

# INFORMATION SHEET

## How to Set Up myID

## Setting Up myID to Access WA Firearms Portal

### Before you start

To set up your myID, you will need:

- **A smart device** – the myID app is compatible with most smart devices and is only available from the Apple App Store or Google Play.
- **A personal email address** – as it is your personal Digital ID, your ID documents will be linked to the email you choose. It should not be an email address you share with someone else, nor should it be your work email address.
- **To be 15 years of age or older** – age restrictions may also apply to facilitate the use of some government online services.

### Four steps to set up myID

1. **Download the myID app onto your smart device, using either Apple App Store (for Apple devices) or Google Play Store (for Android devices).**  
the myID icon looks similar to this image

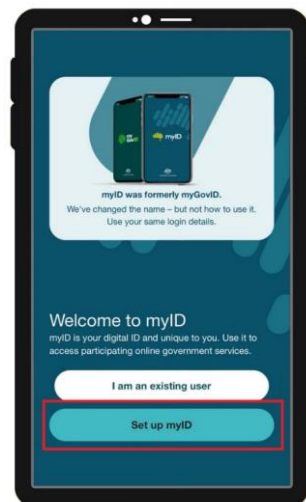


***Note: Only download the myID app from the official app stores (Apple App or Google Play)***

2. **Launch the myID app on your phone.**

You are then prompted to select either:

- **Set up myID**  
(use this for setting up your myID for the first time and continues to step 3, see the note below).
- **I am an existing user**  
(use this where you have set up your myID before and follow the prompt, then go to the next section *Using myID with the Firearms Portal*).

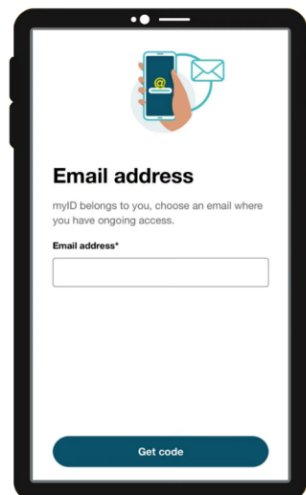


Note: You must be 15 years or older to use myID – as age restrictions may also apply to facilitate the use of some government services.

### 3. Enter your details

#### ***Set Up Email***

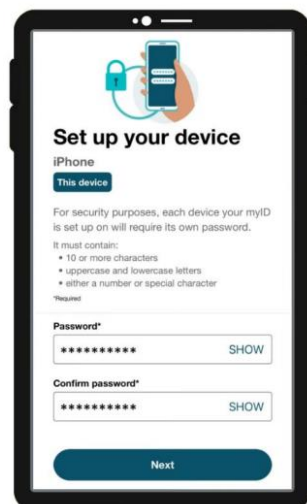
After selecting “Set up myID” the next prompt is to enter email address (see notes below).



**Note:** The email address used must be:

- **A personal email address** – as it is your personal Digital ID, your ID documents will be linked to the email you choose. It should not be an email address you share with someone else, nor should it be your work email address.
- **Existing Licence holders** – the email address used for myID, must also be the same associated with your existing firearm licence.

#### ***Create a Password***



### **Enter in your full name and date of birth**

*If you are an existing licence holder your personal details entered into myID must match the personal details associated with your firearms licence.*

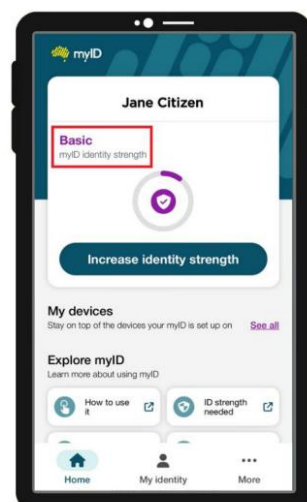
## **4. Choose your identify Strength**

You can select either **Basic**, **Standard** or **Strong** myID. (See below for descriptions of the different identity strengths).

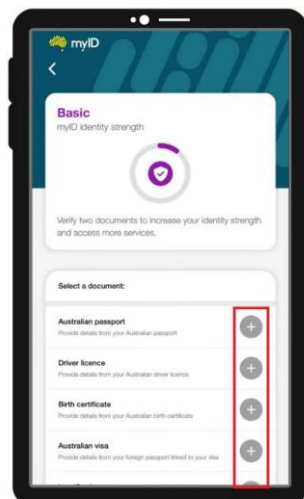
After entering your details, you will have the minimum strength of **Basic**.

Increasing your identity strength provides better protection for your digital ID and allows you to access more services.

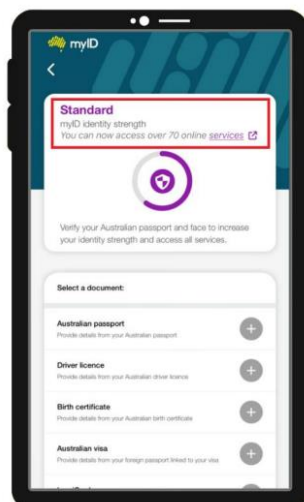
To increase your identity, select the “increase identify strength” button on the home page of the myID app.



Select the plus sign icon of the identification you wish to set your myID to.



Once you have submitted and the system has verified the required documents to upgrade your identify strength, the myID will display the updated identify strength.



## Identity Strength

### Basic

- Allows access to **limited** participating government online services.
- Only requires you to enter your personal details.
- You will be prompted to very your ID documents. Choosing to not verify your ID documents, or only verifying one document, your ID strength will remain at **basic**.

### Standard

- Allows access to **most** participating government online services.
- You need to verify you ID with any two (2) of the following **Australian** documents:
  - An Australian passport (either current or no more than 3 years since expired)
  - Driver's Licence or learner's permit
  - Birth certificate
  - Visa (using your foreign passport)
  - ImmiCard

- Citizenship certificate
- Medicare card (this option appears after you verify one of the above documents)
- **Note:** Your name must match both documents. If you've changed your name, you may be able to verify this with a change of name certificate (ACT, NT, SA and Tas only) or marriage certificate.

### Strong

- Allows access to **all** participating government online services.
- You need to verify your ID with:
  - An Australian passport (either current or not more than 3 years since expired)
  - AND**
  - One of the following:
    - Citizenship certificate
    - Driver's Licence or learner's permit
    - Medicare card (this option appears after you verify your passport). Only requires you to enter your personal details
  - AND**
  - Do a face verification check. This is like taking a selfie; that is then compared to the photo on your passport. The app prompts you to do it. It is a one-off process to check that you're a real person, the right person, and verifying in real time.
- **Note:** Your name must match both documents. If you've changed your name, you may be able to verify this with a change of name certificate (ACT, NT, SA and Tas only) or marriage certificate.

## Using myID with the Firearms Portal

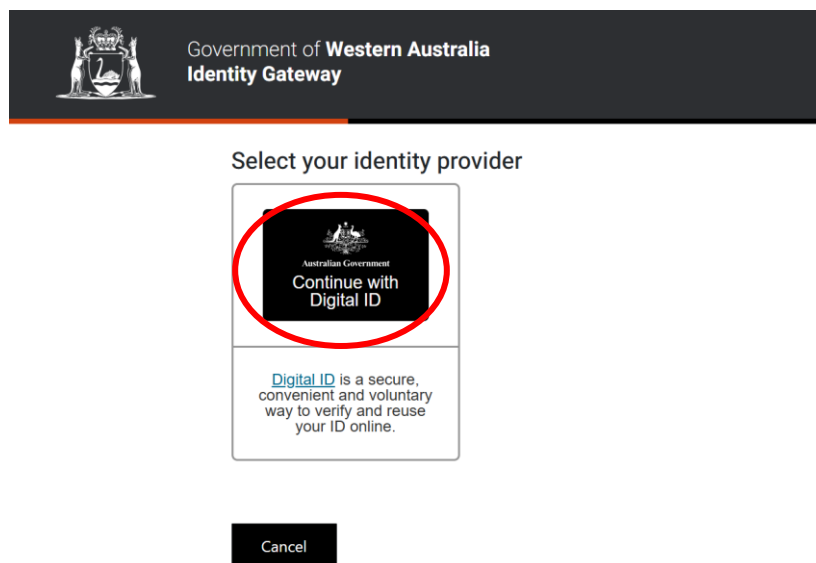
Once you have set up your myID, you can now access the firearm portal.

Begin by accessing the firearm portal through a web browser (Edge, Chrome, Firefox, Opera, etc.). The portal can be found at [firearms.police.wa.gov.au](https://firearms.police.wa.gov.au).

Select the "**login**" button to begin the login process.



Once clicked, you will be asked which identify provider you would like to use; select the “**continue with Digital ID**” button.



Government of Western Australia  
Identity Gateway

Select your identity provider

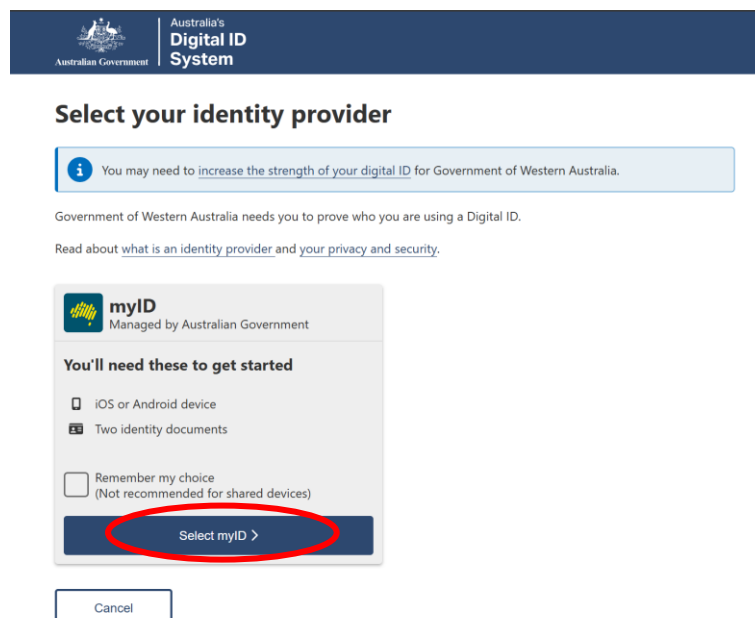
**Continue with Digital ID**

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Cancel

The next screen asks which digital ID you would like to use, click the “**select myID**” button.

*Optional: You can also tick the “**remember my choice**” box if you would like your device to remember your decision for when you log in next.*



Australia's Digital ID System

Select your identity provider

**i** You may need to increase the strength of your digital ID for Government of Western Australia.

Government of Western Australia needs you to prove who you are using a Digital ID.

Read about what is an identity provider and your privacy and security.

**myID**  
Managed by Australian Government

**You'll need these to get started**

- ☐ iOS or Android device
- ☒ Two identity documents
- ☐ Remember my choice (Not recommended for shared devices)

**Select myID >**

Cancel

You will then be redirected to a myID login screen.

Enter the email address associated with the myID account you set up earlier.

Optional: You can also tick the “**remember me**” box if you would like your device to remember your myID account for when you log in next.

The image shows a mobile app interface for logging in with myID. At the top, there are logos for the Australian Government and myID. Below these is a '< Back' link. The main heading is 'Log in with myID'. Underneath, there is a label 'myID email' followed by a text input field. Below the input field is a checkbox labeled 'Remember me'. A large blue button with the text 'Get code' is positioned below the checkbox. Further down, there is a section with the text 'Don't have a myID? Set one up' with a link icon, followed by 'Create a myID to prove who you are and log in to online services.' Below this text are two buttons: 'Download on the App Store' and 'GET IT ON Google Play'. At the bottom of the form, there is a link that says 'Visit myID to find out more.' with an external link icon.

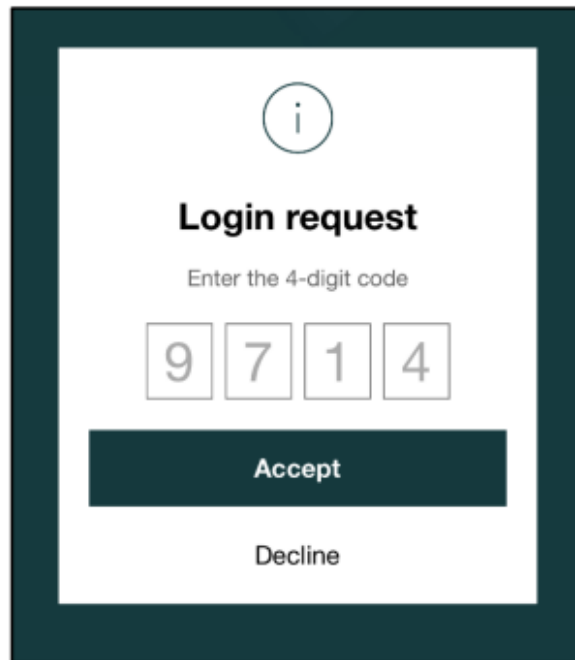
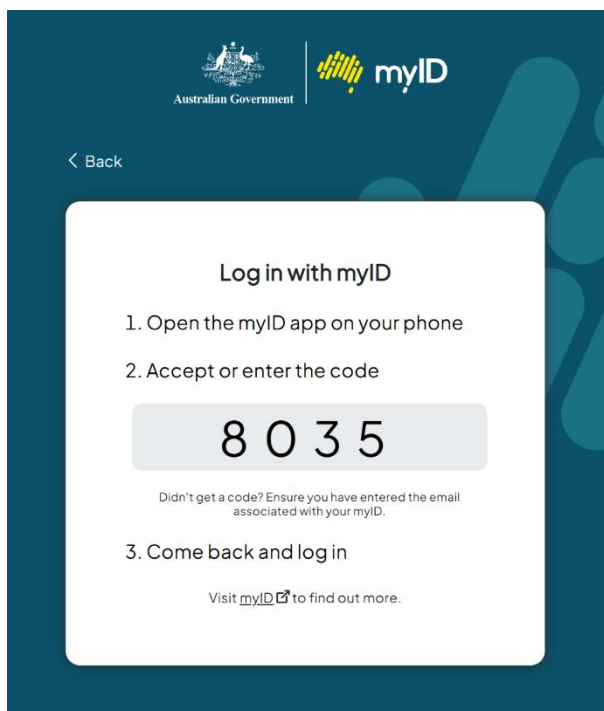
Have your smart device to hand with the myID app open and logged in.

Once your email has been entered, you will be provided with a randomly generated 4-digit code, and this code will need to be entered into your myID app on your smart device.

Your myID app, once logged in and on the homepage, will prompt you to enter the 4-digit code.

Please note, if you have previously selected the option to memorise your email, myID will ask you to confirm that the code given in the app matches the code generated by the Portal.

The code will time out after 1 minute and will need to be regenerated, if this timeframe elapses.



Once this has been successfully done, you will be presented with two consent questions.

1. Requesting your consent for myID to send your First Name, Last Name, Birthday and Email Address, to the Firearms Portal.
2. Requesting your consent for the Firearms Portal to receive your First Name, Last Name, Birthday and Email address from myID.

Both consents are required to facilitate your access to the Firearms Portal.



## Your consent

To prove your identity online, you need to consent to share the following details with Government of Western Australia - UAT.

Find out more about giving [your consent](#).



Details provided by myID

### Your details

Family name	FAR
Given name(s)	TRANCHETWOCN
Date of birth	30 April 1985
Email	TRANCHETWOCN@TestWapol.com.au

### Remember my consent (optional)

Do you want us to remember your consent to share these details from myID with Government of Western Australia - UAT? If not, you will see this consent screen each time you want to share your details with Government of Western Australia - UAT.

We may ask you to provide consent again in the future.

☐

Yes, remember my consent.

You can [view your activity history and withdraw your remembered consent](#) at any time on the Digital ID dashboard.

Cancel

Consent

## Your consent

To continue, you will need to give your consent to share details with firearms-portal-usr.

Identity details provided by myGovID

### Your details

Given name	TRANCHETWOCN
Family name	FAR
Date of birth	30 April 1985
Email	TRANCHETWOCN@TestWapol.com.au

### Remember my consent (optional)

Do you want us to remember your consent to share these details from myGovID with firearms-portal-usr?

☐

Yes, and don't ask me again.

By giving consent you agree to our [Privacy statement](#).


Cancel

Consent

Once consent has been given, you will be presented with the first-time login form, which will already be filled with some of your personal details.

You need to complete the form and where prompted verify the following:

- Mobile number
- Residential address
- Driver's Licence number
- Firearms Licence number



Western Australia Police Force

Help Contact Us

Log OutADAM JOHN

First-time login

WA Police Force / Firearms Licensing / First-time login

We just need a few more details to complete your registration

This form has 6 sections and takes approximately 15 minutes to complete

Your Name and Date of Birth

1

Your surname, given name(s) and date of birth have been provided from your myID profile. Please also provide any other given names below.

Surname (provided by myID)

JOHN

Given Name(s) (provided by myID)

ADAM DAVID

Date of Birth (provided by myID)

17/02/2002

Do you have any other given names not shown above?

Additional Given Name(s) (optional)

Enter additional names

Please add any other given names or middle names separated by a space.

Your Mobile Phone

Mobile Phone Number (required)

0123 123 456

? Verify

We will verify this phone number by sending you a 6 digit code

Your Current Residential Address

Current Residential Address (required)

Start typing your address

Start typing your address to initiate the search

Your WA Motor Driving Licence

Do you have a Motor Driving Licence? (required)

☒ Yes ☐ No

WA

Enter Motor Driving Licence

Your WA Firearms Licence

Have you held a WA Firearm Licence (current or expired)? (required)

☒ Yes ☐ No

Enter Firearm Licence Number (current or expired)

Cancel

Continue

Difficulty accessing the Firearms Licensing portal? [Find out more/get help.](#)

Once you click “verify” next to the mobile phone field, a text message will be sent to your phone containing a six-digit number, in the portal, you will be presented with a window asking you to enter in the verification code. Input the code from the text message, into the “verification code” field on the portal screen, click submit to continue to the first-time login page.

Mobile Phone Number Verification

×

We have sent a 6 digit verification code to your mobile phone. It may take up to 2 minutes to arrive.

Mobile Phone Number Provided

+61448811923

Verification Code

Please enter the 6 digit code we sent to your mobile phone

You have been sent a 6 digit verification code.

Cancel

Submit

As you enter your address, if it does not appear in the prefill option, you may be required to manually enter your address, using the “**address not found**” option. The form below appears for you to manually enter your address.

Your Current Residential Address

Current Residential Address

303 SEVENOAKS ST, CANNINGTON WA 61

Q Use Address Search

Start typing your address to initiate the search

Place Name (required)

Your station or site name as recognised by Landgate. A full street address is preferred.

Street/Road Number

Street/Road Name

Street/Road Type

Street/Road Direction

Street Type

Street Direction

Town or Suburb (required)

State or Territory (required)

Postcode (required)

State

Residential Address Information (optional)

Residential Address Type

Residential Address Number

For example: 'Block' or 'Lot'

For example: 65

This is how your address will look when submitted

Save Manual Address

This address has not been saved yet