



Marriage Celebrants Programme

May 2019

Accessing the marriage celebrants self-service portal

What is the marriage celebrants self-service portal?

The [marriage celebrants self-service portal](https://marriage.ag.gov.au/mcportal/) is available from the Attorney-General's Department's website at <https://marriage.ag.gov.au/mcportal/>. The self-service portal allows marriage celebrants to:

- securely update their details
- pay the annual celebrant registration charge or if eligible, apply for an exemption from paying the charge
- apply for an exemption from ongoing professional development requirements, and
- view up to date OPD information, including activities completed in previous years and the OPD provider

User name and Password

For celebrants registered before 20 March 2019, your username is your registration 'A' number, eg, A91234. All A numbers have five digits. If you previously had a four digit A number please insert a 'zero' after the letter A to make a five digit number (ie A1111 would be A01111).

For celebrants registered from 20 March 2019, your username is the same as the one assigned to you when you created your online application to become a marriage celebrant.

After entering your username, if you don't have a password or you have forgotten it, please follow the instructions for 'Resetting your password' in this fact sheet below.

Resetting your password

Click on the 'Forgot your password?' link and follow the prompts. When you enter your email address you will receive the following automatically generated email:

Recover your Marriage Celebrants account

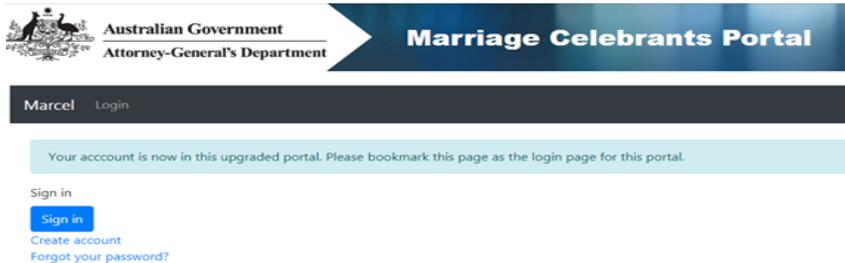
You have requested a password reset from <https://marriage.ag.gov.au>. Follow this link to reset your password, or paste this URL into your browser address bar: <https://marriage.ag.gov.au/mcportal/Recover-Account?token=e06eb9e4a8df4dd9ae0de00cbb8dbbfa>

Please note, this link will expire in 24 hours. Please contact MLCS if you have any concerns.

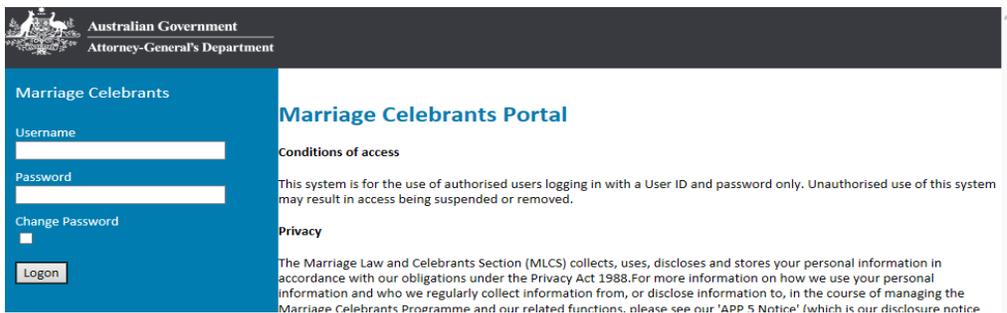
Follow the link to reset your password.

How do I access the self-service portal?

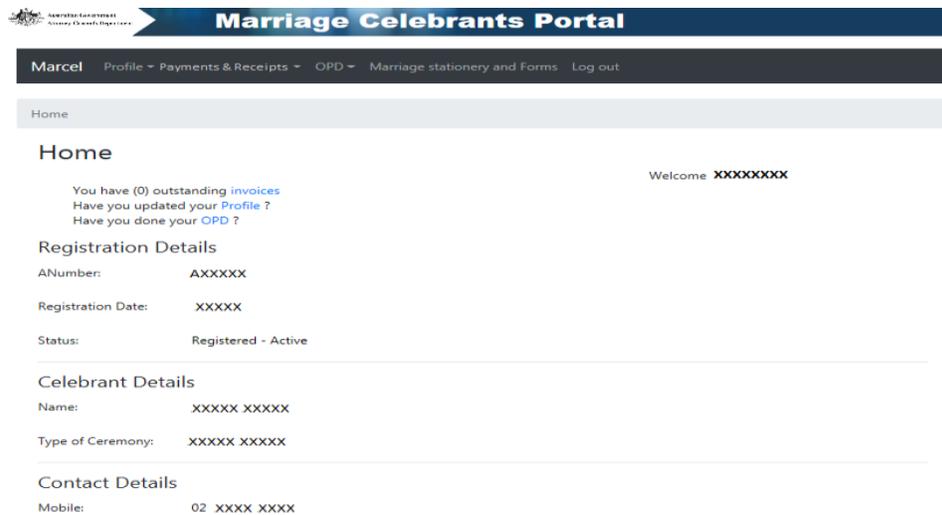
1. To log into the self-service portal, go to the page, For [Commonwealth-registered Marriage Celebrants](#) on the Attorney-General's Department's website at www.ag.gov.au/marriage or click on (or type) the following web address: www.marriage.ag.gov.au/mcportal/. You will need to provide your 'Username' and 'Password'.
2. If you are accessing the portal for the first time you will need to set your password. See 'Resetting your password' in this fact sheet for instructions.
3. Bookmark this page for your convenience.



4. Sign in' with your username and password.



5. When you log in, your 'Home' page will look like this:



Trouble Shooting

The following are common errors that occur when trying to log into the self-service portal:

My password does not work

If the password does not work or you have forgotten your password, you may set a new password by using the 'Forgot your password?' function. See 'Resetting your password' in this fact sheet for instructions. If you continue to experience problems you can contact us.

I have not provided Marriage Law and Celebrants Section with an email address

Self-service portal accounts are only available to marriage celebrants with a valid email address held in our database. You should contact us to provide these details prior to attempting to access the portal.

Further information

Visit the Attorney-General's website at www.ag.gov.au/marriage.

On the 'For Commonwealth-registered Marriage Celebrants' page you will find links to a range of resources about managing your registration, applying for an exemption from the celebrant registration charge and OPD obligations, and fees and charges.

Contact Us

If you are experiencing difficulties accessing the self-service portal, please contact us:

Phone: 1800 550 343 between 10am–1pm and 2pm–5pm Monday to Friday (Canberra local time).

Email: marriagecelebrantssection@ag.gov.au