

Registration - Help

This screen is used to request that your organisation (and/or branch) be registered in the On-Line CPS Register. It is accessed by clicking the [REGISTER] link, which is located directly beneath the [Login >] button in the top right hand corner of the screen.

The registration sign up process (i.e. this screen) must be used before a new CPS system can be added for your organisation. The proposed user's login details (where "Email:" is the proposed user's email address) are specified during the registration process. You can register as either an owner/organisation or as an agent. Note that if an agent manages a CPS on behalf of an owner the system **owner** is still legally responsible for that system.

Input fields marked with an asterisk (*) are required. All other fields are optional.

Registration – Input fields

[Organisation Name] *

Enter the name of your organisation.

[Branch Name] *

Enter the applicable branch name.

[We manage systems on behalf of other Organisations *]

Select this radio button if you are acting as an Agent for another organization.

[We use third party agents to manage some or all of our systems *]

Select this radio button if your organization hires Agents to manage its corrosion protection systems.

[Building Name]

Enter the building name, if applicable.

[Street Number]

Enter the street number for the building's address.

[Street Name]

Enter the street name for the building's address.

[Street Type]

Select the street type for the building's address from the drop down list.

[Suburb]

Enter the suburb name for the building's address.

[State]

Select the state (e.g., "NSW") for the building's address from the drop down list.

[Post Code]

Enter the postcode for the building's suburb.

[PO Box]

Enter the post office box, if applicable.

[POB Suburb]

Enter the suburb name of the PO Box address.

[POB State]

Select the state (e.g., "NSW") for the PO Box address from the drop down list.

[POB Post Code]

Enter the postcode for the PO Box.

User Details – Input fields**[First Name *]**

Enter the first name of the user for whom you wish to register login details. Punctuation characters should not be used.

[Surname *]

Enter the login user's surname.

[Job Position Title *]

Enter the login user's job position title.

[Office/User Email Address *]

Enter the user's email address.

Note that the email address specified will be used as the Login ID, and the specified user will receive notifications for all actions within the system that relate to

[Password *]

Enter a password for the login user. The password must contain at least 7 characters. Note that passwords are case sensitive (i.e. letters can be entered in lower case, upper case, or a mixture of both). Digits and punctuation characters can also be used.

[Confirm Password *]

Retype the password entered above (to confirm it has been entered correctly).

[Other Email Address]

Enter the email address of another user. (Optional)

Note: If specified, all system notifications will also be sent to this user (i.e., the email specified will be copied in on all changes and notifications).

Phone Numbers * – Input fields

Note that at least one of these fields must be entered.

[Office Switchboard Phone Number]

Enter the office switchboard number (or main work number) that is to be used for this login user, if applicable. Punctuation characters should not be used.

[Office Direct Phone Number]

Enter the office direct number (or work phone number) that is to be used for this login user, if applicable. Punctuation characters should not be used.

[Mobile Number]

Enter the mobile phone number that is to be used for this login user, if applicable. Punctuation characters should not be used.

[Fax Number]

Enter the fax number that is to be used for this login user, if applicable. Punctuation characters should not be used.

[Register] button

To submit your organisation for registration approval, click the **[Register]** button in the bottom right hand corner of the screen. Ensure that all required fields have been filled in correctly.

Note: You will be notified via email by the system administrator when your organisation has been approved.