

CITY OF BELMONT

Ruth Faulkner Library

Setting Up the ServiceWA App

Step One: Setting up a myGovID account

(If you already have a myGovID set up, skip to Step Two)

1. You will need any **TWO** of the following documents and access to your email.
 - Driver's licence
 - Medicare card
 - Birth certificate Passport (with visa if non-Australian)
 - Citizenship certificate Immigration Card
2. On your phone download the [myGovID app](#)
3. Open the myGovID app – select whether to allow notifications or not
4. Select **Create a myGovID**
5. Swipe through the four info screens, then tap on **Start now**
6. Accept the Terms of use
7. Enter an email address – you can use the same email address you use for myGov
8. Tap on **Get code**
9. Access your email and note the myGovID verification code
10. Enter the code in the myGovID app – then tap **Next**
11. You may be asked to use your phone's Fingerprint or Facial recognition function for added security. **Accept** or tap **Not now**
12. Enter a password according to the instructions on screen – then tap **Next**
13. Enter your details and tap **Done** – you can either read or tap X on the warning about Covid vaccination
14. You will now need to prove your identity using TWO of the documents listed above. Please note: the system appears to ask for a third form of ID, this is not essential, but can be entered if desired



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15. Tap on the first document – e.g. Driver's licence 16. Scan your licence using your phone's camera or enter the details manually.

(If there are scanning errors, either rescan or tap **Edit** and correct these)

17. Tick the consent box and tap **Submit**

18. Tap on the second document – e.g. Medicare

19. Scan your card using your phone's camera or enter the details manually.
(If there are scanning errors, either rescan or tap Edit and correct these)

20. Enter your date of birth

21. Tick the consent box and tap **Submit**

22. Your myGovID is now set up – you will now need to set up your ServiceWA account

Step Two: Setting up a ServiceWA account

(If you already have a myGovID set up, skip to **Step Three**)

1. On your phone download the [ServiceWA app](#)
2. Open the ServiceWA app – select whether to allow notifications or not
3. Tap **Next**
4. On the Consent page scroll down and tap **I agree**
5. Tap **Log in to Service WA**
6. On the Log in screen, you will see the myGovID as the preferred option – tap Log in
7. You will be redirected to the Digital Identity website



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8. Under myGovID, tick **Remember my choice**
9. Tap on **Select myGovID**
10. Enter the email address used for myGovID
11. Tap **Remember me** then tap **Login**
12. You will be shown a four digit code
13. Open the myGov ID app, enter the code and tap **Accept**
14. Open the ServiceWA app
15. On the Your consent screen scroll down – tick the **Yes and don't ask me again** box
16. Tap **Consent**
17. Tap **Consent** again
18. Add your mobile number then tap **Next**
19. Confirm your mobile number
20. Enter the confirmation code and tap **Next**
21. Tap **Next** again
22. Tap on **Enable SafeWA**
23. Tap on I agree then tap **Next**
24. Scroll down and tap **I agree**
25. Tap **OK** to allow camera access
26. Your ServiceWA account is now set up – you can now link your vaccination certificate



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Step Three: Linking your vaccination certificate

1. In the ServiceWA app, tap on Certificate
2. Tap on **Import through your myGov account**
3. Login to myGov if required
4. Tap **Continue**
5. Tap on **Medicare**
6. Tap on **View proof** of vaccinations
7. Tap on **View history**
8. Tap on **Share with check in app**
9. Tap on **Share** next to ServiceWA
10. Tap **Accept and share**
11. Tap **Next**
12. Scroll down and tap I Agree
13. Tap **Save Certificate**
14. Everything should now be set up and ready to go

