

# BMD CONTRACTORS MANAGEMENT SYSTEM (CMS) - WORKER

Guideline Business Management Systems (BMS) Group Document No.: BSM-GLE-01344





#### **Document Version Control**

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

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## 1. PURPOSE

The purpose of this Guideline is to assist a worker in creating a profile within the BMD Contractor Management System (CMS) and BMD's Online Training (BOLT) portal.

## 2. SCOPE

The CMS can be accessed on any internet-capable device (e.g., tablet, laptop and smartphone) at any time.

From the CMS, relevant issued qualifications can be uploaded, and the required BOLT training undertaken prior to starting work on a BMD project site.

The system is designed to streamline our contractor approvals process and to provide access to the relevant BMD training to contractors, to help us all uphold the highest HSEQ standards.

## **3. CMS PORTAL REGISTRATION**

Once your nominated Contractor Company Administrator has added you to the system, an email will be sent from BMD's Contractor Management System (<u>contractor.noreply@bmd.com.au</u>) providing an activation link for you to create your own profile. This link in this 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 you have received the email, click on the green 'ACTIVATE ACCOUNT' button.

New Account Activation
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.
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.
BMD CMS Helpdesk

Fig. 1



Within the 'Redeem Invitation' screen, click the green 'Register' button.

BMD Contractor Management System Sign in		
Sign in Register Redeem invitation		
* Invitation code	gec8pl8dPx3CR0HWomu4Cr2CUfxs58sNZCi78in58Cbm8f2-bb5mo8M0lF2-kel3xGqtSDUkb3YSH z#	HOg-HDBAOFGJJ IKQBQ@w0hV5xMscT8mCnwUMF3xy4xxEhhFdvc9N3VuA0-QVVKizdVxVRi873W81
<ul> <li>I have an existing a Register</li> </ul>	scount	

Fig. 2

A Username and Password is to be created, then click the green 'Register' button.

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



You will be taken to the 'Profile' screen where you will be required to confirm your email address. Once this has been completed, select the 'Confirm Password' button.

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

Email Confirmation
ні
Your account requires confirmation. Please click the link below to complete registration.
Complete Registration
Or you can copy the following URL and paste it into your web browser.
https://bmduatcrm.powerappsportals.com/Account/Manage/ConfirmEmail?userId=2a85c69f-Saba-ea11-a812- 000d3ad199e2&code=CqbKYdQ9fYdQj6K6qoYbxYV9qfNRSjIIMAmAXPughYrfY0AfjLH6KZqEI0ndjdXR3ZT%2Fz81sOWxxcMw8cE8x%2BV4QO9yxVaPnwWo3tP3q5L%2BHzIY4MeOFHFNxr4AqOm% 2B9O2e8KW%2FV7ipv24AvWZMv2gdSCohDxxlHuAhPILIwImSdz%2BsSQx91XXtv8lF5R3z
Thank you! BMD CMS Helpdesk

Fig. 4

### 3.1. CMS Portal Login screen

To access the CMS at any time, use the link <u>CMS Login Screen</u> (<u>contractor.bmd.com.au/home</u>) and sign in with your username and password. If you have forgotten your password, please see <u>Section 3.3 Forgotten</u> <u>Password</u>.

#### 3.2. Change Password

To change your password, once you are logged in select the drop-down icon beside your name in the top lefthand corner, click 'Profile'.



wo	RKERS	Violit -
-	Profile	
ľ	Sign out	

#### Fig. 5

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

Security	
Change Password	
Change Email	



Complete the details and select 'Change Password'.

Unername	VuletB	
* Old Password		
* New Password		
Contine Password		
	Charge passwort	

Fig. 7

#### 3.3. Forgotten Password

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

Sign In	
* Username	
* Password	Remember me?
	Sign in Forgot your password?

Fig. 8

## **4. WORKER PROFILE**

#### 4.1. Profile Creation

Once you have confirmed your email address you will be taken to the 'Welcome' screen. The ribbon across the top contains two tabs allowing you to access your profile information and documents easily. The 'HOME' screen contains three steps. At profile creation, please start at Step 1.



BMD Contrac	tor Management S	ystem	HOME	WORKER PROFILE	DOCUMENTS	Mike +
	The B docume	Welcome, Mike! MD Contrador Management System (CASS) and too for said materies any qualifications and Vendors (CO work on side	sading your c )), before you	compliance u commence		
	STEP 1	COMPLETE YOUR WORKER PROFILE Fill out important information before commencing work on shi		>		
	STEP 2	UPLOAD DOCUMENTS Upload your documents for BMD administration approval		>		
	STEP 3	UPDATE DOCUMENTS Reupload files and edit details for submitted and expiring doc	uments	>		

Fig. 9

### 4.2. Basic Information

The 'Basic Information' section allows us to capture the following:

- General information
- Emergency contact details
- Work details
- Company Details This field is prepopulated and does not need completing.

Basic Information There are recorded from General Information Emergency London's Advance Work et al. Worker a0 Exercise	Basic Information "These are required fields General Information  Emergency Contact Details Work details Company Details
Email * Editorial Com Worker Name Mails Freene Mails Free	Worker Emergency Contact Person * Artiel TeeVee Worker Emergency Contact Number * 0415 854 329
BETUINS2 BET	Worker Emergency Relationship Partner
NEXT	PREVIOUS NEXT





	General Information 🖌	Emergency Contact Details 🖌	Work details	Company Details	
	Are you the worker sup	vervieor?			
	® No ○ Yes				
	Worker's Manager/Sup	ervisor*			
	Charlie Bucket				
	State Operating In *				
	QLD (Queensland)				
	Contractor Company E	mployment Status			
	Part Time				
	Do you have a valid Co ○ No	nstruction Induction Card?*			
	Please fill out the inform	ation in Pertinent Qualifications, Ski	l Grouping, Proof c	f Competency and load your document.	
1					





## Note: If you do not have a valid Construction Induction Card you will not be able to continue any further in the profile setup. Access to site will be denied. A 'Statement of Attainment' is only valid in our system for 30 days from attainment.

The 'Company Details' screen is prepopulated and does not require you to complete any fields.

E	Basic Information	Pertinent Qualifi	cations	Skill Grouping	Proof of Competency
	e required fields				
	General Information 🖌	Emergency Contact Details 🖌	Work details 🖌	Company Details	
	Company Name Professor Marvel's Magi Contractor Company C				
	 Contractor Company C Violit Beauregardes	Contact Person			
D	PREVIOUS	NEXT			

Fig. 13

## **5. PERTINENT QUALIFICATION AND SKILL GROUPING**

When you are creating your profile, you must nominate a Qualification Group. Depending on the group selected further 'Skill" groupings will appear for you to choose. This triggers what documentation the system will ask to be provided.

Qualification Grouping	Skill Grouping
Spotters	RICCM202, Spotters Vic
Asbestos	Asbestos Awareness (ACT), Remove friable asbestos (Class A), Remove non- friable asbestos (Class B), Supervise asbestos removal (Class A), Course in Crystalline Silica Exposure Prevention, Asbestos General
Confined Space	Confined Space Rescue, Enter and work in Confined Space Entry, Work in accordance with issued permit, Gas Test Atmospheres
Handheld Tools	Quick Cut Saw
General Trades	Carpenter, Concreter, Fencing, Landscaper, Painter, Pipe Fitter, Plasterer, Roofer, Tiler
First Aid	Automated External Defibrillator, Emergency Lift Support, First Aid Advanced, First Aid Basic, CPR
EPC Operator (Earthmoving and Plant)	Backhoe, Compactor, Dozer, Dump Truck/Articulated, Dump Truck/Belly, EWP<11, Excavator, F/End Loader Track, F/End Loader Wheel, Grader, Haul Truck/Rigid, Roller, Scraper, Skid Steer, Telehandler, Tip Truck, Tractor, Water Cart
High-risk Works	C0, C1, C2, C6, CB, CD, CN, CP, CS, CT, CV, DG, HP, LF, LO, PB, RA, RB, RI, SA, SB, SI, WP
Registered Vehicle	Car, HC Truck, HR Truck, LR Truck, Marine, MC Truck, MR truck, Road Registered Tipper, Street Sweeper, Vacuum Excavation Truck
Traffic Management	Traffic Controller, Traffic Design, Traffic Management
Licenced Trades	Boilermaker, Electrician, Gas Fitter, Mechanic, Plumber, Welder



Qualification Grouping	Skill Grouping
Rail	ARTC Rail Induction, Aurizon Rail Induction, Awareness of Railway Fundamentals, QR SARC-QLD Rail, Rail Industry Workers Card, Safely Access the Rail Corridor
Construction Induction Card	General Construction Card
Work at Heights	Work Safely at Heights

### 5.1. Adding a Qualification

Please only select the Qualification for the role you will be doing on-site.

Qualification			
Spotlers.	General Trades	High Risk Works	Rat
Asbestos	First Aid	Registered Vehicle	Construction Induction Card
Confined Space	EPC Operator (Earthmoving and Plant)	(T-1)	
Hand Held Tools	10 1	Licenced Trades	

Fig. 14

Note: Construction Induction Card must always be ticked.

Select the relevant option from the list provided.

		EPC-EWP<11 PC-F/End Loader Whee
	Loader Track	no participation and
EPC-Grader EPC-Haul		PC-NErd Loader Whee
	Inuck/Rigid	EPC-Roler
EPC-Scraper EPC-Skid	leer	EPC-Telehandler
EPG-Tip Truck EPG-Trac	e 🖸	EPC-Water Carl



A summary of your qualifications selected, and the proof of competencies required will be displayed. Select 'SAVE PROFILE'.

Proofs of Competence	у
These are the Proofs of Competency you will need to sploed	
Chair nathann frinc ainte in chapteoist. Pleasan annt natha an prioscea yaor anta	
Computercy	14cf
EPG-Escalator	EPG-Excavator
General Construction Induction Card	General Construction Induction Cand
REFREIM	
SAVE PROFILE	





## **6. UPLOADING DOCUMENTS**

The 'Documents' screen is divided into 'Not Yet Submitted' and 'Submitted'. Documents will be in the 'Not Yet Submitted' section until a file is uploaded.

Not Yet Submitted Submitt	ted	
Showing 2 of 2 Documents	Document Type	Status
Mike Tervee - EPC-Excav	itor	Not Yet Submitted

Fig.17

To upload a document, select the name of the document required for upload.

Not Yet Submitted Submitte		
Showing 2 of 2 Documents		
	Document Type	Status
Mike Teevee - EPC-Excavate	x	Not Yet Submit

Fig.18

Complete the document details and select 'Add/Attach File' to upload the document.

roof of Competency	
Document Name *	
Mile Serve - EPC-Excevator	
Qualification	
EPC Operator (Earthmoving and Plant)	
Skill Grouping	
EPC-Excervator	
Issue Date *	
Expiry Date *	
non-expining documents please date as 31/122/154	
Expired? ® No O Ves	
Licence Number	
State	
d/Attach File	
Note Text	
T where are no occurring a lightly	
AddiAtlach File	



When uploading a file, you must populate the 'Note' section. Click on 'Choose Files' and select your file for uploading. Once you have chosen your file, select 'Add Attachment'.



Add note			×
* Note	Excavator		
Attach a file	Choose Files No file chosen		li
		Add Atlachment	Cancel



Scroll to the bottom of the screen and select 'SUBMIT'.



The document will now appear in the 'Submitted' tab with a status of 'Pending Approval'.

Not Yet Submitted Submitt	ed	
Showing 2 of 2 Documents		
	Document Type	Status
Mike Teevee - General Construct	ion Induction Card	× Rejected
Mike Teevee - EPC-Excavator		Pending Approval

Fig. 22

Please advise your Company Administrator upon completion of your document upload, the administrator will then need to forward this information via email to their project BMD Administrator for approval. Once approved the status will change from '**Pending Approval**' to '**Approved**'.

Note: A worker whose document is 'Rejected' will receive an email detailing the reason for rejection.

## 7. EDITING YOUR CMS PROFILE

If you require your email address to be updated, please email <u>CMS.Support@bmd.com.au</u>.

To edit other details in your profile, click on the 'WORKER PROFILE' option in the menu.







ic Information are required fields				
General Information	Emergency contact details	Work details	Company Details	
Worker ID				
C001048				
Email *				
Email * Kalgate@gmail.com	n			
	2			
Worker Name				
Mobile Phone *				
236523698				
Date of Birth				
06/11/1982				<b></b>
Gender				
Male				~
Identify as an Aboric	ginal or Torres Strait Islander *			
No				~
NEXT				
NEXI				

Fig. 24

Update the details as required and continue selecting 'NEXT' until you have reached the 'SAVE PROFILE' screen.

Basic Information	Pertinent Qualifications	Skill Grouping	Proof of Competency
Proofs of Com	petency		
These are the Proofs of Competency you w	ill need to upload.		
Click refresh if no data is displayed. Please wait while	we process your data.		
Competency	Skill	s 1940 10	
General Construction	a Induction Card General Construction Induct	ion Card	
REFRESH			
SAVE PROFILE			

Fig. 25

## 8. CHANGE OF WORKER'S COMPANY

If you change the company you work for, you do not need to create another profile in the CMS Portal. Advise the new company that you already have a profile in the CMS and that they do not need to add you under their company. Email the CMS Helpdesk on <u>CMS.Support@bmd.com.au</u> with your new company details and support will make the required change to your profile.

## 9. WHAT IS THE BOLT PORTAL?

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



All subcontractors (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).

#### 9.1. Logging into the BOLT portal

Once you have completed your CMS profile, by selecting the green 'Save Profile' button in the CMS portal, a 'Welcome' email will be sent with a link to create your password.

The 'Welcome' email will come from 'noreply@myabsorb.com.au' and will look as per Fig. 26 below. It may go to Junk/Spam/Clutter folders, and we advise you to check these email folders before contacting support.

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

# Note: This link will expire after seven days. If the seven days has passed you can click on the 'Forgot Password' link (see Section 11).



Fig. 26

## **10. ACCESSING BOLT PORTAL**

#### **10.1. Activating your account**

Click on the link in the 'Welcome' email (see Fig. 26) to be directed to the set password screen.



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

Fig. 27

Once you have successfully reset your password, select 'Login'.

Password reset successfully.
Login
Fig. 28

The 'Login' screen will now display. Enter your username and newly created password.





## **11. FORGOT PASSWORD**

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

• You have already created a password in the new portal but unable to remember it.



- You have 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.

Log	in
Login below to see a	all your courses.
Username	Required
Password	Required
Logi	n
Keep me logged in	Forgot Password?
Fig. 3	30

Enter the email address and select 'Reset Password' (Fig.31).

Enter your userns	ame or email address associated with
Linter your userne	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. 32).

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





## **12. SYSTEM OVERVIEW**

The main homepage is referred to as the Dashboard. The dashboard provides quick access to various parts of the system through a series of tiles and widgets.

To easily navigate back to this Dashboard from within the portal, click the 'BMD logo' in the top left corner.



Fig. 33

#### 12.1. My Courses

You can view the courses that you are currently enrolled in through the 'My Courses' page. The 'My Courses' page can be accessed using the hamburger menu, or via the 'My Courses' tile on the dashboard.

The 'My Courses' page shows all assigned courses you have been assigned or completed. Use the Refine Search pane to view only incomplete / outstanding courses, by clicking the "Show Completed" toggle.

Icons are used in the system to visually represent course progress and actions available. The icon is in the top left-hand corner of the module display.







Refer to the table below for common icons and their meanings.

lcon	Meaning
✓	Course is complete.
	Mandatory course is not yet complete.
Ō	Course is overdue for completion.
D	Start course - this course has not yet been commenced.
Ģ	Resume course - this course has been commenced but is not yet complete.

Fig. 35

Note: Start and Resume course icons may appear orange instead of blue for mandatory courses.

#### 12.1.1. Course Due Dates.

You can find the course due dates by hovering over the tile.





The due date is also displayed at the bottom of the course information screen.





### 12.2. Catalogue

The **Catalogue** is the central location for all online courses available. It can be accessed using the hamburger menu, or via the Catalogue section on the dashboard.

You can browse and enrol in various modules directly from the Catalogue.



Fig. 38

### 12.3. Transcript

You can view a log of your course enrolments, incomplete and completed courses by accessing your **User Transcript**. This can be found by selecting "**Transcript**" in the hamburger menu.

Your User Transcript details your training history including attendance status, enrolment dates and assessment scores. Click the **Print Transcript** button at the top of your transcript page, to access a print friendly version of the transcript.

You can also open or view a course from the User Transcript by clicking the "View" button where available.

TRANSCRIPT FOR KATE ALGATE						Print Transcript
Courses						
Username: KATALG1@bmd.com.au     Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii						
Courses						
Course Title 🔺	Status >	Score >	Enrollment Date +	Completion Date +	Credits >	
BMD Global Core Induction	✓ Complete		March 20, 2025 3:10 PM	March 21, 2025 12:34 PM		View
Working Near Services (Fundamentals) O Not Started March 21, 2025 11.39 AM			Start			
Times Displayed in (UTC+10:00) AEST (Australia/Brisbane)						

Fig. 39



## **13. COURSE MANAGEMENT**

#### 13.1. Enrolling in a Course

You will be automatically enrolled in the **BMD Global Induction** course. Depending on the Project requirements, you may be asked to self-enrol in the Working Near Services (Fundamentals) and/or Working Near Services (Controller).

# Note: Users cannot enrol in the Working Near Services-Controller module until they have first completed the Working Near Services-Fundamentals.

To self-enrol in a course:

- 1. Locate the course using the Search function or via the Catalogue.
- 2. Click the "Enrol" button that corresponds with the desired course (Fig. 40). This will immediately enrol you in the course and add it to your "My Courses" list. You will also receive an email notifying you of the enrolment.





3. From the same screen, click "Start" to begin the course (Fig. 41). Alternatively, you can continue browsing the BOLT portal and navigate to the enrolled courses by visiting your "My Courses" list.







### 13.2. Unenrolling from a Course

Workers cannot unenroll themselves from any courses. Please raise a support request via <u>CMS.Support@bmd.com.au</u>.

#### 13.3. Exiting a Course

Once you have completed a course and any required assessment quiz, you can click the "Exit Course X" button in the top right-hand corner of the screen to exit the course. (Fig. 42).

If you are on a mobile device, you will need to click the two upwards arrows at the bottom of the screen, then click the "Exit X" button in the top right-hand corner instead (Fig. 42). The webpage will then refresh and take the user back to the dashboard.







#### **13.4. Course Completion**

Once you successfully complete a course within the portal, the course will be marked as 'Completed'. You will also receive an email notification advising the course is complete.







## 14. 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 you access the portal on a computer or tablet instead.

## **15. SUPPORT**

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

Step by Step User Guide	Help	<u>Privacy Policy</u>
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. 44



THAT'S THE POWER OF