Sitepass – Contractor Business and Employee Registration Guide

19th September 2023

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To undertake contract work for CBH, your business is required to be registered and approved in Sitepass. The Sitepass system is the CBH Contractor Management database. The first step in this process is to register and be pre-qualified by your CBH Representative (Contract Manager).

Business Information Required

- ☐ Your business contact details, including ABN
- ☐ Your full legal business name
- ☐ Your business structure such as a Trust
- ☐ Copy of business logo
- ☐ The Risk Category Information from your designated CBH Contract Manager - ****If you do not have a designated CBH Contract Manager and do not know this information, please complete the highest risk level questions you think are relevant to your business speciality****
- ☐ Your business safety documentation – HSE injury history, licences and safety management plan.
- ☐ Invitation code as supplied by CBH Group.

Information Required for Registration

A. CBH Contractor Management Minimum Requirements Standard
B. Critical Risk Control Standard (if applicable)

Business Registration Process

1. Register your business firstly through **https://www.cbh.com.au/suppliers** You will be required to be supplied an invitation link by your CBH Representative.

   The supplied link above will navigate the user to the Sitepass portal initial login page at **https://cbhgroup.mysitepass.com/**

Email

you@example.com
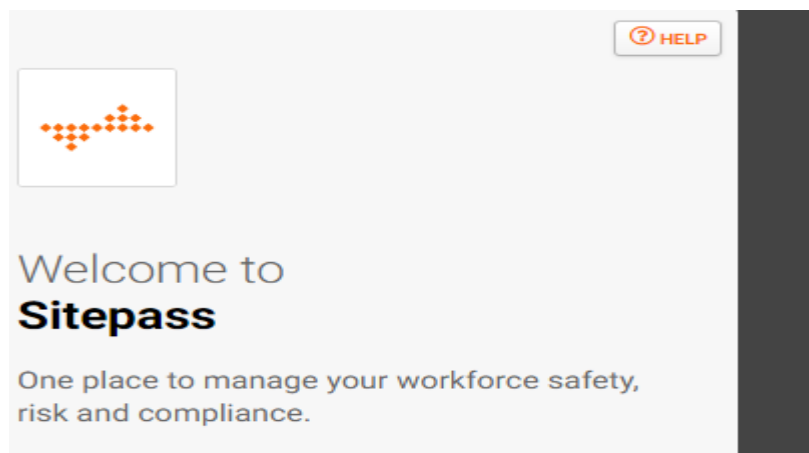
Password   **Forgotten your password?**

Enter your password

Login

No account yet? Sign-up below
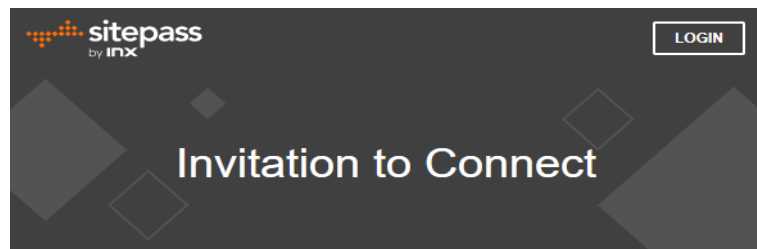
Register

Have an invitation code?

Use invitation code

A connection email notification is sent to you via email from your CBH Contract Representative.

sitepass
by inx   LOGIN

Invitation to Connect

CBHGROUP

Connect to CBH Group

You have been invited by CBH Group to create a business account and connect as a supplier using the Sitepass platform.

Click the button below to get started:

Connect now

You can also use this invitation code while registering

Connect now

The email contains an approve connection option to   . Clicking this option takes you to the CBH Sitepass page where you can accept the connection (unless you are logged out; in that case, you are taken to the login page first).

2. To Register as a Contractor Business **you need to be invited by CBH** and be agreeable to function in the Contracting Business Administration role. Please enter the code listed in the invitation email. If you haven't received an invitation code please ask your CBH Representative to invite you.

Select your contractor type

SELECTED

🧰 **Business**

I am registering my business.

👥 **Worker**

I am registering myself.

Continue

Cancel

3. Complete all the registration steps from 1-5. *Note* - This will assign you as a responsible Business Administration person for the Contracting Business. (More than one person can be assigned as the Business Admin)

Select your contractor type

SELECTED

Business
I am registering my business.

Worker
I am registering myself.

Continue

Cancel

Connecting with...
CBH Group

CBH Group has invited you to connect as a **contractor business** with the **supplier** role.

NOTE

This invitation is for business owners.
If you are not a business owner (eg an employee or worker), please contact your employer for the correct invitation code

If you already have a business account with Sitepass, you can login now to accept the invitation.

No account? Create a new business account to get started.

Login to existing business account

or

Create your business account

First name REQUIRED

Enter your first name

Last name REQUIRED

Enter your last name

Email REQUIRED

you@example.com

ⓘ You'll need to verify that you own this email account

Password REQUIRED

Enter your password 👁

ⓘ Password must contain at least one upper character, one lower character, one digit, one special character and must be at least 8 characters long.

☐ I agree to the Sitepass terms and conditions.

4. Steps 2 requires you to verify your email address and the initial completion of the account details.

New Account Registration

Almost done...

We just need to verify your email address to complete your Sitepass account registration.

Enter this code on the registration page:

5. Step 3 requires the account details to be completed.

6. **Step 4 requires a validation of the correct business reference number for the Contracting Business.** The system will not register the business if this reference number is invalid.

Business Number

Select the primary business reference number that will be used to identify your business. The number needs to be valid and unique.

Type   `REQUIRED`

ⓘ Required field

Business number   `REQUIRED`

ⓘ Required field

Cancel   Continue →

7. When completing **Step 5** in the registration process, it is **important to correctly enter** all the details within the Business Profile entry fields. Complete all the required information.

○ **Step 5: Setup your business profile**

To complete the registration, you will need to provide your business profile information. The information required includes:
- Business logo
- Trading and legal business names
- Business structure
- Industry
- Business address
- Business contact information
- Preferred currency for billing

STEP 5 OF 5

8. Once registered the Sitepass system will send you verification emails to your chosen email address and you will be able to navigate through to the dashboard webpage of your business. The CBH Group – connect icon will be showing on the right-hand side of the dashboard page. Choose the Connect icon.
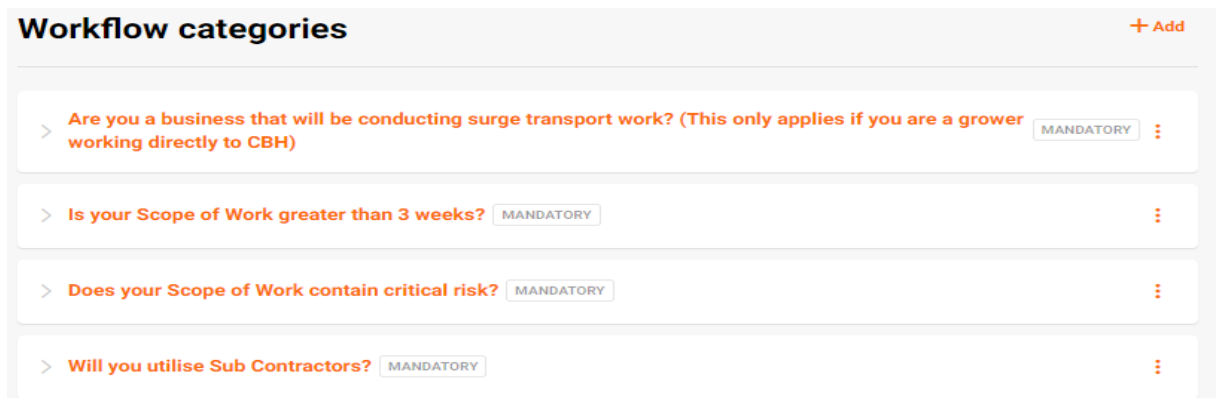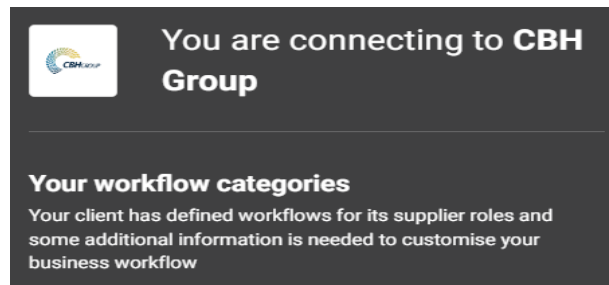
Hi k, it looks like you haven't started a workflow yet.
Let's get started by connecting with one of your clients:
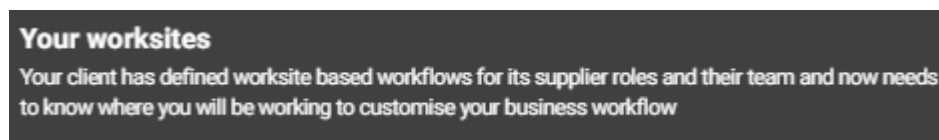
CBH Group   **+ Connect**

9. Once connection has been completed the side navigation will appear. Choose the 'Clients' and the 'CBH Group' icon from the option provided.
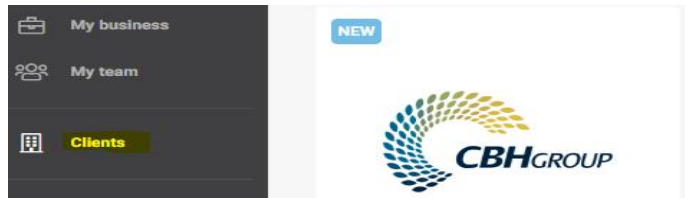

10. Complete the mandatory workflow category questions provided within the next three steps on the system.

You are connecting to CBH Group

Your workflow categories
Your client has defined workflows for its supplier roles and some additional information is needed to customise your business workflow

Workflow categories   + Add

> Are you a business that will be conducting surge transport work? (This only applies if you are a grower working directly to CBH)   MANDATORY

> Is your Scope of Work greater than 3 weeks? MANDATORY

> Does your Scope of Work contain critical risk? MANDATORY

> Will you utilise Sub Contractors? MANDATORY

11. Pick your chosen worksites from the supplied list available. When the correct information has been entered, choose next.

Your worksites
Your client has defined worksite based workflows for its supplier roles and their team and now needs to know where you will be working to customise your business workflow

Pick your worksites

Metro Grain Centre
700, Abernethy Road, Forrestfield, Kalamunda

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12. The next step allows for existing Sitepass employees to connect, you can either 'Pick your team' and finish or skip this to complete later.
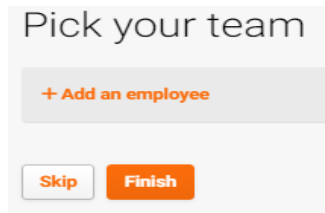

➢ Once the questions are completed and dependant on the answers provided the Business Overview Summary page will appear. All the allocated sections within the system will be required to be completed.

## Business Pre-Qualification Process

When you have registered your Contracting Business, you will be able to access the below sections within the Business Overview Summary profile on the business logon account that you have created.

They can be accessed by either going to the left-hand side of the page or accessing the 'My Tasks' section icon within the Business summary profile.
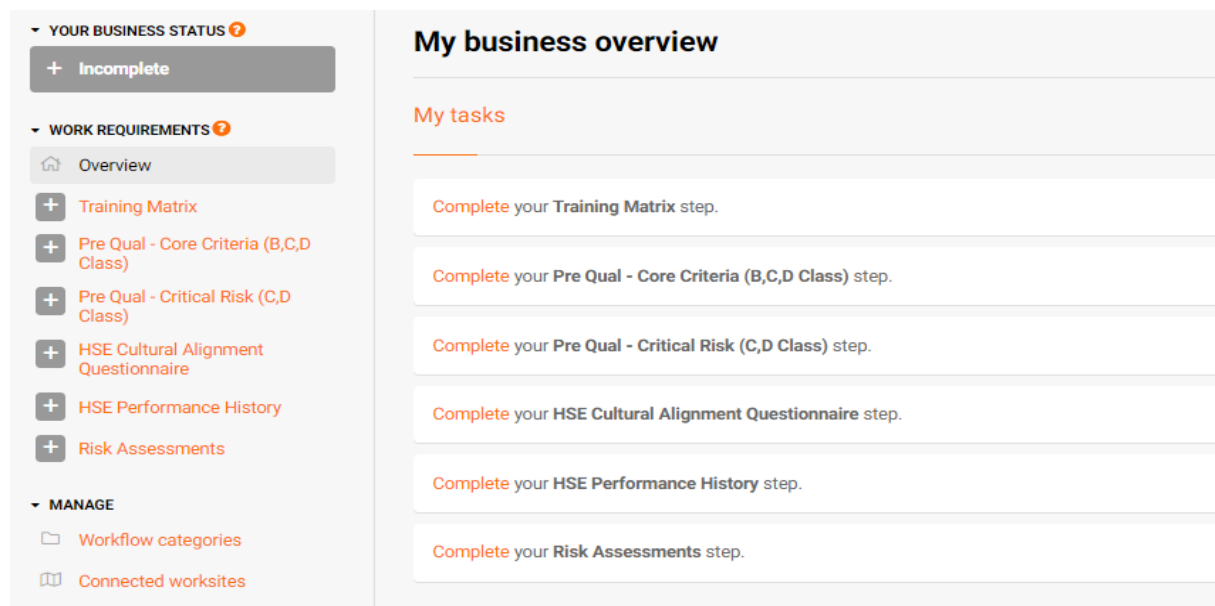
After submission of the required Business overview section documents and questions, these will then be checked for quality assurance purposes and verified as correct by your CBH Representative. Each section will be required to be completed to show the 'Approved' icon within the Sitepass system except for the 'Training Matrix' section which does not need to be completed. The 'Training Matrix' section is for CBH Expand and Enhance (Project Delivery Group PDG) Contracting Business(s) only. **Contracted works will not be able to commence until all applicable sections have been approved by your CBH Contract Manager.**

The Sitepass system will send verification emails when the required workflows have been approved.
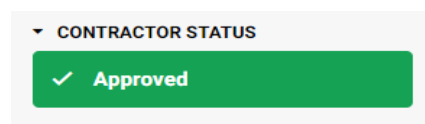
Employee Registration and Management to CBH Sitepass portal

Once your business has been registered, pre-qualified and approved to work for CBH, it is the responsibility of the Contractor to ensure employees are registered and fully approved **before mobilisation** to a CBH site. On the Sitepass system employees are defined as workers and will be allocated within the 'My team' link.
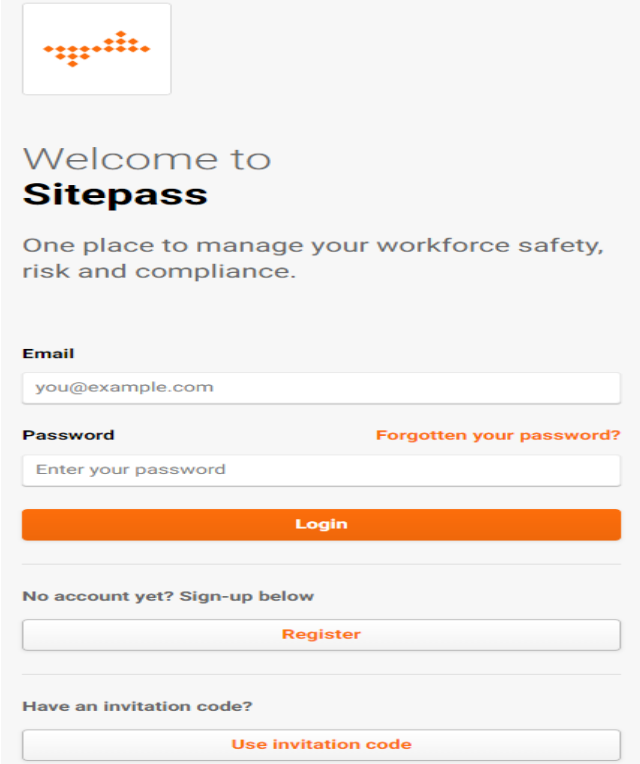
Information Required for Employee Registration

- Invitation code as supplied by the employer.
- Individual email address and contact mobile phone number.
- Employee contact details, role type and photo.
- Employee identification.
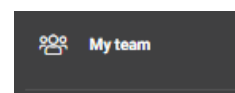- Evidence of the applicable licences held.

Registration Process

Register the employee by invitation

Employee Registration is via the main portal at: https://cbhgroup.mysitepass.com/

Employees that will be working on a CBH site can be registered under the dashboard profile. They will **need to be invited by a Contracting Business Administrator** so as to be connected to your business as well as CBH Group.

Access the 'My Team' link, select _____ and send the invitation by the Personal Invite to the employees individual email address.
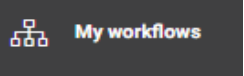
❖ The employee will receive an email to their chosen individual email address and will need to use the information and links within the system generated email to register the employee/worker account.
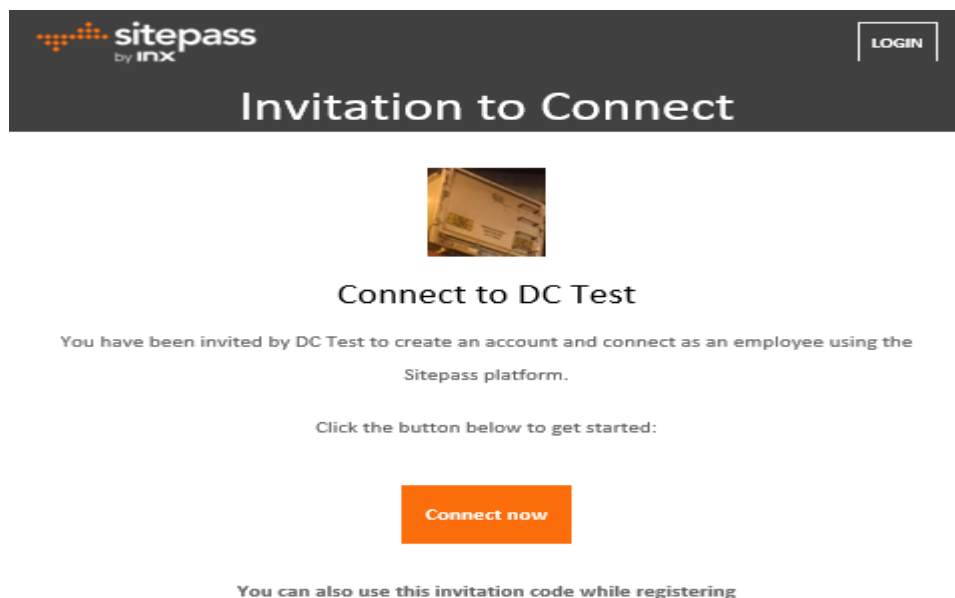
Login to Sitepass with an existing account

❖ The employee can select the 'Connect now' icon [Connect now] and then login to an

existing Sitepass account to accept the invitation.
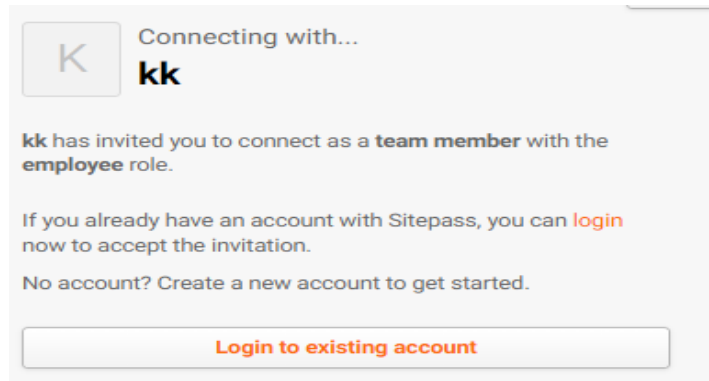
❖ The employee will be navigated to their own dashboard page where they will have the CBH workflows allocated within and will be required to be completed by selecting the 'My workflows' link on the side navigation area and then choose the CBH Group icon to commence these workflows.
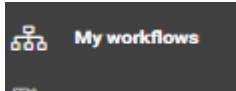

❖ These workflows will then be able to be completed by following the instructions in the **Employee Workflow Categories section** within this document.

Create a Sitepass account

❖ If the employee does not have an existing account a new profile is required to be created by choosing the 'Create your account' option and completing the registration fields on the Sitepass login web page; **https://cbhgroup.mysitepass.com/**

The 'Invitation Code' as supplied by the employer will be required to be entered. The registered individual email address will also be required to be verified by entering the verification code as generated by the Sitepass system.
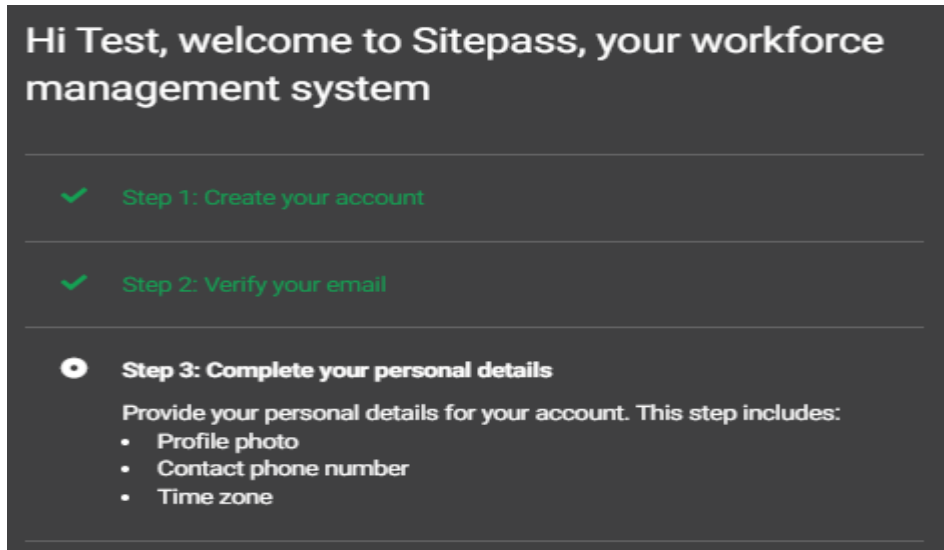

❖ Once registered the employee will be navigated to their profile dashboard webpage and will be required to Connect to the CBH Group by choosing the '+Connect' icon in the 'My Workflows.' on the side navigation and then choose the CBH Group icon to commence the required workflows.

Employee Workflow Categories

CBH Group has defined workflow categories for our contractor worker roles which will be customised into the personal workflow on the Sitepass system.
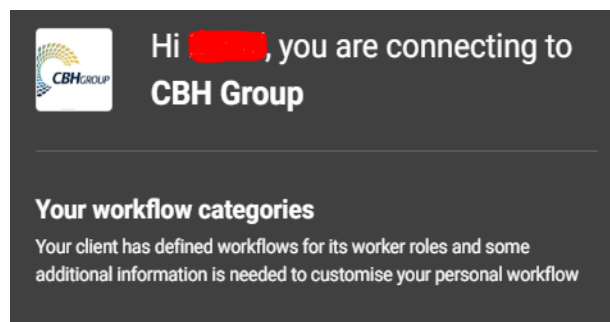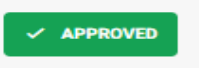
❖ Choose the employee work categories from the mandatory options provided and choose 'Finish' for completion.

Pick your work categories

Note: Road Transport Drivers MUST select the "Grain Truck Driver MC" Category and Tarping workers MUST select "Tarping Contractor" to ensure the link between Sitepass and Loadnet/Rover is created

Select relevant work types MANDATORY

Search...

Grain Truck Driver HR
☐ Grain Truck Driver LR
☑ Grain Truck Driver MC

☐ Rigging/Dogging
☐ Scaffolder/Rope Access
☑ Tarping Contractor
☐ Trade Qualified (Boilermaker, Fitter, Plumb

❖ Choose the defined worksites from the list provided on the system and choose 'Finish' for completion.
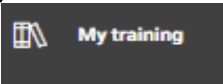
Pick your worksites

+ Add a worksite

Finish

❖ Once the workflow categories are completed, the employee will be navigated to the 'My Workflows page whereby all the sections of the overview page will be required to be completed so as the [✓ APPROVED] status [✓] appears for all sections within the employee overview.

▼ STATUS ❓
+ Incomplete

▼ WORK REQUIREMENTS ❓
🏠 Overview
+ Induction Training
+ Workers Health and Fitness Declaration
+ Identification Check
+ Licences

Complete Required Training

The registered employee(s) in the contracting business are required to complete all the allocated training courses within their induction training section.
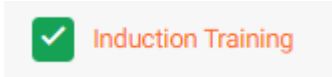
It is only the employee that can complete their allocated course(s) within their profile and **must be** logged on to the Sitepass system with their employee logon details.

The assigned training can be accessed from the dashboard page of the employee profile, or choose 'My Training' [📖 My training] from the side navigation area or the allocated training courses will show in the 'Induction Training' section [+ Induction Training], where you can choose the applicable course to commence or select and launch the course by choosing the highlighted icons as shown below.

My training
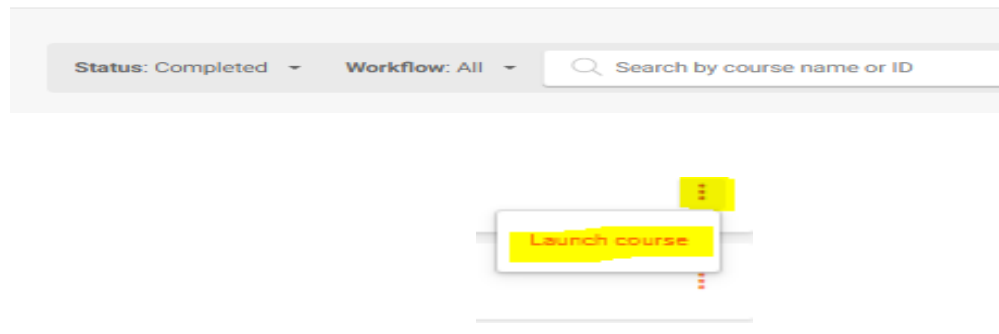
Once all the allocated training is completed, the [✓ Induction Training] will show in the employee profile.

> ➢ The employee will receive Sitepass system generated emails to their chosen individual email address to advise of the changes in their employee profile and overall approval status.