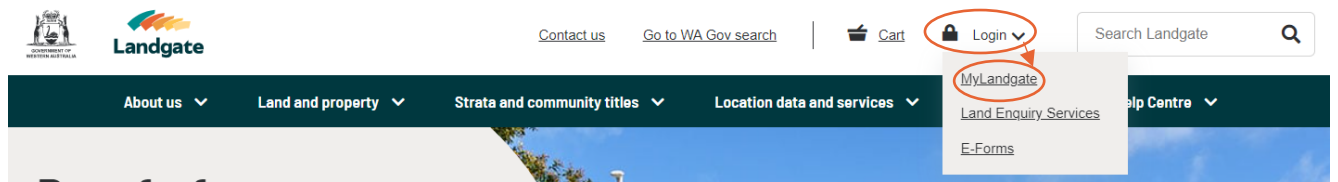
Step 1

You will need to have a Landgate Login activated. There is a guide [Register for a Landgate Login](#) that can step you through this process if you haven't already got one.

Step 2

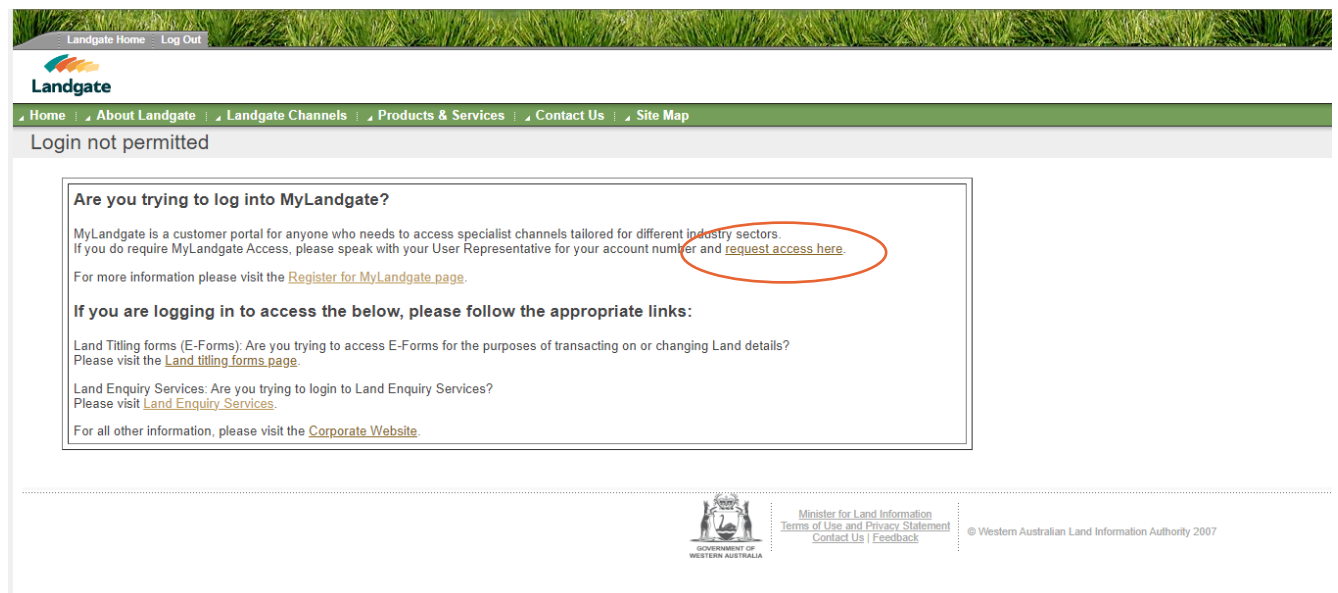
Each billing account is set up with User Representatives from your own organisation to authorise new users joining the account. To start this step, **you will first need to get the account number** for the account you wish to be linked to from your User Representative.

Once you have the account number, please visit the Landgate website www.landgate.wa.gov.au and click onto the Login/Register button at the top right of the screen, then select 'MyLandgate'.

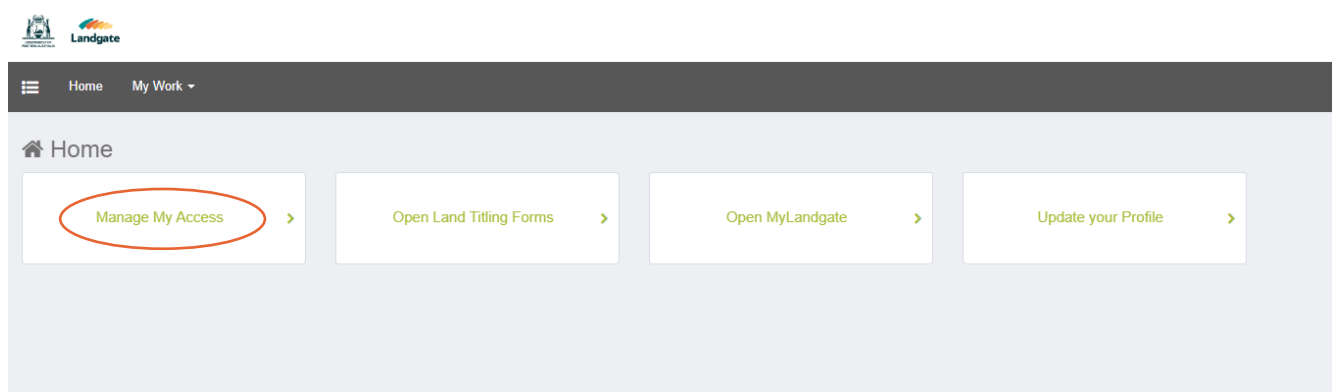


This will launch the Login page, type in your Landgate Login and select the 'Login' button. This should launch the 'Login not permitted' page. You will be asked to select an option to continue.

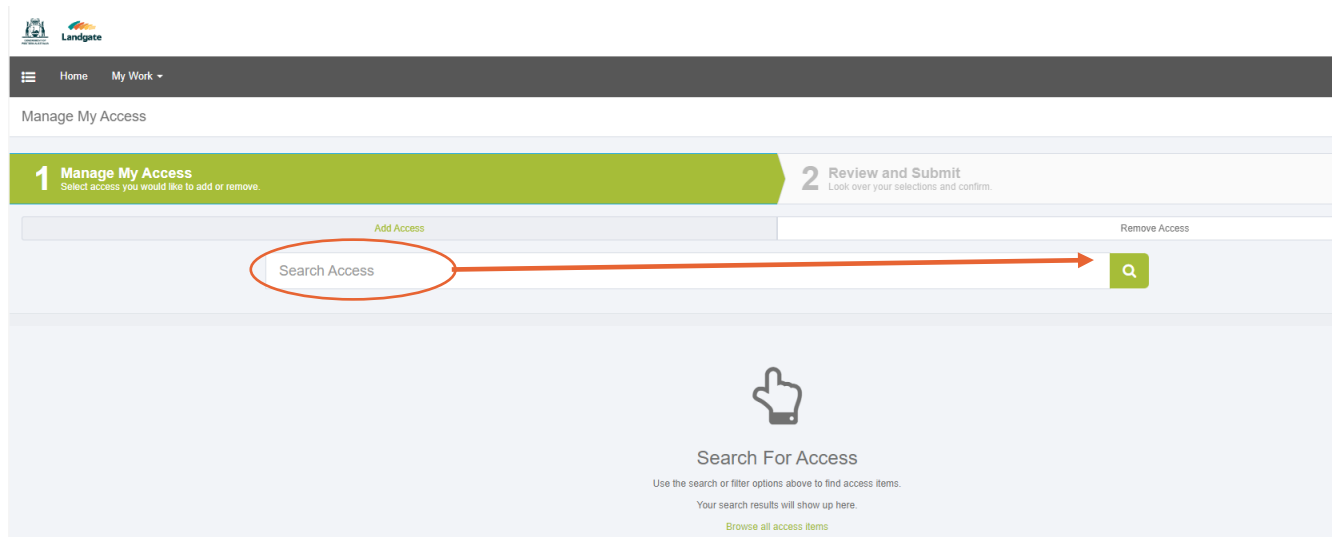
To join a billing account, select the 'request access' link in the second line. This will launch your 'My Profile' portal.



In the 'My Profile' screen, select, 'Manage My Access'.

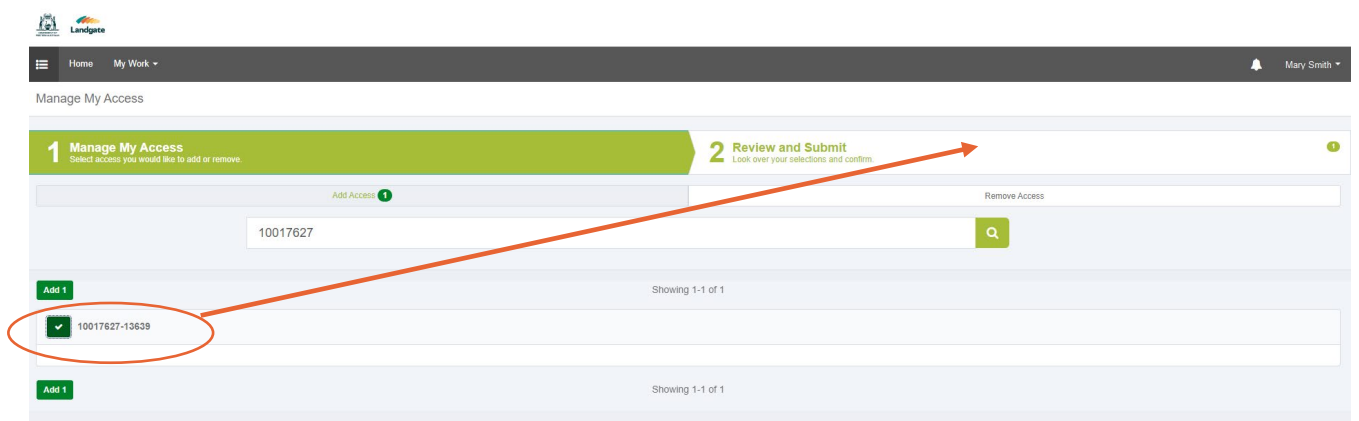


Type in the account number into the 'Search Access' field that was provided to you from your User Representative and click search. The account number should appear on screen (the first eight numbers should match the account number).



The screenshot shows the 'Manage My Access' page. At the top, there are two progress steps: '1 Manage My Access' (highlighted in green) and '2 Review and Submit'. Below the progress bar, there are two buttons: 'Add Access' and 'Remove Access'. A search bar labeled 'Search Access' is highlighted with a red circle, and a red arrow points from it to a green search button with a magnifying glass icon. Below the search bar, there is a hand icon and the text 'Search For Access' with instructions: 'Use the search or filter options above to find access items. Your search results will show up here. Browse all access items'.

Select the correct account you want to join by clicking on the tick icon next to the number. You will know that it is selected as the tick icon will turn green. Click 'Review' to confirm your selection.



The screenshot shows the 'Manage My Access' page with search results. The search bar now contains the number '10017627' and a green search button. Below the search bar, there is a table with one row. The first column has a green 'Add 1' button. The second column has a green checkmark icon next to the account number '10017627-10639'. A red arrow points from the search bar to the 'Review and Submit' step in the progress bar. Below the table, there is another 'Add 1' button and the text 'Showing 1-1 of 1'.

The submit button will appear at the bottom of the screen. Click 'Submit' to send your request to your User Representative to approve.

The screenshot shows the 'Manage My Access' page in the Landgate system. At the top, there is a navigation bar with 'Home' and 'My Work' options, and a user profile for 'Mary Smith'. Below this, the page title is 'Manage My Access'. The main content area is divided into two steps: '1 Manage My Access' (Select access you would like to add or remove) and '2 Review and Submit' (Look over your selections and confirm). Under step 1, there is a section titled 'Add Access' with a search bar containing the number '10017627-13639'. At the bottom of the page, there are three buttons: 'Previous', 'Cancel', and 'Submit'. The 'Submit' button is circled in red.

You will see a confirmation on the screen of a successful submission, and you will get an email to keep as a record of your request.

Step 3

The User Representative/s of the account will get an email alert to advise a request to join has been submitted. They will log in with their own Landgate Login and approve your request. Should you request access to an incorrect billing account, the User Representative on that account can decline as well.

You will receive an email when your request to join the billing account has been actioned.

Step 4

If accepted, you can now login with your Landgate Login and proceed directly through to MyLandgate.

If you have been declined, it is recommended that you speak with your User Representative about the matter in the first instance.