

Account registration

- 1 Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>

**ROTTNEST ISLAND
AUTHORITY**

Home

Welcome to the Mooring Licensing System

Login to the system to apply for an annual admission permit, authorised user permit or to be listed on the waiting list for a mooring license.

Daily admission fees

Click [here](#) if you want to pay for daily admission fees

DCV admission fees

Click [here](#) if you want to pay for DVC admission fees.

Access Mooring Licensing

Login

Click the login button to login or start the new-user registration process.

Mooring Licensing Password-less Logins

At the Department of Biodiversity, Conservation and Attractions, we employ a password-less authentication system, meaning you never need to remember a password. When you need to login to a site, such as Mooring Licensing, simply enter your email and an authentication code will be sent to your registered email address. From there, enter the code on screen to complete the login process.

2 Click "Login"

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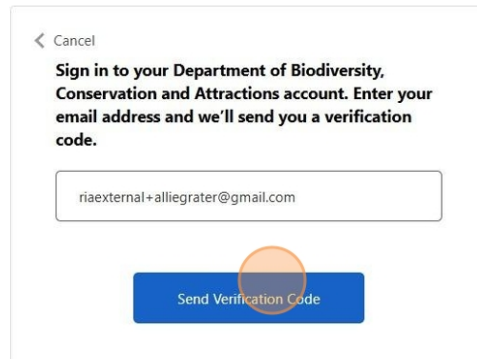
3 Enter email in the "Email Address" field

 Cancel

Sign in to your Department of Biodiversity, Conservation and Attractions account. Enter your email address and we'll send you a verification code.

 Send Verification Code

4 Click "Send Verification Code"



< Cancel

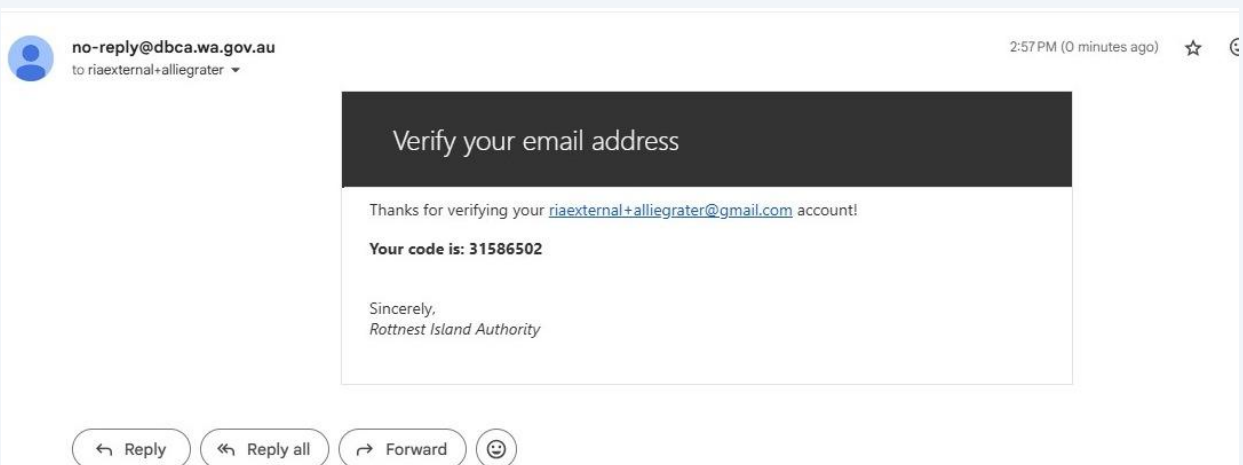
Sign in to your Department of Biodiversity, Conservation and Attractions account. Enter your email address and we'll send you a verification code.

riaexternal+alliegrater@gmail.com

Send Verification Code

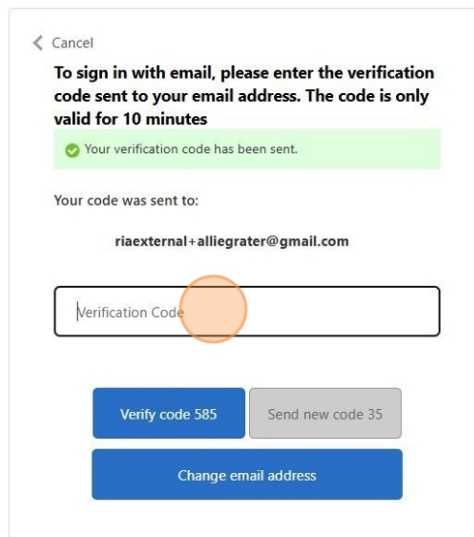
5 Check your email inbox for verification code from Rottnest Island Authority

6 Copy the provided verification code



7

Enter verification code into "Verification Code" field on log in screen



< Cancel

To sign in with email, please enter the verification code sent to your email address. The code is only valid for 10 minutes

✔ Your verification code has been sent.

Your code was sent to:

riaexternal+alliegrater@gmail.com

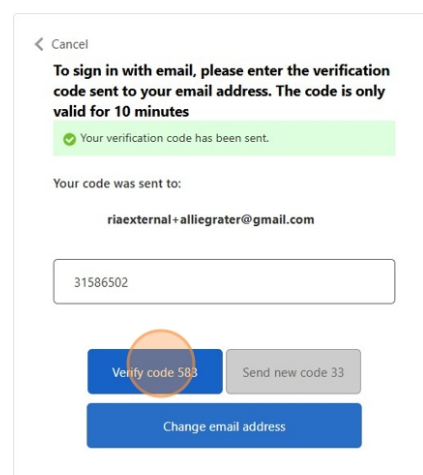
Verification Code

Verify code 585 Send new code 35

Change email address

8

Click "Verify code"



< Cancel

To sign in with email, please enter the verification code sent to your email address. The code is only valid for 10 minutes

✔ Your verification code has been sent.

Your code was sent to:

riaexternal+alliegrater@gmail.com

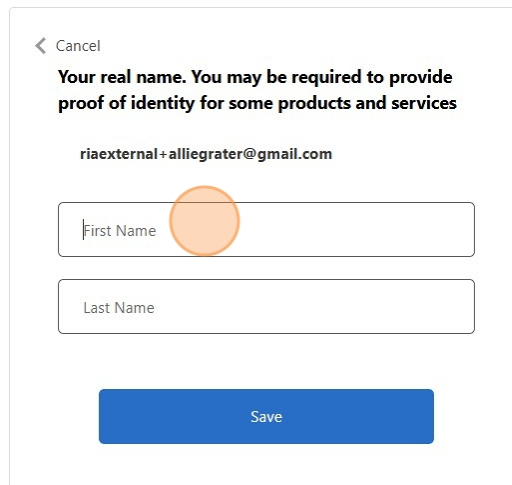
31586502

Verify code 583 Send new code 33

Change email address

9

Enter "First Name" and "Last Name" in fields provided



< Cancel

Your real name. You may be required to provide proof of identity for some products and services

riaexternal+alliegrater@gmail.com

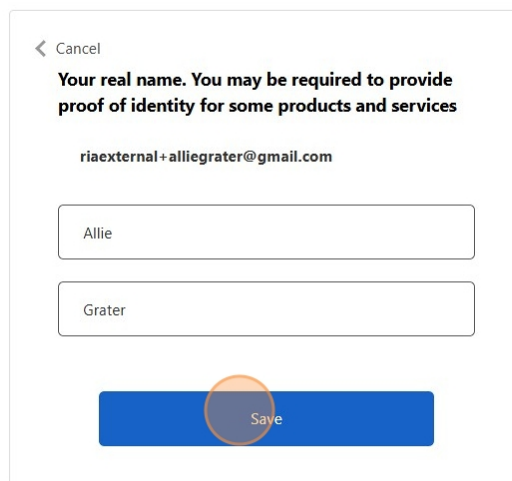
First Name

Last Name

Save

10

Click "Save"



< Cancel

Your real name. You may be required to provide proof of identity for some products and services

riaexternal+alliegrater@gmail.com

Allie

Grater

Save

11

Enter first and middle name into "Legal Given name(s)" and last name into "Legal Last name"

Details
Manage Cards

Personal Details

Account Details

To update your account name or MFA(Multi-Factor Authentication) please [click here:](#)
Changes will not update until your next login.

Given name(s)

Allie

Surname

Grater

Legal Details

Legal Given name(s)*

Legal Last name*

Legal date of birth*

Update

12

Type "Legal date of birth" using format DD/MM/YYYY or select from pop-up calendar provided

Account Details

To update your account name or MFA(Multi-Factor Authentication) please [click here:](#)
Changes will not update until your next login.

Given name(s)

Allie

Surname

Legal Details

Legal Given name(s)*

Legal Last name*

Legal date of birth*

Update

Address Details

Residential Address

Add Address

13 Click "Update"

✖ Personal Details

Account Details

To update your account name or MFA(Multi-Factor Authentication) please [click here:](#)

Changes will not update until your next login.

Given name(s)

Allie

Surname

Grater

Legal Details

Legal Given name(s)*

Alison Green

Legal Last name*

Grater

Legal date of birth*

24/08/1980

Update

14 Click "Add Address"

Update

✖ Address Details

Residential Address

No Address Information

Postal Address

No Address Information

Add Address

✖ Contact Details

Phone number

Mobile number*

Update

15

Enter residential address. If postal address is the same, tick box "Use for postal". Then click "Save"

Create Address

Address type*

Residential Address

▼

Country*

Australia

▼

Line 1*

Line 2

Line 3

Suburb / Town*

Postcode*

State*

WA

☐ Use for postal

Save

16 If postal address is different, click "Add Address" again

Update

✕ Address Details

▼

Add Address

Residential Address

Street	Locality	State	Postcode	Country
1 Mews Road	Fremantle	WA	6160	AU

EditDelete

Postal Address

No Address Information

✕ Contact Details

▼

Phone number

Mobile number*

Update

- 17 Select the "Postal Address" option. Enter postal address, then click "Save"

Create Address

Address type*

Postal Address

Country*

Australia

Line 1*

Line 2

Line 3

Suburb / Town*

Postcode*

State*

WA

Save

18

Enter "Phone number" (Eg. 0893456789) and "Mobile number" (Eg. 0412345678). Then click "Update".

Street	Locality	State	Postcode	Country
1 Mews Road	Fremantle	WA	6160	AU

[Edit](#) [Delete](#)

Postal Address

Street	Locality	State	Postcode	Country
PO Box 70	Fremantle	WA	6160	AU

[Edit](#) [Delete](#)

Contact Details

Phone number

Mobile number*

[Update](#)

We have detected that this is the first time you have logged into the system. Please take a moment to provide us with your details (personal details, address details, contact details). Once completed, click Continue to start using the system.

[Continue](#)

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To complete account registration, click "Continue"

Street	Locality	State	Postcode	Country
PO Box 70	Fremantle	WA	6160	AU

[Edit](#) [Delete](#)

Contact Details

Phone number

Mobile number*

[Update](#)

We have detected that this is the first time you have logged into the system. Please take a moment to provide us with your details (personal details, address details, contact details). Once completed, click Continue to start using the system.

[Continue](#)