

Welcome to the Beach Energy – Contractor Induction Portal

Please note:

You must have a personal email address to Register.

Please have your email open to receive a Registration confirmation email.

Logging on for the first time.

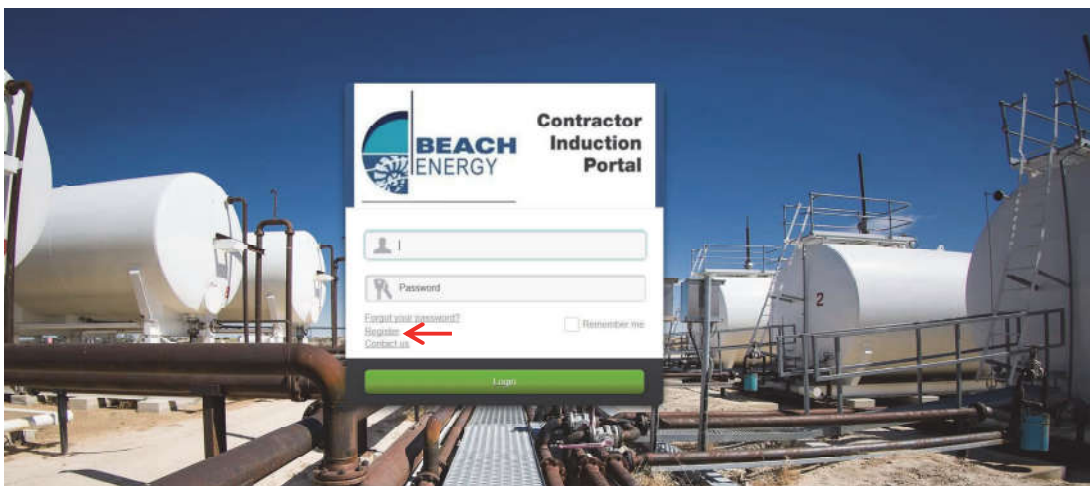
Please refer to the following user instructions for the easy registration and completion of your induction training.

Initial Registration

You must first register yourself with the new Beach Contractor Induction Portal.

Step 1: First time visit and registration

As a new user you will be required to register on your first visit. Click on the **Register** link



Step 3 – Setting up your personal account

You now need to register yourself and your details

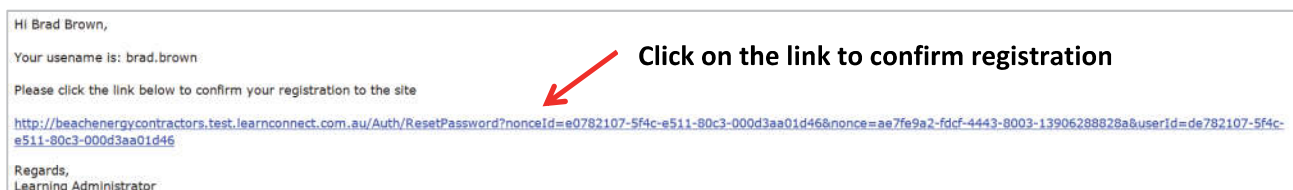
Please input your personal details:

- ✓ First Name
- ✓ Last Name
- ✓ Date of Birth
- ✓ Your preferred email – this needs to be an account you regularly use
- ✓ Select you employer from the drop down list – click on the arrow.

Step 4 – Signing up

When you have completed all fields, click **Sign Up** – this will take a few moments

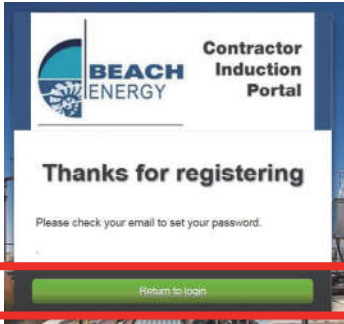
You then will receive an automatic email confirming your System-Registration – this email will contain your User Name (*first name.last name*)



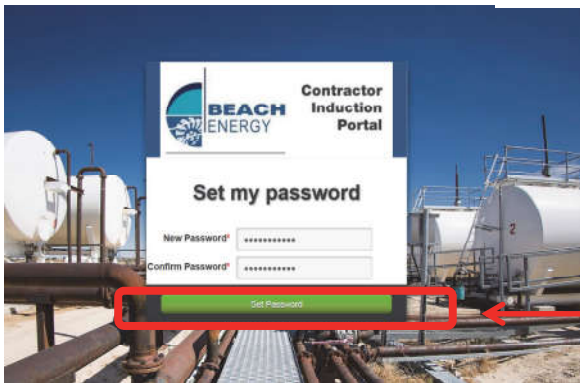
Click on the link to confirm registration

Step 4 – Setting up your password

Back in the portal your registration will be confirmed.



Click on the **Return to login** to set your password.



Your password can be any combination of numbers and letters – select an easy to remember password and keep a record of your user name and password

Enter your password twice and then click **Set Password**

Step 5 - Completing you Induction training

You can now complete your induction modules – all required training is automatically available for you to “play and complete” – simply click on the **Launch** button

