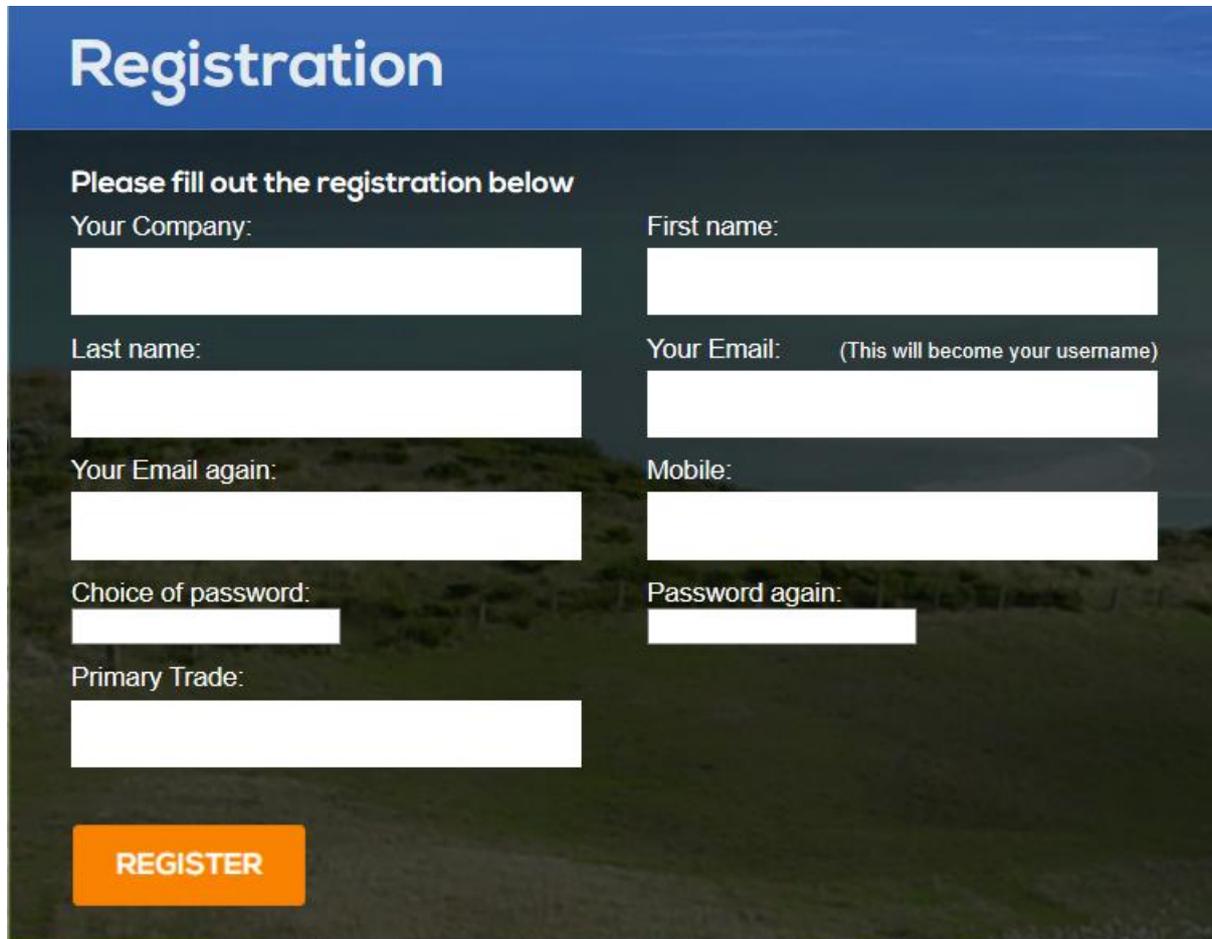


## Step 1: How to Register my Company

Click the link: <https://www.onlineinduction.com/glenelgshire/registercompany.php>

This screen will appear.

A screenshot of a web registration form. The form has a blue header with the word "Registration" in white. Below the header, the text "Please fill out the registration below" is displayed. The form contains several input fields: "Your Company:", "First name:", "Last name:", "Your Email: (This will become your username)", "Your Email again:", "Mobile:", "Choice of password:", "Password again:", and "Primary Trade:". At the bottom left of the form is an orange button with the word "REGISTER" in white capital letters. The background of the form area is a dark, textured image.

Only 1 registration should be completed per company.

Complete all of the details above to create your account. You **must enter** your email address so that you can receive system notifications.

The person who completes this registration should be the main contact person (Director) or administrator for the company.

If you are a sole trader/owner operator you will need to complete both the registration and individual sections.

Use full personal and company names to avoid confusion and double ups (no nick names).

Upon completion of the home page click '**Register**'

You will need to remember your password if you need to log back in to update the system, however there is a function if you forgot to reset.

## Step 2: Company Registration and Uploads

Once you have 'registered' the next screen will be your dashboard.

You will be asked to provide further company details, insurances and OHS management systems which are required prior to commencing work with the Glenelg Shire Council.

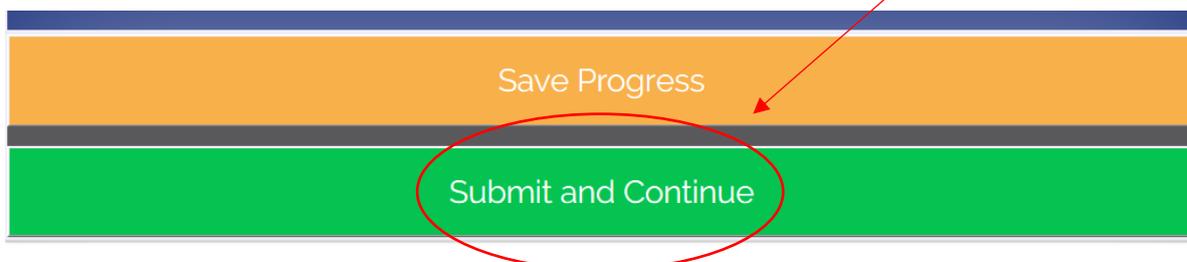
**Please supply the required documentation and licenses below**

All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below. Please ensure your documents file names have no special characters and are no longer than 3 words long. For example: JBloggs DL.pdf  
Your documentation will then be received and received by our representative, and assessed for compliance and validity for Health and Safety document control.

All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

* Are you a sole trader:	<input type="text" value="Please Select"/>
* Company ABN:	<input type="text"/>
* Business structure:	<input type="text" value="Please Select"/>
If other please specify:	<input type="text"/>
* Contact Name:	<input type="text"/>
* Contact Email:	<input type="text"/>
* Postal Address:	<input type="text"/>
* Suburb:	<input type="text"/>
* State:	<input type="text"/>
* Postcode:	<input type="text"/>
* Mobile:	<input type="text"/>

Provide all of the details and click on the '**submit and continue**' button to finish the upload and complete the company registration.



**A message will pop up at the top of the screen 'Thank you, details submitted'**