



BGIS Contractor Registrations

Workforce Safety



Contractor Registrations

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Ideagen Workforce Safety Overview

Welcome to the Workforce Safety Guide for Contractors

Ideagen has been engaged to electronically record Sub-Contractor compliance. The Workforce Safety has been designed to effectively manage our workforce by:

- Ensuring the workforce are appropriately trained and capable of carrying out their work safely and efficiently.
- Providing a one stop shop for tracking employee competencies, qualifications and compliance with site rules and requirements.
- Managing Companies, People, Access, from the one integrated platform
- Providing your company with the ability to see all of your employee and company details in the one platform. Including the ability to carry competency information, induction completion, license fee and employee profile information in one place.

All companies are required to register with Ideagen to be compliant. As an appointed Sub-Contractor, you are required to register your company and your employees with Ideagen to ensure site access is provided as quickly as possible. Additionally, if you are using Sub-subcontractors to help deliver your package of works, they must also register their companies and mobilise their workforce through the Workforce Safety.

This guide will help you through the process of registering your company and adding your employees in to the Contractor Portal of the Workforce Safety.

Benefits

Ideagen provides Sub-Contractors with Contractor Portal Access. With round-the-clock access to your workers and company's information and records. With Ideagen Workforce Safety's Company Portal you can:

- See what sites your workers are on and keep track of work status onsite
- Manage your workers qualifications, compliance, and skills online
- Manage your company details, documents, and compliances
- View upcoming information that will expire for your company, employees and plant
- Manage your Plant, TRA/SWMS and Consultation events

Registration process assistance:

1300 722 801, chat, or [Submit a Request – Ideagen Workforce Safety | Support | Ideagen Luminate](#)



BGIS

Have you used Workforce Safety before?

If the answer is yes, then welcome back!

Your company will already be registered in Ideagen's Workforce Safety, please go to page 10 to start adding and mobilising your workers.

If you are unsure whether your company is registered in Ideagen or if you have forgotten your details, please contact our support team by calling 1300 722 801 or sending an email to [Submit a Request – Ideagen Workforce Safety | Support | Ideagen Luminare](#). Please have your company name and ABN on hand so we can check the company details and registered company admins quickly.

If your company is registered with Ideagen but you aren't an administrator. You will need to ask an existing admin to register you via the Company Portal by going to System Settings > User login accounts or ask them to send an email to [Submit a Request – Ideagen Workforce Safety | Support | Ideagen Luminare](#) with the new admin's details so we can have them added as an Admin to your existing Company account.

If you are a subsidiary or alternate branch of another company registered in Ideagen, your branch can be registered and managed under your parent company. Please contact Ideagen if you are unsure who your Company Admin for your company is.

Once you have access to your companies Workforce Safety account, please continue to page 10 of this pack for information on mobilising your employees.

If the answer is no, we are excited to have the opportunity to work with you.

On page 9 of this pack, you will find information on registering your company with Ideagen.

Whether the answer is yes, or no, this pack will provide you with all the information you will need to understand and use Ideagen's Workforce Safety.



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Registration Overview

Registering your company for the first time

Please take note of the steps below, as this provides a high-level overview of what's required to get your company registered and your workers mobilised.

1. **Register your company** - Page 9
2. **Complete the required prequalification questionnaires** – Page 10
2. **Mobilise Employees** – Page 18

Make sure you or your workers have the following easily available or obtainable:

- Workers personal details including email address
- Colour photo - Please ensure that the photo is a high-quality passport style image - JPEG, TIFF, GIF.

The photo must show:

- Head & top of shoulders square on
 - No sunglasses, hat or head covering
 - The face is to be straight on (edges of face visible, no tilted head)
 - Eyes open & clearly visible, (no hair / sunglasses over eyes)
- Photo ID - Provide the front of either a current driver's license, passport, or proof of age card.
Accepted Photo ID cards are:
 - Driver's licenses
 - Digital driver's licenses
 - Photo card ID
 - Digital Photo card ID
 - International Driver's License
 - Passport
 - Work tickets and licenses relevant to the role your employees will be carrying out on-site (HRWL, VOC etc)



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Registration Overview

Registering your employees

1. Submitting Registration

- Complete the worker, worksite, and mobilisation specific requirements as per the navigation menu (icons will indicate status)
- Once all information is provided, the mobilisation request is sent for verification
- Alert banner shows if there are outstanding company requirements for your site
- You can view the status of all mobilisations for your company from the “Active Mobilisation Request” page

2. Processing of the registration

- Ideagen reviews the uploaded documents and induction booking request
- If you have registered a new employee, their profile will be reviewed and approved
- Online induction links will be sent to your employees, which will need to be completed before they can attend the site induction

3. Site Induction

- Once the worker has completed the onsite induction, their mobilisation will be marked as active.



BGIS

Transferring workers

If your employee is already registered in our system under a different company and has confirmed that they are no longer working with their previous employer, they are eligible for transfer.

To initiate the transfer, please follow the steps outlined below:

1. Log In to your Company Portal
2. Go to Mobilise an Employee and select 'A new employee for your company' then select the worksite and mobilisation type.

Begin mobilisation request

Employee

Mobilise

One of your existing employees

A new employee for your company

3. Enter the employee details, Name, DOB and Email address.
4. The system automatically checks whether the employee details you've entered already in our database. If the system detects that the employee is already registered, this what will show on your screen.

◆ Employee already exists in Ideagen Workforce Safety system

You'll need to get this employee's permission in order to add them to your company. Ensure the email address above is correct, then request permission from this employee to have them added to your company.

5. Click the 'Request Permission'. The employee will then receive a task prompting them to confirm whether they will now be working under your company.
6. **Once** the employee has confirmed the request, you can proceed with the mobilisation by selecting from the 'Yet to Send for Verification' section and submitting it for verification.

Registering to be a Contractor

There are four main steps in registering your workers



Register your **company** with Ideagen.

Step 1



Add your **workers** into your company portal.

Step 3



Complete the pre-qualification questionnaire

Step 2



Complete the **site mobilisation** process within the company portal.

Step 4

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Register your Company

* This step is only required if your company has not registered with Ideagen before.

If you have previously registered with Ideagen, please go to **step 2**.

What you need:

- Your company's ABN number
- Your company's registered and trading names
- Your company's contact details

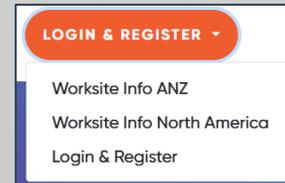
Step 2

Step 3

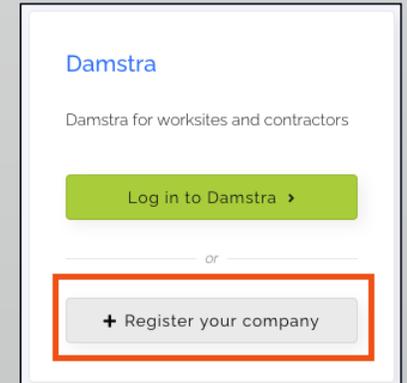
Step 4

Steps:

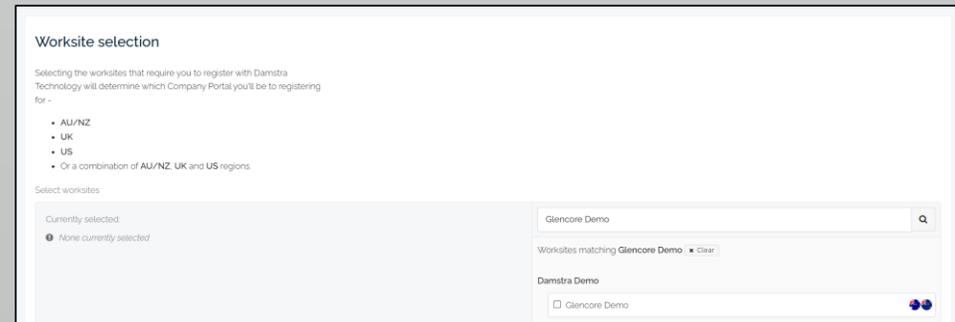
1. Go to www.damstratechnology.com
2. Click Login & Register



3. Ideagen Workforce Safety > Register your company



4. Complete the online form to register your company – Select the worksite.



Ideagen will now process your Company registration, and you will receive an email containing your username and password for your Company Portal account.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

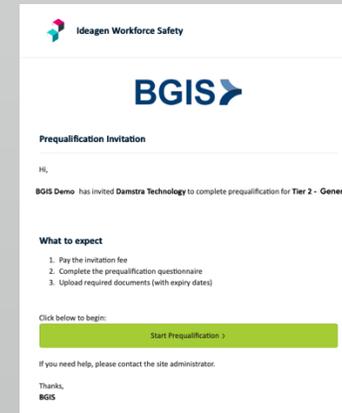
Completing a pre-qualification questionnaire

What you will need:

- \$20M Product and Public Liability Insurance
- \$10M Professional Indemnity insurance (if required based on services provided)
- Workers Compensation – relative to the location/s in AUS they provide services
- Safety documentation/materials
- Complete all questions marked with a *

Steps:

1. Review the invitation email sent by BGIS to complete the pre-qualification questionnaire.



2. Select the **Start Prequalification** link to login into your portal.

Start Prequalification >

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

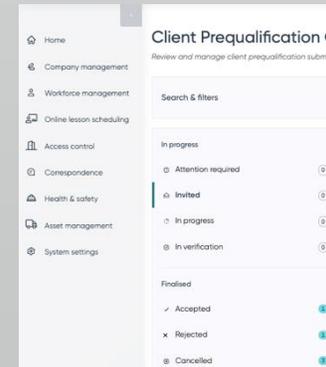
Step 3

Step 4

Completing a pre-qualification questionnaire

Steps:

3. Go to **Company management > Client prequalification queue**, then select your **Invited** queue.



4. Review the **Client** you've been invited from and then select **View**.

Invited

Clients that have been invited to complete their prequalification.

Showing 1 - 1 of 1

Client	Prequalification Type	Invited	Invited By	
BGIS - Demo	Tier 2 - Ikea Declaration All mobilisations	2 Mar 2026 11:29 AM	Clarice Joy Basa	View

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Completing a pre-qualification questionnaire

What you will need:

- Valid credit card or Purchase Order

Steps:

5. Click **Proceed to Payment** (Please note that the amount displayed is a test data only)

The screenshot shows the 'Client Prequalification' page for 'Demonstration Site 1'. It displays a 'Payment Summary' with the following details:

- Prequalification Fee:**
 - Basic Maintenance (Low Risk) Fee Amount: AUD \$ 100.00
 - Service Charge (Striped): AUD \$ 3.30
 - GST: AUD \$ 20.33
 - Total Amount:** AUD \$ 123.63
- Payment Options:**
 - Purchase Order
 - Credit Card (No Stripe)
 - Standing Purchase Order Available

A 'Proceed to Payment' button is visible at the bottom right.

The screenshot shows a 'Prequalification Payment' modal window with a table of items to be paid:

Item	Description	Amount
Prequalification Fee	Company prequalification registration fee	AUD \$ 100.00
	Other time fee for Low Risk fee classification	
GST		AUD \$ 20.33
Total to pay		AUD \$ 120.33

Below the table, there are radio buttons for 'Credit Card' and 'Purchase order', and a 'Pay' button.

6. Complete the Questionnaire - Click the **Complete questionnaire** button (all questions marked as mandatory must be completed)

The screenshot shows the 'Client Prequalification' page with the 'Questions & Documents' section active. It displays 'Basic Maintenance Company Questionnaire' with a 'Complete questionnaire' button at the bottom.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

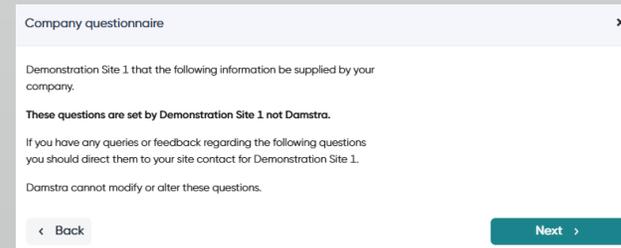
Step 3

Step 4

Completing a pre-qualification questionnaire

Steps:

7. Go through the disclaimer then click **Next**



Company questionnaire

Demonstration Site 1 that the following information be supplied by your company.

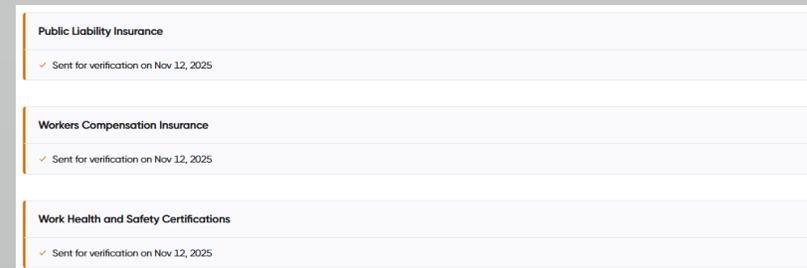
These questions are set by Demonstration Site 1 not Damstra.

If you have any queries or feedback regarding the following questions you should direct them to your site contact for Demonstration Site 1.

Damstra cannot modify or alter these questions.

< Back Next >

8. Upload any required **Documents** (if there are multiple document requirements, you must upload and send each one for verification)



Public Liability Insurance

✓ Sent for verification on Nov 12, 2025

Workers Compensation Insurance

✓ Sent for verification on Nov 12, 2025

Work Health and Safety Certifications

✓ Sent for verification on Nov 12, 2025

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

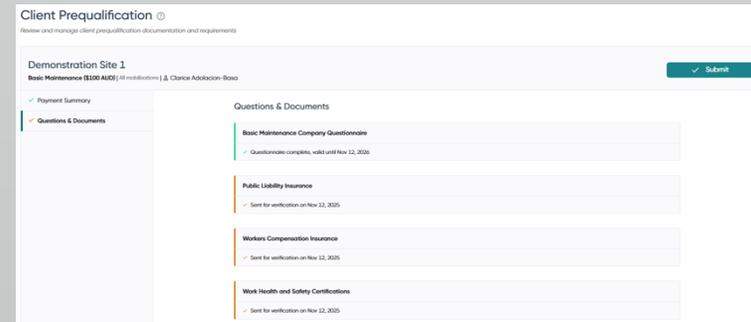
Step 3

Step 4

Completing a pre-qualification questionnaire

Steps:

9. Submit the prequalification



Client Prequalification ⌵
Review and manage client prequalification documentation and requirements

Demonstration Site 1 ✔ Submit
Basic Maintenance (\$100 AED) | 14 mobilisations | 1x Chance Adhesion-Base

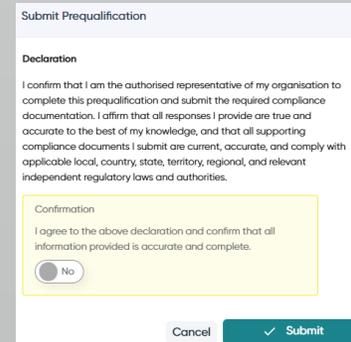
✔ Payment Summary

✔ Questions & Documents

Questions & Documents

- Basic Maintenance Company Questionnaire**
✔ Questionnaire complete, valid until Nov 12, 2025
- Public Liability Insurance**
✔ Sent for verification on Nov 12, 2025
- Workers Compensation Insurance**
✔ Sent for verification on Nov 12, 2025
- Work Health and Safety Certifications**
✔ Sent for verification on Nov 12, 2025

10. Go through the declaration, **confirm** then **submit** to proceed.



Submit Prequalification ✕

Declaration

I confirm that I am the authorised representative of my organisation to complete this prequalification and submit the required compliance documentation. I affirm that all responses I provide are true and accurate to the best of my knowledge, and that all supporting compliance documents I submit are current, accurate, and comply with applicable local, country, state, territory, regional, and relevant independent regulatory laws and authorities.

Confirmation

I agree to the above declaration and confirm that all information provided is accurate and complete.

No

Cancel ✔ Submit

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Completing a pre-qualification questionnaire

Additional Information:

The prequalification will be moved from **Invited** section to **In progress** when you have started completing the requirements.

Client Prequalification Queue

Review and manage client prequalification submissions

Search & filters Filter by client

In progress

Attention required

Invited

In progress

In verification

Finalised

Accepted

Rejected

In progress

Clients that are currently completing their prequalification requirements.

Showing 1 - 2 of 2

Client	Prequalification Type	Invited	
Demonstration Site 1	Basic Maintenance All mobilisations	Nov 12, 2025	View
	General Test 2 All mobilisations	Nov 4, 2025	View

Showing 1 - 2 of 2

Once you have completed the requirements and submitted the prequalification, it will be moved to **In verification** section.

Search & filters Filter by client

In progress

Attention required

Invited

In progress

In verification

Finalised

Accepted

Rejected

In verification

Clients whose prequalification is currently being reviewed and verified.

Showing 1 - 1 of 1

Client	Prequalification Type	Submitted	Submitted By	
Demonstration Site 1	Basic Maintenance All mobilisations	Nov 12, 2025	Chloe Adalson-Boas	View

Showing 1 - 1 of 1

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Completing a pre-qualification questionnaire

Additional Information:

The Request Clarification feature allows worksite to communicate specific issues with company's submissions such as missing details, unclear responses, or document inconsistencies without immediately rejecting them.

1. View the relevant prequalification in the **Attention required** section

Client Prequalification Queue

Review and manage client prequalification submissions

Search & filters Filter by client

In progress

- Attention required
 - Clients whose submissions require clarification or additional information.
 - Note: clients will not be able to proceed until their submissions are reviewed and clarifications are resolved.
- Included
- In progress
- In verification

Client	Prequalification Type	Submitted	Clarifications	
Demonstration Site 1	Basic Maintenance All installations	Nov 12, 2025	1	View
	General test 1 All installations	Nov 4, 2025	1	View

2. Click **Respond to clarification request** to view the request

3. Read the message then enter your response. If applicable, attach a supporting document.

4. Click **Send Response**

Clarification Request - Demonstration Site 1

1 clarification request

Request Message	Request Date	Status	Last Activity
Please review the questionnaire again as new questions were added for Client Addition Base	Nov 12, 2025 - 1:57pm	Pending Response	Nov 12, 2025 - 1:57pm

Clarification Request

Sent to: Client Addition Base Date: Nov 12, 2025 - 1:57pm

Message: Please review the questionnaire again as new questions were added.

Your Response

Your response

Enter your response to this clarification request.

Attach supporting documents (optional)

Upload files here or click to upload

Upload any relevant documents to support your response.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

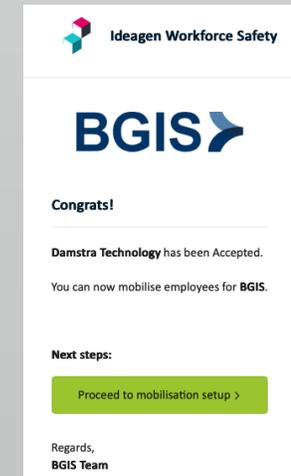
Step 3

Step 4

Completing a pre-qualification questionnaire

Additional Information:

Once a BGIS have confirmed acceptance of the relevant pre-qualification check you will receive confirmation via email.



This will then show under the **Accepted** queue of your Client prequalification menu.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

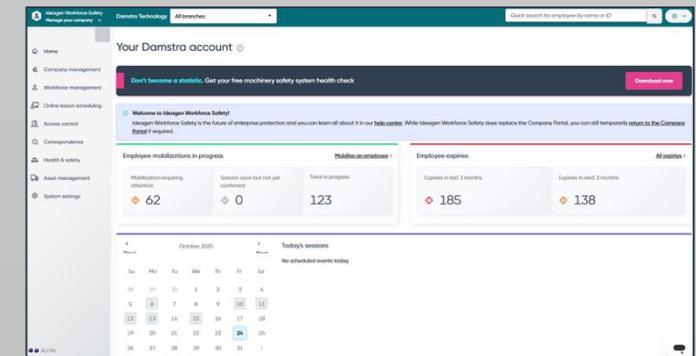
What you and/or your workers need:

- Each workers contact details, including email address
- Each workers emergency contact person's details
- Passport style photo per worker
- Photo identification per worker
- Construction Induction card per worker
- Work tickets and licenses for the workers job titles

Steps:

1. Go to the Contractor Portal <https://au.damstraglobal.com/>
2. Enter your Username and Password
(provided in the company registration confirmation email)

*If you have forgotten your username or password, click the 'Forgotten username/password' hyperlink, and enter the email address associated to the account.



Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

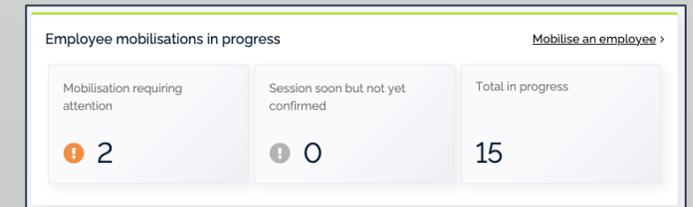
Step 4

Adding & Mobilising a Worker

What do you need?

- Workers name
- Worksite they will be working on
- Mobilisation they will be completing (site induction)

3. Click on **Workforce Management** -> **Mobilise an employee** or **Home** -> **Mobilise an Employee** to begin the mobilisation process. You can mobilise an existing worker or add a new worker and mobilise at the same time here.



4. Select **Employee** Type. If you select An existing employee, you will then need to select a name from the employee drop down list that will appear when option is selected.

5. Next select **worksite mobilisation** type from the drop-down menus.

- Worksite – BGIS
- Mobilisation – select induction type from the dropdown list

Click **Next**.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

What do you need?

- Your employee's contact details, including email address
- Your employee's emergency contact person's details
- Passport style photo for the employee
- Photo identification for the employee
- Construction Induction card for the employee
- Work tickets and licenses for the employee

6. You will now see what requirements are needed for the employee before the mobilisation request can be sent for verification. You are able to complete these sections in any order.

New employee

Demo Site B - Contractor Induction

- ◆ Employee's details
- ◆ Photo & ID
- ◆ Job titles, roles & tasks
- ◆ Employee requirements
- ◆ Employee online training

- The icons indicate the overall status of each section.

- ❗ Incomplete required section
- ⓘ Incomplete but not required yet
- ✓ Complete, verification required
- ✔ Complete, no verification required

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

Forwarding to employee

Tasks forwarded to you to complete

Your company, Damstra Technology Test' has forwarded the below requirements to you to complete for your Design team test mobilisation - with session mobilisation at TEST DEMO.

Tasks to complete

- Review your personal and contact information
- Supply your employee photo (similar to a passport photo)
- Supply your photo ID

Note, your company can change the tasks they have forwarded to you at any time, use 'Complete now' button below to view your current task list.

The link to complete these items will expire in 7 days.

[Complete Now >](#)

As a Company Admin, you have the option of forwarding certain tasks, alongside online inductions, to your new or existing employees for them to complete.

For both new and existing employees, you can forward some or all of the tasks under the **Employee's details**, **Photo & ID** and **Employee Requirements** sections for the employee to complete themselves (highlighted in the image on the right).

Employee's details
Photo & ID
Job titles, roles & tasks
Employee requirements
Employee online training

To forward tasks to an employee:

1. Select the section with the tasks you'd like to forward. If there are multiple tasks, you can choose to "Forward all incomplete items". If there is only a single task to forward, you can select the "Forward" option next to the task name:

Employee requirements [Forward all incomplete](#)

These are the documents and information required by Demo Site A to prove employees are competent in their job/role

OHS Construction [Forward](#)
Required by Demo Site A

2. Enter the email address you want the tasks forwarded to and submit. This will send an email to the employee with instructions on what is required to complete the tasks, as well as information on when the tasks must be completed by:

Email required

Email to send notification to

By forwarding to the employee, you are consenting to us emailing this employee a link to complete this requirement

3. Once the tasks are completed by the employee, you can submit the mobilisation for verification.

Please note: You can reverse the forwarded tasks and complete them yourself by selecting the "undo forward" option next to the forwarded task. You can also choose to send a reminder to complete the task at any time by selecting the "send reminder" option next to the forwarded task.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

Adding Employee details

What do you need?

- The employee's contact details, including email address
- The employee's emergency contact person's details

7. Employee's details

- **New Employee:** Add details here.
- **Existing Employee:** Fields are pre-populated. You can update any details if required and if it's been more than three months since this employee was last mobilised, you will be asked to confirm their details to ensure they are current.

Employee's details

● Ensure you enter a first and last name so that you will be able to locate this mobilisation request on the active mobilisation requests page

Personal details

First name Middle initials optional Date of birth Gender

Last name

Contact details

Email

Mobile number optional

Home phone optional Work phone optional

Residential address

Country

Street address

Suburb/city

Post Code State/region

● At least one phone number is required

Next of kin

Name Relationship

Phone number

Next of kin residential address

Same as employee

Different address

Country

Street address

Suburb/city

Post Code State/region

Employment details

Department

Unique Student Identifier optional

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

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Step 4

Adding & Mobilising a Worker

Photo & ID and Choosing an induction session

What do you need?

- A colour, passport style, photo of the employee
- One of the acceptable forms of Photo ID

The screenshot shows a web form titled 'Photo & ID' with a 'Forward all incomplete' link in the top right. The form is divided into two main sections: 'Employee photo (similar to a passport photo)' and 'Photo ID'. The 'Employee photo' section includes an 'Upload photo' area with a dashed box containing the text 'Drop file here or click to upload' and a note 'PNG or JPEG file type required'. Below this is an 'Upload' button. To the right of the upload area is a 'Tips to help with approval' box with a checkmark icon and an upward arrow. The tips include: 'High quality, colour image', 'Employee's eyes are open, clearly visible and no 'red eye'', 'No reflections on glasses or face', 'No head coverings (eg. hat or sunglasses) except for religious purposes', 'We cannot crop the photo from an ID document, the picture will be poor quality', and 'If unsure, view examples'. The 'Photo ID' section has a 'Forward' link in the top right and a 'Type of photo ID' section with radio button options: 'Drivers Licence (Australia)', 'Drivers Licence (rest of the world)', 'National ID (Saudi Arabia)', 'Other Authorised Photo ID', 'Passport', and 'Photo Card ID'. An 'Upload' button is located at the bottom of this section.

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

Job titles/roles and Employee Requirements

What do you need?

- The correct Job title(s)/role(s) the employee will be carrying out while on site
- Work tickets and licenses for the selected Job title(s)/role(s)

Selecting the correct roles at this step is crucial in ensuring there is no delay in the employee starting work on the site.

10. Job titles, roles, and tasks

Select the appropriate role/s from the drop-down menu. The job titles/roles you select will determine the requirements that are required to be uploaded in the "Employee Requirements" section.

Job titles, roles & tasks

Demo Site B needs to know what type of work and roles this employee will be performing while on site, as well as any relevant qualifications they hold

Can't find what your looking for?
Selecting the correct job titles/roles is important, if you can't find what you're looking for email service@demostatechnology.com for assistance

Job titles, roles & tasks for Demo Site B Contractor Induction

Select ALL that apply

Select a job title/role

Select ALL relevant job titles, roles, tasks and related qualifications
(e.g. Working at Heights, Confined Space, Hot Work (MDG25), all High Risk Licence Classes such as Forklift Operator, Rigging, Dogging and Crane Operation)

11. Employee requirements

Upload the documentation needed to send for verification of employee meeting site requirements .

Employee requirements

These are the documents and information required by Demo Site B to prove employees are competent in their job/role

Org Wide Skill - Test 1
Required by Demo Site B

Upload attachments

Drop files here or click to upload

Start date: mm/dd/yyyy | Expiry date: mm/dd/yyyy
 Today Never expires

Is this document a card or a licence?
 Yes No, this is not a card or licence

Upload

Tips to help with approval

- Employee name on document is [First Name] [Last Name] (no shortening or variation will be accepted)
- Uploaded files match the qualification/skill
- Files are high quality and clearly legible

Why is this required?

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Adding & Mobilising a Worker

Employee online training

What does your employee need?

- Confirm the employee's email address to ensure they receive their induction links
- Access to a device that will allow them to complete the inductions (mobile phone, tablet or computer)

12. Employee online training

The list of training needed to be completed by the employee before they can become eligible to work on-site

Note: If the employee has already completed the lesson nothing further is needed. If they have not completed them previously, links will be emailed out to them directly for them to complete it. These do not have to be completed before Sending for verification.

Employee online training

These are the lessons Demo workalle requires the employee to complete for this mobilisation.

If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so **after this request has been sent for verification**

These **don't** need to be completed to send this mobilisation for verification

Mobilisation lesson

Required by Demo workalle

Lesson link will be sent to the employee when this request is sent for verification if not already completed

13. Once all required sections are marked as complete, click on the 'Pay & Send for verification' button to submit the mobilisation:

- ✓ Complete, verification required
- ✓ Complete, no verification required

Pay & send for verification

Registering to be a Contractor

There are four main steps in registering your company and your workers

Step 1

Step 2

Step 3

Step 4

Processing an Online Registration

Ideagen will review your employee's registration or booking within a 24-hour time frame and based off the applicable sites requirements, will accept or deny the online registration/booking.

If urgency is required, you can contact Ideagen on 1300 722 801 to request high priority.

Note: We cannot guarantee that your request will be processed instantly, but it will alert our team that this booking needs urgent attention and prioritise the processing above less urgent paperwork. Priority is given to induction requests that are occurring within the next 24 hours

Declined Documentation/Registration

If the submitted documentation is declined, you will receive an automated email outlining the reason.

To submit amended item(s):

- Click on the link in the automated email or log back into your company portal and re-upload the corrected documentation via **Active Mobilisation Requests > Attention Required**

Ideagen Learning - Online Training Links

- Online Training Links will be sent directly to your employee's email address for completion.
 - For existing employees, these will be sent as soon as the mobilisation is sent for review
 - For new employees, these links will be sent as soon as the employee's profile is reviewed (within 2-3 hours of the mobilisation being sent for review)
- **Online training should be completed immediately, links will expire 14 days from when it is assigned, and follow-up emails will be sent to the employee for training that is past due.**
- Your employee will be sent a Welcome to Ideagen Learning Email, prompting them to login and reset their password before completing these courses. Employees must complete all courses to be considered eligible to attend the onsite induction.

Registration Approved

- Once the Online Training Modules have been completed, an email will be sent to your company and your employee confirming or rejecting the registration. **Your employee may be asked to provide this booking confirmation to attend the induction session. They may be asked to leave if they do not have this available.**
- If the registration is rejected/cancelled (room is full or induction date passed), you will be able to book them into another session using the **Active Mobilisation Requests > Attention Required** section in the Company Portal.



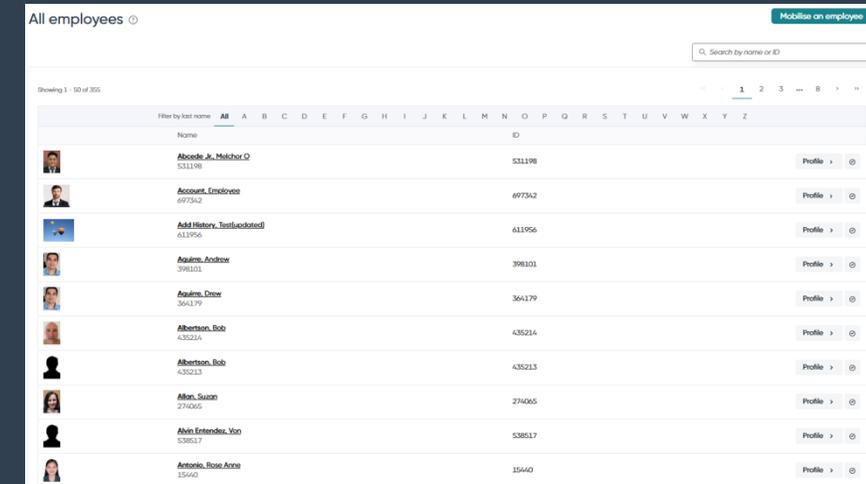
BGIS

Keeping your employees details current

Checking Employees' Profiles

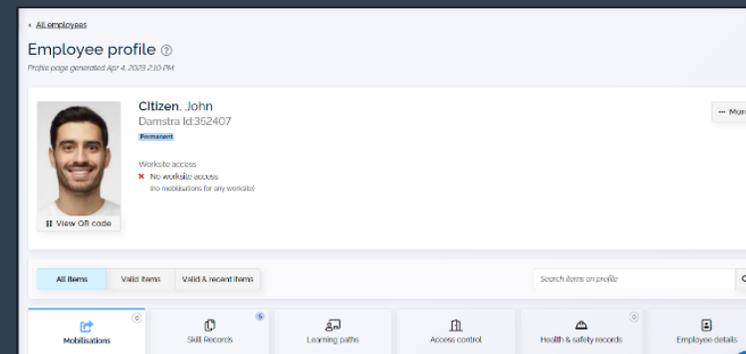
1. Access the **All Employees** page via the navigation on the left-hand side by clicking

Workforce > All employees



2. From the **All Employees** page you can:

- Search for an employee
- View all employees registered for your company
- View an employee profile.
- Mobilise an employee.
- View and manage qualifications for an employee





BGIS

Keeping your employees details current

Checking Employees' upcoming expiries and expired requirements

➤ Access the Expiries menu section via the navigation menu on the left-hand side by clicking

Workforce management > Employee Expiries

The screenshot shows the 'Employee expiries' page in the BGIS system. The left-hand navigation menu includes options like Home, Company management, Workforce management, Online lesson scheduling, Access control, Correspondence, Health & safety, Asset management, and System settings. Under 'Workforce management', 'Employee expiries' is highlighted. The main content area features a search bar and filters for 'Upcoming and expired', 'Expired in last 3 months', and 'Expiring in next 3 months'. Below this, there are sections for 'Your company to complete' and 'Employees to complete'. The 'Medical documents' section is active, showing a table with columns for Employee, Document, Worksite, and Expiry date. Two documents are listed: 'Masa, Glenn' (ID: 232277) expiring on 'Dec 12, 2025' and 'Romney, Justin Elijah' (ID: 447146) expiring on 'Jan 1, 2026'. Each document has an 'Upload' button.

You can also access the expiries from the "Home" screen by clicking on "All expiries" or the expired/expiring tiles. From the expired/expiring overview page you can filter by site/client and look at items expiring or expired up to five years in the past or future:

The screenshot shows the 'Employee expiries' overview page. At the top right, there is a link for 'All expiries >'. Below this, there are two large tiles. The left tile is titled 'Expiries in last 3 months' and shows a count of zero items, represented by an exclamation mark icon and a zero inside a circle. The right tile is titled 'Expiries in next 3 months' and also shows a count of zero items with the same iconography.

In addition to the information available through the portal, you will also receive monthly expiry emails showing items coming up for expiry.

Important Note: If information is not updated prior to the expiry, this may result in your employee not being able to access site.



BGIS

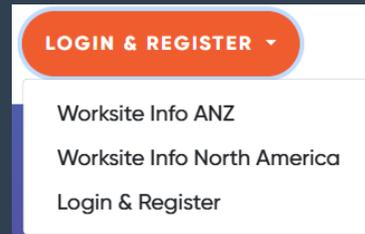
Using a Microsite

An Ideagen microsite is where you can find information about contracting to or visiting an Ideagen Managed Worksite.

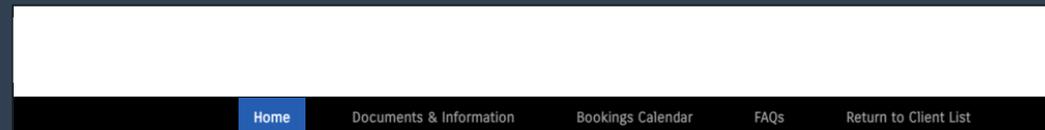
You can find information about company and contractor registrations, booking inductions, the worksite itself as well answers to frequently asked questions.

The Documents & Information tab will provide you with useful information and forms to help you get mobilised and using the Workforce Safety as soon as possible.

1. Go to <https://www.damstratechnology.com>
2. Under **LOGIN & REGISTER**, click Worksite Info.



3. Select your contracted company's name/logo.
4. Click your worksite from the list found below the company name/logo.
5. You will now be directed to the microsite for the worksite you selected



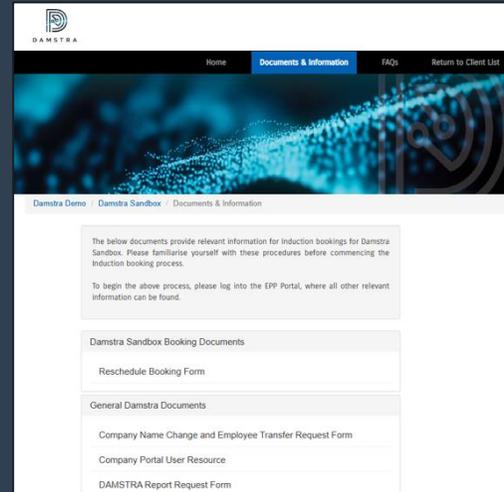


BGIS

Using a Microsite: Downloading Documents

1. Click the Documents & Information tab in your respective microsite
You will be directed to the Document Library page where you can see three categories of documents:

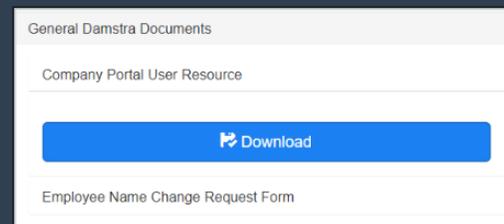
- Site documents
- Site booking documents
- General Ideagen forms



2. To see a description of the document you are downloading, click the dropdown arrow under that specific document.

3. Then, select the underlined document to download.

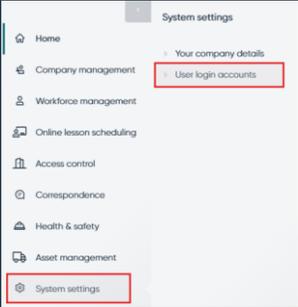
Note: Download the Company Portal Resource to guide you through using the Company Portal



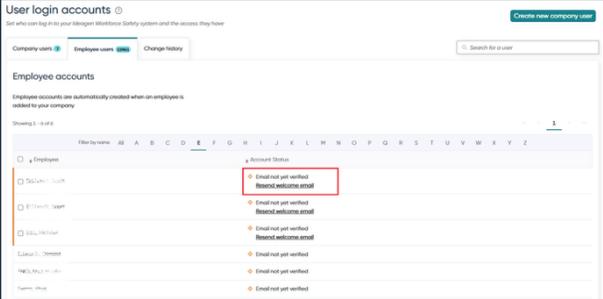
When an employee is added, their employee account where they can manage their profile and tasks is automatically created, and a welcome email is sent with login details. If an employee hasn't received their welcome email or has never logged in, company admins can use the **Resend Welcome Email** option.

Resend the welcome email to your employees by following the steps below:

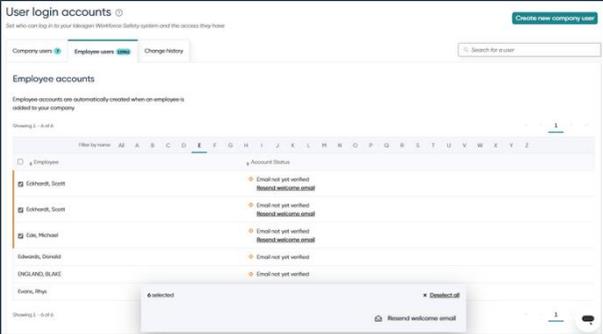
- 1. Go to System settings then select User login accounts.



- 2. On the User login accounts page, select the Employee users tab then find the employee.
- 3. To resend the Welcome Email:
 - A. Click 'Resend welcome email' along the employee's name to resend the welcome email or



- B. Tick multiple employees then select 'Resend welcome email'.



BGIS

Resend Welcome Email



Support

Global Support Centre (GST)

If you have any questions or require assistance with performing any tasks in Ideagen's Workforce Safety, you can get support or contact Ideagen using the methods below:



1300 722 801



[Submit a Request – Ideagen Workforce Safety | Support | Ideagen Luminare](#)



Knowledge Articles: [Workforce Safety – Ideagen Workforce Safety | Help | Ideagen Luminare](#)



Live Chat - look for this image in the bottom right of every page of the Workforce Safety