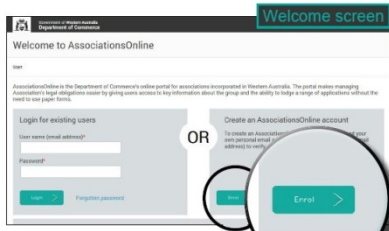




## Help guides



### Creating a AssociationsOnline user account

**IMPORTANT: If you were enrolled prior to 1 July 2016 your old log in details will not work.**

To be able to manage the information about your association and lodge applications each person needs to enrol for their own AssociationsOnline user account. A link to your association must then be made for you to begin submitting online applications.

Follow the steps below to create your AssociationsOnline user account. For assistance with linking an association, please refer to [www.commerce.wa.gov.au/aohelp](http://www.commerce.wa.gov.au/aohelp)

### STEP BY STEP – Part 1: Creating a user account

**Enrol with AssociationsOnline**

Start > Enrol with Associations Online

Use this form to create an AssociationsOnline user account. You will need a user account in order to manage one or more incorporated associations or form a new association online. You only need to create your account once. Your email address will be your user name.

**Name**

Title\*  First name\*  Last name\*

**Address**

Please select either a street address or a PO Box

Address type:  Street address  PO Box

Flat/Unit number  Street number\*

Street name\*

Town or suburb\*

State\*  Post code\*

Country\*

**Contact details**

Telephone number\*

Email address\*  Retype email address\*

**1** Enter Title, First (Given) name and Last (Surname) name.

**2** Enter your contact details including your telephone number. You can provide either street (residential) address or Post Office address.

**3** Enter your personal email address. The email address provided will become your login. To complete the user account set up, a verification email will be sent to this email address. You will need to be able access this email address to complete the enrolment.



## Help guides

### STEP BY STEP (Part 1 continued)

#### Security details

Password\* 4
 Retype password\*

Verification word\* 5
 Security question answer\* 5

Security question\*

#### Declaration

I declare that the information provided in this form is true and correct and I agree to be bound by the [AssociationsOnline Terms and Conditions of Use](#).

Declaration by applicant\*

I accept the declaration 6

hkqhyr

Please enter the characters that are either displayed or read out. This prevents automated registrations. 6

Back <
Enrol >

Enter a password. Passwords must be:

- 8 or more characters in length,
- contain at least **1 number, 1 letter and 1 non-alphanumeric character** (e.g. @#\$%).

Enter a verification word and a security question and answer that is easy for you to remember.

You will be asked for your verification word or security question and answer if you forget your password.

Tick the **I accept the declaration** box.

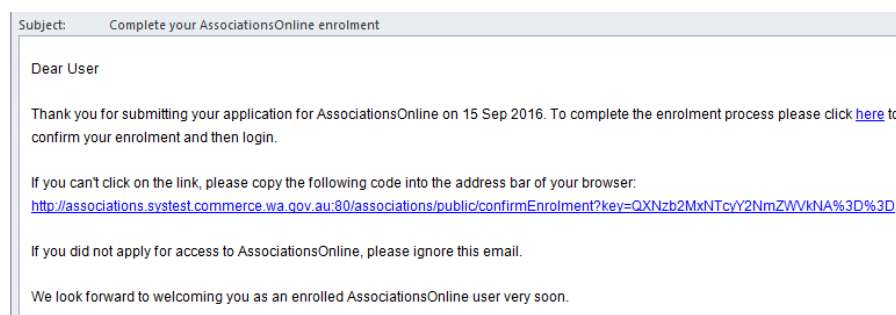
Enter the letters displayed in the box. *If you have difficulty reading the letters you can click:*

to display new word or  
 to hear a new word

Click the **Enrol** button.

### STEP BY STEP – Part 2: Activating a user account

1. Go to your e-mail inbox.
2. Locate your “verification” e-mail. The email will have the subject line “**Complete your AssociationsOnline enrolment**”. Please make sure you check your junk mail folder if you cannot see the email in your inbox.



3. Open the email and click on the link to activate your account. A message confirming your account is active will be displayed. You can now click the login button to begin using AssociationsOnline.