

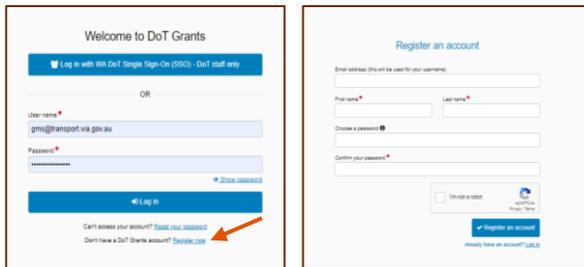


DoT Grants (OmniStar)

How to create an account

Note: You will need to download the 'Google Authenticator' app or 'Microsoft Authenticator' app onto your smartphone.

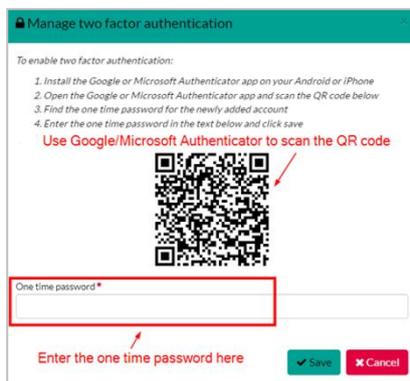
1. Go to <https://grants.transport.wa.gov.au/>
2. Click on 'Register Now'.



3. Register an account by entering your email address, first name, surname and your chosen password.

(Note: passwords must contain a minimum of 10 characters and contain at least 1 capital letter, 1 lowercase letter, 1 number and 1 special character (e.g. ! @ # \$ % etc).

4. Click on 'Register an Account'.
5. A Multi factor Authentication (MFA) QR code will appear on screen. Please follow the instructions provided on your login screen.

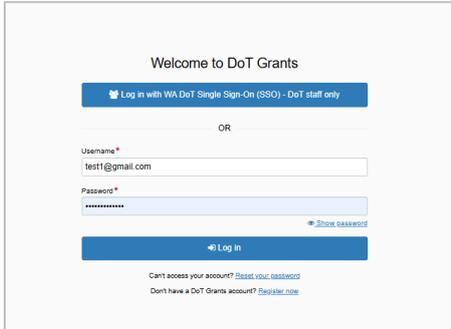


- Open the Google/Microsoft Authenticator app on your smartphone to scan the QR code.
- Find the one-time 6 digits code for your account and enter it into the text field box.
- Once you have entered the code, click 'Save'.
- If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au.

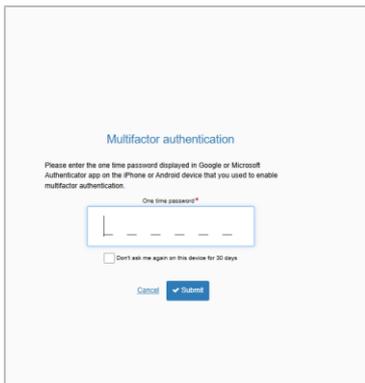
6. A verification email will be sent to your email address. Once verified, you can log into DoT Grants (OmniStar).
7. If you forget your password, click on 'Reset your Password'.
8. If you do not receive either a verification email or reset your password email, please contact the Grants Management Team on gms@transport.wa.gov.au.

How to log in to your account with Multi-Factor Authentication (MFA) enabled

1. Go to <https://grants.transport.wa.gov.au>
2. Enter your username and password in the fields provided and click 'Log in'.



3. Please follow the instructions provided on your login screen.
 - Open the Google/Microsoft Authenticator app on your smartphone.
 - Find the one-time 6-digits code for your account and enter it into the text field box.
 - Once you have entered the code, click '**Submit**'.



4. If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au