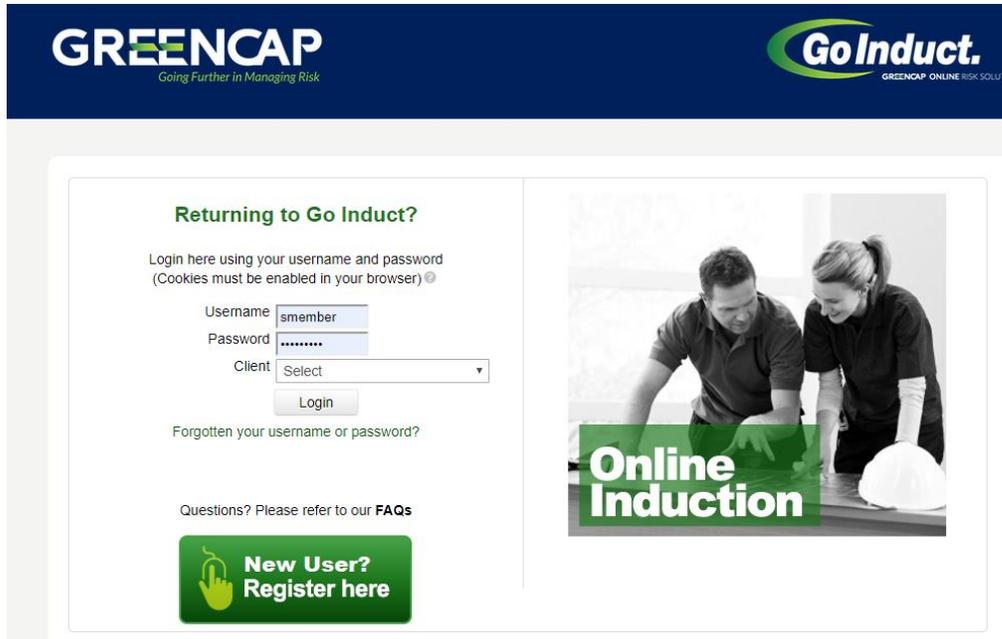


## GO Induct Step by Step Guide - Bulk Purchase

1. Go to <https://greencaponline.com/login/index.php>
2. Click the 'First Time User Register here' button to commence the registration process.  
*Note: there is no administrative function (no company registration). You will need to register one of the inductees to get to the payment window and enter a bulk purchase.*



The screenshot shows the Go Induct login interface. At the top, there are logos for GREENCAP (with the tagline 'Going Further in Managing Risk') and Go Induct. (with the tagline 'GREENCAP ONLINE RISK SOLUTIONS'). The main content area is titled 'Returning to Go Induct?' and contains a login form with fields for Username (containing 'smember'), Password (masked with dots), and Client (a dropdown menu set to 'Select'). A 'Login' button is below the form. There are links for 'Forgotten your username or password?' and 'Questions? Please refer to our FAQs'. A prominent green button with a hand icon says 'New User? Register here'. To the right of the form is a photograph of two people in a workshop setting with a white hard hat, overlaid with a green box containing the text 'Online Induction'.

3. Select the client (from the drop-down menu) and enter the Induction code located on your GO Induct invitation email.

Already registered? [Go to login page](#)

### Choose client

Client

Induction Code \*

### Choose your username and password

Only lowercase letters allowed for username

Username \*

The password must have at least 7 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter

Password \*   Reveal Password

4. **Enter the details** of one inductee you wish to set up (remembering to record the password and username you create). Inductee can complete the trade license details when they log in if required.

**Relevant Trade Licences**

Construction Industry Induction (White Card) Number

Contractor Company Name

Company Service Type

Trade Licences Applicable

Trade Licence Type

Trade Licence Number

Trade Licence Expiry Date 11 May 2015  Enable

Trade Licence Type

Trade Licence Number

Trade Licence Expiry Date 11 May 2015  Enable

Trade Licence Type

Trade Licence Number

Trade Licence Expiry Date 11 May 2015  Enable

5. **Amend the 'Quantity'** to the number required and hit the Recalculate Button.

6. **Go to Payments**

Greencap respects your privacy.  
Card details are protected using SSL SECURE PAYMENT 

To prevent duplicate orders, please do not use your browser's 'back' or 'refresh' buttons on this page.

| Product  | Quantity  | Price        | Amount       |
|--|---|--------------|--------------|
| JLL - Contractor Safety Induction #7             | 5   | 17.50        | 87.50        |
| All prices are in AUD Dollars (+ GST Aust. Only) |   | <b>TOTAL</b> | <b>87.50</b> |

**Voucher**

If you have a voucher or coupon, enter its code and click on RECALCULATE

7. You only need to complete the 'Billing address' section. Please **enter your own billing email address** in all three email address fields.

Required fields are shown in **BOLD** and marked with an \*

**Billing address**

\* Full name

Company

\* Address

\* City

\* State or Province

\* Postal or ZIP code

Country

Telephone

\* E-mail

\* The Inductee's EMAIL details please

\* Re-type the above EMAIL information

**Inductee Details (if different from the billing address)**

Full name

Company

Address

City

State or Province

Postal or ZIP code

Country

8. When the payment has been processed, you will receive an automated email message with **information of your bulk order and your receipt number** (please make sure that your mail system allows emails from *Greencaponline*).
9. Please respond to this email (following the format provided) with **a list of the inductees** that you wish to set up along with their individual email addresses. Please note that an individual email address for each inductee is a system requirement and **cannot be bypassed**.
10. Once received by the Support team, each inductee will be set up on GO Induct and issued with an **automated email with their login details** to the email address provided for that inductee. If the inductee does not receive this notification (for whatever reason) they can retrieve their login details using the 'Forgotten your username or password' link on the welcome page.

For any questions, please contact [support@greencaponline.com.au](mailto:support@greencaponline.com.au) quoting your username and/or receipt number (#####).