

## **Completing CIF C19 Registration & Induction**

This induction can be completed using a PC, Laptop, Tablet or Smartphone.

However, please note, if you have an older smartphone it may restrict you from completing the induction and you will be met with a blank screen when you enter the link below.

Go to: <u>https://id.gocontractor.com/register</u>

Enter your mobile phone number or email address. Tick 'I'm not a robot' and click 'Proceed'.



As there are two ways to register (mobile phone number or email address) both methods are explained in this document:

- Page 2 Explains how to register using your email address
- Page 4 Explains how to register using your mobile phone number



**If you entered an <u>email address</u> to register** – You will be directed to a registration page, complete the details on this page, tick the two boxes at the bottom and click Submit.

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You will then be presented with the below screen. Follow the instructions by logging into the email address you provided to verify your account.

Is It Really You?			
Thank you for registering with GoContractor! We just need you	to verify your email address.		
Please verify by following the link we sent to	otherwise your account will		
be deleted in 28 days.			
Resend Email			

Please note it may take a few minutes for the email notification to reach you inbox. Please check your Spam / Junk folder if you still haven't received the email after this time. If you continue to encounter a problem, it may be best to go back and use a mobile phone number as an alternative.



The email you receive from <u>no-reply@gocontractor.com</u> will mirror the below. Please click 'Verify Your Email'.



Once verified, you will be brought to a new webpage, please click 'GoContractor'.



(Please now move forward to page 5 of this document)



**If you entered a <u>mobile phone number</u> to register** – You should receive a text message with a 6 digit code, this code needs to be submitted in the verification code box as per below, then click Activate Now.

Verification Code		
vernication	Code	
lf + <b>353087</b>	is registered with	
GoContractor, you will get a		
verification code by SMS.		
Enter that code here to continue.		
Verification Code		
(Back)	Activate Now	
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You will be directed to a registration page, complete the details on this page, tick the two boxes at the bottom and click Submit.

Complete Registration	
Mobile Mobile number you entered will be visible here	
First Name	
Last Name	
Choose Password	
Confirm Password	
I agree with General Data Protection Regulation	
I accept GoContractor End User Agreement	
Back	



You should now be successfully registered. You should now be asked for an invitation code to the induction. Enter the code below in red and click Add.

## CIF-C19

Welcome to GoContractor!				
Oops! You don't have any invitations just yet. Please enter a valid invitation code or double-check that you are using the correct email.				
If you have an invitation code, great! Pop it into the box above to create a unique invitation, accepting this invitation will allow you to complete the required qualification so you can arrive on-site, ready to work.				
No invitation? No worries! <u>You can start setting up your account.</u> Head's up though, if you don't get any invitations, your account will be deleted in 28 days.				
Invitation Code CIF-C19				

If you are not automatically directed to enter an invitation code, you need to look at the top right corner of the portal when you are logged in, click the drop down arrow and select 'My Invitations'.

(Mobile phone view and computer view may slightly differ in appearance)

GOCONTRACT	FOR			Full Name	Ө ₽	~
		Welcome to GoCo	ntractor!	M	y Invitations	5
Con Con Final sco Complete Expires: 2	<ul> <li>My Invitations</li> <li>My Settings</li> <li>Live Chat</li> <li>Knowledge Center</li> <li>Log Out</li> </ul>					



After entering the Invitation Code (CIF-C19), a Data Protection Policy page will appear, at the bottom of this page, tick 'I have read and understand these terms' and click Accept.



You will be redirected to pick your chosen language, tick your preference and click 'OK'.



Click 'Enable Camera' or 'Take Photo' when prompted.

← CIF Online C19 Induction	
0	
Enable your camera to complete the course	
To verify your identity, CIF Online C19 Induction requires that you grant access to your cam	nera while you take this course
Your photo will be taken several times during the course. Ensure your face is clearly visible be considered invalid	e, or your course certificate may
Enable Camera	
Take Course Later	



Click 'Start Course' to proceed. Click the play icon ▶ when it appears and your induction course will begin.



The induction course takes about 10 minutes. At the end of the course click Next (you may have to scroll down for this), you will then be asked a number of questions in order to complete the induction.

Once completed, you should be redirected back to the portal where your digital card should appear.



At this point it is important to note the **verification code** on your screen.

The digital card and verification code confirm that you have successfully completed the programme.

You will need this to access site so it's important to keep the digital cert on your phone at all times (the verification code on its own will suffice if you do not own a smartphone)