

REGISTER FOR CITY OF MITCHAM ONLINE LOGIN

DOC STATUS:

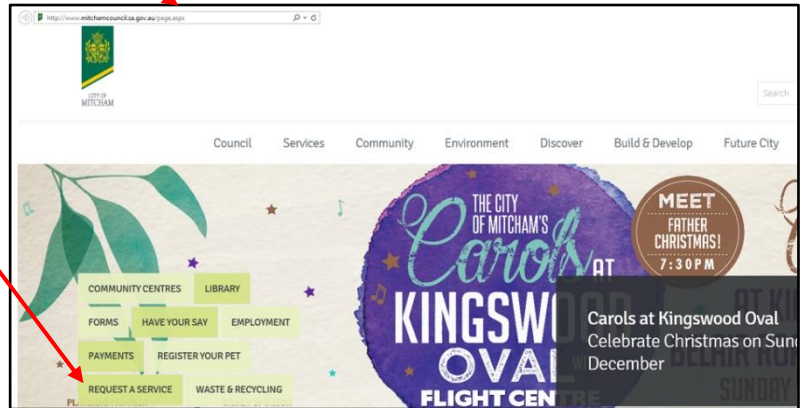
AUTHORISED BY:

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REVIEW DUE:

Step 1

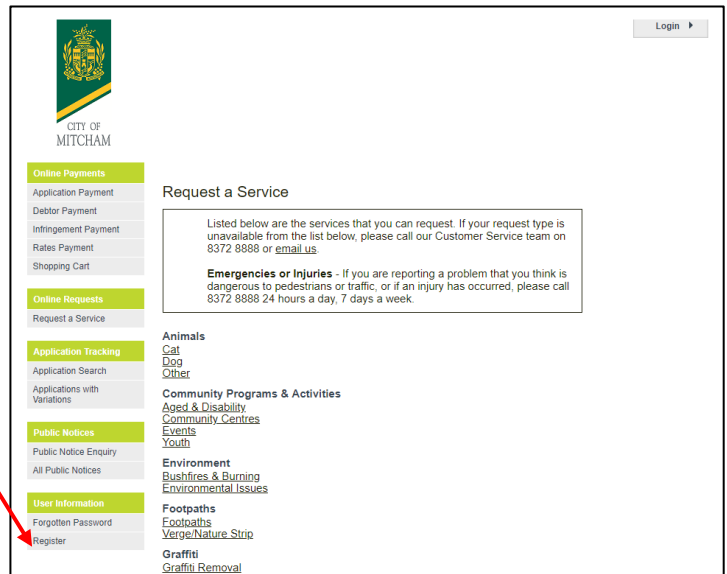
Go to [www.mitchamcouncil.sa.gov.au](http://www.mitchamcouncil.sa.gov.au)

Select 'Request a Service'



Step 2

Select 'Register'



**Step 3**

Enter details

Please include at least one phone number

If	Action
Owner	Select to tick
Agent or other	Leave blank

Enter security tag text

Select 'Next'

The 'Register' form includes the following fields: Title (dropdown), Given Names, Business/Surname\*, Email Address\*, Home Phone, Work Phone, Mobile Phone, Address Detail\*, Suburb, Postcode, and a checkbox for 'I'm a Property Owner'. A red box highlights the Title, Given Names, Business/Surname\*, Email Address\*, Home Phone, Work Phone, and Mobile Phone fields. A security tag image with the text '3.FL9V.FU' is shown with a text input field for verification. A 'Next' button is at the bottom right.

**Step 4**

Open email from **mitcham@mitchamcouncil.com.au**

Before clicking on link

Copy the *password*

The 'Registration Processed' page features a navigation menu on the left with categories: Online Payments (Application Payment, Debtor Payment, Infringement Payment, Rates Payment, Shopping Cart) and Online Requests (Request a Service). The main content area contains the text: 'Thank you for registering. Your details have been entered into the system and a staff member will process your application for an account. You will be emailed once your account has been created with a username and password.'

The email content includes: From: <mitcham@mitchamcouncil.sa.gov.au>, Date: 27 November 2018 at 3:52:24 pm ACDT, To: <conveyancer@gmail.com>, Subject: City of Mitcham Online Services Registration. The body text reads: 'Dear Nina's Conveyancing, Your registration into eProperty has been successful. Please click on the following link to activate your account: <http://t1-prod-app1/T1PRProd/WebApps/eP4611-92d9-5746ea943dc4>. If you cannot open the link, please copy and paste this link into your browser: <http://t1-prod-app1/T1PRProd/SP1.EPR.USRACAV.VIW&r=P1.WEBGUEST&g=16c89b7b-3e36-4611-92d9-5746ea943dc4>. Once your account has been activated, you will be able to log on to the system. Email Address: [conveyancer@gmail.com](mailto:conveyancer@gmail.com) Password: 873d49. You will need to change your password the next time that you log on to the system.'

**Step 5**

Enter login details from email

Enter *email address*

Enter *Password*

Select 'Log In'

The 'eProperty Login Page' contains fields for 'User Name\*' and 'Password\*', a 'Registration' dropdown menu, and a 'Log In' button. There are also 'Cancel' and 'Return to the Home page' links. The footer includes 'Privacy | Disclaimer | Contact Us | Mobile View' and '© Technology One Limited 2018'.

**Step 6**

Enter *old password*  
(provided in email)

Enter *new password*

Enter *new password* again

Select **'Save Changes'**

**Change Password**  
Enter your old password and your new password below, then select **Save Changes**. All fields are required.

Old Password

New Password

Confirm New Password

**Save Changes** **Cancel Changes**

**Step 7**

Your username will show

Select service as required

**CITY OF MITCHAM**

**Home Page**  
Welcome.  
Use the left hand menu to perform tasks such as paying bills, applying for applications or submitting a request.

You are currently logged in as: conveyancer@gmail.com | [Change Password](#) | [Logout](#)

Select **'Logout'** when complete