

Contractors Online Inductions Guideline

Renewals for existing Contractors

From our [Health, safety and wellbeing for contractors](#)' website

STEP 1: Find the **Certification renewal for existing contractors** section and select **renew your certification for site entry**.

Our health and safety induction process

To work at one of our sites, you need to complete a site induction beforehand. There are two ways to do that – check out the options below and choose which is right for you.

Registration for new contractors

If you're a new contractor, you need to [Third Party Contractor portal](#) to complete your inductions, certificate for site entry and training modules before beginning work.

[Download a pdf instruction guide.](#)

Certificate renewal for existing contractors

If you've previously registered via our Third Party Contractor portal and undergone your induction process, you can simply [renew your certificate for site entry](#).

[Download a pdf instruction guide.](#)

Control of work system

As a Watercare contractor, you and your staff must always work safely on our sites and assets. When working on our sites you'll need to provide a work pack detailing the scope of your work, the hazards and risks involved and the planned controls to ensure that the work will be undertaken safely.

For work pack requirements, steps and documentation, please review the info below.

STEP 2: Select **Reactivate User Account**



Third Party Contractor Login

Username

Password

Login

[forgot my username](#) | [forgot my password](#)

? First Time Users

Please register your profile by selecting one of the registration processes below.

New User Account

Reactivate User Account

? Resume Registration

If you have already begun the registration process you can resume it by following the link below.

[Resume registration](#)

STEP 3: Enter your **Email** address and click **Send verification**.

Reactivate User Account

X

Verification

Before you can begin registration you will need to verify your email address.

Email

paulalewis30@yahoo.co.nz

Send verification

STEP 4: Check your email for a **verification code**.

NOTE: If you cannot see the email, check your spam or junk folder.



noreply@none.. 2:15 pm
To: Paula Lewis >

your registration verification code

Registration Verification

The verification code for paulalewis30@yahoo.co.nz is:

3eace3

The verification code can be entered below

[Enter verification code here](#)

STEP 5: Enter the **Verification code** and click **Submit**.

Reactivate User Account

X

Verify

Please enter the verification code sent to paulalewis30@yahoo.co.nz

Verification code

3eace3

Resend

Submit

STEP 6: Your account has been **Reactivated**, click on **Submit**.



Request Form

Reactivate User Account

Your account has been activated. It may take up to 5 minutes to take effect.
Please visit the [Health, safety and wellbeing for contractors](#) page for more information.

This session will terminate here.

Previous

Submit

STEP 7: Your account is now active.

NOTE: Only log in here again if you need to update the details you entered.

Registration Complete

A profile has been created for you - Paula Lewis
If you feel that this is a mistake and you have not gone through the registration process, please contact an administrator immediately.

Your Collaboration Account

An account has been created for you to continue to manage your profile
Your username - paulalewis30@yahoo.co.nz

Login

NOTES:

- If your account is already active, the following screen will be received, click **Submit**.
- Please do not log in here unless you need to update any of the details you have just entered.



Request Form

Account already active

An active account was found for this email address.

Please visit the [Health, safety and wellbeing for contractors](#) page for more information.

This session will 'Terminate' here.

Submit