

INTRODUCTION

Going forward, as part of the process of contracting for John Holland, each of your employees and subcontractors who will appear on site (for any amount of time) must complete the eify Access Process. John Holland has partnered with eify Pty Ltd and the Site Access Process will be carried out entirely online, through the website www.eify.com [HYPERLINK](#) "http://www.eify.com/"_ This will simplify the process for John Holland, and more importantly, for you, your employees and sub-contractors.

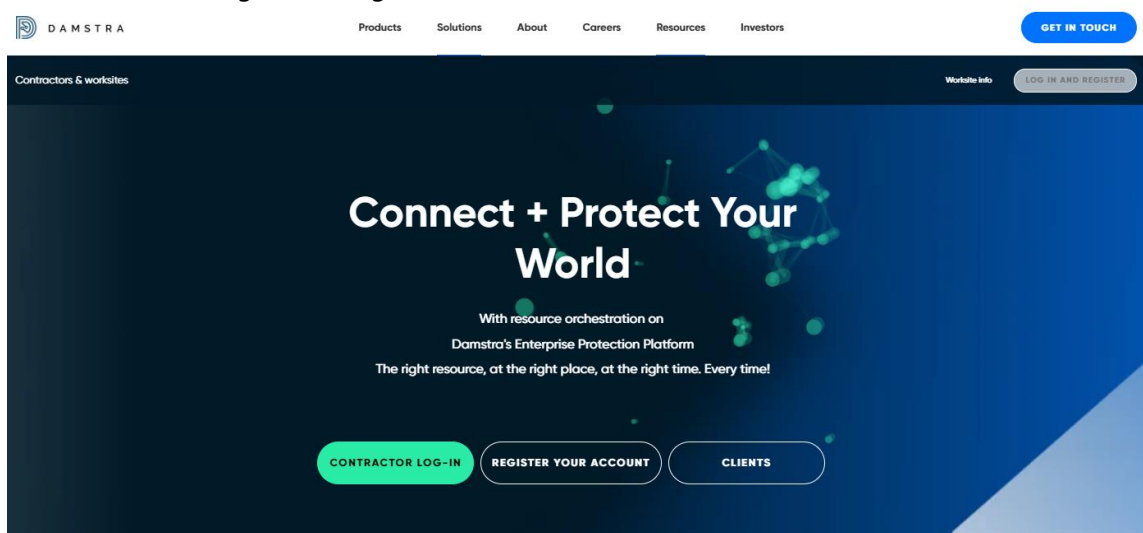
These instructions are designed for people who will be managing their employees on the project.

Company and Manager Registration

As a company manager, you will need to register yourself and your company. If you are unsure whether you or your company are registered, call eify on 1300 579 803 and we will assist.

If you are not registered:

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



- You will then be redirected to the list of Damstra product and click on "+ register with eify"

[← Back to Damstra](#)

Log in or register

<p>Damstra</p> <p>Damstra for worksites and contractors</p> <p>Log in to Damstra ></p> <p>or</p> <p>+ Register your company</p>	<p>Damstra - Eify</p> <p>Eify for worksites and contractors</p> <p>Log in to Eify ></p> <p>or</p> <p>+ Register with Eify</p>	<p>Learning - Velpic</p> <p>Manage and complete online training</p> <p>Log in to Velpic ></p> <p>or</p> <p>Free trial</p>
<p>Digital forms - Samm</p> <p>Manage and complete online forms</p> <p>Log in to Samm ></p> <p>or</p> <p>Free trial</p>	<p>Assets - SmartAsset</p> <p>Manage and track assets</p> <p>Log in to SmartAsset ></p> <p>or</p> <p>Request a trial</p>	<p>Damstra Solo</p> <p>Manage workers in the field</p> <p>Log in to Damstra Solo ></p> <p>or</p> <p>Free trial</p>

- Select "Sub Contractor" or "Sub-subcontractor"

Sub-Contractor

Please use this option if you are the principal representative of a builder/contractor appointed directly by master contractor.

Once you have registered you will be given the option to pay for one or more inductions online via credit card.

Please note: This registration is only to be used by you. You should not share your login or password information with any of your employees. They will need to register themselves using the "employee" option.



Register as Sub-Contractor

[Register here](#)

Sub-Subcontractor

Please use this option if you are the principal representative of a company who is not working directly for the master contractor.

Once you have registered you will be given the option to pay for one or more inductions online via credit card.

Please note: This registration is only to be used by you. You should not share your login or password information with any of your employees. They will need to register themselves using the "employee" option.



Register as Sub-Subcontractor

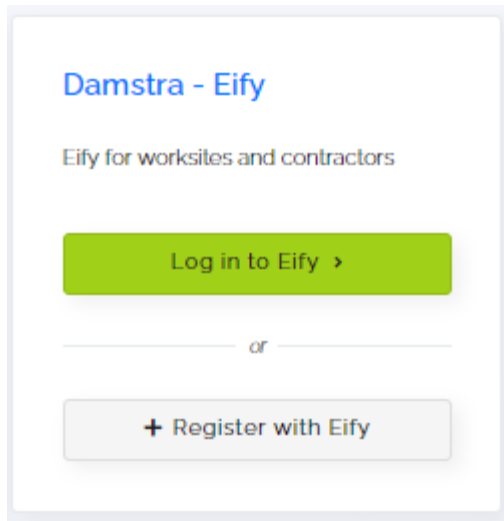
[Register here](#)

- Complete the user details form – these are your details
- Complete the company details form – you will require your company's ABN
- Select the client you're working for from the list

of clients

If you are already registered:

- Log in at www.eify.com
- Select "Log In and Register"
- Select "Log in to Eify" on the list of Damstra products



- If you are not set as "manager", you can either contact your company manager, shown after you select "Perform Tasks" on the "Task Selection" screen or you can call eify Customer Support on 1300 579 803

eify Pty. Ltd. A.B.N.: 69 136 720 780
 PO Box 838, Artarmon, NSW 1570.
 Unit 8, 12-18 Clarendon St., Artarmon, NSW 2064.
 ☎ 1300 579 803 📠 Fax: +61 2 9438 5947
 🌐 www.eify.com

Company requirements

















- Choose the Client John Holland by clicking or pressing this button:































- Click on the project that is relevant to you, if you can't see the project button click on the "choose a project from this list" dropdown:
- To complete your personal tasks select "Perform Tasks" by clicking or pressing the button:



- This will take you to a screen with two tasks lists. The first is for your company insurances:

Company Setup Outstanding Tasks - Your Company Name			
Below, is a list of tasks which need to be completed for your company registration to become active . A red light means that this required task still needs to be completed. A green light means you have completed that task.			
1	Provide necessary insurance information		 
a	Provide Workers Compensation insurance policy information		 
b	Upload a scan of your Workers Compensation policy		 
c	Certify the accuracy of the scan of your Workers Compensation insurance policy		 
d	Provide Public Liability insurance policy information		 
e	Upload a scan of your Public Liability policy		 
f	Certify the accuracy of the scan of your Public Liability insurance policy		 

- The second is for your personal information:

Site Access Outstanding Tasks - Your Name			
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.			
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		 

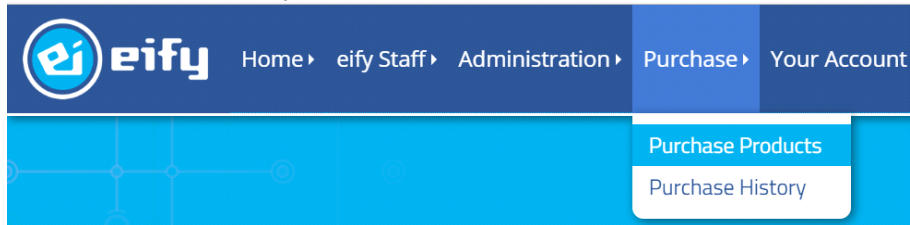
NB: If you will not be going to the site then you aren't required to provide this information.

- By clicking on each item, it will take you to the screen where you can enter the relevant information and upload the relevant documents.

Purchase Client Access Licences

Each employee who will be going onsite will require a Client Access Licence. To purchase Client Access Licences:

- Go to the eify menu bar and scroll over Purchase, then select Purchase Products:



- Add the number of Client Access Licences and Plan Tokens you require by typing into the box or pressing the +/- buttons and then click on Checkout:

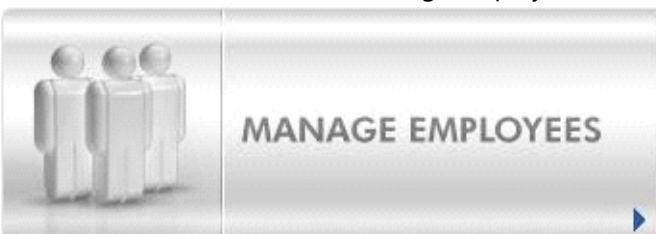
Products Available for Purchase			
Product Name	Qty	Ex GST Price	Totals
Replacement Access Card	<input type="text" value="0"/> +/-	\$25.00	
Client Access Licences	<input type="text" value="5"/> +/-	\$40.00	200.00
Plant Tokens	<input type="text" value="3"/> +/-	\$40.00	120.00
Total Ex GST:			320.00
+ GST:			32.00
Total Inc GST:			352.00
Checkout			

- Enter your card details and then press Pay Now to purchase the licences:

Register Employees

Next, you can register your employees and enter their information and documents yourself or you can get them to do it themselves.

- If you want them to register themselves, you need to provide them with your ABN and advise them to go to www.eify.com and select "Log in and Register" then click on "+ Register with Eify" then select "register as Employee" from the list.
- If you choose to register them yourself, do the following:
 - Choose the task "Manage Employees".



- This option takes you to the user manager where you can create employees, complete

their "Outstanding Tasks" list and assign client licences to your employees.

- To create an employee, click on the "Register" button:
- This will take you through to a registration form that requires you to enter a First and Lastname as well as the employee's mobile number (you can also enter additional information if you wish). You will be able to send them an SMS containing their username and password. If you have entered their email address, you will have the option to send them an email containing their username and password instead. If you purchase Client Access Licences first, their password will be their Client Access Licence.

Register New Employee

Salutation: *

First Name: *

Surname: *

Mobile: *

Preferred Name:

Company: *

Project: *

Job Title:

Address 1:

Address 2:

Suburb:

State:

Postcode:

Site Mobile:

Email:

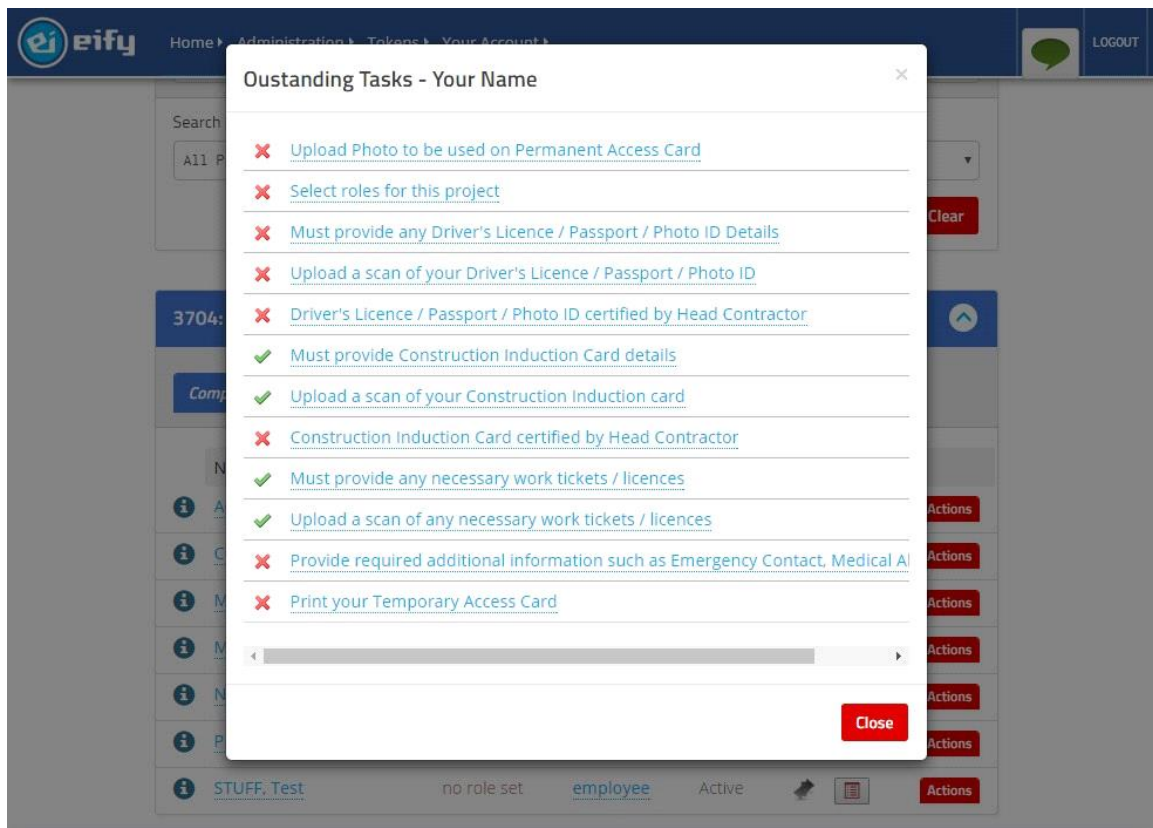
Account Activation: ☐ Assign a Client Access Licence to this account (0 available)

Employee Notification: ☐ Do not send notification
☐ Notification by SMS (sent: 6AM-10PM Mon-Sat)
☐ Notification by Email (sent immediately)

To proceed the following fields still need to be provided:
Salutation, First name, Surname, Mobile phone, Notification Details, Client Access Licence Assignment

Cancel Registration

- Once registered, you will be able to complete your users' tasks on their behalf. You can access the outstanding task list by clicking on the notepad icon:
- This will show a list of tasks for the user. By clicking on each item in the list, it will take you to a screen where you can enter the relevant information and upload the relevant documents.



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 [HYPERLINK "http://support.eify.com/"](http://support.eify.com/) or byemail at 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.