



## HOW TO CREATE A SINGLE SIGN ON (EX ACCOUNT) TO USE DMP SYSTEMS

### EXAMPLE SCREENSHOT

Single Sign On

[Forgotten password?](#)

**Please Log In**

Username:

Password:

Login

**New User Registration**

Single Sign-On provides access to all of our Online Systems.

If you are not already registered, please click on the 'Register' button below and follow the on-screen prompts.

Register

**Mine Surveyors needing to submit plans to DMP using the Managed File Transfer System (MFT) must create a DMP Single Sign On (Ex Account).**

**You may already have a Single Sign On in place because you use other DMP systems such as Tengraph, SRS, Minedex, PGR or EARS. Use the same one for MFT. You don't need to create a new one. Go to step 5.**

**Your Single Sign On is portable. If you move mine sites, you keep the same Ex Account.**

To create a new Single Sign On (Ex Account):

1. Go to <https://download.dmp.wa.gov.au> and you will see the above screen or go to [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au) > Online Systems > Manage My Account.
2. Choose Register.
3. Complete the form that appears. Choose Managed File Transfer as the application you require access to. Contact the DMP Computer Helpdesk if you have problems with this form (08) 9222 0777 or [IT.servicedesk@dmp.wa.gov.au](mailto:IT.servicedesk@dmp.wa.gov.au)
4. You will be emailed your ex number and temporary password.

To be granted access to the Managed File Transfer System (MFT):

5. Send your ex number (not password) by email to [rsdmineplans@dmp.wa.gov.au](mailto:rsdmineplans@dmp.wa.gov.au) and indicate that you want to use Managed File Transfer.
6. This will be set up and you will be advised when you can use the MFT to submit plans.

To modify your account details (eg. a new employer or email) or for forgotten passwords go to: [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au) > Online Systems > About Online Systems > Manage My Account

### CONTACT PERSON

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