

Register your business

This document guides you through the registration process to create your business account on the Sitepass system.



Step 1: Accept invitation

You will have received an invitation link or email from your client. Visit the link or follow the instructions included in the email to begin the registration process, or you can navigate to aal.mysitepass.com.au and register using the invitation code in the email.



Step 2: Personal account

Before creating your business, you'll need a personal account. Either create your account or login to an existing account if you have one.



Step 3: Validate business number

Enter your unique business reference number; this will be used to identify your business with an external regulatory body. If your business number type is not listed, select 'Other business number'.



Step 4: Add a logo

Upload your business logo; this will be used to identify your business in Sitepass. This logo should be clear and easy to see while being free of obstructions. You can crop and rotate your logo once you have uploaded it.



Step 5: Setup your business profile

Populate your business profile with the information marked as 'Required'. The information we capture includes business logo, trading and legal business names, business structure, industry, business address, business contact information, preferred currency.



Step 6: Complete

At this stage, you're ready to complete the registration process and dive into Sitepass. Click '**Finish Setup**' to be taken to your Sitepass Dashboard where you will automatically be connected to your client.

NEED ASSISTANCE?

Speak with your client administrator or contact the Sitepass support team:

✉ support@mysitepass.com or 📞 1300 89 89 76

Migrate your account

This document guides you through the migration process to update your worker account on the new Sitepass system.



Step 1: Visit the client portal

To begin, you will need to visit your client's Sitepass portal. Navigate to aal.mysitepass.com.au and login to access your Sitepass account.



Step 2: Login

Enter your **username**, and **password** to access your account. If you've forgotten your password you can use the password reset feature. **Note:** if you've forgotten your username, you will need to contact support.



Step 3: Update your account

You will be asked to select a new **username** which must be your **email address**. If you already have an account on the system using this email address, you will be asked to login and your migrated account will be merged to your existing account.



Step 4: Verify your email

A unique verification code will be sent to your email address. When you receive it, enter the code into the '**Verification code**' field to continue the registration process. **Note:** be sure to check your junk/spam folder if it hasn't arrived.



Step 5: Add a profile picture

Your client will need a way to identify you when visiting a worksite so make sure your photo is a clear and easily identifiable photo of yourself; once uploaded it can be rotated, resized and cropped to suit. Make sure all your other account and contact details are up to date before continuing.



Step 6: Complete

At this stage, your account migration will be complete and you're ready to dive into the new version of Sitepass.

Click '**Finish Setup**' to be taken to your Sitepass Dashboard.

NEED ASSISTANCE?

Speak with your business manager or contact the Sitepass support team:

✉ support@mysitepass.com or 📞 1300 89 89 76