



**Contractor Management System (CMS)
Contractor Company Administrator**

Guideline

Business Management Systems (BMS) Group

Document No.: BSM-GLE-01343

Document Version Control

Rev. No.	Rev. Date	Details of Revision	Approved By
12	17/12/2021	Removal of previous BOLT module requirements and the inclusion of BMD Global Core Induction	Laureen Constable
11	09/09/2021	Removal of Coronavirus and Working with Cultural Differences modules from the list of required BOLT modules in Section 12.	Laureen Constable
10	28/06/2021	Update to guidelines to include viewing BOLT modules for Administrators and Workers. General formatting and grammar corrections.	Laureen Constable
9	02/09/2020	Updated due to change in Provider	Laureen Constable
8	12/12/2018	Updated to Licences explained poster	Laureen Constable
7	28/11/2017	Updated due to change from Verification of Competency (VOC) to Operator Skills Assessment (OSA)	Laureen Constable
6	17/05/2017	Content amendment to include Classification definition and section on 'Editing a Profile'	Laureen Constable
5	20/12/2016	Logo in footer updated	Laureen Constable
4	04/05/2016	Updated to include the addition of allocating your own username	Laureen Constable
3	27/08/2015	Amendments to screenshots	Laureen Constable
2	15/05/2015	Content amendment regarding 'Add Contractors to the CMS'	Laureen Constable
1	29/04/2015	Inclusion into the BMS	Laureen Constable



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1. Purpose

The BMD Contractor Management System (CMS) is designed to streamline BMD's contractor approvals process and provide the relevant BMD training to contractors prior to commencement onsite.

This Guide will assist you in creating your company profile, provide information regarding your responsibilities as the Contractor Company Administrator and show you how to add/manage your workers within the CMS Portal.

2. Profile Creation

Before you can access the CMS portal, your company details must be in our CMS database and have a Contractor Company Administrator nominated.

Note: *Please contact your BMD Project Representative to arrange for your company to be added to the CMS.*

As the Contractor Company Administrator, you are responsible for creating a company profile in the CMS portal. The Contractor Company Administrator is also responsible for adding their workers to the portal, and if you are also required to work onsite there are additional steps in the CMS setup to create a 'Worker' profile for yourself.

The Contractor Company Administrator can also delegate the responsibility of adding workers to an Additional Administrator. This is useful where a company has several offices around Australia and would like to have a dedicated Administrator per office to assist.

Every administrator and worker must have their own profile in the CMS portal. The system does not accept duplicate email addresses or mobile numbers; therefore, everyone must have an email address and mobile number that is unique to the individual.

2.1. Subcontractor Outsourcing

Subcontractors who outsource labour to any company (e.g. Labour Hire, Plant Operators) must put those outsourced workers in the portal under their company.

2.2. CMS Portal Registration

Once added to the system, an email will be sent from BMD's Contractor Management System (CMS) (contractor.noreply@bmd.com.au) providing an activation link for the individual to create their own profile.

The link in the email is unique to the individual and must not be forwarded to anyone else.

If you have not received the activation email, please contact CMS.Support@bmd.com.au.

Once you have received the email, click on the green 'Activate Account' button.

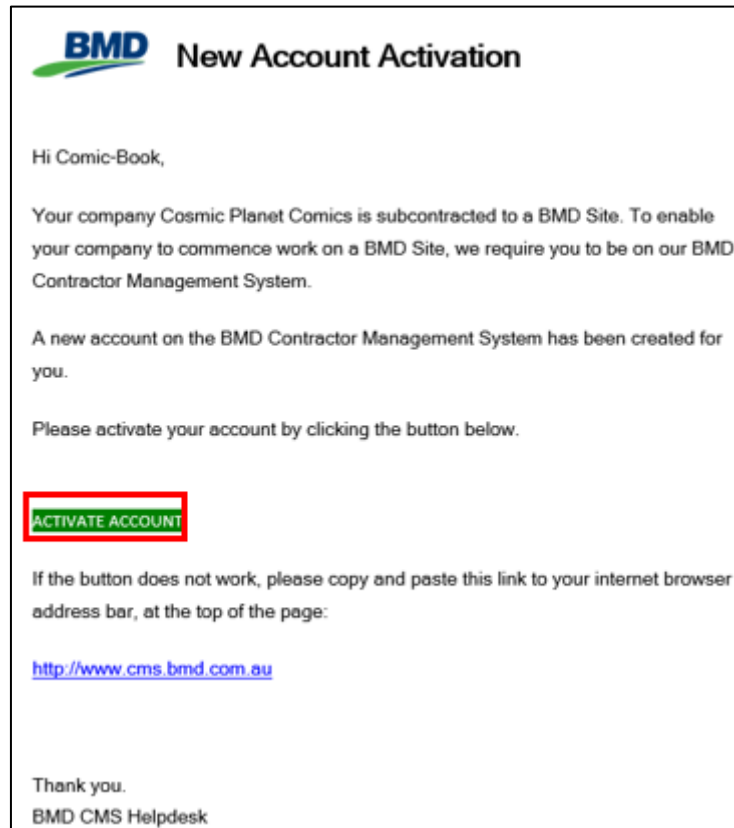


Fig. 1 Account Activation Email

The 'Redeem Invitation' screen will display. Select the green 'Register' button.



Fig. 2 Redeem Invitation

The 'Register' screen will display. Create a Username and Password and select the green 'Register' button.

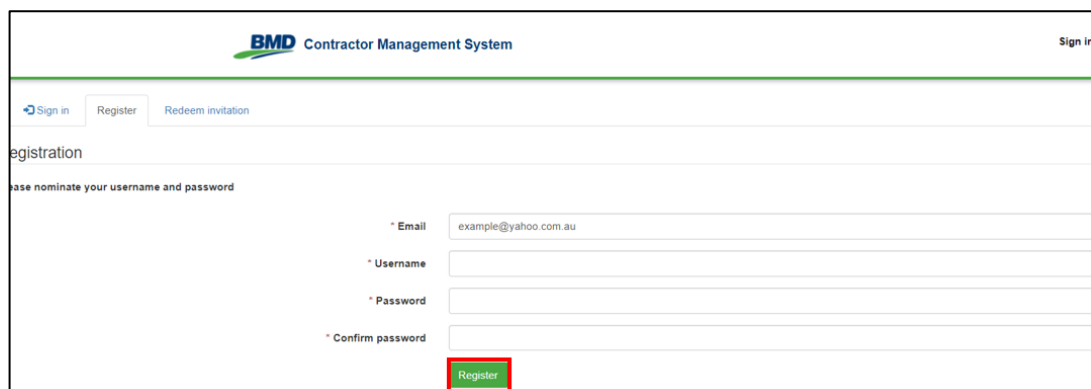


Fig. 3 Register

You will be taken to the 'Profile' screen where you will be required to confirm your email address. Select the 'Confirm Password' button.

A **second** email with a link to complete their registration will be sent. Users must click on this link to confirm their account before proceeding. Login details will not work until this step has been done.



Fig 4. Email Confirmation

3. CMS Portal Login screen

When you need to access the CMS after profile creation, please use the below link:

- [CMS Login Screen](#)

From this screen you will be required to sign in with your username and password. If you have forgotten your password, please see [Section 5 Forgotten Password](#).

4. Change Password

Note: *An individual can only change their own password, a password cannot be changed on behalf of another person (i.e. a worker). If they have forgotten their password, please refer to Section 5 Forgotten Password.*

Select the drop-down icon beside your name in the top left-hand corner, click 'Profile'.

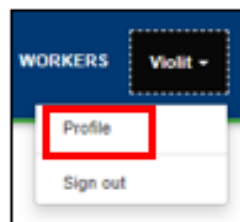


Fig. 5 Profile

Select 'Change Password' located under the 'Security' section.

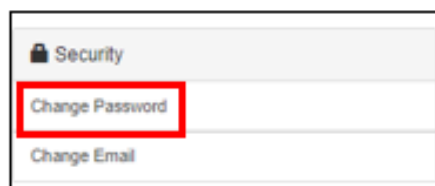
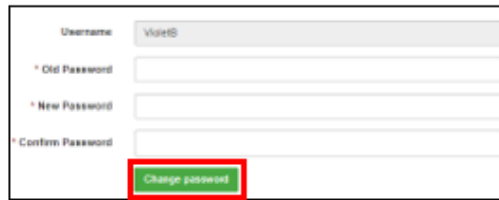


Fig. 6 Security

Complete the details and select 'Change Password'

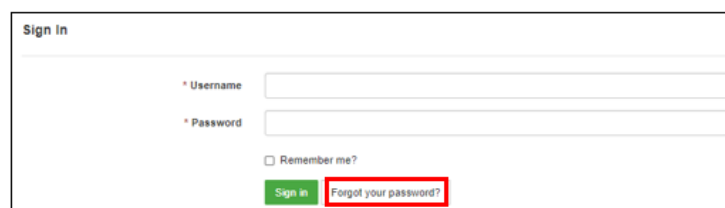


A screenshot of the 'Change Password' form. It contains four input fields: 'Username' (pre-filled with 'VipetB'), 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a green button labeled 'Change password', which is highlighted with a red rectangular box.

Fig. 7 Change Password

5. Forgotten Password

BMD cannot see user passwords and is unable to manually reset passwords. If you have forgotten your password, please use the 'Forgot your password?' button on the CMS sign in screen.



A screenshot of the 'Sign in' form. It includes fields for 'Username' and 'Password', a 'Remember me?' checkbox, and two buttons: 'Sign in' and 'Forgot your password?'. The 'Forgot your password?' button is highlighted with a red rectangular box.

Fig. 8 Forgot your password

6. Contractor Company Administrator Main Screen

The ribbon across the top contains quick links to various tabs, these tabs are:

- BOLT – link to the BMD Online Training (BOLT) login screen
- HOME – returns you to the main screen
- COMPANY PROFILE – contains details about your company
- ADDITIONAL ADMINISTRATORS – add/manage additional administrator(s) for your company
- WORKERS – add/manage your company's workers



Fig. 9

The 'HOME' screen contains the steps you will need to complete as the Contractor Company Administrator.



A screenshot of the 'HOME' screen showing a list of three steps to complete. Each step has a title, a brief description, and a green arrow button to the right. The steps are:

- STEP 1: COMPLETE YOUR COMPANY ADMIN PROFILE** (Fill out important information before adding workers)
- STEP 2: ADD/MANAGE ADDITIONAL ADMIN** (Add an additional admin and edit information)
- STEP 3: ADD/MANAGE WORKER** (Add a worker and edit information)

Fig. 10

The 'HOME' screen contains the question "Does your role require you to work on site?". The default answer will be 'No'. However, if you are required to work onsite, please change the answer to 'Yes' and select 'CONFIRM'.

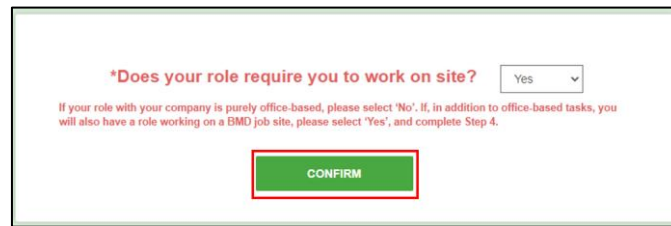


Fig. 11

This will display an additional step for you to complete a 'Worker ' Profile.

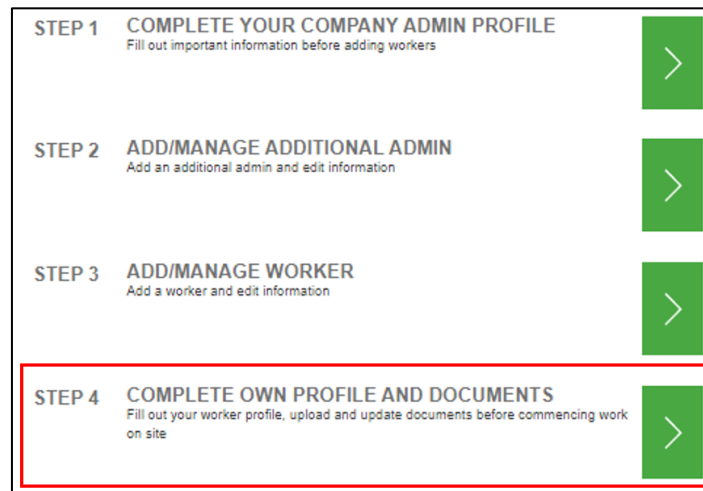


Fig. 12

7. Company Profile

From the 'HOME' screen, select Step 1 to create your company profile.

7.1. Basic Information

Complete the required details regarding your company and a brief description of your business Select 'Next' to continue.

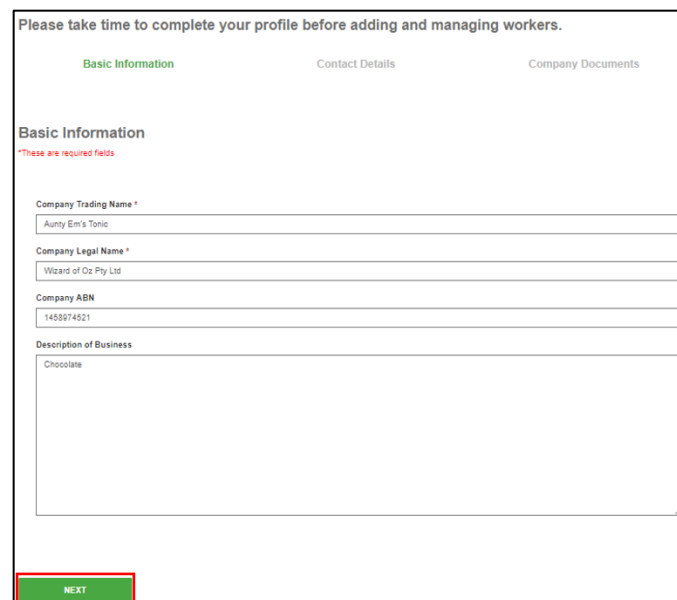


Fig. 13 Basic Information

7.2. Contact Details

In the 'Contact Details' tab you can add additional addresses for the Company, this is typically used when you have various offices around Australia.

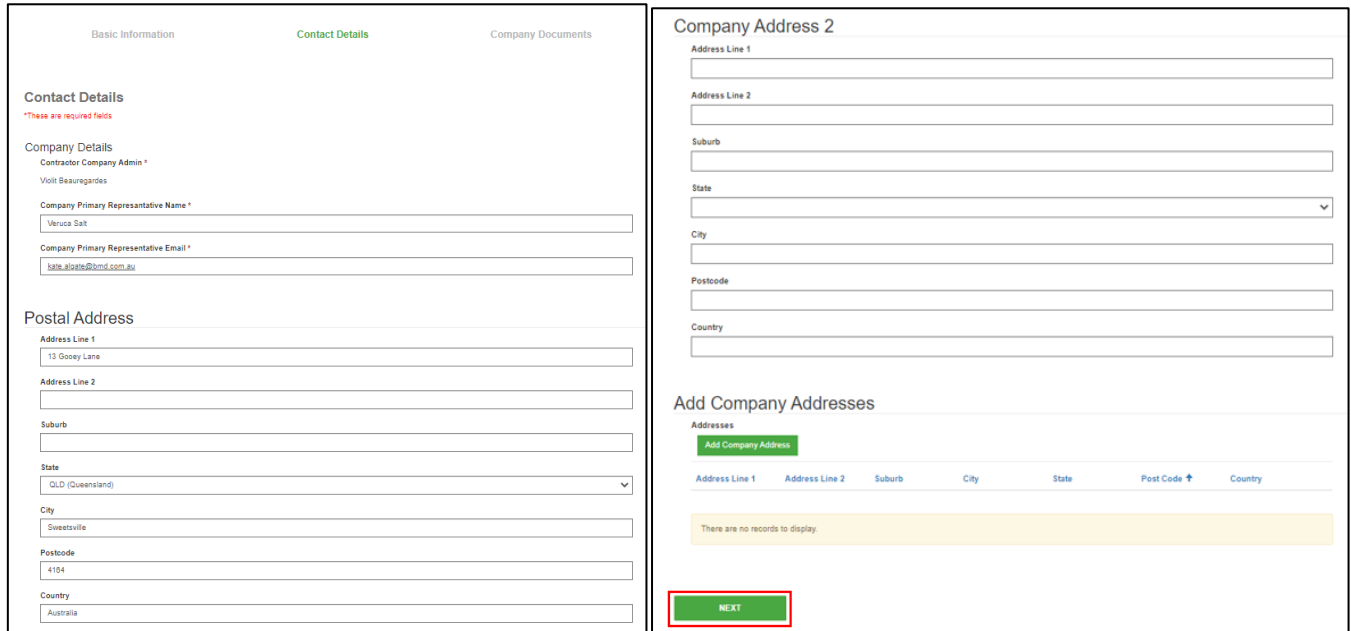


Fig. 14 Contact Details

7.3. Company Documents

Select your company type from the options in the drop down. This is a pre-populated list and cannot be amended.

Note: Internal Companies (BMD/JV) is only for the contracted Joint Venture Partners and not for subcontractors working on a Joint Venture.

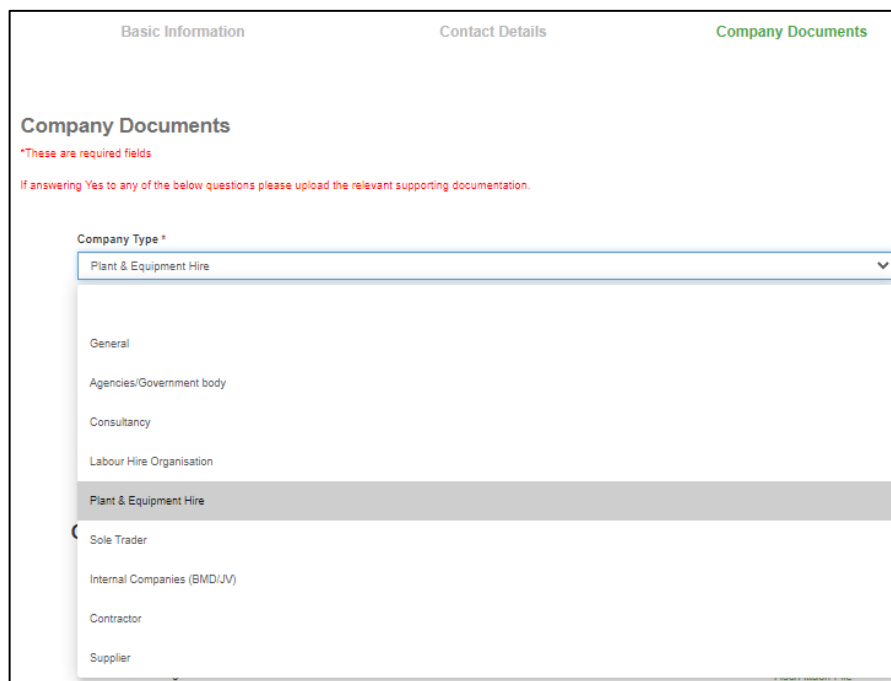


Fig. 15 Company Type

If the “Code Compliant Documents” section is not relevant to your company, please leave blank.

Code Compliant Documents

☐ Australian Building Code
 ☒ State Building Code
 ☐ Office of Federal Safety Commission

Australia Building Code	Add/Attach File
Office of Federal Safety Commission	Add/Attach File
State Building Code	Add/Attach File

Indigenous Ownership *

Yes

Ownership 50% or greater
☒ No ☐ Yes

Indigenous Employees

Yes

Educational Spend (Trainee/Apprenticeship) *

10000

Social Procurement: Does your business have a policy in managing SP?

Yes

Modern Slavery: Does your business have a policy in managing MS?

Yes

Fig. 16 Code Compliance Documents


If you are a new creditor you will need to upload your insurances here and also at time of credit application. This is due to the Creditor application process being conducted through a different system.

Insurance Documents

Professional identity	Add/Attach File
Mobile plant & equipment	Add/Attach File
Motor Vehicle	Add/Attach File
Public Liability	Add/Attach File
Worker compensation	Add/Attach File

Fig. 17 Insurance Documents

Once you have submitted the information, the ‘Profile Completed’ screen will appear.



Profile Completed

You have successfully completed your profile. You may now proceed to adding state admins and workers.

Fig. 18 Profile Completed

8. Adding Additional Administrators or Workers

8.1. Adding Additional Administrators

Note: *Additional Administrators can only add workers, they do not have the ability to amend the company details or add other administrators.*

From the 'Home' screen, select Step 2 ADD/MANAGE ADDITIONAL ADMIN.

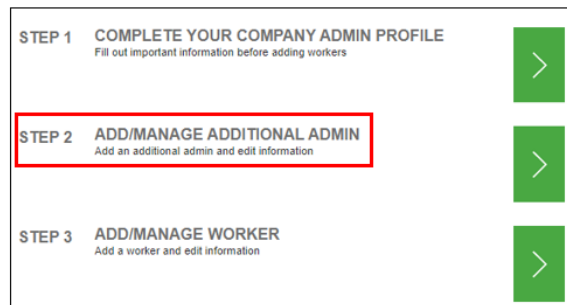


Fig. 19 Additional Administrator

The 'Additional Administrator' screen will display all administrators for your company. To add an administrator, select the 'Add Additional Administrator' button.

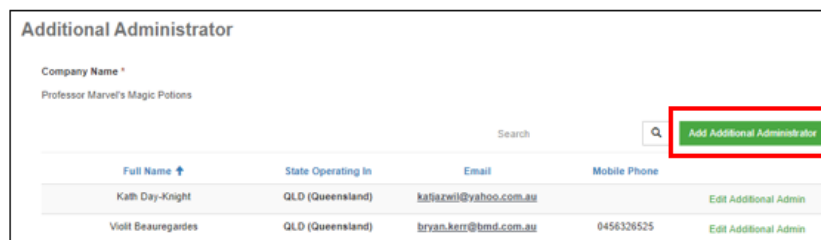


Fig. 20 Add Additional Administrators

Complete the details and select 'SAVE AND SEND EMAIL'. This will trigger the email notifications to the administrator to create their profile in the system.

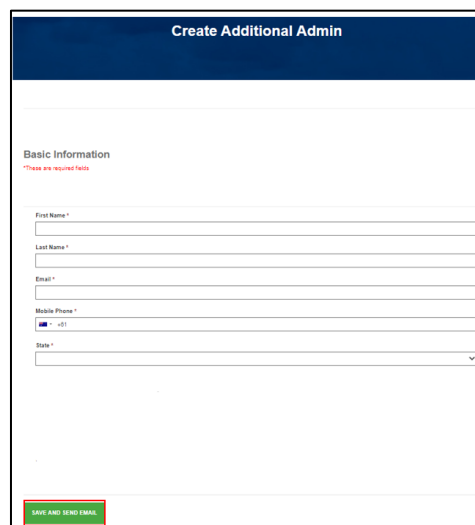


Fig. 21

If the additional administrator is also required to work onsite, they will need to amend the 'Does your role require you to work on site?' question to 'Yes' in their profile setup.

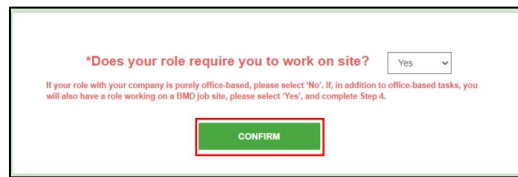


Fig. 22

This will display an additional step for them to complete a 'Worker' profile.

8.2. Adding a Worker

From the 'HOME' screen, select the applicable step.



Fig. 23 Company Administrators

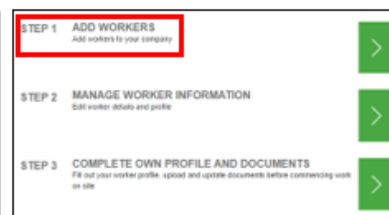


Fig. 24 Additional Administrators

The 'Worker Details' screen will display any workers for your company. Use the 'Search' button to search for workers already in the portal for your company.

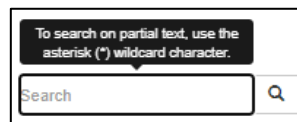


Fig. 25 Search

To add a worker, select the 'Add Worker' button.

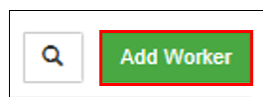


Fig. 26 Add Worker

Complete the details and select 'SAVE AND SEND EMAIL'. This will trigger the email notifications to the worker to create their profile in the system.

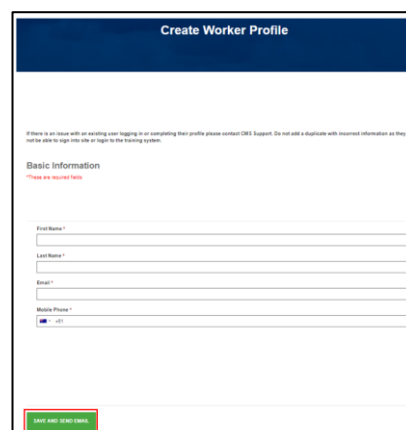


Fig. 27

9. Worker Profile

For administrators who have answered 'Yes' to the 'Does your role require you to work on site?' question, an additional step will appear in the menu for them to now create your own 'Worker' profile. Select the step "Complete Own Profile and Documents".

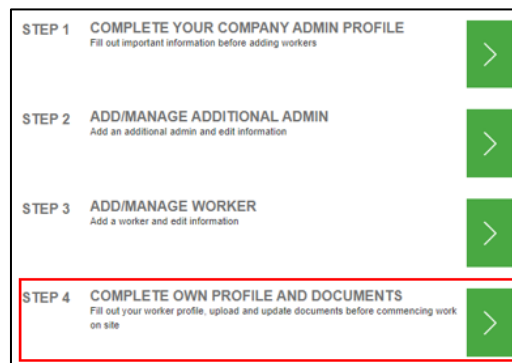


Fig. 28

Please refer to the CMS Guide – Workers (PDF) available on the bottom of the 'HOME' screen for instructions on how to complete the 'Worker' profile.

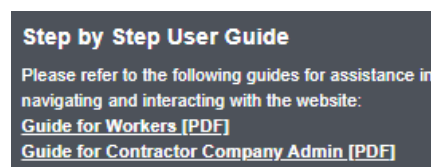


Fig. 29

10. Completing a profile on a worker's behalf

You can assist in the initial setup of the worker's profile on the system. However, the worker will still need to go through the profile setup using the links sent to them in the registration email. Until the worker completes their setup and confirms their account, BMD will not be able to find them in our system.

From the 'Home Screen', select the step 'ADD/MANAGE WORKER'.

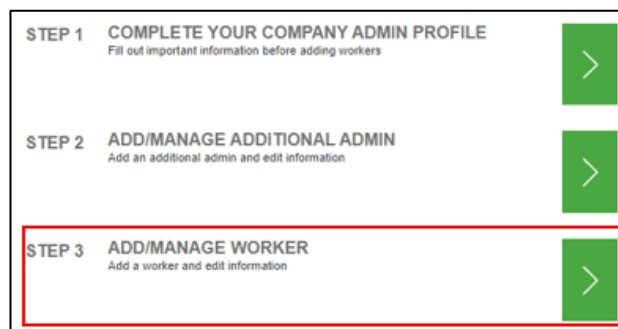


Fig. 30

The 'Worker Details' screen will display. Use the 'Search' button to search for the worker.

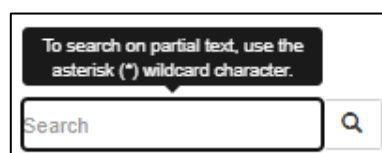


Fig. 31

Once your worker is displayed, click the drop-down arrow beside the workers name and select 'Complete Worker Profile'.



The screenshot shows a worker profile for 'Mike Teevee' from 'QLD (Queensland)' with ID '236523698'. A red box highlights a dropdown menu on the right, which has 'Complete Worker Profile' selected.

Fig. 32 Complete Worker Profile

Please refer to the CMS Guide – Workers (PDF) available on the bottom of the 'HOME' screen for instructions on how to complete the 'Worker' profile.

11. Removing Workers from the CMS

If a worker is no longer employed by your company, please advise BMD by emailing CMS.Support@bmd.com.au. As a Contractor Company Administrator or Additional Administrator, you do not have the ability to remove people from the CMS, this action needs to be completed within BMD's internal system.

12. BOLT Modules

BMD BOLT modules are accessed via the Adobe platform. All subcontractors are required to complete the following module prior to commencing onsite.

- CID1626-BMD Global Core Induction

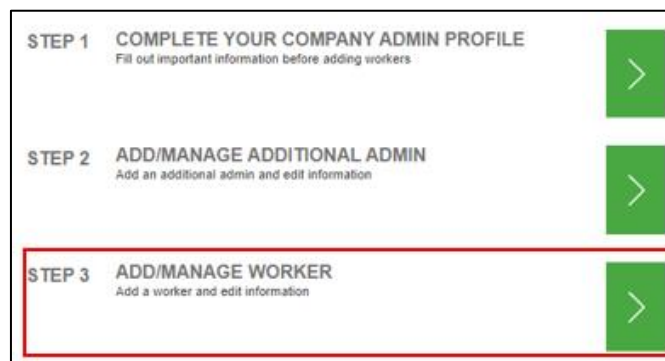
Once you or your worker has completed the profile setup (**this includes selecting relevant qualifications**) in the CMS portal, a 'Welcome' email from Adobe should be sent within 90 minutes. Please check the 'Junk' or 'Spam' folders. If after 24 hours you have not received an email, please contact CMS.Support@bmd.com.au.

Note: These modules are compatible with most phones, however we recommend you complete them on a tablet or computer. Alternatively, you can download the Adobe App from your phone's play store.

13. Viewing a Workers Completed/Enrolled BOLT Module Status

Administrators can see the status of their workers modules via the CMS Portal. The system will display two statuses 'Completed' or 'Enrolled'. If the module has been completed in the BOLT system correctly the status will update from 'Enrolled' to 'Completed' overnight.

To view the BOLT module status, please select Step 'ADD/MANAGE WORKER' from the 'HOME' screen.



The screenshot shows a three-step process for BOLT module setup. Step 1 is 'COMPLETE YOUR COMPANY ADMIN PROFILE', Step 2 is 'ADD/MANAGE ADDITIONAL ADMIN', and Step 3 is 'ADD/MANAGE WORKER'. Step 3 is highlighted with a red box, and a green arrow points to the right next to each step.

Fig. 33

Search for the worker using the 'Search' bar.

To search on partial text, use the asterisk (*) wildcard character.

Fig. 34

If found, the worker's name will appear in the list. A status will display under the BOLT field. The status will be 'Complete' if all required BOLT modules have been completed. If there are modules outstanding, the status will display as 'Incomplete'.

To view which modules are outstanding, click the drop-down icon and select 'Complete Worker Profile'.

Full Name ↑	State Operating In	Email	Mobile Phone	Bolt
Mike Teevee	QLD (Queensland)			Incomplete <div style="border: 2px solid red; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> Complete Worker Profile </div>

Fig 35

The 'BOLT' option is located to the far right of the menus.

Basic Information	Pertinent Qualifications	Skill Grouping	Proof of Competency	BOLT
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Fig. 36

A list of all enrolled modules will appear, including the status of each module.

Note: If this list is blank the User has not registered in the BOLT System. Please refer to CMS Guide – Workers (PDF) for further information on registering in the BOLT system.

BOLT Module ↑	Status
CID1346-Activity Based Risk Management	ENROLLED
CID1378-Fitness for Work	COMPLETED
CID1419-Plant and Equipment	ENROLLED
CID1420-Hazardous Manual Tasks	COMPLETED
CID1536-Workplace Bullying	ENROLLED
CID1537-Sexual Harassment Prevention	ENROLLED
CID1607-Coronavirus (COVID-19) Assessment	ENROLLED
<div style="background-color: #2e8b57; color: white; padding: 5px 10px; display: inline-block;">Continue BOLT Training</div>	

Fig. 37

The above is a list only. If the worker needs to complete modules, they will need to log into the BOLT system. Selecting 'Continue BOLT Training' will take you to the BOLT website to log in. It will not automatically log you in as that worker. It is just a link to the website.



Fig. 38

14. Viewing Completed/Enrolled BOLT Module Status as an Administrator

There are occasions where administrators for the CMS are required to work onsite and will need to complete BOLT modules. As an administrator, to view your BOLT module status please select the step 'Complete Own Profile and Documents'.

Note: Administrators can only see themselves and their workers. They cannot see the status of other administrators.

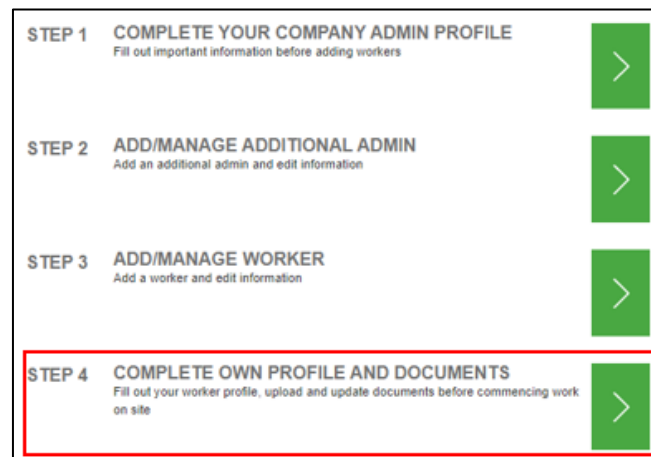


Fig. 39

The 'BOLT' option is located to the far right of the menus.

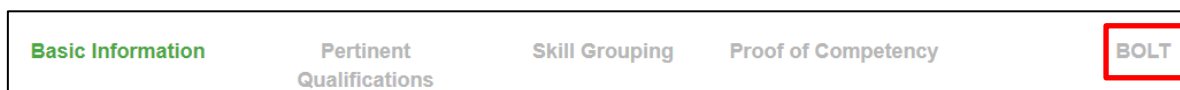


Fig. 40

15. Help

If you require any further assistance with the CMS Portal, please email CMS.Support@bmd.com.au.

Note: The BMD CMS Helpdesk is available Monday – Friday 9am-4pm. Emails received out of this time, will be answered the next available business day.

Step by step guides, Helpdesk email and a link to the BOLT system login screen can also be found at the bottom of the CMS Portal login screen.

Step by Step User Guide
Please refer to the following guides for assistance in navigating and interacting with the website:
[Guide for Workers \[PDF\]](#)
[Guide for Contractor Company Admin \[PDF\]](#)

Help
For technical issues or any difficulties, Please refer to [FAQs](#) or email BMD CMS Helpdesk at CMS.Support@bmd.com.au

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Fig. 41

