

Contractor Management System (CMS) CONTRACTOR COMPANY ADMINISTRATOR

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Document Version Control

Note: Most recent change to this document is highlighted in grey.

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1. PURPOSE

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

This guideline will assist in the creation of the company profile, provide information regarding your responsibilities as the Contractor Company Administrator and explain how to add/manage your workers within the CMS portal.

2. PROFILE COMPLETION

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 a BMD Project Representative to have the company 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 on-site 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 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) (<u>contractor.noreply@bmd.com.au</u>) 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 <u>CMS.Support@bmd.com.au</u>.

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



Hi Comic-Book, Your company Cosmic Planet Comics is subcontracted to a BMD Site. To enable your company to commence work on a BMD Site, we require you to be on our BMD Contractor Management System. A new account on the BMD Contractor Management System has been created for you. Please activate your account by clicking the button below. <u>Introverse account</u> If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: <u>https://contractor.bmd.com.au</u> Thank you. BMD CMS Heledeesk	New Account Activ	vation
your company to commence work on a BMD Site, we require you to be on our BMD Contractor Management System. A new account on the BMD Contractor Management System has been created for you. Please activate your account by clicking the button below. <u>Activity Execcutivit</u> If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: <u>https://contractor.bmd.com.au</u> Thank you.	Hi Comic-Book,	
Contractor Management System. A new account on the BMD Contractor Management System has been created for you. Please activate your account by clicking the button below. <u>Activity account</u> If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: https://contractor.bmd.com.au Thank you.	Your company Cosmic Planet Comics is subcontr	racted to a BMD Site. To enable
A new account on the BMD Contractor Management System has been created for you. Please activate your account by clicking the button below.	your company to commence work on a BMD Site	, we require you to be on our BMD
you. Please activate your account by clicking the button below. ACTIVATE ACCOUNT If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: https://contractor.bmd.com.au Thank you.	Contractor Management System.	
Please activate your account by clicking the button below. Activity account If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: https://contractor.bmd.com.au Thank you.	A new account on the BMD Contractor Managem	ent System has been created for
ACTIVATE ACCOUNT If the button does not work, please copy and paste this link to your internet browser address bar, at the top of the page: https://contractor.bmd.com.au Thank you.	you.	
address bar, at the top of the page: <u>https://contractor.bmd.com.au</u> Thank you.		n below.
address bar, at the top of the page: <u>https://contractor.bmd.com.au</u> Thank you.	If the button does not work, please copy and past	te this link to your internet browser
Thank you.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	https://contractor.bmd.com.au	
BMD CMS Helpdesk	Thank you.	
one one nepoten	BMD CMS Helpdesk	

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

BMD Cont	ractor Management System	Sign in		
Sign in Register Redeem invitation				
Sign up with an invitation code				
* Invitation code	0ec8pi8dPx3CR0HWomu4Ct2CUfxs58sN2Ci7en58Cbm8l2.0b5mo8M0IF2.kel3xQqs5DUkb3YSH.zHO	9 HDBAQFGIJJ IKQBQ8w0NV5xMscT8mCmwUMF3xy4xxEhhFdvc9N3VuA0.QVV%zdVxVR#73W81		
There are existing account				

Fig. 2

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

BMD Contractor Management System Sign in			
Sign in Register Redeem invitation			
egistration			
ease nominate your username and password			
* Email	example@yahoo.com.au		
* Username			
" Password			
* Confirm password			
	Register		
Fig. 3			

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.

ail Confirmation	
account requires confirmation. Please click the link below to complete registration.	
kete Registration	
e can copy the following URL and paste it into your web browser,	
//bmdwatom.powerspepports.com/Account/ManageConfrmEmalDwards-2485-097.Saba-eai1.a812; JacTineExadacolemicigeTrightRouther/ShathRouther/ShathTrightRouther/DataBa277557.aft.scDNoutHedDCB-652849Q09;wahwww.382562.5528547996-001978-4 Zabries/Shat/TrightRouther/ShathRouther/ShathRouther/ShathTrightRouther/	qQm%
you CMS Helpdesk	



3. CMS PORTAL LOGIN SCREEN

To access the CMS after profile creation, please use the below link:

<u>CMS Login Screen (https://contractor.bmd.com.au/home/)</u>

From this screen you will be required to sign in with your username and password. If you have forgotten your password, please see <u>Section 5 Forgotten Password</u>.

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

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

Security	
Change Password	
Change Email	

Fig. 6

Complete the details and select 'Change Password'

Usertame	VaretB
* Old Password	
* New Password	
Contine Password	
	Charge passwork



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.

Sign In		
	* Username * Password	Remember me?





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 portal 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



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. 10

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



Fig. 11

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.



Please take time to complete your profile before adding and managing workers.				
Basic Information	Contact Details	Company Documents		
Basic Information				
hese are required fields				
Company Trading Name *				
Aunty Em's Tonic				
Company Legal Name *				
Wizard of Oz Pty Ltd				
Company ABN				
1458974521				
Description of Business				
Chocolate				
NEXT				

Fig. 12

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.

Basic Information	Contact Details	Company Documents	Company Address 2
			Address Line 1
Contact Details			Address Line 2
*These are required fields			
Company Details Contractor Company Admin *			Suburb
Violit Beauregardes			State
Company Primary Representative Name *			
Veruca Salt			
Company Primary Representative Email *			City
kate_algate@bmd.com.au			
L			Postcode
-			
Postal Address			Country
Address Line 1			
13 Gooey Lane			
Address Line 2			
			Add Company Addresses
Suburb			Addresses
			Add Company Address
State			
QLD (Queensland)		~	Address Line 1 Address Line 2 Suburb City State Post Code 🕈 Country
City			
Sweetsvile			There are no records to display.
Postcode			
4184			
Country			
Australia			NEXT
ч			

Fig. 13

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. Complete all mandatory questions in this section and select the Submit button.

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



	Basic Information	Contact Details	Company Documents
	any Documents		
	required fields		
It answering	Yes to any of the below questions please upload the	relevant supporting documentation.	
c	Company Type *		
	Plant & Equipment Hire		~
	General		
	Agencies/Government body		
	Consultancy		
	Labour Hire Organisation		
	Plant & Equipment Hire		
¢	Sole Trader		
	Internal Companies (BMD/JV)		
	Contractor		
	Supplier		

Fig. 14

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

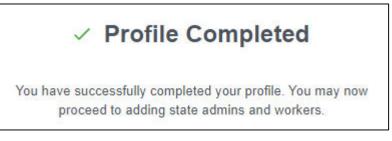


Fig. 15

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.







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

dditional Administrator				
Company Name *				
Professor Marvel's Magic Potions				
		Search	٩	Add Additional Administrat
Full Name 🕈	State Operating In	Email	Mobile Phone	
Kath Day-Knight	QLD (Queensland)	katjazwil@yahoo.com.au		Edit Additional Admin
Violit Beauregardes	QLD (Queensland)	bryan.kerr@bmd.com.au	0456326525	Edit Additional Admin

Fig. 17

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.

	Create Additional Admin	
Basic Information		
"These are required fields		
First Name *		
Last Name *		
Email *		
Mabile Phone *		
State *		
SAVE AND SEND EMAIL		



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



Fig. 19

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.

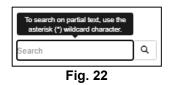








The 'Worker Details' screen will display any workers for your company. Use the 'Search' button to search for workers already in the portal for your company.



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

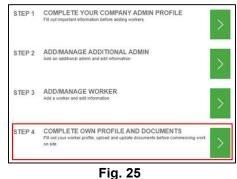


Complete the details and select 'SAVE AND SEND EMAIL'. This will trigger the email notifications to the worker to create their profile in the system.

Create Worker Profile		
If have is an income with an exciting scare logging in or completing their profile please earthert CMS Support. Do not add a depicture with incoment information as they will earther adde to sign into other upon to the summing system.		
Basic Information		
"These are neglited fields		
Fist Name*		
LastName*		
Enal*		
Mobie Pisne 1		
Mole Press*		
SAVE AND SING TANA.		
Fig. 24		

9. WORKER PROFILE

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



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







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'.

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. 27

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

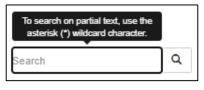


Fig. 28

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

Mike Teevee	QLD (Queensland)	236523698	
		Co	mplete Worker Profile

Fig. 29

Please refer to the CMS Guide for 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 <u>CMS.Support@bmd.com.au</u>. As a Contractor Company Administrator or Additional Administrator, you do not have the ability to remove people form the CMS, this action needs to be completed within BMD's internal system.

12. WHAT IS THE BOLT PORTAL?

The BMD BOLT portal is a learning management system (LMS) that allows accessible training for external workers.

All workers will have access to the following courses only:

- BMD Global Core Induction (this is a mandatory course, and workers will be auto enrolled)
- Working Near Services-Fundamentals (self-enrol, when applicable)
- Working Near Services-Controller (self-enrol, when applicable).



For instructions on how to navigate the BOLT Portal, please refer to the '*Guide for Workers [PDF*]' which is located at the bottom of the CMS portal login screen.

13. ACCESSING BOLT PORTAL

13.1. New Workers

Once a Worker completes their CMS profile, by selecting the green 'Save Profile' button in the CMS portal, a 'Welcome' email will be sent with a link to create their password.

The 'Welcome' email will come from "noreply@myabsorb.com.au' and will look as per Fig. 30 below. It may go to Junk/Spam/Clutter folders, and we advise the worker to check these email folders before contacting support.

Worker's must receive the 'Welcome' email from the BOLT portal prior to attempting to log in. This email is confirmation that you are registered in the BOLT portal.

13.2. Existing Workers

Note: This is a new portal, all workers will need to create a new account and password. Unfortunately, previous passwords cannot be transferred to the new system.

For workers who completed their Global Core Induction in the previous platform, and it is not due to expire, they will not be enrolled into the new system until 30 days prior to expiry.

For workers who were previously using the old portal and have not been on-site in the last six months, successfully signing into Rapid will automatically start the enrolment process into the new portal.

Note: Logging into Rapid as a Visitor will not trigger the 'Welcome Email'.

Welcome to BOLT (BMD's Online Training) Portal	S Reply	(Reply All	→ Forward		
BDLT Portal < noreply@myabsorb.com.au> To BMD Learning and Development	() Kepiy	(у) керіу жа		/2025 10:53 AM	
() This sender noreply@myabsorb.com.au is from outside your organization.					
BMD					
Hi First Name,					
Welcome to BMD's BOLT Portal.					
*** Please Note: BMD has moved its BOLT training platform to a new provider as of 14 April 2025. Please use the link below to setup your account and password for the new platform. ***					
You are receiving this email because you are required to complete, or renew, the BMD Global Core Induction course.					
When you're ready to start your training modules, complete your account setup by setting a password. You can do this by clicking on the following link: https://boit.bmd.com.au/#/resetpassword/Nr&T2wa4dugGi_KpSBvMSe3d9/4p2b4zUKM2H9abReEhbjzb_SMYXEMaFb9b_OuHZjagYwM2MczehO-Ncog22 link=aHR0cHM6Ly9ib2x0LmitZCSib20uYXUYXBpL3JIc3OvdilveGFzc3dvcmQtcmVzZXRzL05yeTZUWndxNGR1cUdpX0twU0J2TVNIM2OSSnl0cDJiNHpVS00ySD	IhYUIRWhiant	16YI81TVIYRU11	<u>nRm</u>		
This link will expire after 7 days. If 7 days have passed, you can click on the Forgot Password link at bolt.bmd.com.au and enter your email address to request	t a password i	reset link to be :	sent via email.		
You can access your training dashboard at any time by using your username (email) and password combination at bolt.bmd.com.au.					
After signing in, you must complete the modules that correspond with your expected site activities. At a minimum, you must finish the BMD Global Core Inducti require any support with the BOLT or CMS platform, please refer to the <u>CMS Guide - Workers</u> or contact the support team via (<u>CMS.Support@bmd.com.au</u>).	on to be grant	ted access to an	ny BMD site. Sh	ould you	
Note: This is a system-generated message. Please do not reply to this email.					

Fig. 30

14. FORGOT PASSWORD

The 'Forgot Password' option can be used for the following:

- User has already created a password in the new portal but is unable to remember it.
- User has deleted or unable to locate the 'Welcome' email.
- The link in the 'Welcome' email has expired (i.e. seven days has elapsed since the 'Welcome' email was sent).



Navigate to the 'Login' screen - <u>https://bolt.bmd.com.au/#/login</u> and select the 'Forgot Password' option in the bottom right-hand corner.

Login	
Login below to see all yo	our courses.
Username	Required
Password	Required
Login	
Keep me logged in	Forgot Password?

Fig. 31

Enter the email address and select 'Reset Password'.

Enter your usern	name or email address associated with
	your account.
Username	
	OR
Email Address	
	Reset Password



An email will be sent with a link to reset your password. Enter a new password and confirm password (Fig. 33).

Reset Pass	sword
Please enter a new password. Pa at least: 1 letter, 1 number and b in length	
New Password	Required
Confirm Password	Required
Reset Passw	ord
Password reset su	ccessfully.
Login	





15. MOBILE ACCESS

At present, a mobile app is not available. Users wanting to access the portal via a mobile will need to do so using the web browser on their mobile.

Due to issues that can occur with the display of the courses on the mobile, it is recommended that the user access the portal on a computer or tablet instead.

16. SUPPORT

Please email CMS.Support@bmd.com.au.

Step by Step User Guide	Help	Privacy Policy
Please refer to the following guides for assistance in navigating and interacting with the website: <u>Guide for Workers [PDF]</u> <u>Guide for Contractor Company Admin [PDF]</u>	For technical issues or any difficulties: Please refer to FAQs or email BMD CMS Helpdesk at CMS.Support@bmd.com.au	BOLT Contractor Training

Fig. 34



THAT'S THE POWER OF