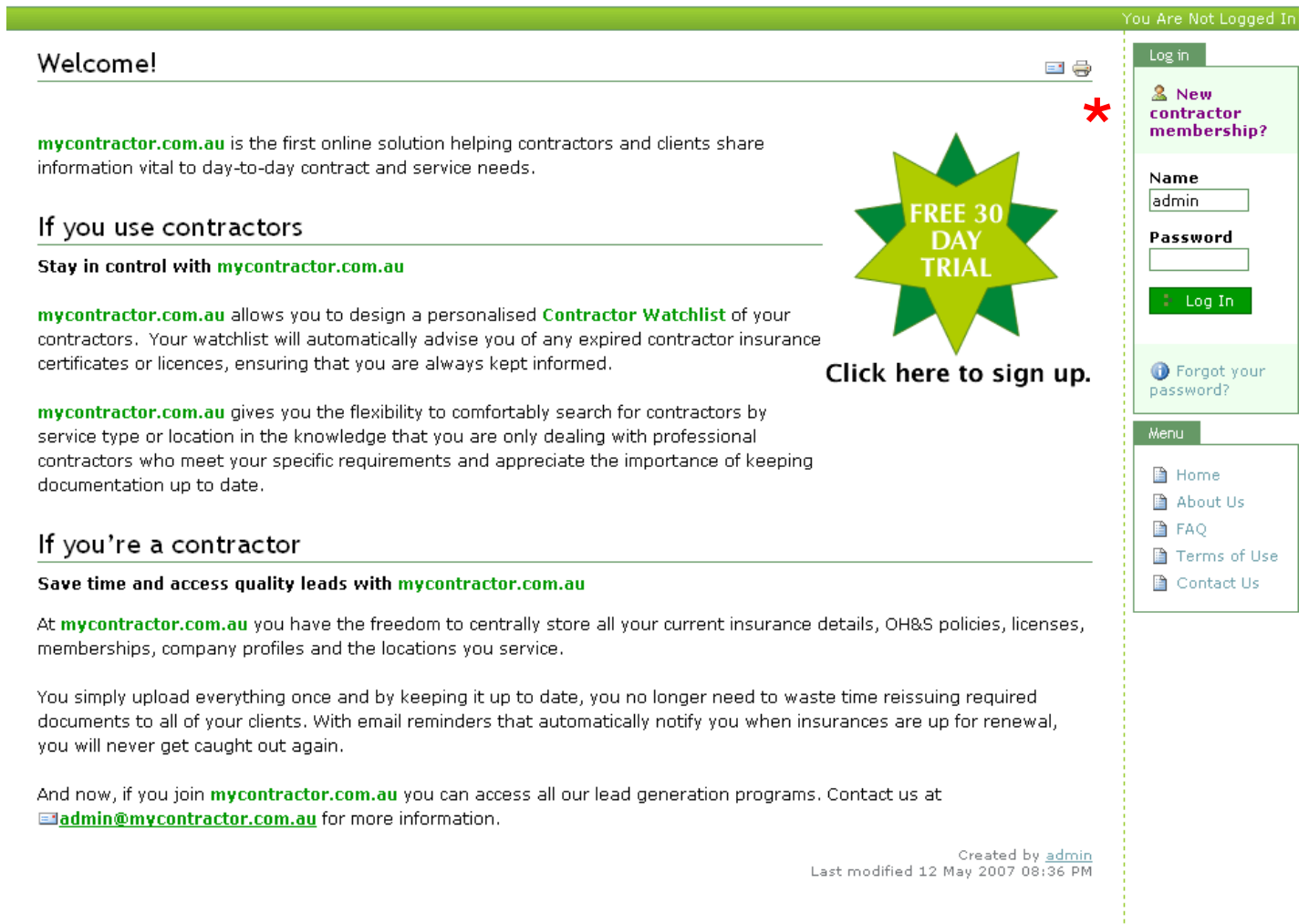


Sub-Contractor Training Notes

Update - July 2007

1. Initial Sign Up

Go to the website home page at www.mycontractor.com.au and click on the 'New contractor membership' tab in the top right of the screen (indicated below).



Welcome! You Are Not Logged In

[mycontractor.com.au](#) is the first online solution helping contractors and clients share information vital to day-to-day contract and service needs.

If you use contractors

Stay in control with [mycontractor.com.au](#)

[mycontractor.com.au](#) allows you to design a personalised **Contractor Watchlist** of your contractors. Your watchlist will automatically advise you of any expired contractor insurance certificates or licences, ensuring that you are always kept informed.

[mycontractor.com.au](#) gives you the flexibility to comfortably search for contractors by service type or location in the knowledge that you are only dealing with professional contractors who meet your specific requirements and appreciate the importance of keeping documentation up to date.

If you're a contractor

Save time and access quality leads with [mycontractor.com.au](#)

At [mycontractor.com.au](#) you have the freedom to centrally store all your current insurance details, OH&S policies, licenses, memberships, company profiles and the locations you service.

You simply upload everything once and by keeping it up to date, you no longer need to waste time reissuing required documents to all of your clients. With email reminders that automatically notify you when insurances are up for renewal, you will never get caught out again.

And now, if you join [mycontractor.com.au](#) you can access all our lead generation programs. Contact us at admin@mycontractor.com.au for more information.

Created by [admin](#)
Last modified 12 May 2007 08:36 PM

Log in

New contractor membership?

Name

Password

[Forgot your password?](#)

Menu

- [Home](#)
- [About Us](#)
- [FAQ](#)
- [Terms of Use](#)
- [Contact Us](#)

2. Enter your business details

Type your business details into each of the boxes on the registration form. When complete, review the terms and conditions page and then tick the box confirming that you have read them and agree. Next, click the 'Register' button at the bottom of the page.



Registration Form

Company Details

Full Name
Enter full name of the person registering.

User Name ■ (Required)
Enter a username. This is the username you will use to login to www.mycontractor.com.au in future. The username is case sensitive and no spaces or special characters are allowed.

Account Type ■ (Required)
Choose an account type.
Contractor ▾

E-mail ■ (Required)
Enter an email address. This will be the email address your password will be sent to should you forget it. We respect your privacy, and will not give the address to any third parties.

ABN ■ (Required)
Enter an Australian Business Number for your organisation. Note that you can only register one user account per ABN.

Password ■ (Required)
Minimum 5 characters.

3. Complete sign up

After clicking the register button, you will be presented with the following page.

Click on the 'Log In' button (indicated below).



 You have been registered.

Welcome to www.mycontractor.com.au. You are now required to fill in the remainder of the registration form by clicking on the "Log In" button below.





4. Enter the rest of your business details

You will then be taken to the following screen.

Please enter the rest of your business details. This will allow the system to easily find you when required. It will also allow other businesses to find you when they are looking for sub contractors to work for them.

Summary Profile Insurance OH&S Licences & Memberships Edit

Since this is your first login, you need to enter some details about yourself.

Edit Contractor

Contractor details

Company Name (Required)

ContactDetails

ABN (Required)
Do not use spaces between the numbers.

Address (Required)

Suburb (Required)

State (Required)

Postcode (Required)

5. Policies

Further down the page you will come to the following boxes:

- 'Additional Company Information' (Section 1 below)
 - In this box you can describe in more detail your business and the services you perform, as well as any other information you want others to see about you.
- 'OH&S Policy' (section 2 below)
 - This is where you can detail the information about your company's OH&S policy. If you already have one written, click on the browse button to locate the file on your computer. When you have found the correct file, click 'save' and it will save to your profile.

1

2

Additional Company Information

OH&S

OH&S Policy
You can optionally type your OH&S policy in this field, or use the field below to upload the document containing your OH&S policy.

OH&S Policy File
 Browse...

6. Uploading your insurance policies

You have the facility to upload your insurance policies onto your profile. This will allow head contractors to match their requirements with the level of cover that you have. The other benefit of this facility is that the system will automatically notify you when your policies are about to expire.

To upload your policy details, click on the 'Insurance' tab on the top row of buttons and the following screen will appear.



Insurance Policies

[Add New Insurance Policy](#)

No insurance policies specified

Next, click the 'Add new Insurance Policy' button (indicated above) and the following screen will appear.

View Edit

Edit Insurance Policy

Insurance Policy details

Insurer Name (Required)
Alliance

Policy Number (Required)

Policy Type (Required)
Workers Compensation

Policy Value (Required)
Enter value in whole dollars. DO NOT use dollar signs, commas or spaces in the number.

Policy Expiry Date (Required)
- / - / -

Attach Policy File
 [Browse...](#)

[Save](#) [Cancel](#)

Enter the details for each of your insurance policies using the drop down boxes. It is also advisable to upload a copy of the policy onto the site. To do this, go to the 'Attach Policy File' and enter the location on your computer where the file can be found. If you are not sure, click the 'Browse...' button (indicated above) to find the location. When you have identified the file, highlight it and click the save button.

Having your files loaded into the system will allow any head contractor to be able to verify the details of your insurance, so you can avoid having to issue certificates of currency all of the time.

Please note: You may need to scan in a copy of your policy onto your computer. If this is not possible or you have difficulty, please call us on 02 9552 6617 or email us at support@mycontractor.com.au and we can help you

When you have entered all of the details of your insurance policies, click the 'save' button at the bottom of the page.

7. Editing your profile

The next time you log onto the site, you will arrive at the following screen. Your screen will have all of your details listed on it.

To edit any details on your profile, simply click on the 'Edit' button on the top row (indicated below).

This will allow you to edit any of your details in the same way that they were first entered.



A screenshot of the user profile page on mycontractor.com.au. The page has a green header bar with "Signup" and "My" links. Below the header is a navigation menu with buttons for "Summary", "Profile", "Insurance", "OH&S", "Licences & Memberships", and "Edit" (which has a red asterisk next to it). An orange banner below the navigation says "Welcome to MyContractor! You are now logged in." The main content area is titled "info" and lists fields: "Address", "Suburb", "State", "Postcode", "Phone Number", and "Fax Number". Below these fields is the text "No insurance policies specified" and "Additional Company Information".