

Traffic Escort Services Scheduling System (TESS) - Setting Up Access

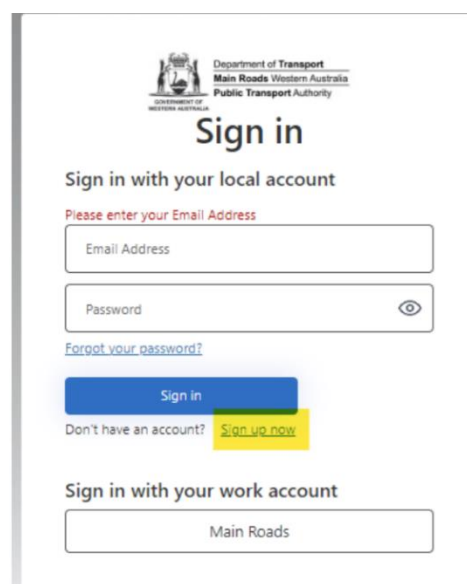
Setting up Access to Your TESS Account

1. Requesting Access:

All customers requiring TESSS Access must request via their Main Roads 'My Account'.

If you don't have a 'My Account' follow the account set up steps available via the 'My Account' page on our website:
<https://www.mainroads.wa.gov.au/myaccount/>

Make sure to select / click '**Sign Up Now**'

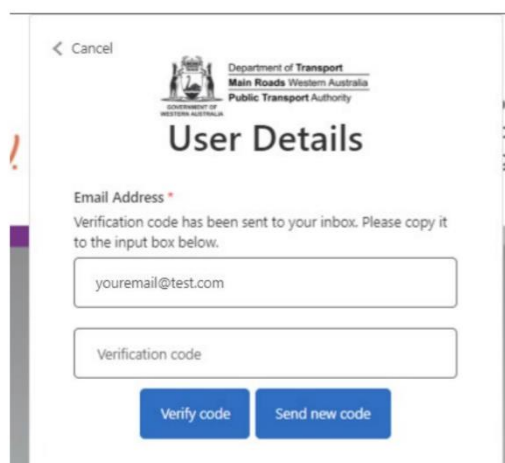


The screenshot shows the 'Sign in' page for the TESSS system. At the top, it displays the logos for the Department of Transport, Main Roads Western Australia, and the Public Transport Authority. The main heading is 'Sign in'. Below this, it says 'Sign in with your local account'. There is a red error message 'Please enter your Email Address' above the 'Email Address' input field. Below that is the 'Password' input field with an eye icon to toggle visibility. A link for 'Forgot your password?' is provided. There are two buttons: a blue 'Sign in' button and a yellow 'Sign up now' button. Below these, it says 'Don't have an account?'. At the bottom, there is a section for 'Sign in with your work account' with a 'Main Roads' button.

2. Verifying your Account.

Once you've selected '**Sign up Now**' be ready to enter your email address and click 'Send verification code'. This will email a code to the email address you have provided and you will need to enter the code to verify your account.

Please note part of creating your Main Roads 'MyAccount' is a requirement to set up Multi Factor Authentication (MFA) – a step by step guide is available via '[How to Set Up MyAccount](#)'



The screenshot shows the 'User Details' page for the TESSS system. At the top, it displays the logos for the Department of Transport, Main Roads Western Australia, and the Public Transport Authority. The main heading is 'User Details'. Below this, it says 'Email Address *'. There is a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below this is the 'Email Address' input field containing 'youremail@test.com'. Below that is the 'Verification code' input field. At the bottom, there are two buttons: a blue 'Verify code' button and a blue 'Send new code' button.

3. Update your profile and request TESSS access

Once you have verified your account, you'll be asked to complete the account set up by providing contact information and setting up a password for the account. Please ensure you complete all the fields with a red asterisk and then select **'create'**.

Once your account is created and you'll be able to access your 'MyAccount' Dashboard. On the dashboard there is a section called **'My Tools'** you may see a tile called **'TES Access Request'**. Please click this button and follow the instructions.

Please ensure the contact details and email address are the same as your MyAccount.

TES Access Request

Complete the below fields and submit your request. Required form fields are marked by asterisk *

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Contact Number*
<input type="text"/>	<input type="text"/>
Company Name*	Operator Number*
<input type="text"/>	<input type="text"/>
Head Agreement Number*	Access Type*
<input type="text"/>	<input type="text" value="- Select -"/>

4. Further Assistance

If you are experiencing difficulties in setting up your TESS access – please contact the TESSS project development team via: TESSS.enquiries@mainroads.wa.gov.au