

HOW TO

ADD A SUBCONTRACTOR TO A PROJECT IN HAMMERTECH

1 Go to **Employers** > **Active**.

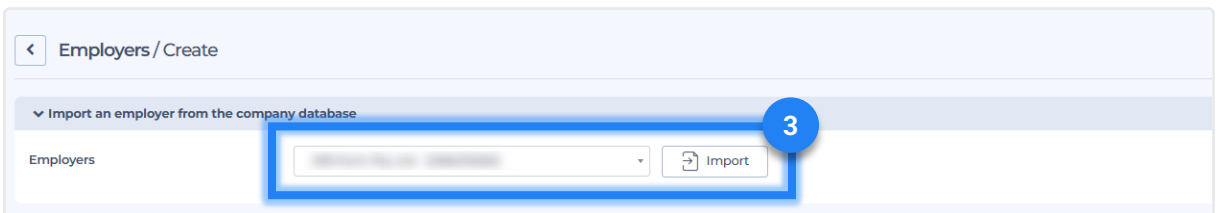
2 Click on the **blue plus**  icon.



name	Nominated Representative	Total Workers	Workers Inducted	Workers Awaiting Review	SWMS	Welcome Email	Start Date
	No Foreperson	0	0	0	0	Not Sent	16/04/2026
	Kristen Knott	2	1	1	3	27/02/2026	27/02/2026
	No Foreperson	0	0	0	0	26/03/2026	26/03/2026
	No Foreperson	0	0	0	0	18/05/2026	13/05/2026

3 Select the **Employers** from the drop-down list and select **Import**.

If the subcontractor is not in list, ensure Pre-Award process has been completed.



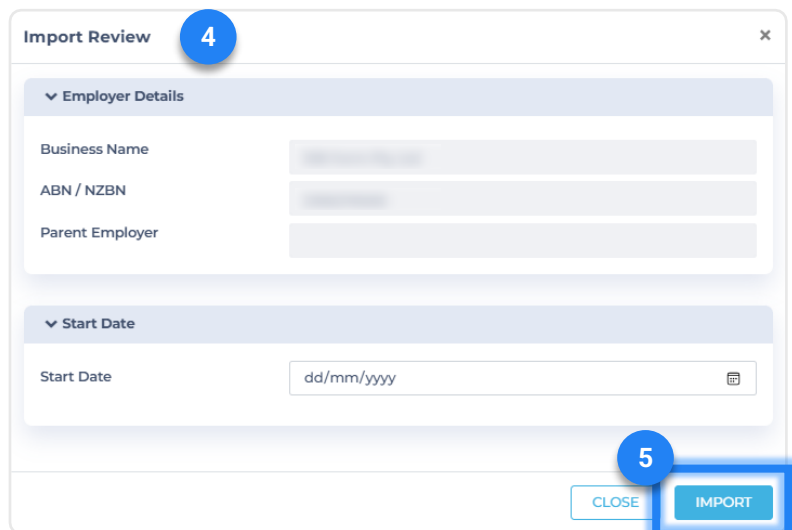
Employers / Create

▼ Import an employer from the company database

Employers  Import

4 Complete **Import Review** details.

5 Select **Import**.



Import Review

▼ Employer Details

Business Name

ABN / NZBN

Parent Employer

▼ Start Date

Start Date

CLOSE **IMPORT**