

INTRODUCTION

Going forward, as part of the process of working for Laing O'Rourke, you are required to complete the eify Access Process. Laing O'Rourke has partnered with eify Pty Ltd and the SiteAccess Process will be carried out entirely online, through the website www.eify.com. This will simplify the process for Laing O'Rourke, and more importantly, for you.

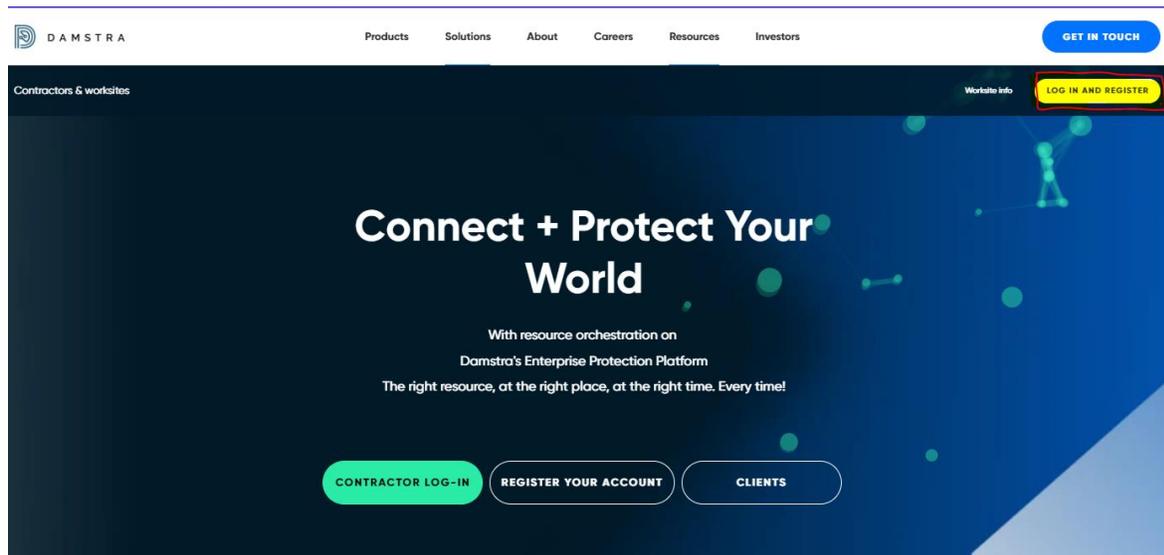
These instructions are designed for people who will be managing their own access requirements on the project.

NB: This process can be carried out using a mobile device, tablet or PC

Registering as an employee

As an employee you may have already received an SMS or email with your username and password. If so, go to www.eify.com and use these details to login. You can log in by following the steps below

- Go to www.eify.com (you will be redirected to Damstra website)
- Select "Log In and Register"



- You will then be redirected to the list of Damstra products. Select "Log in to eify"

Damstra - Eify

Eify for worksites and contractors

Log in to Eify >

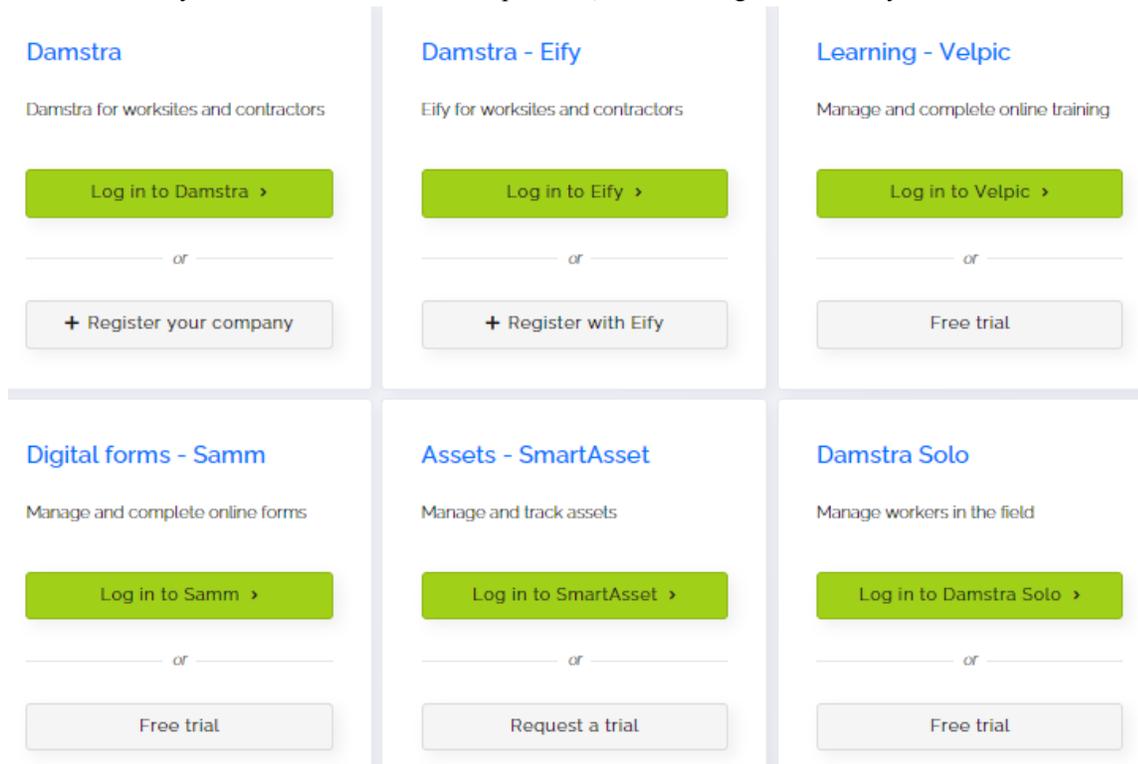
or

+ Register with Eify

- And put in your username and password

If you have been instructed to go to www.eify.com and register yourself, please follow the process below:

- Go to www.eify.com
- Select "Log In and Register"
- Once you are on the list of Damstra products, select "+Register with Eify"



- Complete the user details form (you will require your companies ABN) and click on the "Continue Registration" button to complete your registration

Completing tasks

Once you are logged in you will need to navigate to the project you will be working on and complete the outstanding tasks relevant to that project. To do this:

- Choose the Client "Laing O'Rourke" by clicking or pressing this button:



- Select the correct project from the project selection list



- To complete your personal tasks select “Perform Tasks” by clicking or pressing the button:



- This will take you to a screen that includes a list of the tasks you will need to complete in order to be eligible to access the project site:

Site Access Outstanding Tasks - Your Name		
<p><i>Below, is a list of tasks which need to be completed for you to receive a Site Access card. A red light means that this required task still needs to be completed. A green light means you have completed that task.</i></p>		
1	Upload Photo to be used on Permanent Access Card	
2	Select roles for this project	
3	Provide necessary identification and qualification information	
a	Must provide any Driver's Licence / Passport / Photo ID Details	
b	Upload a scan of your Driver's Licence / Passport / Photo ID	
c	Driver's Licence / Passport / Photo ID certified by Head Contractor	
d	Must provide Construction Induction Card details	
e	Upload a scan of your Construction Induction card	
f	Construction Induction Card certified by Head Contractor	
g	Must provide any necessary work tickets / licences	
h	Upload a scan of any necessary work tickets / licences	
4	Provide required additional information such as Emergency Contact, Medical Allergies etc	
5	Print your Temporary Access Card	

- By clicking on each item in the list, you will be taken to the section where you can enter the relevant information and upload the relevant documents.

Adding Qualifications

As part of completing your Outstanding Tasks you will be required to add qualifications. To do this:

- Click on a task that requires a qualification to be added such as “Must provide any Driver’s Licence/Passport/Photo ID Details” to be taken to the qualifications page:

- From here, choose the qualification you want to add from the dropdown list and enter the relevant details and then click on “Save Changes”:

- Find the ticket in the list and then either press on the upload button or drag and drop the document on to the upload button in order to attach a document to the ticket:

Doc	Passport Number	Passport Expiry Date	Country	Status	
	12345678	09/06/2018	Australia	Pending	Upload Actions

- Repeat this process for each ticket you are required to add as per the OutstandingTasks List

Client Access Licence

If you see the message below when logging in then you haven’t been assigned a Client Access Licence for the current Client:

In order to rectify this you will be required to contact your company manager and organise for them to assign you a client access licence. If you are unsure who you need to contact please call eify on 1300 579 803 and we will do our best to assist you with this.

Customer Support

If you or your employees need assistance with any part of the process, please contact eify Customer Support on 1300 579 803, or by accessing our support management system at support.eify.com or by email at support@eify.com [HYPERLINK "mailto:support@eify.com"](mailto:support@eify.com) [HYPERLINK "mailto:support@eify.com"](mailto:support@eify.com) Customer Support is available from 6:00am to 7:30pm, Monday-Friday, and 8:00am to 12:00pm Saturday and Sunday, excluding public holidays in New South Wales.

Supported Internet Browsers

For Windows: Internet Explorer v9.0 or greater (Security Settings must be set at a maximum of Medium-High), Firefox v28.0 or greater, Google Chrome v33.0 or greater, Opera v19.0 or greater, Safari v6.1 or greater; for Mac: Firefox v28.0 or greater, Opera v19.0 or greater, Opera v19.0 or greater, Safari v6.1 or greater and Chrome v33.0 or greater.