



Department of **Local Government,
Industry Regulation and Safety**

Department of **Mines, Petroleum
and Exploration**

My Account Help Guides

Manage My Account - Turn off two-step authentication

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Turn off two-step authentication

Navigate to your profile

Two-step authentication can be turned off via the "Manage my account" function which is available from within the online service. Before proceeding ensure you are signed in.

1. Click on the "Manage my account" option under your name, located in the top right corner.

Note: If you use Resources Online, click "Profile" after clicking on your name and then select "Manage my account".

Turn off your two-step authentication settings

1. In the "Manage my account" page, click on the "Edit two-step authentication" link.

Note: This link will only be visible if two-step authentication is turned on.

2. Click on the link "Turn off", located to the right of the Status heading.
3. Supply your password and then click on the "Turn off" button, located near the bottom of the page.

Email confirmation notification

1. You will now be directed to the "Thank you" page, confirming that two-step authentication has been turned off.
2. Click on the "Continue" button. You will be returned to the "Manage my account" page. You can verify the status of your two-step authentication on this page.
3. From here you can click on the "Back to" button, located at the top of the "Manage my account" page. This will return you to the online service.

You will also receive an email titled "Two-step authentication turned off".

Note: If authenticating via an app, you should remove the My Account setting from the app as well.

END OF GUIDE