



DAMSTRA

CONNECT + PROTECT YOUR WORLD



New Employee – Company Portal

PRODUCT: Workforce Management

VERSION:

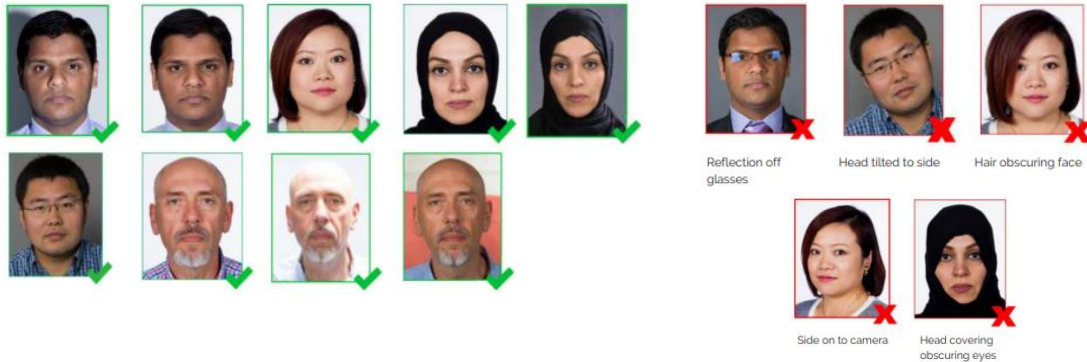
AUTHOR: J-pee De Guzman

APPROVED BY:

Adding a New Employee

To complete this, you will need the following:

- Each employee's details
- Each employee's emergency contact details
- A passport-style photo per employee



- A photo identification per employee (*Both **Front** and **Back** copies are required*)
 - *Physical or Digital copy of Driver's Licence*
 - *Passport*
 - *Marine Licence*
 - *Firearm's Licence*
 - *Proof of age*
 - *Kiwi Access Card*
1. Go to the Damstra Technology website (www.damstratechnology.com)
 2. Click **Contractor Login** and enter your **Username** and **Password** provided to you in the email, confirming your Company's registration with Damstra Technology. Then click log in.

TWMS & Company Portal login

System region

Australia/New Zealand

Username

Username

Password

Password

Login

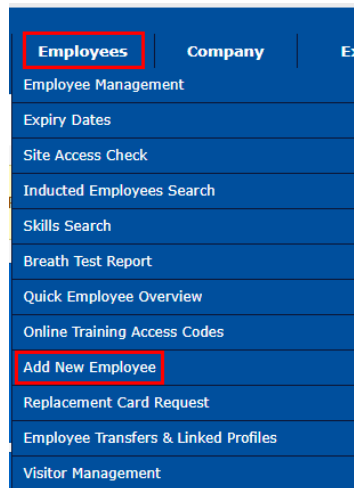
[Forgotten password recovery](#)

or

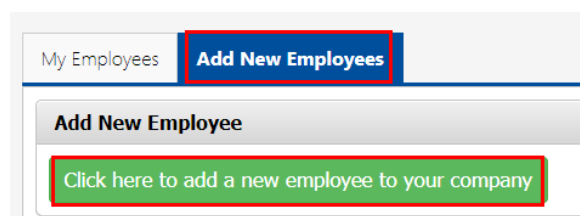
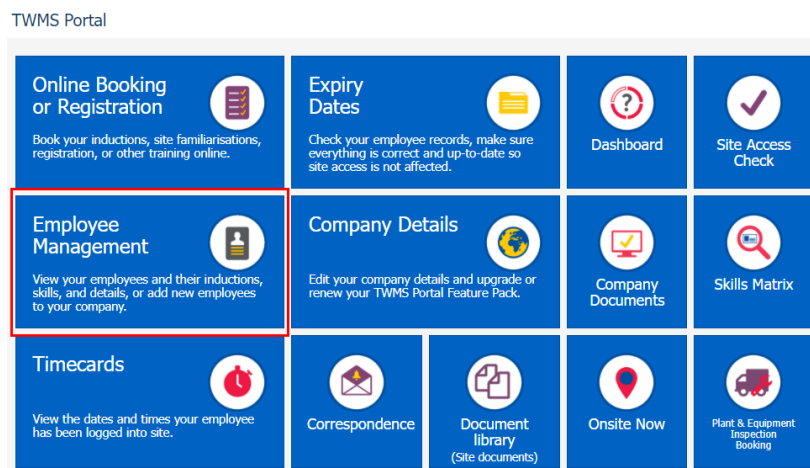
[Have a linked Corporate Identity?](#)

[G](#) This option includes all SSO options available.

3. Hover your mouse to the **Employees** Tab and select **Add New Employee**



*** Another way to get here is from **Home**, click the **Employee Management** tile and select **Add New Employee** Tab.***



4. Enter all **details** within the Add New Employee online form.
 - Personal Details
 - Photo
 - Contact Details
 - Emergency Contact
 - Proof of Identification
 - Other Details

1: Personal Details

All information marked with an asterisk * must be provided to add an employee.

Please note: First name, Last name must be as per the photo identification document provided. No abbreviations/alias etc will be accepted.

First Name * First Name Middle Initial Initial (optional)

Last Name * Last Name

Gender * ☐ Male ☐ Female ☐ Not Specified DOB * Date of Birth

[Next Step](#)

2: Photo

3: Contact Details

4: Emergency Contact

5: Proof of Identification

6: Other Details

5. You are not required to fill out the **Other Details** under step 6. Once all details are entered, click **Submit** button.

6: Other Details [Back](#)

Unique Student Identifier Unique Student Identifier (optional) [What is this?](#)

Custom ID Custom ID (optional)

Department Type here & select from the list

By submitting this request, I confirm that the name that has been entered above is an exact match for the name as it appears on the photo identification, which will be required to verify the identity of the new person. I understand that where they do not match, the processing of any registration may be impacted.

[Submit](#)

You can leave this blank

6. You may now repeat the above process of Adding an Employee for the additional employees as required.



Damstra Technology will now verify the new employee submission/s within **24-48 hours**. Provided all details have been entered correctly for each employee. You will receive an email confirming the employee has been successfully verified and is now ready to be registered to work at the worksite.