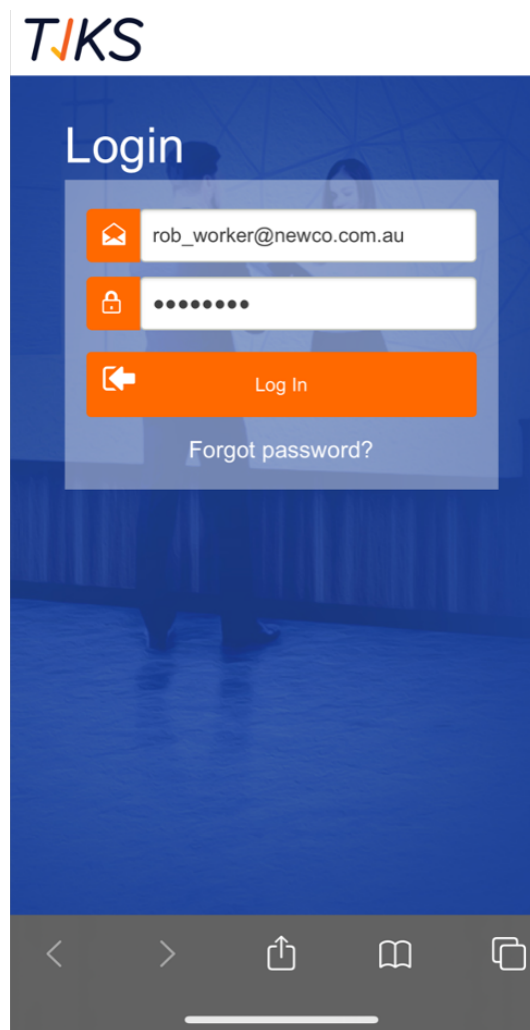


# Steps to Becoming Approved

1. As an Individual Worker (known as Individual in the system), **you will receive a welcome email** advising you of your username and temporary password. The email sender is [no-reply@tiks.com.au](mailto:no-reply@tiks.com.au) . If you cannot find the email in your **Inbox**, **please check your Junk Mail** folders, as your email provider may not recognise the sender.

Use the 'Click here' **link from the email** that takes you to the online Portal.

2. This is the login page for the online Portal. Use the **username and password** from the welcome email to login to the online Portal.

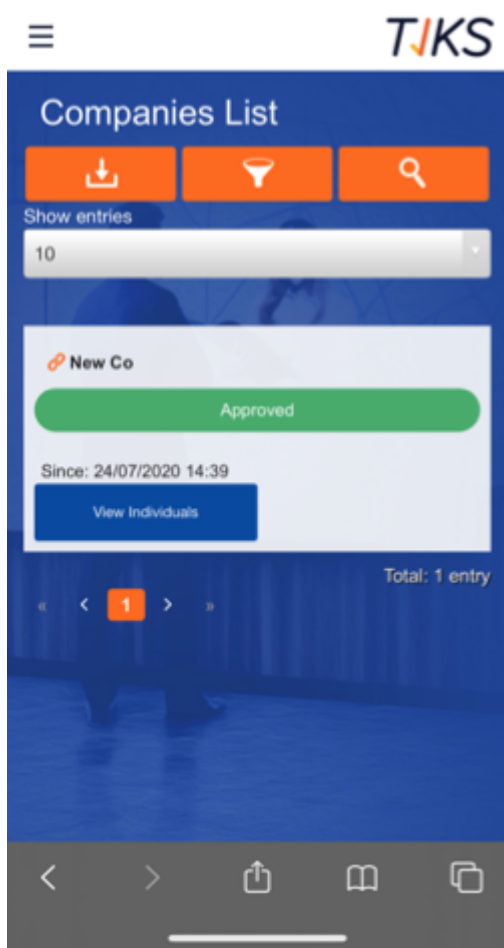


3. Once you have logged in, you will see the screen below with 2 tiles: Profile and Records. To complete your requirements and **submit your records for approval**, tap on **Records**. Tap on **Profile** if you would like to **change your password**

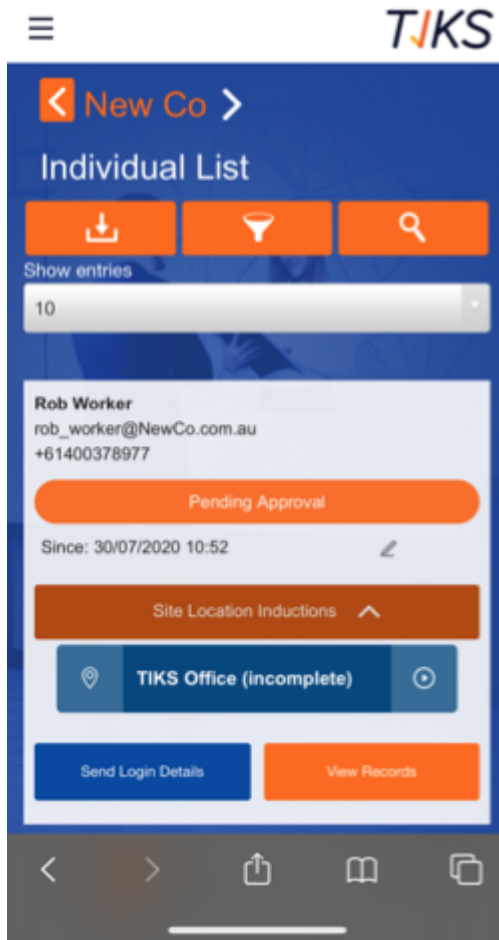
from the one provided in the email.



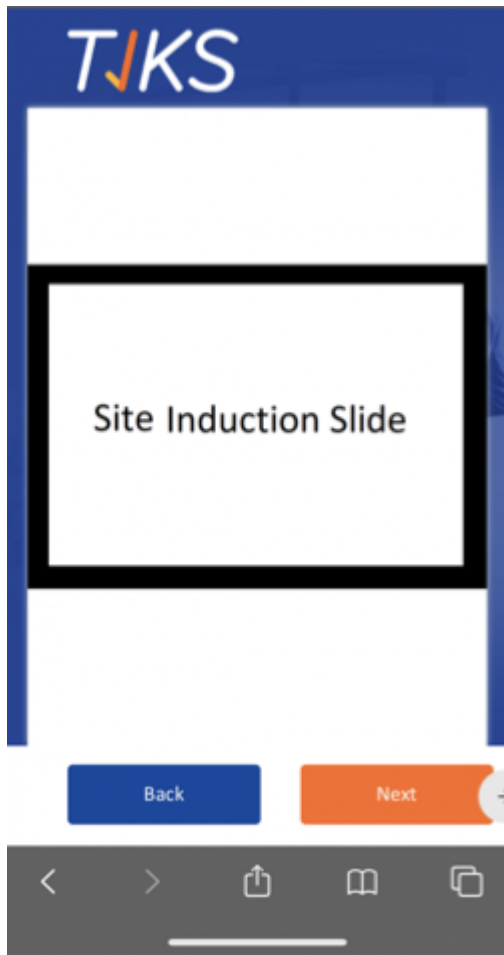
4. You will be shown your company's status, in this example New Co is Approved. Tap on **View Individuals** to see your status. If you are a **Company Administrator**, you will have a View Records button next to View Individuals; tap in View Records and go to **step 7** below to **complete your company's records**.



5. You will be shown your individual status, in this example Rob Worker is Pending Approval. You **may have** to complete an online induction, depending on the site requirements. Tap on **Site Locations Induction** to see your inductions. Tap on the **little arrow** on the right-hand side of the blue **rectangle to play the induction** (in this example, TIKS Office).



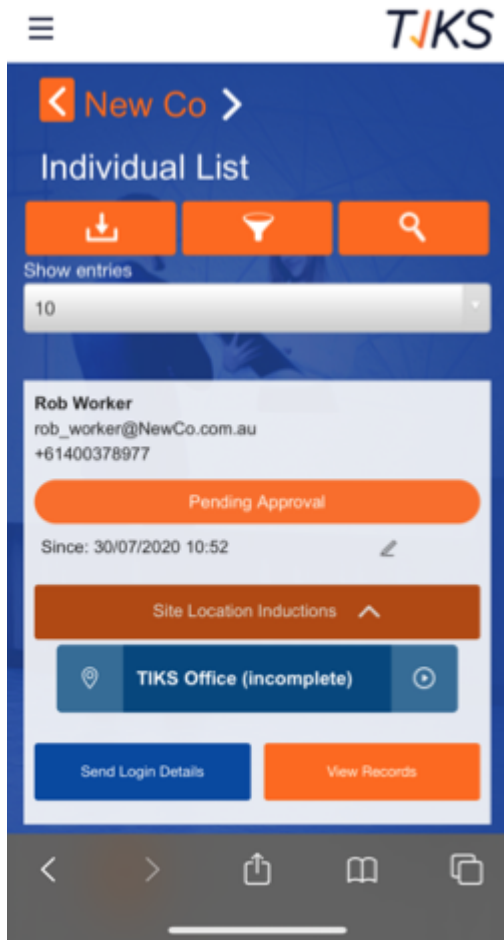
Once you tap on the Induction tile, the induction will play. You will need to watch the induction to the end of the presentation, by **tapping on Next** until you get to the end where you will be shown an **Accept** button.



You **may** also be asked to review and acknowledge a **policy**. If this is required, the screen below will be shown immediately after you complete your induction. Tap on **Acknowledge** once completed.



6. You will be taken back to the screen below, once you complete your induction and policies. Tap on **View Records** to complete your records.



7. Once you tap on View Records on the previous screen, you will be shown the **records** you need to **complete and submit for approval**. The example below shows 3 records: one record is Pending Approval (it has been completed and submitted for approval, but not yet approved) and two records are **Pending** (they have not been completed yet). Once records are completed and approved by Admin, they will turn **Approved** (green).

TIKS

#Individual - Active  
Country: Australia  
State: NSW  
Record Number: 12345\_LD  
Record Expiry: 20/11/2020

Pending Approval

Since: 30/07/2020 12:15

Milagre Company and Worker Ack...

Country:  
State:  
Record Number:  
Record Expiry:

Pending

Since: 24/07/2020 14:49  
TIKS Admin

Safe Work Method Statements

Country:  
State:  
Record Number:  
Record Expiry:

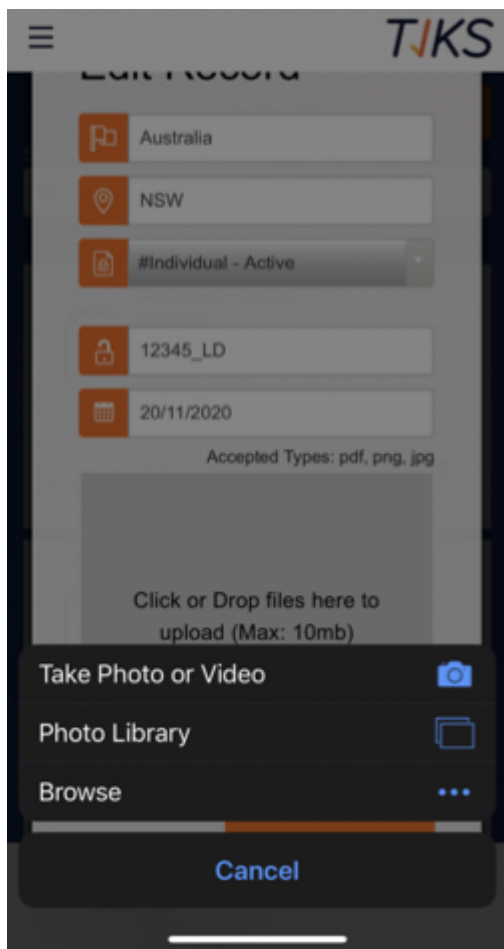
Pending

8. To **complete** a record, tap on the **Pencil Icon**, which will open the form below for you to fill out. You will need to **fill out all fields shown in the form**, and sometimes you will need to **provide evidence** in the form of an **attachment**.



The screenshot displays the TJKS mobile application interface. At the top, there is a hamburger menu icon on the left and the TJKS logo on the right. The main form contains several input fields, each with an orange icon to its left: a flag icon for 'Country', a location pin icon for 'state', a person icon for '#Individual - Active', a lock icon for 'Record Number', and a calendar icon for 'Record Expiry'. Below these fields, it states 'Accepted Types: pdf, png, jpg'. A large grey box with the text 'Click or Drop files here to upload (Max: 10mb)' is positioned above two orange buttons labeled 'Not Applicable' and 'Save'. At the bottom, a navigation bar features icons for back, forward, share, a book, and a document.

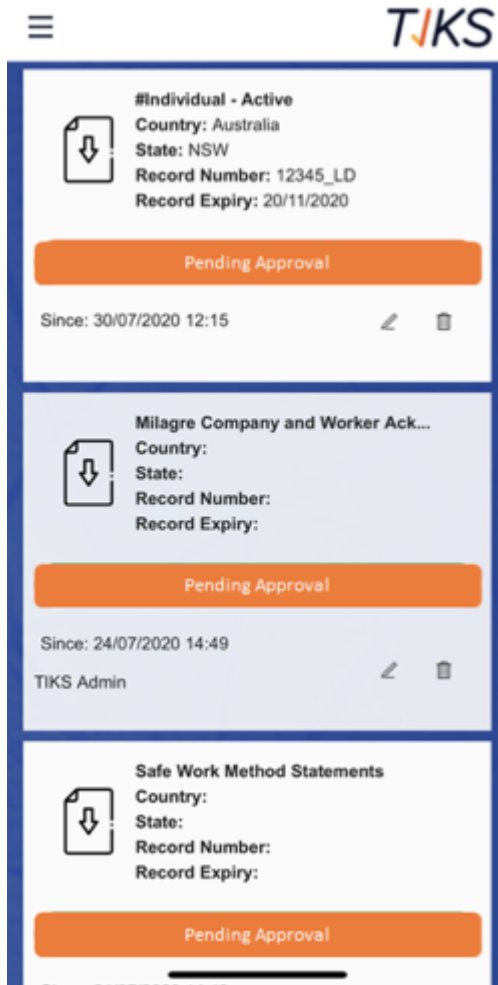
If you are completing your records from a mobile device, you will be able to add **evidence from your photo library**, take a **new photo** directly or **browse your files** to find the correct **attachment** as shown below.



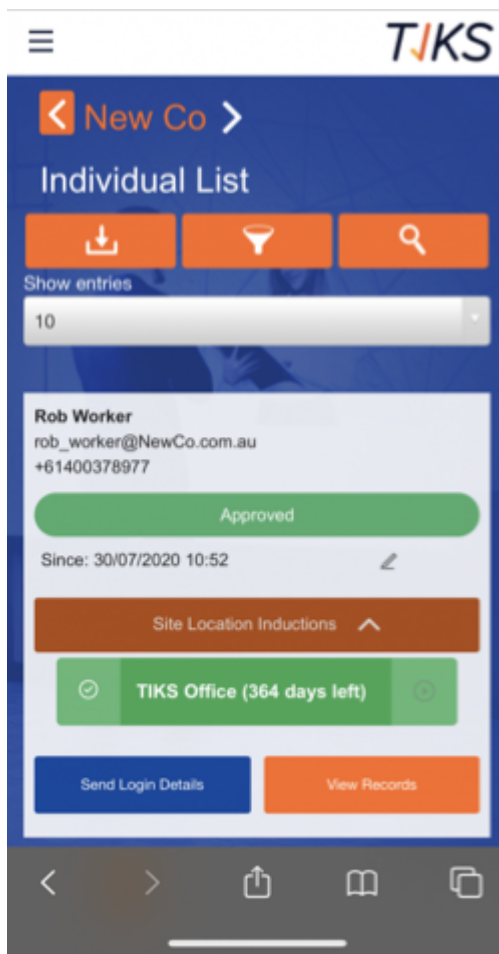
Once you have completed the form and attached your evidence, you will need to hit **Save to submit** the record for approval. If you believe **this requirement does not apply to you** (for example, you don't need a licence to perform your trade), you may select **Not Applicable** without filling out the form.

The screenshot shows the TJKS mobile application interface. At the top, there is a hamburger menu icon on the left and the TJKS logo on the right. The form contains several input fields: a location field with 'Australia', a state field with 'NSW', a status field with '#Individual - Active', a user ID field with '12345\_LD', and a date field with '20/11/2020'. Below these fields is a file upload section with the text 'Accepted Types: pdf, png, jpg' and a large grey box with the instruction 'Click or Drop files here to upload (Max: 10mb)'. At the bottom of the form, there is a long alphanumeric string '98CE5E8C-BADB-4337-B82D-96A586...' followed by a red 'x' icon. Below this string are two buttons: 'Not Applicable' and 'Save'. The bottom of the screen features a navigation bar with five icons: a back arrow, a forward arrow, a share icon, a book icon, and a document icon.

9. Once you have completed each record on your list, all your records will be in **Pending Approval** status until **approved** by Admin.



10. Once all of your **records have been approved**, your overall status to access your company site will be **Approved (green)** as shown below. If you are required to complete an online induction, you **must also complete your induction** before you come to site.



In addition, you are now able to use the **Visitor app to gain access to site**, by scanning the QR code from your app Profile via the turnstile.