Government of **Western Australia**
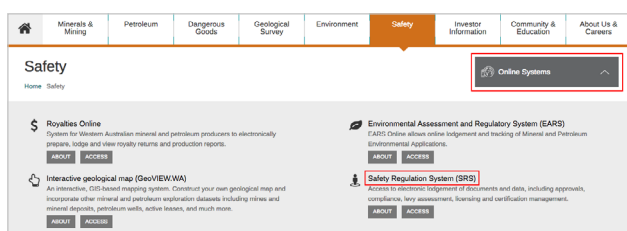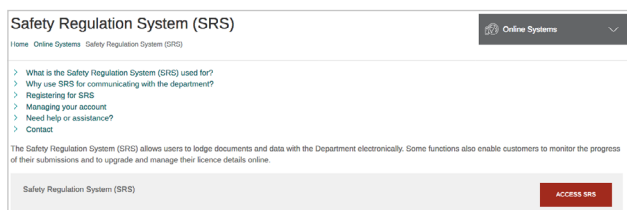Department of **Mines, Industry Regulation and Safety**

Quick help guide to access and manage your SRS account

Accessing Safety Regulation System (SRS)

1. From the Department website, click Resources Safety. Then expand 'Online Systems' and click 'Safety Regulation System'.
   You can also save this page as a favourite in your browser for easy access.

2. Once you are in the SRS page, click 'Access SRS'.

3. Enter your username and password. Click 'Sign in'.

Note: You will see only the subsystems where you have been granted security roles either as Company Endorser, Company Administrator or Company Representative.

Manage 'My Profile' or update personal details

You can update and manage your account in SRS including address and contact details.

1. From the SRS home page click 'My Profile' and select 'My Personal Details' from the drop-down list.

2. To update your details click on the arrow to expand the relevant section. You will see your current details.

   Click 'Update' to amend the information. Enter the new information and click 'Save' to accept or 'Cancel' to return to the previous page.

Note: Changes to your account will be reflected across all Department systems, if you have registered to access more than one system.

Changing your password

1. Login to SRS as per *Accessing Safety Regulation System* on page 1.

2. Once logged in, click 'Set Password'.

3. Enter your existing password followed by a new password. Retype your new password to confirm and click 'Update' to complete the password change process.

Reset a forgotten password

1. If you have forgotten your password, click 'Forgotten password?' on the SRS login page.

2. Enter your username and email you used to register for SRS. Click 'Reset Password'. If the username and email matches your registration details, you will receive an email with a new password.