

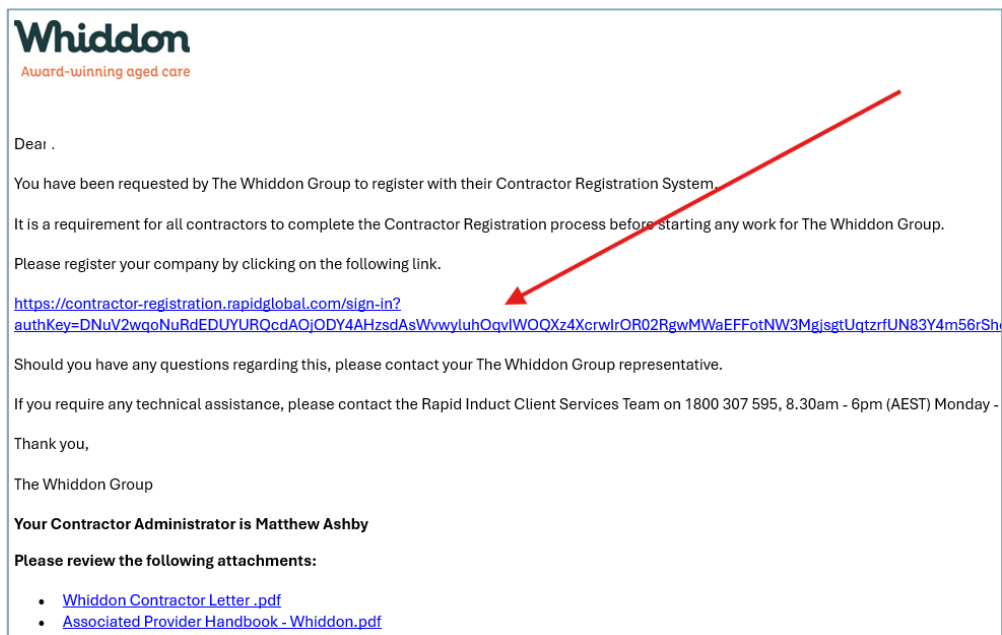
How do I register my company?

If you are undertaking work with a Rapid Global client, they may request that you register your contracting company with them.

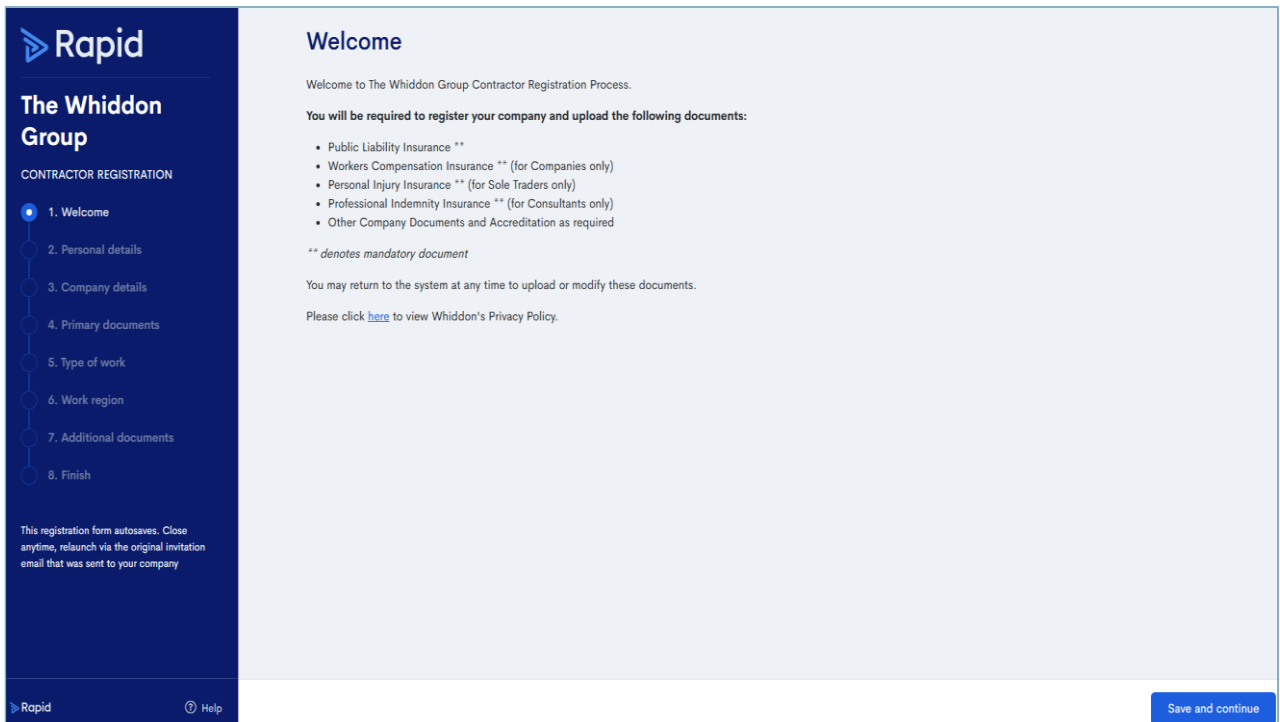
What's first? Your client company will send you a request to register your company, this will come via email and will contain a **link** for you to follow which will take you to your company registration.

Registering your company

1. Once you have received your “**Request to Register your company**” email, click on the link provided within the email:



2. Fill out all required questions on the page and select “**Save and continue**”

A screenshot of the Rapid Global Contractor Registration process. The left sidebar shows the 'Rapid' logo and 'The Whiddon Group' header. Below this is a 'CONTRACTOR REGISTRATION' section with a progress bar showing 8 steps: 1. Welcome (selected), 2. Personal details, 3. Company details, 4. Primary documents, 5. Type of work, 6. Work region, 7. Additional documents, and 8. Finish. The main content area is titled 'Welcome' and contains the text: 'Welcome to The Whiddon Group Contractor Registration Process.' followed by 'You will be required to register your company and upload the following documents:'. A list of required documents is provided: Public Liability Insurance **, Workers Compensation Insurance ** (for Companies only), Personal Injury Insurance ** (for Sole Traders only), Professional Indemnity Insurance ** (for Consultants only), and Other Company Documents and Accreditation as required. A note states '** denotes mandatory document'. Below this, it says 'You may return to the system at any time to upload or modify these documents.' and 'Please click [here](#) to view Whiddon's Privacy Policy.' At the bottom right, there is a blue button labeled 'Save and continue'.

3. Fill out all remaining questions and upload all required documents. Complete each page. Complete the 8 pages.

The screenshot shows the 'Personal details' step of the Rapid Contractor Registration process. On the left is a dark blue sidebar with the 'Rapid' logo and 'The Whiddon Group' name. Below this is a 'CONTRACTOR REGISTRATION' section with a progress indicator showing 8 steps: 1. Welcome, 2. Personal details (current), 3. Company details, 4. Primary documents, 5. Type of work, 6. Work region, 7. Additional documents, and 8. Finish. A note at the bottom of the sidebar states: 'This registration form autosaves. Close anytime, relaunch via the original invitation email that was sent to your company'. The main content area is titled 'Personal details' and includes the instruction 'Please complete the following information'. It contains three input fields: 'Position Title (e.g. Manager, Administration)' with 'Manager' entered, 'First Name', and 'Last Name'. At the bottom right are 'Back' and 'Save and continue' buttons. The footer of the sidebar contains 'Rapid' and 'Help' links.

Continue to step 8 and submit your registration. This will now be sent to your client company for review.

Your client company portal will now be added to your nominated MyRapid account to access conveniently.

The client will be required to review and verify this information before you can access the system to induct your workers.

Most verifiers require up to 2 business days to complete this review and you will be notified by email when your company has been approved.

You may then proceed to access your contractor portal and issue Induction Keys to your workers so they can register as your workers in Rapid.