

GeelongPort Donesafe

How to Invite a Subcontractor to Donesafe

1. Select the **Sub-Contractors** tab (1).
2. Click on the **Add** button (2). A drop-down list will appear.
3. Click **+ Add New (3)**.
4. A screen titled New Business will open.
5. Fill in details that have an asterisk next it. (Secondary Business Admin details are not necessary).
6. Click **Complete** (4).

Stage: **Approved**
HSEO has approved

CHANG ADMIN BUSINESS DETAILS WORKERS WORKER INDUCTION **SUB-CONTRACTORS**

This section can be used to designate which sub-contractors are utilised by this company, or which companies this contractor can sub-contract to

Contractors sub-contracting to this Company Filter by Title

Uniq ID	Title	Business Primary Admin Details:
No records found		

Companies this Contractor sub-contracts to Filter by Title

Uniq ID	Title	Business Primary Admin Details:
No records found		

+ Add New
Select Existing

New Business

Business Name *

Business Primary Admin Details: *

First name* Last name*

First name Last name

Email*

Email

Primary Business Admin Email Address

Business Primary Admin Phone Number *

Secondary Business Admin Details

First name Last name

First name Last name

Email

Email

Secondary Business Admin Email Address

Secondary Business Admin Phone Number

Invited By

Raquet Wainwright (yourself)

Complete

Our values: Anchored in safety | Because we live here too | It takes all of us | Embrace new possibilities