

My Account

By registering for My Account you can set up an online account to receive email notification of updates or changes to Commonwealth law based on your preferences.

Registering an Account

1. To set up a subscription account click on My Account at the top of any page.

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MY ACCOUNT

2. In the **Register now** section:

- a. Fill in your details

First name

Last name

Email address

Re-enter email address

- b. Choose your password

Create your password

Re-enter password

Passwords must be at least ten characters in length and must contain characters from three of the following four categories: Uppercase characters (A through Z), Lowercase characters (a through z), Base 10 digits (0 through 9) and these Non-alphabetic characters ! \$ # %.

- c. Click on **Register**.
3. Your account has now been created. Before you can set up subscriptions, your account will need to be activated. An email will be sent to your nominated email address with an activation code. You will need to enter this code on the **Activate your account** page after logging in for the first time.

Logging in to your Account

1. To log into your account click on My Account at the top of any page:

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2. Under **Log in to your account**:
 - a. Enter your email address
 - b. Enter your password
 - c. Click on **Log in**.

Log in to your account

Log in now to save and edit your searches, and to update your email preferences.

Email

Password

Log in

3. If you have forgotten your password go to **Forgot your password?** and enter the email address you nominated at registration. Then click on **Continue** and an email with a new password will be sent to your registered email address.

Forgot your password?

Enter your email address and click **Continue** for more information.

Email

Continue

Creating Subscriptions

Once you have logged in and activated your account you can set up subscriptions and edit your user details.

Adding Subscriptions

1. Subscriptions are created by defining a query and entering criteria that specify the legislation you are interested in tracking. You can set up a number of queries if required and can modify these at any time. You will receive an email of the previous day's relevant updates or changes at the beginning of the day.
2. To create a query make sure the **Subscriptions** tab is displaying with a blue line.

Subscriptions

User Details

3. To add a new query, click **Add new Subscription**, then enter a query description and click on **Define Query** to select subscription options.
4. Define your query using the **Advanced Search** or **Unique ID Search** and enter the criteria into the applicable fields.

Advanced Search

1. The Advanced Search allows you to undertake a search to test your query prior to using the query for your subscription.
2. In the first section enter your key term/s into the relevant field:

If you leave these fields blank the system will search all titles.

- a) In the second section there are three options to further refine your query:

- **Choose content(s):** select the part of the legislation you want to search for key terms.
 - **Choose type(s):** select one or more legislation types.
 - **Choose portfolio(s):** select a portfolio to search. This will limit your search to in force law for the portfolio/s selected only.
- c) The third section allows you to choose the occurrence of key events for different types of legislation. Click on select events to see the selection.

Unique ID Search

1. You can use a unique ID search to define a query to track changes and updates to specific legislation.
 - a) To define a query by unique ID select the **Unique ID** tab so the blue line is visible above the words
 - b) Select the ID type you want to search by and enter the ID number into the field provided.

A wildcard * can be substituted for any unknown number(s).

2. To check that the query brings up the desired legislation

click **Test this search query** and confirm that the results are correct.

3. If the query is correct click on **Use this query for your subscription**. If it is not correct, make adjustments to the criteria and test the query again.
4. Once you have confirmed you want to use the query for your subscription you will then be taken back to the subscriptions tab.
5. To save the query click on **Save**. Your subscription query

is now active.

Working with existing queries

1. If you wish to change or delete a query use the controls to the left of the Subscription Query row to either edit or delete your query.

Editing User Details

2. Make sure the **User Details** tab is displaying:
3. If required you can update your name and email address in the **User Details** section. If you change your email address, you will have to reactivate your account.

4. To change your password enter details into the **Change Password** section

5. The default for **Receive Subscription Emails** section is 'Yes'. To stop subscription emails temporarily change option to No and click **Change Status**. Stopping the email subscription does not delete the queries entered.