



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.

The screenshot shows a registration interface with three steps: STEP 1 (highlighted in green), STEP 2 (dark grey), and STEP 3 (dark grey). The main heading is 'Get Registered'. Below it, there are two input fields: 'Email address or Mobile Number:' and 'Confirm Email or Mobile:'. A note below the first field states '* This will be your Permitted username.' At the bottom of the form is a green 'Next' button, which is circled in red. Below the form, there are two links: 'Already have an account?' and 'Contact Permitted'.

STEP 1

STEP 2

STEP 3

Who you work for

Company ABN:

Company Name:

Back

Next

[Already have an account?](#) | [Contact Permitted](#)

STEP 1

STEP 2

STEP 3

Your Details

First Name:

Last Name:

Contact Number:

State:

* as listed on your Photo ID

By clicking Submit to create an account on Permitted, you agree to our [Privacy Policy](#) and [Terms of use](#)

Back

Submit

[Already have an account?](#) | [Contact Permitted](#)

You've Registered

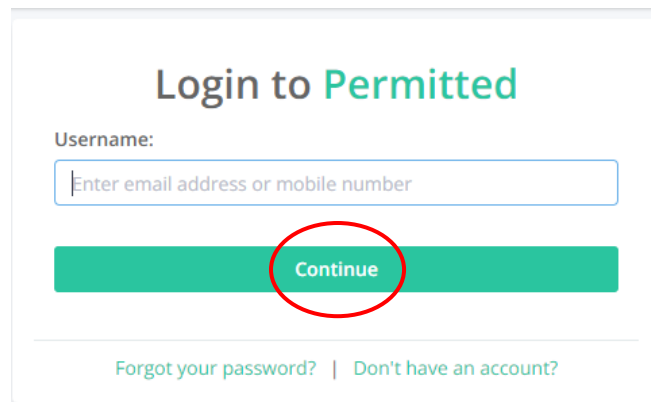
You have been registered. We just sent you an email with your password. You have inductions waiting.

Login

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

Step 3 – Click Login to complete online induction

Enter your username (email address or mobile phone number) and select Continue.



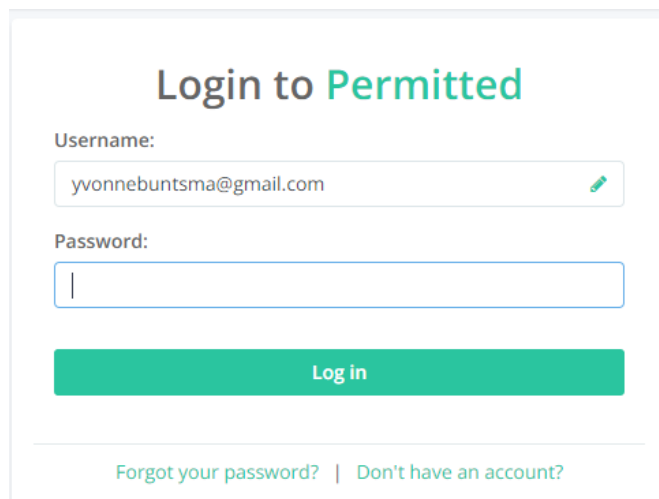
Login to Permitted

Username:

Continue

[Forgot your password?](#) | [Don't have an account?](#)

The password box will appear. Enter the password from your SMS or email:



Login to Permitted

Username:

Password:

Log in

[Forgot your password?](#) | [Don't have an account?](#)

You are now prompted to enter a new password:

Change Password for Yvonne Buntsma

For your account security, you need to set your own password which will be known only to you.

New Password:

Confirm New Password:

Your new password needs to:

- be a minimum of 10 and maximum of 100 characters
- contain a mix of upper and lowercase letters
- contain at least one number
- contain at least one special character
- not be a password you have used before

Submit

You will now be prompted to login using your updated password.

New password saved. Please login with your new password.

Login to Permitted

Username:

Continue

[Forgot your password?](#) | [Don't have an account?](#)

You will be taken to the Permitted Homepage. Select the Inductions Waiting button at top left hand corner.

Select the 'Induction Waiting' tab to begin your induction. A screen will appear with any applicable inductions:

PERMITTED

Yvonne Buntsma

Home Calendar Create

Quick Links

Induction Waiting

Get Inducted

Upload Qualification

Main Menu

Home

WAPs

My WAPs

Waiting Inductions

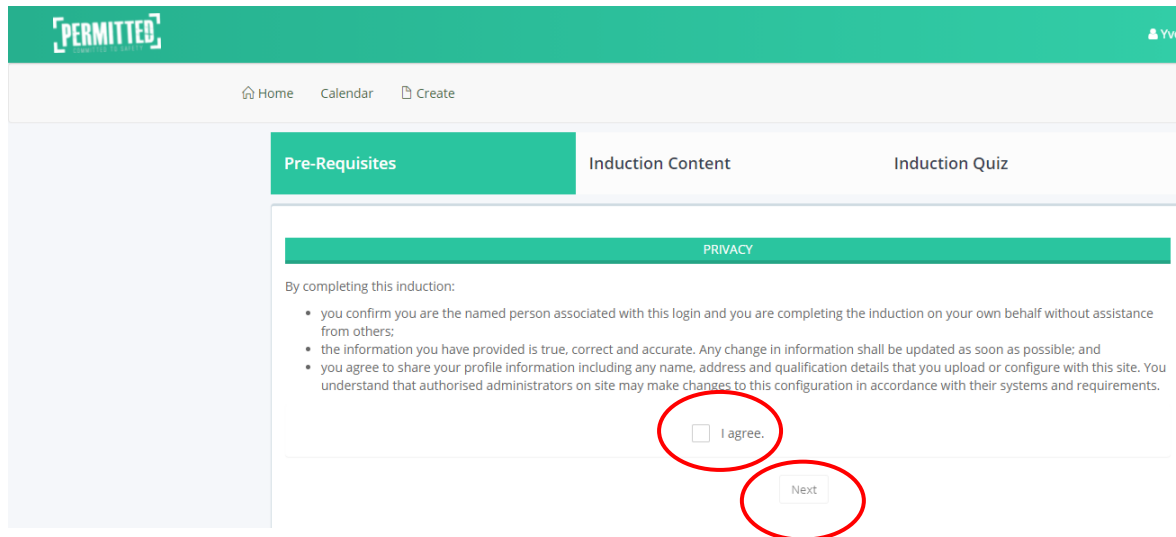
Eastlink		
Eastlink General Induction	Begin	Decline
M4SM		
M4 Smart Motorway Traffic Readiness	Begin	Decline

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

Pre-Requisites

The following screen will appear:

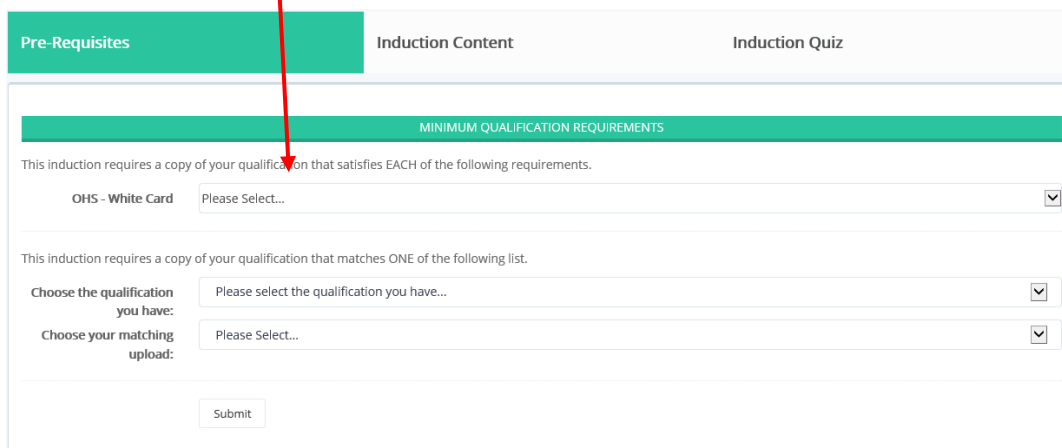


The screenshot shows a web interface with a green header containing the logo 'PERMITTED' and a user profile icon for 'Yvon'. Below the header is a navigation bar with 'Home', 'Calendar', and 'Create' links. The main content area has three tabs: 'Pre-Requisites' (active), 'Induction Content', and 'Induction Quiz'. A green bar labeled 'PRIVACY' is at the top of the content area. Below it, the text reads: 'By completing this induction:'. A bulleted list follows: 'you confirm you are the named person associated with this login and you are completing the induction on your own behalf without assistance from others;', 'the information you have provided is true, correct and accurate. Any change in information shall be updated as soon as possible; and', and 'you agree to share your profile information including any name, address and qualification details that you upload or configure with this site. You understand that authorised administrators on site may make changes to this configuration in accordance with their systems and requirements.' At the bottom of the list is a checkbox labeled 'I agree.' and a 'Next' button. Both the checkbox and the 'Next' button are circled in red.

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 the same web interface as above, but with the 'Pre-Requisites' tab selected. A green bar labeled 'MINIMUM QUALIFICATION REQUIREMENTS' is at the top of the content area. Below it, the text reads: 'This induction requires a copy of your qualification that satisfies EACH of the following requirements.' There are two dropdown menus. The first is labeled 'OHS - White Card' and has a value of 'Please Select...'. A red arrow points from the 'Pre-Requisites' tab to this dropdown. Below this, the text reads: 'This induction requires a copy of your qualification that matches ONE of the following list.' There are two more dropdown menus. The first is labeled 'Choose the qualification you have:' and has a value of 'Please select the qualification you have...'. The second is labeled 'Choose your matching upload:' and has a value of 'Please Select...'. At the bottom of the form is a 'Submit' button.

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

Add Qualification [Close]

Description: [Text Input]

Licence Number: [Text Input]

Doesn't Expire:

Expiry: [Text Input]

Copy Upload: [Text Input] [Browse...]

[Submit] [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.

Pre-Requisites | Induction Content | Induction Quiz

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:

The screenshot shows the PERMITTED system interface. At the top, there is a green header with the logo and user information (Yvonne Buntsma, Support, Log). Below the header is a navigation bar with 'Home', 'Calendar', and 'Create' options. A sidebar on the left contains 'Quick Links' with items like 'Induction Waiting', 'Get Inducted', 'Upload Qualification' (circled in red), 'Main Menu', 'Home', and 'WAPs'. The main content area is titled 'My WAPs' and features a table with columns: WAP, Site, Zone, Scope, Occurrence, First Date, Leading Hand, and Status. There are '+ New' and 'Refresh' buttons in the top right of the table area.

Enter details of qualification and submit:

The 'Add Qualification' form is displayed in a modal window. It includes the following fields and controls:

- Description:** A text input field with a red arrow pointing to it.
- Licence Number:** A text input field.
- Doesn't Expire:** A checkbox.
- Expiry:** A date input field.
- Copy Upload:** A file input field with a 'Browse...' button.
- SITE LINK:** A section header.
- Site:** A dropdown menu with 'Select Site' as the placeholder.
- Type:** A dropdown menu with 'Select Site' as the placeholder.
- Submit:** A button circled in red.
- Close:** A button.

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.