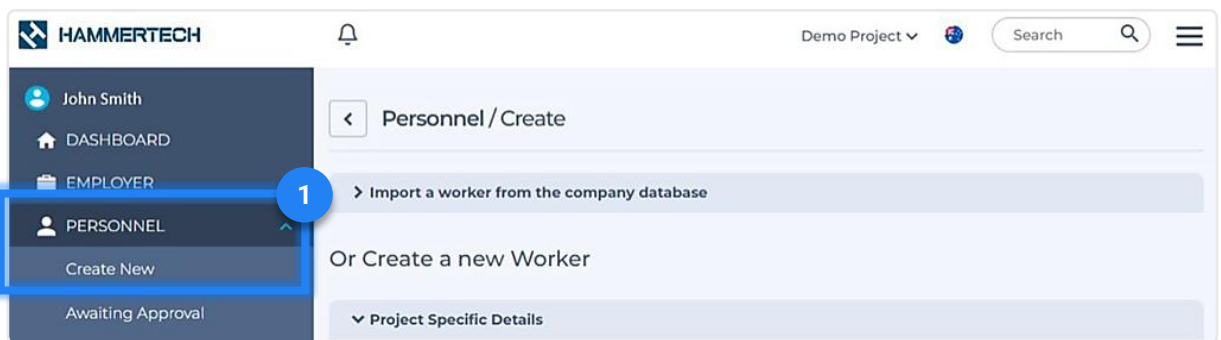


HOW TO UPLOAD YOUR WORKER DETAILS AND THEIR COMPETENCIES

- 1 As a Primary Contact, you can upload your worker details and their competencies. To create a worker, select **Personnel** in the left-hand menu > **Create New**.

To import your existing workers to a new BMD project, click **Import a worker from the company database**.



- 2 Ensure you add all tickets, licenses and competencies. Add the **worker's email address** for them to complete the online BMD Core Induction prior to arriving on site.

Alternatively, send workers the **Self Registration Guide** for these steps to be completed. All workers must complete the online BMD Core Induction before attending site.

