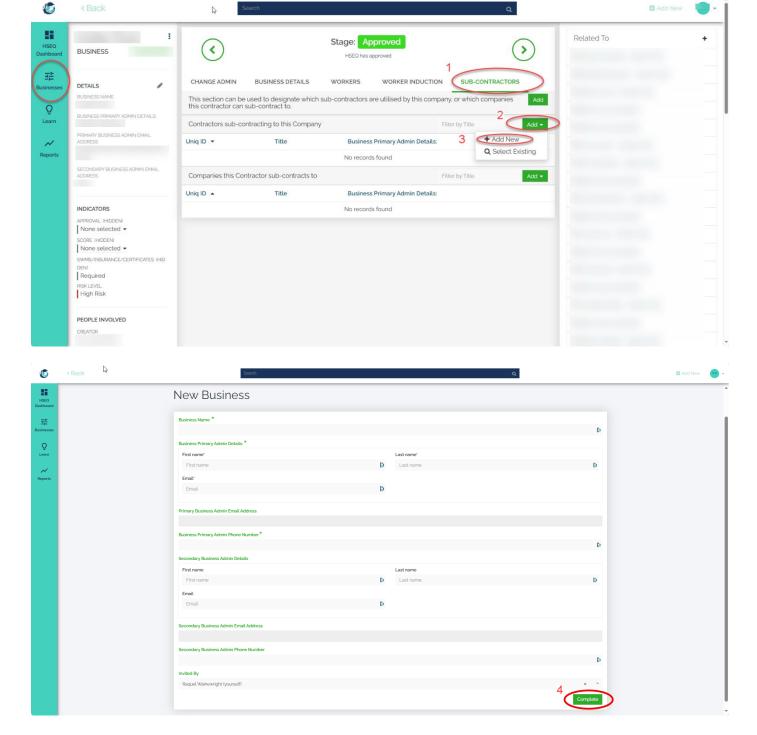
## GeelongPort Donesafe

## 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).



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

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