



# Mobile Food Vendor Centralised Register Registration & Two Factor-Authentication (2FA)

## Guidance note Version 1: March 2022



### Introduction

To ensure the Register maintains highest level of security Register users are required to create their own personal user account, login and set up 2FA. 2FA is set up using the Google Authenticator app which is available on both android and apple ios phones in the App store.

#### Step 1:

To register as a new user on the website register your account by filling in the form in the 'Register' tab. Once you have submitted your registration form wait until your account has been activated by DOH (you will receive email confirmation).

#### Step 2:

Login to your app store (on your phone or tablet device) and install the Google Authenticator app.



#### Step 3:

Once Google authenticator is installed on your phone or tablet device login to your Mobile Food Vendor Centralised Register account on the website.

#### Step 4:

Go to your personal profile page by clicking on 'Howdy Your Name' at the top right of the page.

#### Step 5:

In your profile page select – click the tick boxes '*Enabled*' and '*Primary*' next to *Time Based One-Time Password* (TOTP) and save those settings by clicking '*Update Profile*' at the bottom of the page.

#### Step 6:

Scan the QR code using your Google Authenticator app.



#### Step 7:

Enter the Authenticator code on your device and press submit (ensure you have enough time to enter the code).

#### Step 8:

Once your key is set you will see this in your menu.

#### Step 9:

Logout of the Mobile Food Vendor Centralised Vendor website.

#### Step 10:

The next time you login to the website you will be prompted to enter the Google Authentication code. Once you have entered the code you will have full access to the Mobile Food Vendor Centralised Register.

#### Questions? Contact the System Performance team -



Email: [InfoFoodVendor@health.wa.gov.au](mailto:InfoFoodVendor@health.wa.gov.au)

Phone: (08) 9222 2000

Website: [wamobilefoodregister.com](http://wamobilefoodregister.com)