

Quick Reference Guide

Donesafe Contractor Management Supplier login and password changes

Last updated: June 2024



Introduction

Suppliers can update their login email address and/or password as required. This Quick Reference Guide details how this can be done by the Supplier:

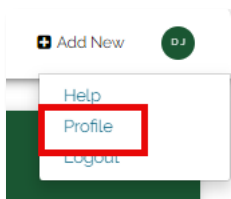
Changing the primary email

Suppliers can update their primary email address (which is used to login to Contractor Management Portal) as follows:

On the profile icon top right of the Donesafe Header bar, click the initials icon.



Select **Profile** from the drop down list provided.



1. From the Profile window, click the **Details** tab.
2. Update/change the email address, as necessary.

A screenshot of the 'Donesafe JJs' profile page, specifically the 'DETAILS' tab. The page has a sidebar with a profile icon 'DJ' and a main content area. The 'DETAILS' tab is selected and highlighted with a red box and a red circle with the number '1'. Below it, the 'Email' field is highlighted with a red box and a red circle with the number '2'. A red arrow points to the email field. At the bottom left, the 'Save' button is highlighted with a red circle and the number '3'. The form contains fields for Name, Title (Donesafe), JJs, Email (donesafe1@jjswaste.com.au), Mobile, Payroll Identifier, Timezone, Employment Type, and Employment start date.

3. Click **Save** to save the changes. Whilst suppliers continue to use the system at this point, the next time they login, they will be required to use the new email address.

Quick Reference Guide

Donesafe Contractor Management Supplier login and password changes

Last updated: June 2024



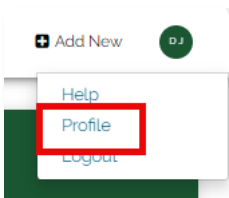
Changing your password

Suppliers can update their password to access the Contractor Management Portal as follows:

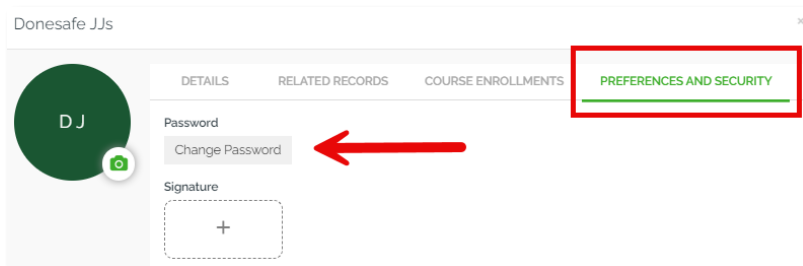
On the profile icon top right of the Donesafe Header bar, click the initials icon.



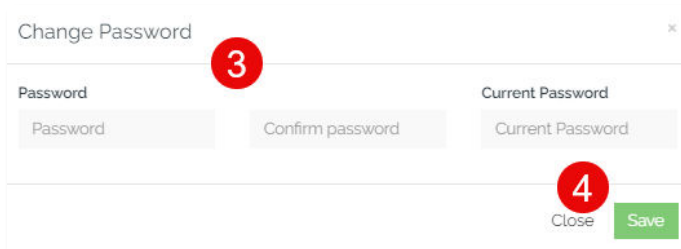
Select **Profile** from the drop down list provided.



1. From the Profile window, click the **Preferences and Security** tab.



2. Click the **Change Password** field.
3. Enter the **new** password, **confirm** the new password and enter the **existing** password.



4. Click **Save** to save the changes. The new password will need to be used when you next login.

Note:

Whilst suppliers are able to change their primary contact email for login and/or password and continue to use the system at that time, when they next login they will be required to use the new login details.