



EastLink

**Instructions for completing an online
induction to the EastLink site
and uploading of qualifications**



STEP 1 – Ensure your Company has a valid site agreement in place.

Prior to accessing the permitted system, all Contractors are required to have a site agreement in place. Please check with your EastLink representative to ensure you have a site agreement in place. If a site agreement is not in place, provide your Company details which must include your Company’s ABN number to your EastLink Representative.

When the agreement has been approved and set up, you will receive a confirmation email.

Please ensure your Company’s site agreement is set up prior to registration, as this will affect the automatic issue of induction from the system.

STEP 2 – Register Online

In order to access the online induction, subcontractors and their staff will need to register online. Please navigate the link: <https://www.permitted.com.au/registration.php>

Follow the registration steps below, **employees will need to use individual email addresses or mobile phone number.**

Your ABN will also be required for registration to ensure your company is registered in the permitted system.

User Registration
Get registered with Permitted here.

STEP 1 STEP 2 STEP 3

Your Login Details
Permitted allows you to use both your unique email address and unique mobile phone number to access the Permitted Portal. You need at least one of these to complete your registration.

Email:
Each user needs their own email address.

Confirm Email:

I don't have an email address

Mobile:
This mobile number needs to be unique.

Confirm Mobile:

I don't have a Mobile Number

Previous **Next**

PERMITTED
COMMITTED TO SAFETY

User Registration

Get registered with Permitted here.

STEP 1 **STEP 2** STEP 3

Who you work for:

Company ABN:
Enter the ABN of the company you work for.

Company Name:

Job Title:
What is your role for this company?

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User Registration

Get registered with Permitted here.

STEP 1 STEP 2 **STEP 3**

Your details:

Title: - Select Your Title -

Your First Name:

Your Last Name:

DoB:

Street 1:
Your house number and street address

Street 2:

City:

State:
Select your state. - Select Your State -

Postcode:

Contact Number:
Please enter all ten digits.

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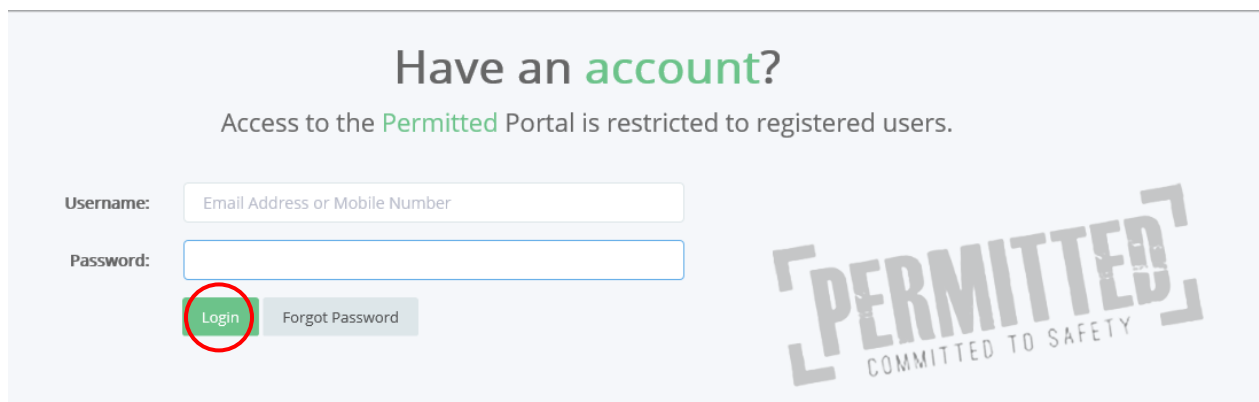
Previous Next

Once successfully registered, you will receive an automatic email or SMS notification and a password for you to login into your account.

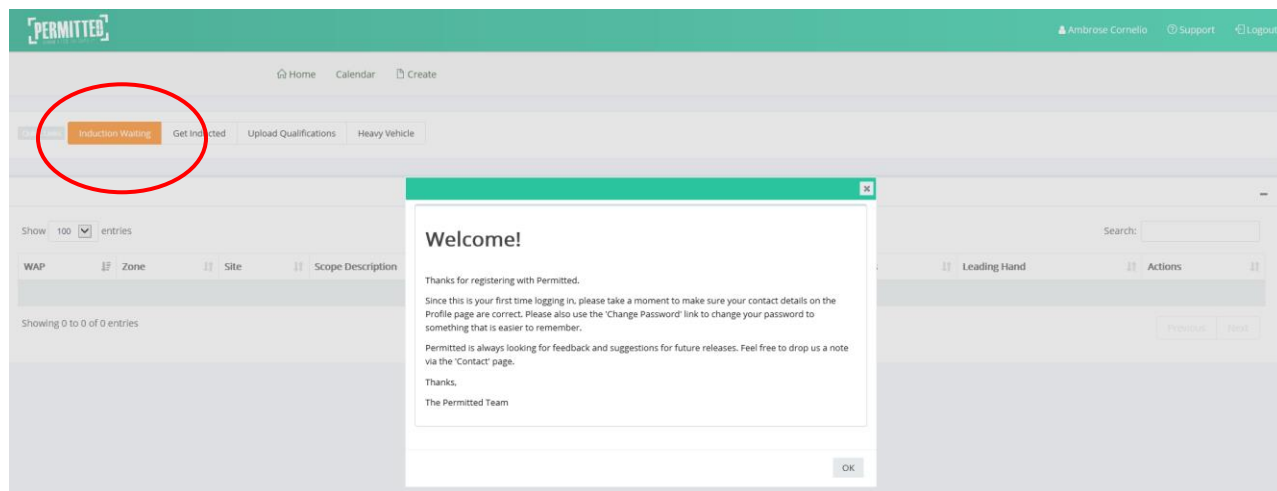
Step 3 – Login to Permitted Site to complete on line induction

Log back into Permitted at the following link: <https://www.permitted.com.au/portallogin.php>

Enter your user name (email address or mobile phone number) and password and select Login



After login (the first time) you will receive the following message:



Select the 'Induction Waiting' tab to begin your induction.

You may have more than one induction invitation. Select 'EastLink General Induction – Begin'.

If you do not have **EastLink General Induction** available, please contact: ybuntsma@connecteast.com.au

The screenshot shows a web interface titled "Get Inducted" with a green header bar. Below the header, there are two main sections: "Waiting Inductions" and "Other Inductions".

In the "Waiting Inductions" section, there is a table with one row. The first column contains the text "Eastlink - Eastlink General Induction". The second column contains two buttons: "Begin" (highlighted with a red circle) and "Decline".

In the "Other Inductions" section, there is a form with two rows. The first row is labeled "Choose project:" and contains a dropdown menu with the text "Select a project." and a downward arrow. The second row is labeled "Choose induction:" and is currently empty.

At the bottom right of the interface, there is a "Close" button.

Pre-Requisites

The minimum requirement for working on EastLink is to provide a copy of a White/Red Card (also known as Construction Induction Card) and a copy of certified and current photo identification. Typical certified photo identification is driver's license, passport, Working with Children's Card, National Police Check, Worksafe High Risk License etc.

Note: Under the Victorian OHS Regulations 2007, working on or adjacent to a roadway is classified as high risk construction work and requires Construction Induction Training. If you do not have a Construction Induction Card please contact Yvonne Buntsma on 0407 398 533 or ybuntsma@connecteast.com.au to discuss. Dependent on the works being performed an exemption may be provided.

Select Upload New on OHS – White Card drop down box:

The screenshot shows a web interface with three tabs: 'Pre-Requisites' (highlighted in green), 'Induction Content', and 'Induction Quiz'. Below the tabs is a section titled 'MINIMUM QUALIFICATION REQUIREMENTS'. It contains two instructions: 'This induction requires a copy of your qualification that satisfies EACH of the following requirements.' and 'This induction requires a copy of your qualification that matches ONE of the following list.' The first instruction is followed by a dropdown menu labeled 'OHS - White Card' with the text 'Please Select...' and a checkmark icon. The second instruction is followed by two dropdown menus: 'Choose the qualification you have:' with 'Please select the qualification you have...' and 'Choose your matching upload:' with 'Please Select...'. A 'Submit' button is located at the bottom of the form.

Enter details of qualification and submit (Note. A White/Red Card does not expire):

The screenshot shows a dialog box titled 'Add Qualification' with a close button (X) in the top right corner. It contains several input fields: 'Description:' with a text box, 'Licence Number:' with a text box, 'Doesn't Expire:' with an unchecked checkbox, 'Expiry:' with a text box, and 'Copy Upload:' with a text box and a 'Browse...' button. At the bottom right, there are two buttons: 'Submit' (circled in red) and 'Cancel'.

Repeat above step for Driver's license/photo identification.

Upload copies of any other relevant license ie. Traffic Management, First Aid, Confined Space, Electrical License, Working at Heights, National High Risk License etc.

MINIMUM QUALIFICATION REQUIREMENTS

This induction requires a copy of your qualification that satisfies EACH of the following requirements.

OHS - White Card

White Card - (2025-01-01)



This induction requires a copy of your qualification that matches ONE of the following list.

Choose the qualification
you have:

C Class Drivers Licence

Choose your matching
upload:

Drivers License - (2026-10-13)

Submit

The EastLink General Induction will start automatically. View the presentation. At the completion of the presentation, select the Start Induction Quiz.

Induction Content

Eastlink - Eastlink General Induction

Go Back To Induction
Content

Start Induction Quiz

You will be required to complete the quiz and answer all questions correctly. Following the quiz a screen will appear with your answers. Questions marked in red mean an incorrect answer.

You will be notified via email or SMS on whether you have passed or failed; this will also generate an automated email to EastLink. Three successive fails will see the induction application rejected.

Step 4 – Login to Permitted Site to Upload Qualifications


Enter your user name (email address) and password and select Login

Have an **account?**

Access to the **Permitted** Portal is restricted to registered users.

Username:

Password:



Select Upload Qualifications:

Eastlink General Induction Completed

My Work Authority Permits

Show entries Search:

WAP	Zone	Site	Scope Description	Occurrence	First Date	Status	Leading Hand	Actions
No data available in table								

Enter details of qualification and submit:

Add Qualification ✕

Description:

Licence Number:

Doesn't Expire:

Expiry:

Copy Upload:

SITE LINK

Site:

Type:

Note: If the qualification does not expire for example White Card, select doesn't expire.

Note: Upload a copy of your qualification as a jpeg or pdf file.

Note: Under site select EastLink

Note: Under Type select the qualification type for example "C Class Driver's License, Confined Space, White Card" etc. Only one qualification type is to be selected for each qualification.

Repeat above step for each relevant qualification.