



## Setting up your myGovID

*Authorising Access. myGovID is the Australian Government's Digital Identity app.*

*Further instructions for [setting up your myGovID](#) are available online.*

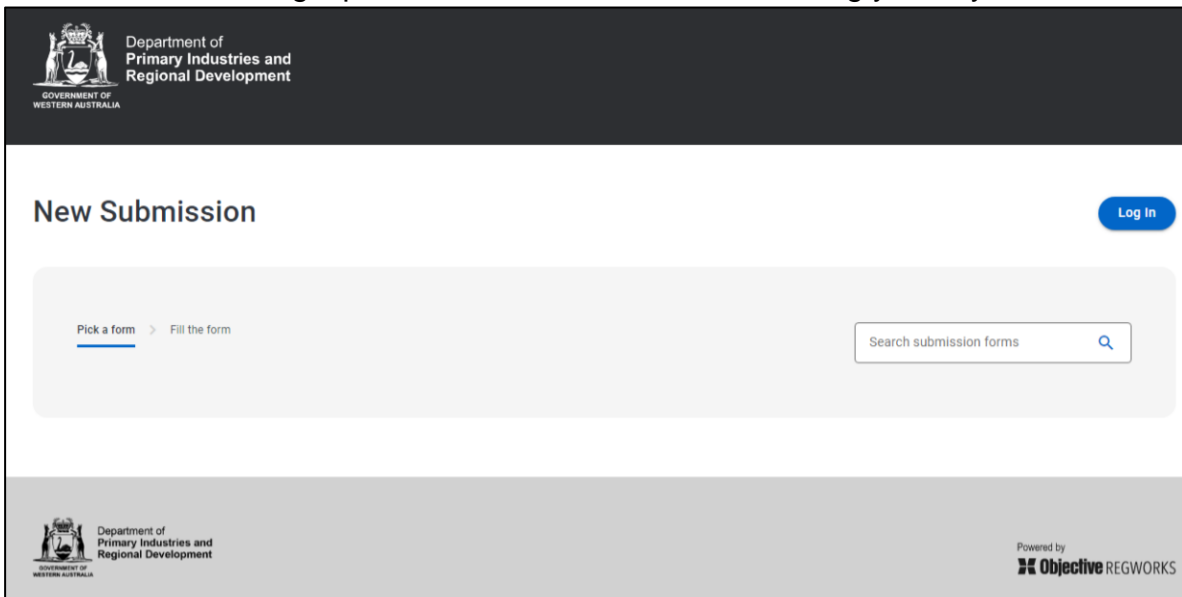
1. Download the myGovID app to your compatible smart device. Open the app, select **Create a myGovID**. Once you have read the information, select **Start Now**. **Accept** the Terms of Use.
2. Enter a personal email address and select **Get Code**.
3. Refer to your email inbox to retrieve your unique code. Enter this code into the next page and select **Next**.
4. You now have the option to secure your device – “Turn on Touch ID”. This is optional.
5. Create a password. It needs to be 10+ characters and include uppercase, lowercase and a number/symbol. Then select **Next**.
6. Enter your personal details into the requested fields and select **Done**.
7. To access the Brands Portal you will need at least a Standard identity strength. You will be required to verify two documents to confirm your identification. These can include: Driving License, Passport, Birth Certificate and Medicare Card. Please keep your two documents ready during the verification process. Verification may take a few minutes to complete.

**Your myGovID is now set up.**

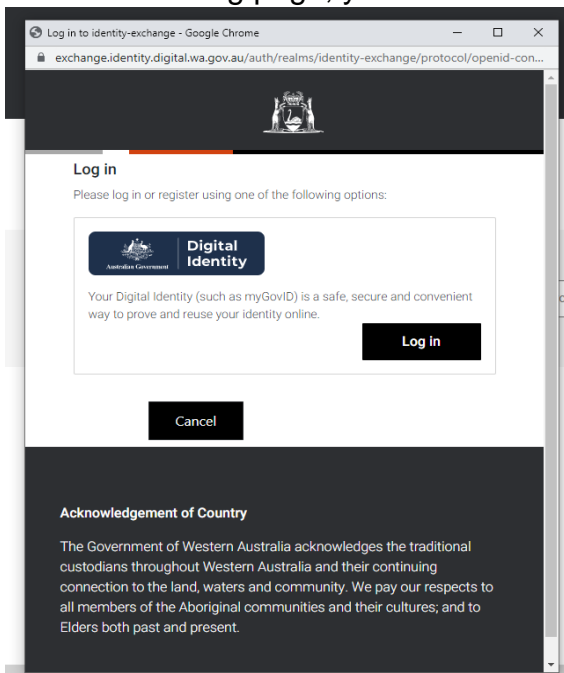
# Logging in to the Brands Portal

If creating your Digital Identity has been successfully completed, your myGovID should now be set up. Please ensure you have your myGovID app and email ready.

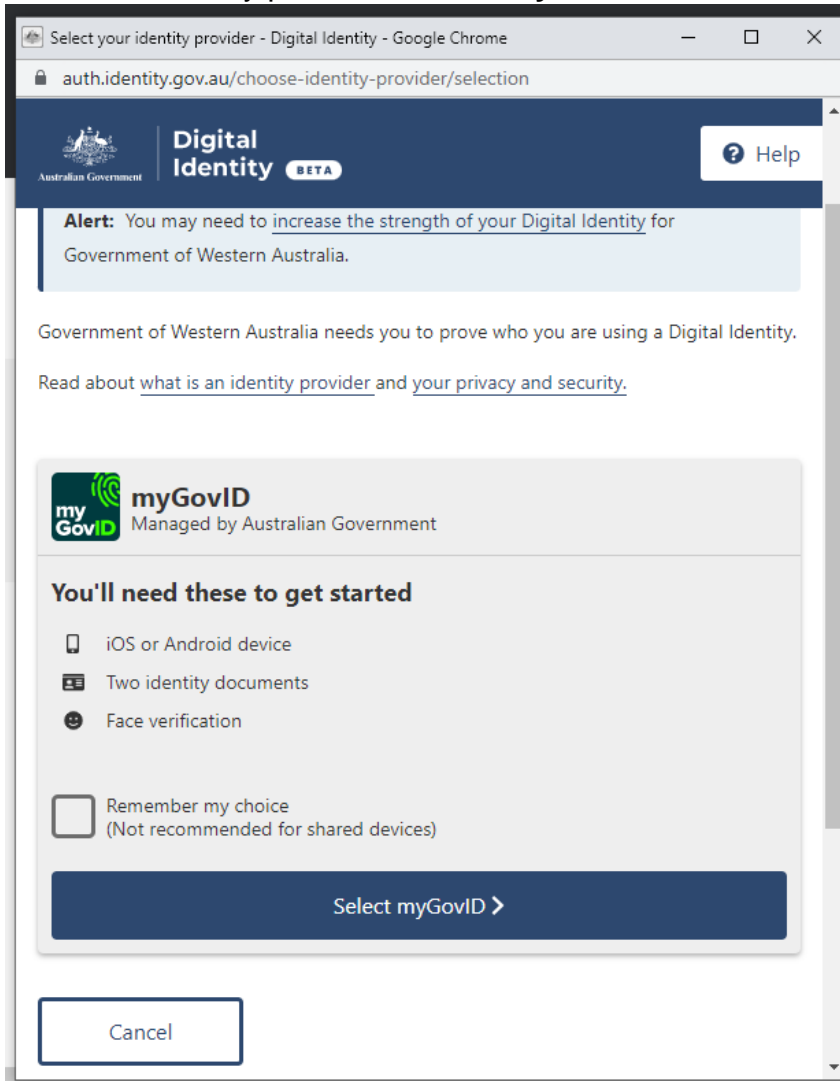
1. Connect to the Brands Portal. You will be taken to the Welcome page for online beekeeper, livestock, and poultry owners registration. You already have a Digital Identity. Select **Log in to the Brands Portal**.
2. You will be taken to the DPIRD New Submission screen. Click the blue **Log-in** button to commence the login procedure to the Brands Portal using your myGovID account.



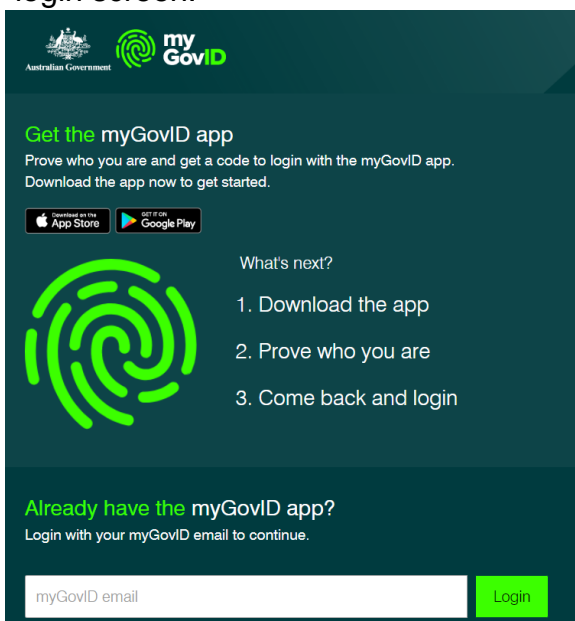
3. On the following page, you will be asked to Log in to Digital Identity. **Log in**



4. Select an identity provider. Locate **myGovID** and select **Select myGovID**

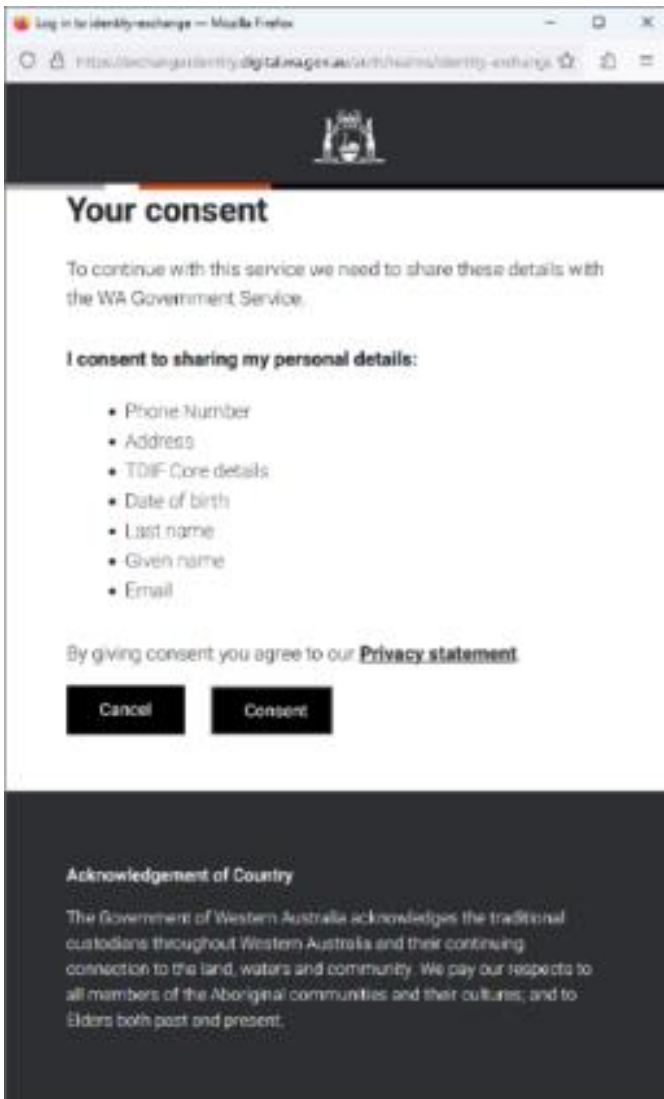


5. You will be taken to the myGovID login page. Locate the input bar underneath **Already have the myGovID app?** and enter your email. A 4-digit code will now appear on the login screen.



6. Log into your myGovID app using your 10-character password, fingerprint or face. You will then be prompted to enter or accept the 4-digit-code in your myGovID app.
7. Go back to your browser to provide consent to sharing the information outlined on screen. Only a small amount of your information is passed to the service you want to access. Usually this is limited to your name, date of birth and contact details. Click **Consent**.

**Note:** Consent is only required the first time you log in to myGovID.



**You are now logged in to the Brands Portal.**

**Note:** If you are a **first-time user** of the Brands Portal or have **multiple registrations**, following your login, DPIRD will require you to confirm your identify for each registration using the following information:

- Reference Number
- Expiry Date
- Certificate Number

# Confirming Your Identity

Further instructions can be found in the '[Confirm your Identity](#)' reference guide.

## **Important Disclaimer**

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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