

# How does a company administrator log into the portal?

The nominated company administrator will receive an invitation to register email from [no-reply@tiks.com](mailto:no-reply@tiks.com).

See below.

There will be a link to the portal which they can access by clicking the link. They will use their email address and the password provided in the email. This password can be updated in the profile page once they have logged in for the first time.



**Hi. Chris**

You are receiving this email because you may need to access a TIKS site to work.

If you do not need to access site yourself, nor manage your workers site access, you're done – no further action required.

If you do, you will need to complete inductions and provide supporting documents to become approved to access site.

You can do that by logging into your [TIKS Portal](#) by using [@tiks.com.au](mailto:@tiks.com.au), your password is **PVCf T**. You can edit your password in your profile page after logging in for the first time.

The same credentials can be used to login to the Mobile App if you need to use it to check into site.

Any questions, reach out to TIKS admin details please.

Thank you

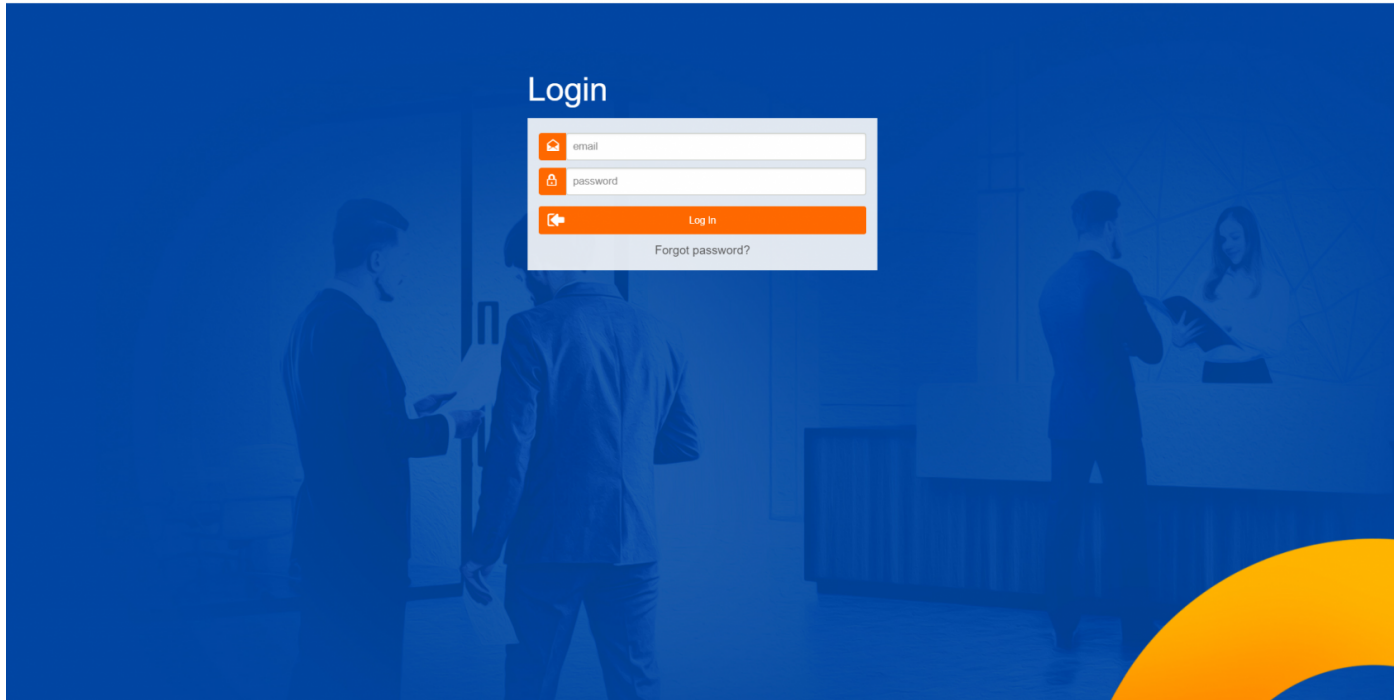
TIKS Demo - 2020

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Click the portal link in the email.

The below screen will appear.

TJKS



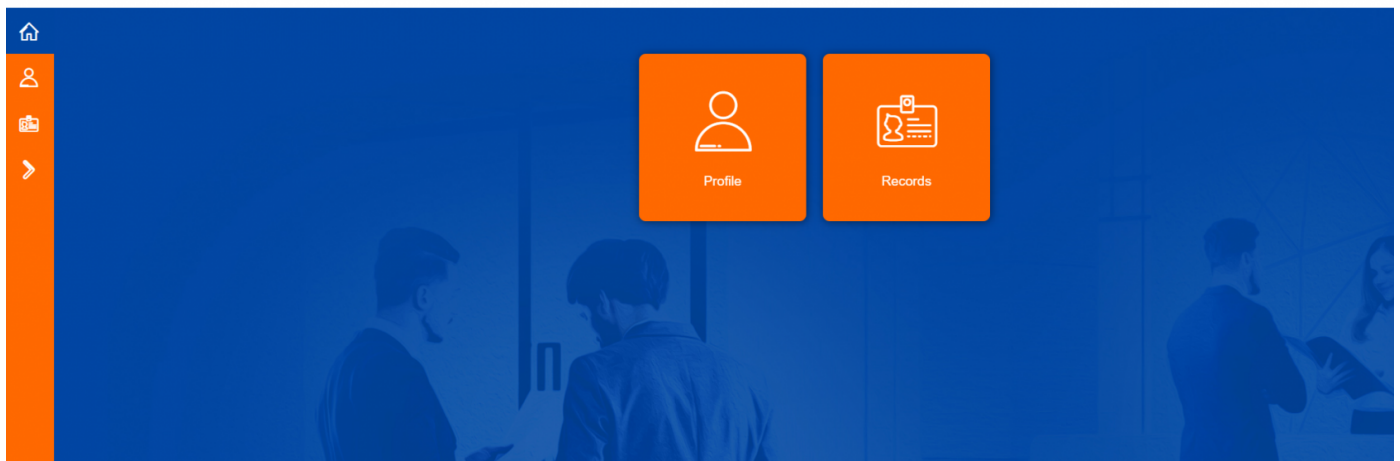
- Enter the Company Administrator email address
- Enter the Default password (provided in the email)

The below screen will appear once logged in.

Click "Profile" to edit the company admin profile - e.g. update password.

Click "Records" to manage Company records or Individual Workers records.

TJKS



Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)