

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

Follow the steps below to create your business SitePass account.

- Head to the CMV website, <http://cmv.com.au>
- Click on the CMV Group heading, then CMV Safe or <https://cmv.com.au/cmv-group/cmv-safe/>



- Select **ACCESS 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

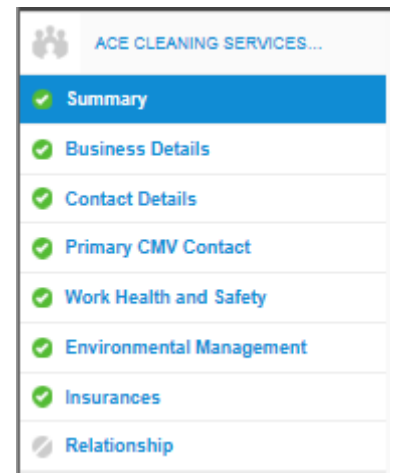
- Enter your **Business Address** details. The **Time Zone** drop down box has many options. To help you locate your Australian time zone quickly, scroll to;
GMT+ 8.00 for WA GMT+9.30 for NT GMT+10.00 for Qld GMT+10.30 for SA GMT+11.00 for Vic/Tas/NSW/ACT
- **Primary Function** and **Service** are broad 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 workflow panel. 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 **Primary CMV Contact**, from the drop down list, please select the CMV Business that has initially engaged your services. Select **Save and Submit for Approval** This will be your Primary CMV Contact. Your selected CMV business will be able to assist you for any concerns or administration enquires. Their contact details can be found at www.cmv.com.au or the Help menu on the main Site Pass log in page.
- For **Work Health and Safety** answer the questions and select **Save and Submit for Approval**
- For **Environmental Management** answer the questions and select **Save and Submit for Approval**
- For **Labour Hire** answer the questions and select **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 select **Save and Submit for Approval**



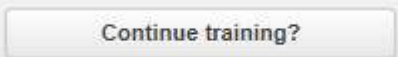

- **Relationship** information will already be populated from an earlier step but can be updated here if necessary
- Once complete, you can add employees who will be working on a CMV Group site. On the SitePass left hand menu, select the blue 'plus' + symbol to do this.

Each employee you create on the **Create New Employee Screen** will be emailed with their username 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 however you will need to notify them of the password you created for them (or they can reset the password on first login)

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

CMV Contractor Induction Training

- To complete the online Induction Training, the user is required to log in with their specified username and password.
- Select  and then the CMV Contractor Induction Course title will appear on the summary page of the employee's account. This is where the employee can launch the induction course and commence their training. To commence the course, select,  on the contents page and progress through the course. Progress is automatically saved. Employees are able to log in and out from their training at any time and pick up where they left off. (log back in to the induction course & Select the heading topic you wish to continue from.)
- All pages must be completed. The course takes approximately 30mins to complete. The course offers an audio option which can be turned on or off. There is an option to print a certificate of training at completion.
- Training has 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.

CMV Specific Site Safety orientation

- A brief site orientation will be conducted on the first occasion a contractor arrives on a CMV Group site. This 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 links** on the SitePass login page or access frequently asked questions and answers at <https://cmv.com.au/cmv-group/cmv-safe/> .