


SitePass captures information about your business and employees and delivers induction training online.

Follow the steps below to create your business SitePass account

- Type **http://cmv.com.au** in to your browser
- Click on the CMV Safe logo 
- Select CMV Contractor Management (SitePass) to commence the registration process.
You must register your business first before you can create employee accounts
- Select **Register** under SitePass Registration
- Select **New Business Registration**
- On the Welcome to SitePass page, select **Start**.
Please take note of the business information you will need to provide
- After reading the Terms & Conditions, mark the check box and select **Agree**
- Create an administrator account for your business – **Business Account**.
Allocate a username and password for your business and record these details as you will need to refer to these again during the registration process
- Complete the **Business Information** section using the drop down boxes
- Complete the **Contact Details** section
This contact becomes the administrator taking responsibility for the business account

Please note that during the registration process, you will receive two email alerts at the email address you have supplied. Please ensure you can access your email during this registration process either on another device or on the device you are currently using

- Enter your **Business Address** details

The **Time Zone** drop down box has many options. To help you locate your Australian time zone quickly, scroll to;

GMT+ 8.00 for WA GMT+9.30 for NT GMT+10.00 for Qld GMT+10.30 for SA GMT+11.00 for Vic/Tas/NSW/ACT

- **Primary Function** and **Service** are broad categories for CMV administrative purposes only. See the table overleaf to assist you in selecting the applicable categories for your business.

Select the **Primary Function** from the drop down box.

Select the double arrow in the **Service** box and mark the check box applicable and select the 'plus' symbol to add your service.

- On the **Relationship** box select the CMV business you will be providing services to. You can select as many businesses as necessary from the drop down list by clicking the 'plus' symbol each time. Once complete click **Next**
- You will now receive an email alert at the email address you have provided – '**Account Authorisation**' containing an authorisation code. Enter the code and you will be redirected to the log in page. Do not log in yet

The authorisation code you entered will have triggered a second email alert – '**Account Activation**'. This email will confirm your account details and navigation tips for SitePass. You should store this securely.

Log in with the username and password you created earlier and **Go to SitePass**

- On the SitePass dashboard screen, the information you are required to record into SitePass is displayed on the left panel – **workflow**

- To complete the workflow requirements for your business, the mandatory requirements on each workflow step must be completed and the **Save and Submit for Approval** button pressed. A green tick symbol will be displayed next to each workflow step when the process is complete
- For **Work Health and Safety** answer the questions and click **Save and Submit for Approval**
- For **Environmental Management** answer the questions and click **Save and Submit for Approval**
- For **Insurances**, workers compensation and public liability insurances are already listed on the main screen. Select the relevant insurance to supply the required information and click **Save and Submit for Approval**
- **Relationship** information will already be populated from an earlier step but can be updated here if necessary

Once complete, you can add employees who will be working on a CMV Group site. On the SitePass left hand menu, select the blue 'plus' symbol to do this.

Each employee you create on the **Create New Employee Screen** will be emailed with their log in details and will be required to log in to complete their workflow steps and assigned induction training. We recommend this as the most efficient way to add employees

Alternatively, employees can self-register by following the **New Employee Registration** quick set up guide attached

*If you are the business administrator and also an employee with your business, you can select the check box **Business main contact can be assigned as an employee** on the **Create New Employee Screen** to duplicate some of the information

Induction Cards and Training

- For **Induction Training**, the CMV Contractor Induction Course title appears on the summary page of the employee's account. This is where the employee can launch the induction course and commence their training
- Employees are able to log in and out from their training at any time and pick up where they left off. The training comes with an audio option and takes approximately 20-30mins to complete. All pages must be completed.
- On completion of the CMV Group Contractor Induction, a paper copy of your induction card can be printed from the SitePass employee summary page and used onsite immediately
- An Induction Card for each employee who completes the induction course will be mailed to the business address supplied
- Induction cards will have an expiry date of 2 years from the time the induction was completed. A reminder will be emailed toward the end of the period for users to renew their induction.
- The induction card is valid at any CMV Group site

Site Safety orientation

- A brief site orientation will be conducted each time a contractor arrives on a CMV Group site.
- The site orientation will include site specific information not contained in the online induction such as emergency exits and standard operating procedures

Help

- If you encounter any difficulties with the SitePass system, click on the Help & Support tab on the Sitepass login page to access frequently asked questions and answers. If you require further assistance please contact hr@cmv.com.au or telephone (08) 8238 5566 during business hours.