

# A guide to the contractor registration process

- 1 Click the following link to visit our contractor induction web page:  
<https://www.watercare.co.nz/About-us/Who-we-are/Contractors>

- 2 As a new contractor, please select the 'click to begin' button under the heading 'Registration portal (new contractor)'.



Registration portal (new contractor)

Follow the instructions for registration via Immerse (inductions, certification for site entry, training modules) by clicking the button below.

Click to begin!



- 3 You will be taken to the site induction screen. Scroll to 'onscreen instructions' and click 'Immerse Registration' to continue.

Please click this link to register: [Immerse Registration.](#)

If you have previously registered before please click the sign in button (yellow arrow)



### ④ Complete all the required fields:

- Email
- First name
- Last name
- Password
- Retype your password
- Language
- Branch name:  
001 - Watercare Contractor Induction

1 User Profile — 2 Additional Fields

Email (Required)

First Name (Required) Last Name (Required)

Password (Required) Retype the password (Required)

Language (Required) Branch Name  
001 - Watercare Contractor Induction

☐ I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

Already registered? [Sign In](#)

### ⑤ Read the privacy policy then tick the box 'I accept the terms of the privacy policy.'

### ⑥ Click 'next' in the bottom right corner.



### ⑦ Register by filling in the following details:

- Role
- Unit
- Department
- Company
- Direct Manager (your manager)

Register

Begin your new learning experience by simply filling out this form.

1 User Profile — 2 Additional Fields

Role (Required) Unit

Department Company (Required)

Direct Manager

Already registered? [Sign In](#)

PREVIOUS REGISTER

### ⑧ Click 'register' in the bottom right corner.



9 To start an induction, click on the name of the induction, for example: Networks - contract induction.

10 Click 'contractor onsite induction'.



### Contractor Onsite Induction

Learning Plan | 15m 00s



11 Eleven inductions will appear. Click on the induction you are required to complete.



#### Networks - Contractor Induction

Watercare Networks - Online Contractor Induction Mod  
E-Learning



#### Headworks - Contractor Induction

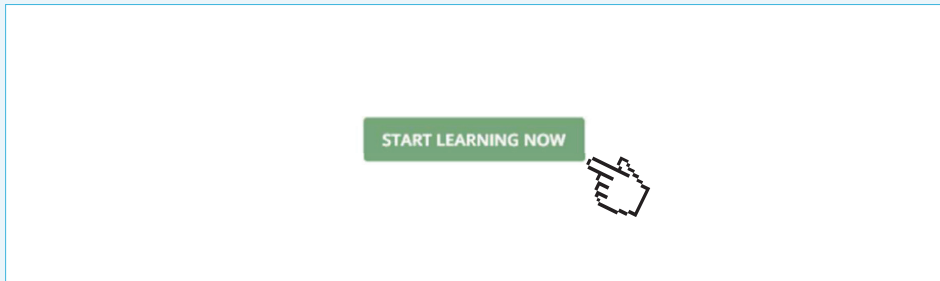
Watercare Headworks - Online Contractor Induction Mc  
E-Learning



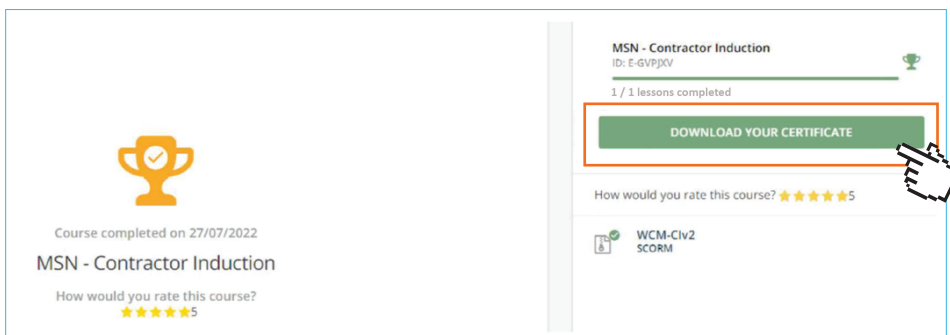
#### Biosolids - Contractor Induction

Watercare Biosolids - Online Contractor Induction Modi  
E-Learning | Duration: 15m

- 12 Click 'start learning now' to begin the induction.



- 13 Once you have completed the induction click 'download your certificate'.



- 14 Your contractor registration process is now complete.