



# EastLink

**Instructions for completing an online  
induction to the EastLink site  
and uploading of qualifications**



## **STEP 1 – Ensure your Company has a valid site agreement in place.**

Prior to accessing the permitted system, all Contractors are required to have a site agreement in place. Please check with Ambrose Cornelio at [acornelio@connecteast.com.au](mailto:acornelio@connecteast.com.au) to ensure you have a site agreement in place. If a site agreement is not in place, provide your Company details to Ambrose which must include your Company's ABN number.

When the agreement has been approved and set up, you will receive a confirmation email.

Please ensure your Company's site agreement is set up prior to registration, as this will affect the automatic issue of induction from the system.

## **STEP 2 – Register Online**

In order to access the online induction, subcontractors and their staff will need to register online. Please navigate the link: <https://www.permitted.com.au/registration.php>

Follow the registration steps below, **employees will need to use individual email addresses or mobile phone number.**

Your ABN will also be required for registration to ensure your company is registered in the permitted system.

**PERMITTED**  
COMMITTED TO SAFETY

Home | Registration | Login | Contact | Support

News: UK Portal Now Available

### User Sign-up Form

Enter your registration details to be registered with Permitted.

Step 1 — Step 2 — Step 3

#### Your Login Details

Permitted allows you to use both your unique email address and unique mobile phone number to access the Permitted Portal. You need at least one of these to complete your registration.

**Email**  
Each user needs their own email address.

**Confirm Email**

I don't have an email address

**Mobile Number**  
This mobile number needs to be unique.

**Confirm Mobile Number**

I don't have a mobile number

News: UK Portal Now Available

### User Sign-up Form

Enter your registration details to be registered with Permitted.

Step 1

Step 2

Step 3

#### Who you work for

**Company ABN**

Enter the ABN of the company you work for

**Company Name**

**Job Title**

What is your role for this company?

Previous

Next

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### User Sign-up Form

Enter your registration details to be registered with Permitted.

Step 1

Step 2

Step 3

#### Personal Details

**Title**

- Select Your Title -

**First Name**

Your First Name

**Last Name**

Your Last Name

**DoB**

**Street 1**

Your house number and street address

**Street 2**

**City**

**State**

Select your state

- Select Your State -

**PostCode**

**Contact Number**

Please enter all ten digits

0407398533

Previous

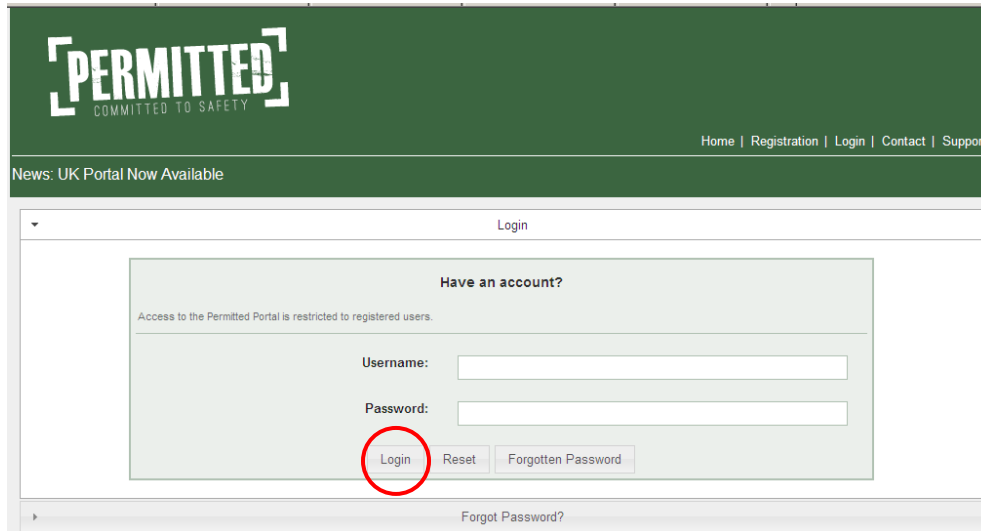
Next

Once successfully registered, you will receive an automatic email or SMS notification and a password for you to login into your account.

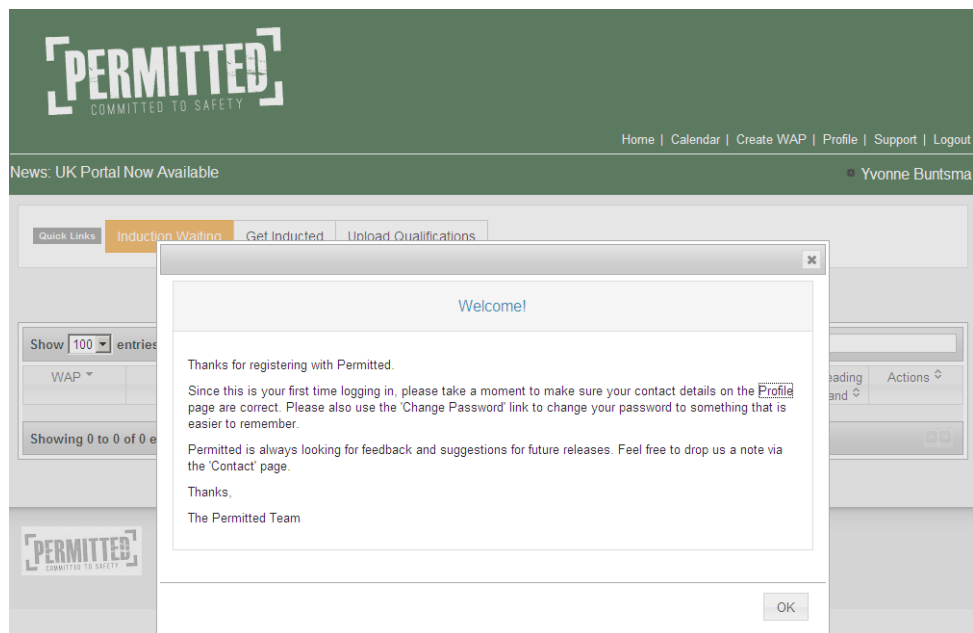
### **Step 3 – Login to Permitted Site to complete on line induction**

Log back into Permitted at the following link: <https://www.permitted.com.au/portallogin.php>

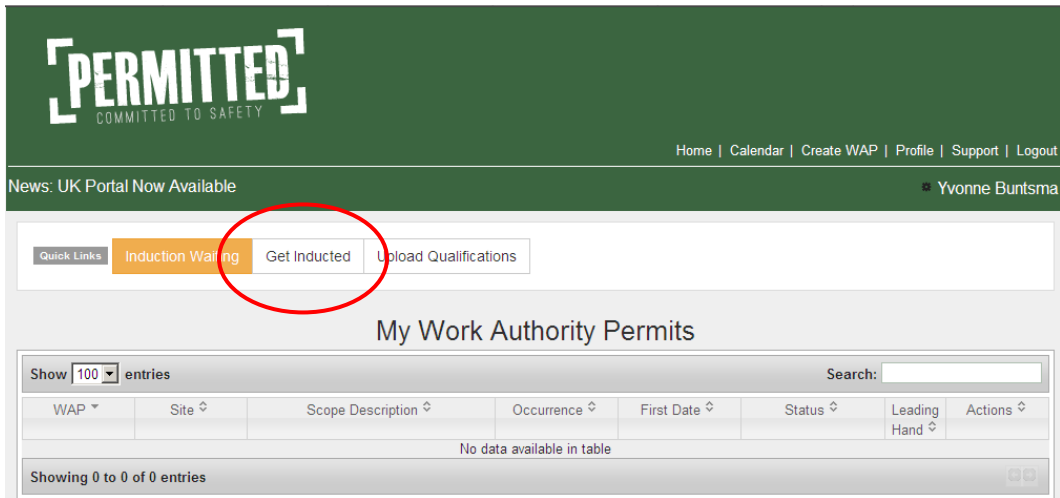
Enter your user name (email address or mobile phone number) and password and select Login



After login (the first time) you will receive the following message:

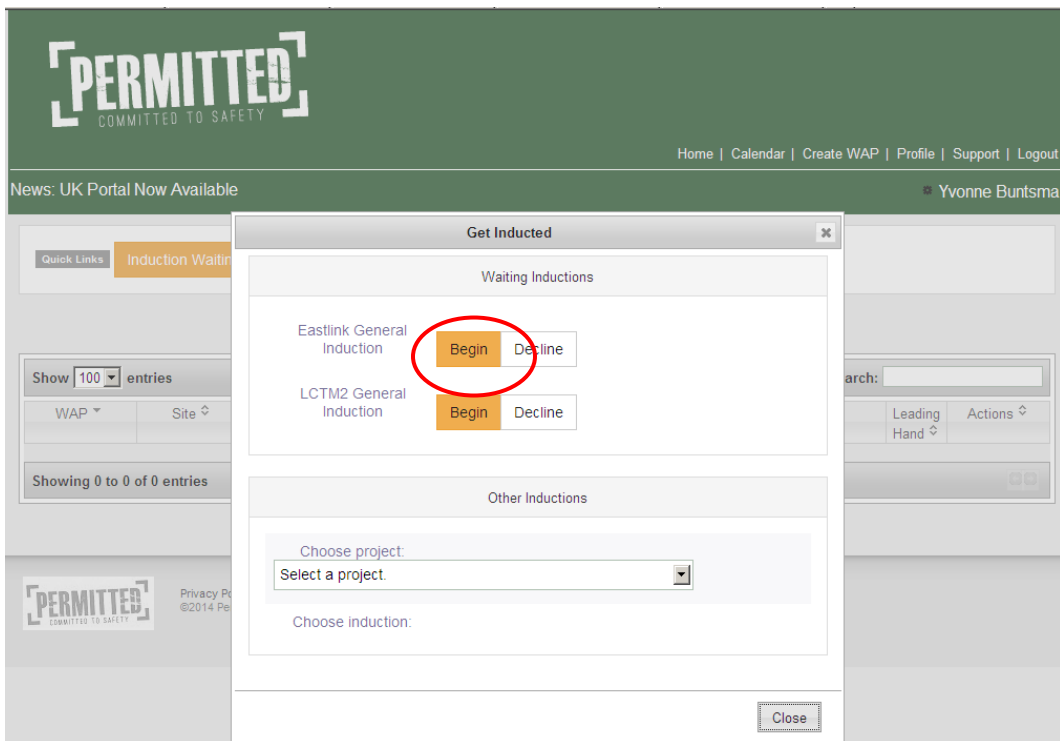


Select the 'Get Inducted' tab to begin your induction.



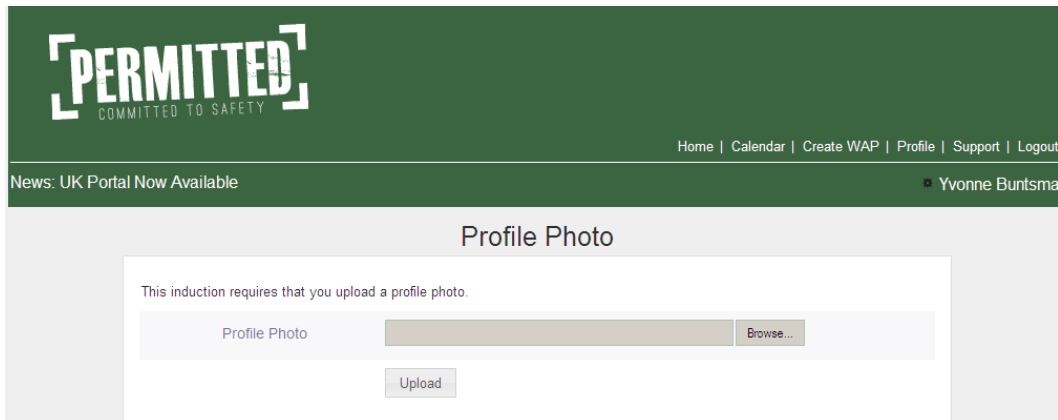
You may have more than one induction invitation. Select 'EastLink General Induction – Begin'.

If you do not have **EastLink General Induction** available, please contact: [ybuntsma@connecteast.com.au](mailto:ybuntsma@connecteast.com.au)



The first step in the induction process is to upload a photo. The photo must be a jpeg, head & shoulders, against a light

background (preferably white), no sunglasses or hats to be worn. The photo must be clear not blurred or stretched. **No copies of license or passport photos will be accepted.**

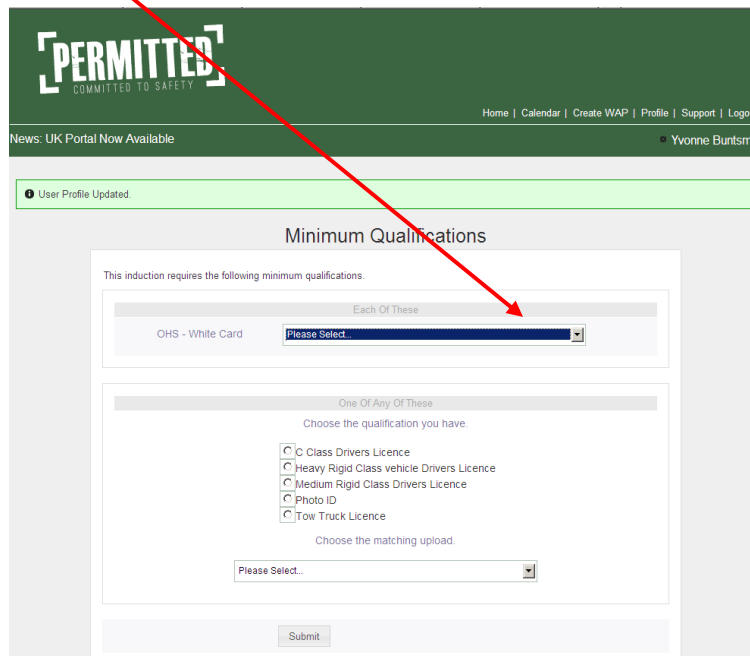


The screenshot shows the 'Profile Photo' section of the PERMITTED website. At the top, there is a green header with the PERMITTED logo and navigation links: Home | Calendar | Create WAP | Profile | Support | Logout. Below the header, there is a news banner: 'News: UK Portal Now Available' and a user profile indicator: 'Yvonne Buntisma'. The main content area is titled 'Profile Photo' and contains a message: 'This induction requires that you upload a profile photo.' Below this message is a form with a 'Profile Photo' label, a text input field, and a 'Browse...' button. At the bottom of the form is an 'Upload' button.

Upload copies of the minimum qualifications required to work on EastLink as below, i.e. White card and Driver's license (if you do not hold a Driver's license, some type of photo identification is required):

**Note:** Under the Victorian OHS Regulations 2007, working on or adjacent to a roadway is classified as high risk construction work and requires Construction Induction Training.

Select Upload New on drop down box:



The screenshot shows the 'Minimum Qualifications' section of the PERMITTED website. At the top, there is a green header with the PERMITTED logo and navigation links: Home | Calendar | Create WAP | Profile | Support | Logout. Below the header, there is a news banner: 'News: UK Portal Now Available' and a user profile indicator: 'Yvonne Buntisma'. A green notification bar at the top of the form area says 'User Profile Updated.' The main content area is titled 'Minimum Qualifications' and contains a message: 'This induction requires the following minimum qualifications.' Below this message is a form with two sections. The first section is titled 'Each Of These' and contains a dropdown menu with the text 'Please Select'. A red arrow points to this dropdown menu. The second section is titled 'One Of Any Of These' and contains a message: 'Choose the qualification you have.' Below this message is a list of radio buttons with the following options: C Class Drivers Licence, Heavy Rigid Class vehicle Drivers Licence, Medium Rigid Class Drivers Licence, Photo ID, and Tow Truck Licence. Below the list is a message: 'Choose the matching upload.' Below this message is a dropdown menu with the text 'Please Select.'. At the bottom of the form is a 'Submit' button.

Enter details of qualification and submit:

The screenshot shows the 'PERMITTED' website interface. At the top, there is a navigation bar with links for Home, Calendar, Create WAP, Profile, Support, and Logout. Below this, there is a news section with the text 'News: UK Portal Now Available' and a user profile for 'Yvonne Buntsma'. The main content area is titled 'Minimum Qualifications'. A modal window titled 'Add Qualification' is open, containing the following fields: 'Description' (text input), 'Licence Number' (text input), 'Doesn't Expire' (checkbox), 'Expiry' (text input), and 'Copy Upload' (file upload area with a 'Browse...' button). The 'Submit' button is circled in red, and a red arrow points to the 'Description' field.

Repeat above step for Driver's license/photo identification.

The EastLink General Induction will start automatically. View the presentation. At the completion of the presentation, there will be a question and answer quiz. You will be required to complete the quiz and will be notified whether you have passed or failed; this will generate an automated email to EastLink. Three successive fails will see the induction application rejected.

Upon successful completion of the EastLink General Induction, all other **relevant** qualifications are required to be uploaded. Examples are: Electrical license, Working at heights, Confined space entry, Traffic management etc. Follow step 4 below to upload qualifications.

## Step 4 – Login to Permitted Site to Upload Qualifications

Enter your user name (email address) and password and select Login

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Home | Registration | Login | Contact | Support

News: UK Portal Now Available

Login

Have an account?

Access to the Permitted Portal is restricted to registered users.

Username:

Password:

Login Reset Forgotten Password

Forgot Password?

Select Upload Qualifications:

PERMITTED  
COMMITTED TO SAFETY

Home | Calendar | Create WAP | Profile | Support | Logout

News: UK Portal Now Available

Yvonne Buntsma

Quick Links Induction Waiting Get Inducted Upload Qualifications

My Work Authority Permits

Show 100 entries Search:

WAP	Site	Scope Description	Occurrence	First Date	Status	Leading Hand	Actions
No data available in table							

Showing 0 to 0 of 0 entries



Enter details of qualification and submit:

The screenshot shows a web interface for a user profile. At the top, it says "My Profile" and "Profile for Yvonne Buntsma". Below this are tabs for "Inductions", "Active Inductions", "Qualifications", "Site Roles", and "Profile Access". A button labeled "Upload Qualification" is visible. The main section is titled "Add Qualification" and contains several input fields: "Description:" (text box), "Licence Number:" (text box), "Doesn't Expire:" (checkbox), "Expiry:" (text box), "Copy Upload:" (file upload area with a "Browse..." button), and a "Site Link" section with two dropdown menus labeled "Site:" and "Type:". At the bottom right, there are "Submit" and "Cancel" buttons, with the "Submit" button circled in red. A red arrow points from the text above to the "Add Qualification" section.

Note: If the qualification does not expire for example White Card , select doesn't expire.

Note: Upload a copy of your qualification as a jpeg or pdf file.

Note: Under site select EastLink

Note: Under Type select the qualification type for example "C Class Driver's License, Confined Space, White Card" etc. Only one qualification type is to be selected for each qualification.

Repeat above step for each relevant qualification.