



Portal Registration – All Accounts

Contents

Introduction.....	3
1. Individual.....	3
2. Employee.....	3
3. Apprentice / Trainees.....	3
4. Employer / Company.....	3
STEP 1 - REGISTRATION.....	5
INDIVIDUAL ACCOUNT.....	5
EMPLOYEE ACCOUNT.....	7
EMPLOYER / COMPANY ACCOUNT.....	9
APPRENTICE / TRAINEE ACCOUNT.....	11
STEP 2 - ACCOUNT VALIDATION.....	13
EMPLOYEE + APPRENTICE / TRIANEE REGISTRATION ADMINISTRATOR INSTRUCTIONS.....	14
STEP 3 – LOG IN.....	15

Introduction

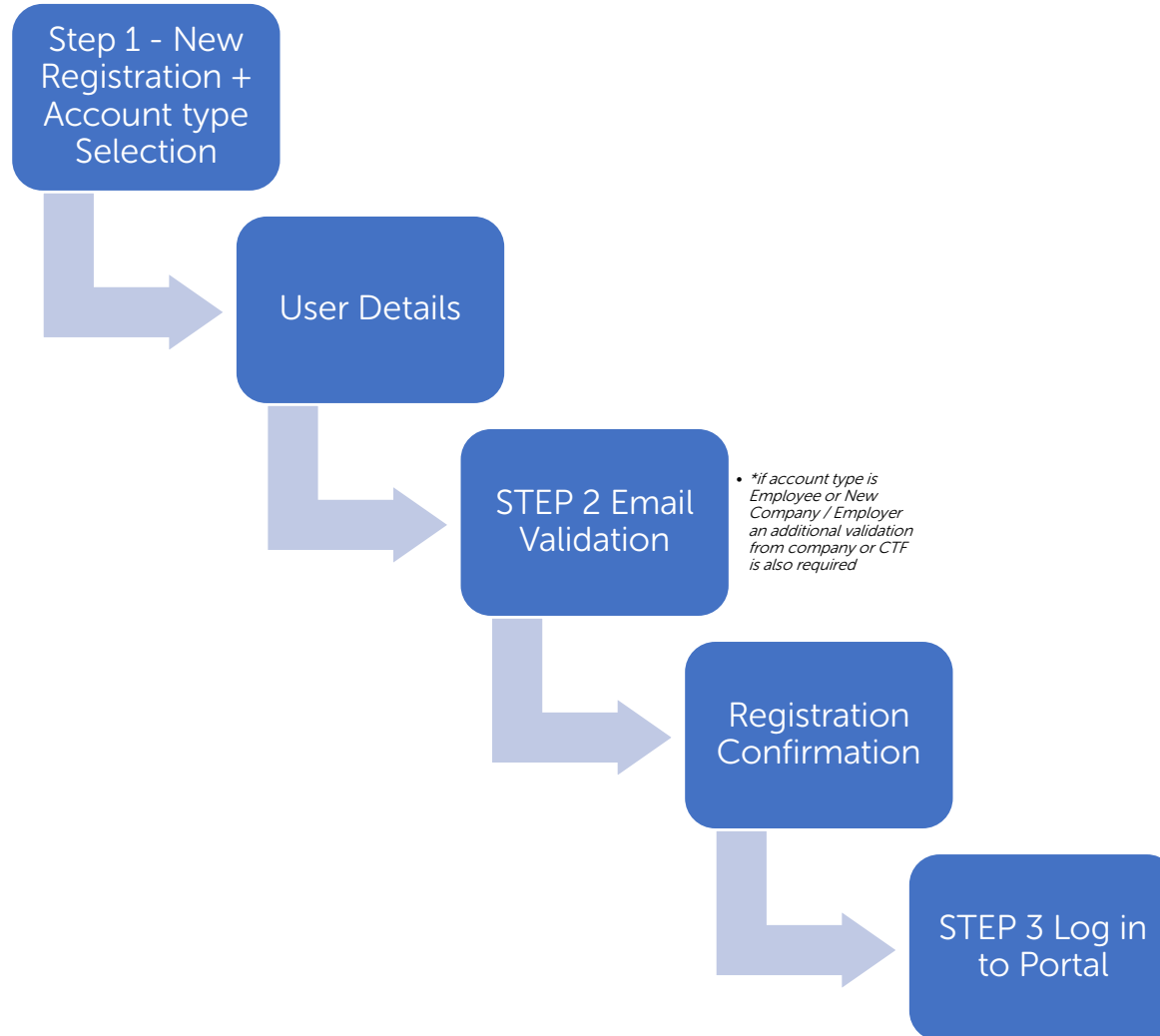
The Construction Training Fund's (CTF) online portal is designed to enable users to access to the portal at any time from anywhere.

The portal is designed around four (4) main user groups:

1. **Individual** – This profile is designed for users who want to lodge subsidy claims for themselves. Only the individual user can view their submitted claims and are responsible for their account details.
2. **Employee** – This profile is designed for users to lodge subsidy claims and levy projects and payments on behalf of a company. The employee registration profile requires validation from the company or the CTF (if no administrator is assigned to the company). An Employee account can view all transactions of the company there are linked to.
3. **Apprentice / Trainees** – This profile is designed for users who are currently registered in an eligible CTF qualification. The user must be in the CTF system prior to registration and can lodge subsidy claims once allowed access.
4. **Employer / Company** – This profile is designed for users who have a registered company and hold an ABN number. The Account must be validated by the CTF prior to being able to access the portal. Users of this Account type can lodge subsidy and levy projects and payments for their company and can view any employees linked to their company.

Support

The CTF is open Monday through Friday from 8:30 am – 5:00 pm with officers available for trouble shoot queries along with emailing inquiries@ctf.wa.gov.a

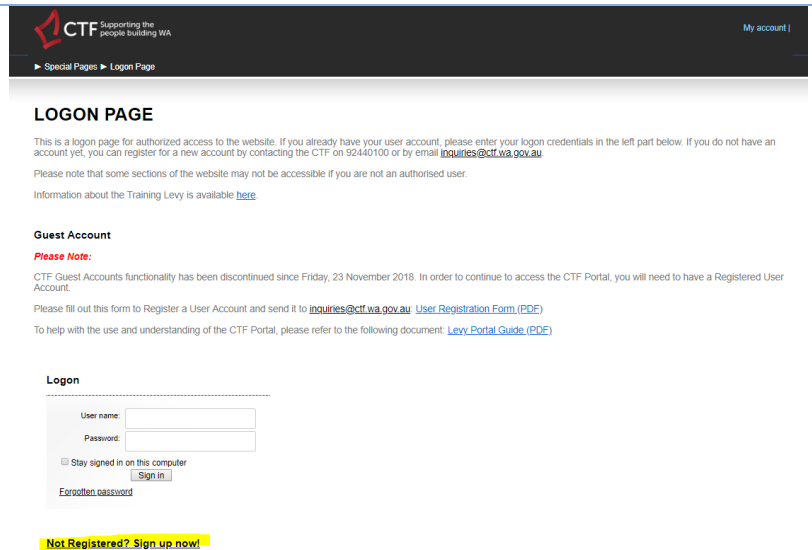


STEP 1 - REGISTRATION

INDIVIDUAL ACCOUNT

Registration

First time registration > click Not Registered? Sign up now!



CTF Supporting the people building WA My account |

► Special Pages ► Logon Page

LOGON PAGE

This is a logon page for authorized access to the website. If you already have your user account, please enter your logon credentials in the left part below. If you do not have an account yet, you can register for a new account by contacting the CTF on 92440100 or by email inquiries@ctf.wa.gov.au.

Please note that some sections of the website may not be accessible if you are not an authorised user.
Information about the Training Levy is available [here](#).

Guest Account

Please Note:
CTF Guest Accounts functionality has been discontinued since Friday, 23 November 2018. In order to continue to access the CTF Portal, you will need to have a Registered User Account.

Please fill out this form to Register a User Account and send it to inquiries@ctf.wa.gov.au [User Registration Form \(PDF\)](#)

To help with the use and understanding of the CTF Portal, please refer to the following document: [Levy Portal Guide \(PDF\)](#)

Logon

User name:

Password:

Stay signed in on this computer [Sign in](#)

[Forgot your password](#)

Not Registered? Sign up now!

Complete all fields (Note: Password = must be at least 8 characters and include at least one number and one special character) > Click continue

New Registration

First name:

Last name:

Date of Birth:


Email:

Account Type: Individual
 Employee
 Apprentice/Trainee
 Employer/Company

Password:

Password strength:

Confirm password:

CAPTCHA verification: 

User Details

*Complete the fields
on New User
Registration page >
Click Register*

NEW USER REGISTRATION

To register a new account please complete the following fields.


Any personal information gathered will be used only for the primary purpose for which it is collected. For further information on our terms and conditions please see [our terms and conditions page](#)

User Details:

First Name*	<input type="text" value="Kelly"/>
Last Name*	<input type="text" value="Marie"/>
Date of Birth:	<input type="text" value="04/05/1992"/>
Email*	<input type="text" value="Kelly_marie@live.com.au"/>
USI Number:	<input type="text"/>
TRS Number:	<input type="text"/>
Street 1*	<input type="text"/>
Suburb*	<input type="text"/>
Postcode*	<input type="text"/>
State:	<input type="text" value="WA"/>
Business Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
CAPTCHA Verification	<input type="text" value="217936"/>
<input type="button" value="Register"/>	

Account Success

*If you don't receive this message you will need to contact the CTF.

 **CTF** Supporting the people building WA

INFORMATION:


Your Account has successfully been created in Portal.

A confirmation email has been sent to your registered email address.

Before you can log in, Please refer to the instructions listed in the email for account activation

EMPLOYEE ACCOUNT

First time registration > click Not Registered? Sign up now!



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My account |

Special Pages | Logon Page

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Logon

User name:

Password:

Stay signed in on this computer

[Forgotten password](#)

Not Registered? Sign up now!

New Registration

Complete all fields > Check Employee box > (Note: Password = must be at least 8 characters and include at least one number and one special character) > Click continue

First name:

Last name:

Date of Birth:

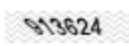
Email:

Account Type: Individual
 Employee
 Apprentice/Trainee
 Employer/Company

Password:

Password strength: **Excellent**

Confirm password:

CAPTCHA verification: 

Enter (as a minimum) the mandatory fields on the New User Registration page >
Select Company/Organization >
Click Register

NEW USER REGISTRATION

To register a new account please complete the following fields.


Any personal information gathered will be used only for the primary purpose for which it is collect [conditions page](#)

User Details:

First Name:*	<input type="text" value="Saz"/>
Last Name:*	<input type="text" value="Bakey"/>
Date of Birth:	<input type="text" value="05/05/1992"/>
Email:*	<input type="text" value="sbaker@bcitf.org"/>
USI Number:	<input type="text"/>
TRS Number:	<input type="text"/>
Street 1:*	<input type="text" value="Duke Street"/>
Suburb:*	<input type="text" value="SCARBOROUGH"/>
Postcode:*	<input type="text" value="6019"/>
State:	<input type="text" value="WA"/>
Business Phone:	<input type="text"/>
Mobile Phone:	<input type="text" value="0449899087"/>
Company/Organization:	<input type="text" value="Bakers Building"/>
Admin. Access?	<input checked="" type="checkbox"/>
CAPTCHA Verification	<input type="text" value="530695"/> <input type="text" value="530695"/>
	<input type="button" value="Register"/>

Account Success

*If you don't receive this message you will need to contact the CTF.

 Supporting the people building WA My account |

INFORMATION:

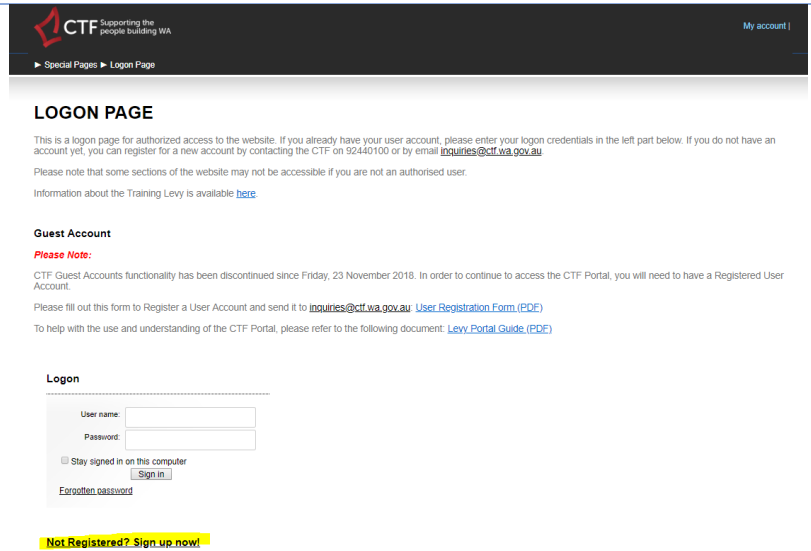
Your Account has successfully been created in Portal.

A confirmation email has been sent to your registered email address, and also to the administrator of your company for validation purposes.

Before you can log in, Please refer to the instructions listed in your email. Your company administrator also needs to activate your account.

EMPLOYER / COMPANY ACCOUNT

First time registration > click Not Registered? Sign up now!



CTF Supporting the people building WA

My account |

Special Pages ▶ Logon Page

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Logon

User name:

Password:

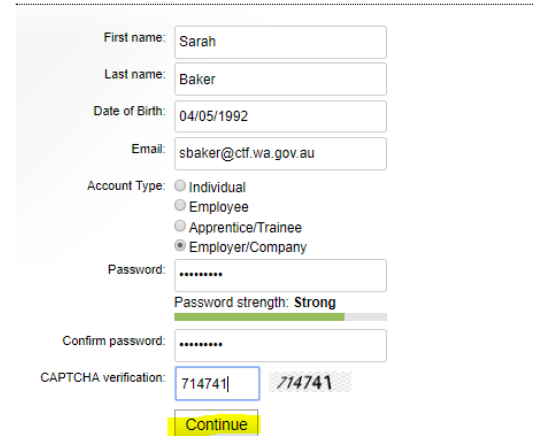
Stay signed in on this computer

[Forgotten password](#)

Not Registered? Sign up now!

Complete all fields > Check Employer/Company box > (Note: Password = must be at least 8 characters and include at least one number and one special character) > Click continue

New Registration



First name:

Last name:

Date of Birth:


Email:

Account Type: Individual
 Employee
 Apprentice/Trainee
 Employer/Company

Password:

Password strength: **Strong**

Confirm password:

CAPTCHA verification: 

Enter (as a minimum) the mandatory fields on the New User Registration page > Tick Employer box in Company Type > Click Register

NEW USER REGISTRATION

To register a new account please complete the following fields.

Any personal information gathered will be used only for the primary purpose for which it is collected. For further information on our terms and conditions please see [our terms and conditions page](#)

User Details:

First Name:*

Last Name:*

Date of Birth:

Email:*

ABN Number:*

Street 1:*

Suburb:*

Postcode:*

State:

Business Phone:

Mobile Phone:

Admin. Access?

Company Information:

Company Type:* Issuing Authority
 Builder
 Council/Shire
 Employer
 GTO
 RTO
 School
 Association
 AAC

Company Name:*

Registration Number:

Main Phone:*

Company Email Address:*

Website:

Company address same as user address?

Company Street 1:

Company Suburb:

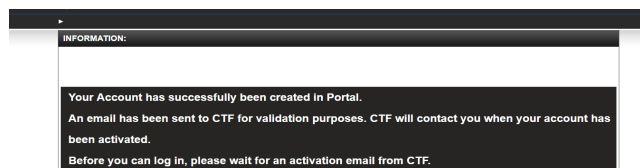
Company Postcode:

Company State:

CAPTCHA Verification


Account Success

*If you don't receive this message you will need to contact the CTF.



APPRENTICE / TRAINEE ACCOUNT

First time registration > click Not Registered? Sign up now!


My account |

► Special Pages ► Logon Page

LOGON PAGE

This is a logon page for authorized access to the website. If you already have your user account, please enter your logon credentials in the left part below. If you do not have an account yet, you can register for a new account by contacting the CTF on 92440100 or by email inquiries@ctf.wa.gov.au.

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To help with the use and understanding of the CTF Portal, please refer to the following document: [Levy Portal Guide \(PDF\)](#)

Logon

User name:

Password:

Stay signed in on this computer

[Forgotten password](#)

Not Registered? Sign up now!

New Registration

First name:

Last name:

Date of Birth:

Email:

Account Type: Individual
 Employee
 Apprentice/Trainee
 Employer/Company

TRS Number:*

Password:

Password strength: **Excellent**

Confirm password:

CAPTCHA verification:

Complete all fields > Tick Apprentice/Trainee > (Note: Password = must be at least 8 characters and include at least one number and one special character) > Click continue

NEW USER REGISTRATION

To register a new account please complete the following fields.

Any personal information gathered will be used only for the primary purpose for which it is intended. For more information, please refer to our [conditions page](#).


User Details:

First Name:*	<input type="text" value="David"/>
Last Name:*	<input type="text" value="Reilly"/>
Date of Birth:	<input type="text" value="04/05/1992"/>
Email:*	<input type="text" value="davidreilly101@gmail.com"/>
TRS Number:	<input type="text" value="123457A1"/>
Street 1:*	<input type="text" value="Duke Street"/>
Suburb:*	<input type="text" value="SCARBOROUGH"/>
Postcode:*	<input type="text" value="6019"/>
State:	<input type="text" value="WA"/>
Business Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Company/Organization:	<input type="text" value="Furey Electrics"/>
CAPTCHA Verification	<input type="text" value="154859 "/> <input type="text" value="154859"/>
	<input type="button" value="Register"/>

Complete the fields on New User Registration page > nominate Company/Organization > Click Register

Account Success

*If you don't receive this message you will need to contact the CTF.



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INFORMATION:

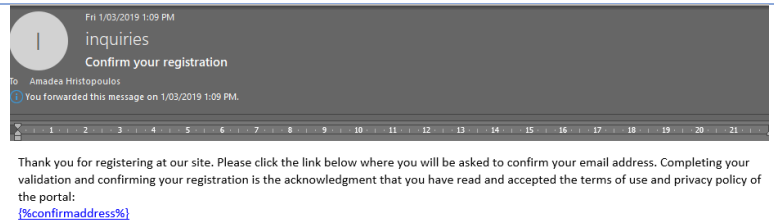
Your Account has successfully been created in Portal.

A confirmation email has been sent to your registered email address.

Before you can log in, Please refer to the instructions listed in the email for account activation

STEP 2 - ACCOUNT VALIDATION

User receives an email from the CTF containing a link to verify the account.



Click the link (you will be taken to a "Confirm Registration" webpage) > click Confirm Registration

User registration confirmation

Please click on the following button to confirm your registration.

Confirm registration

RESULT FOR INDIVIDUAL ACCOUNT

User registration confirmation

i Your account was enabled. **x**

You can log in on [this page](#).

RESULT FOR EMPLOYEE ACCOUNT

Employees must wait for notification from their nominated Employer's Administrator or the CTF before being able to log in.

RESULT FOR APPRENTICE ACCOUNT

Apprentice/Trainee must wait for notification from their nominated Employer's Administrator before being able to log in.

RESULT FOR EMPLOYER / COMPANY ACCOUNT

Company must wait for notification from the CTF before being able to log in.

EMPLOYEE + APPRENTICE / TRIANEE REGISTRATION ADMINISTRATOR INSTRUCTIONS

The following instructions are for the Account holder's Administrator to follow

- Administrator for the nominated company will receive an email requesting approval for the new user

This is a notification that one of your employees/apprentices has just registered on the CTF Portal and is awaiting your approval.

First name: Saz

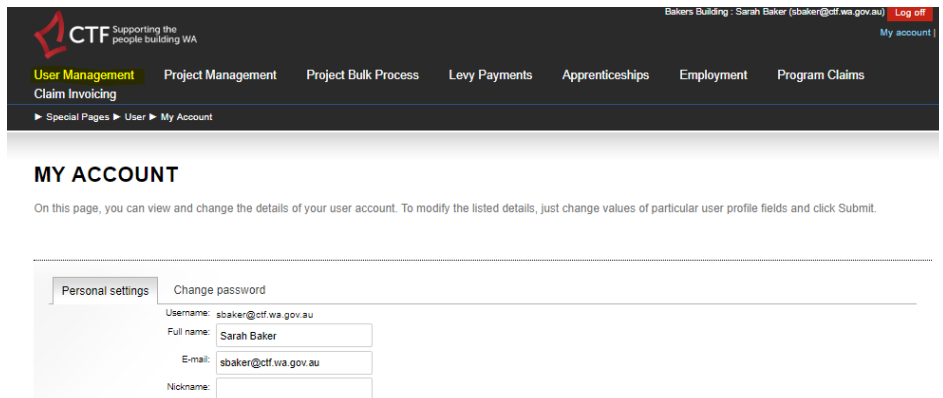
Last name: Bakey

E-mail: sbaker@bcitf.org

User name: sbaker@bcitf.org

If the above user is an employee, please log in to the CTF Portal and go to the "User Management" section and switch the "Web portal user" flag on this user. If the person above is unknown to you please contact CTF immediately at enquiries@ctf.wa.gov.au. You can also call CTF at (08) 9244 0100 with above information.

- The Administrator will log in to the CTF Portal and go to the User Management section



MY ACCOUNT

On this page, you can view and change the details of your user account. To modify the listed details, just change values of particular user profile fields and click Submit.

Personal settings | Change password

Username:

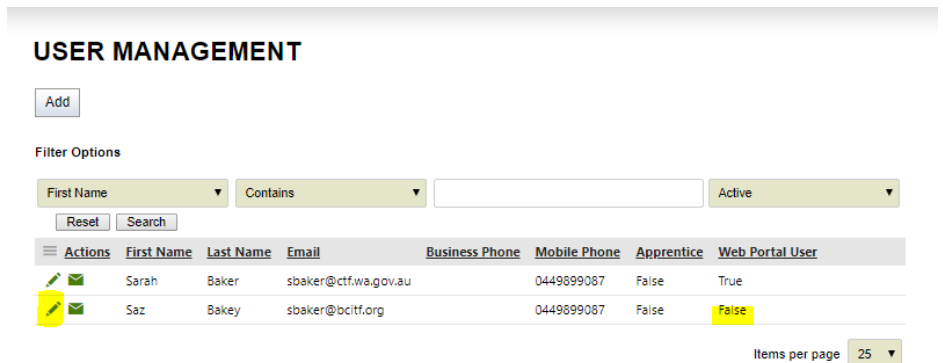
Full name:

E-mail:

Nickname:

- Click on the pencil next to the new user's name > Tick Web Portal User box > Click Save.

an email to the employee will be sent upon web portal access being granted



USER MANAGEMENT

Add

Filter Options

First Name: [Dropdown] Contains: [Input] Active: [Dropdown]

Reset Search

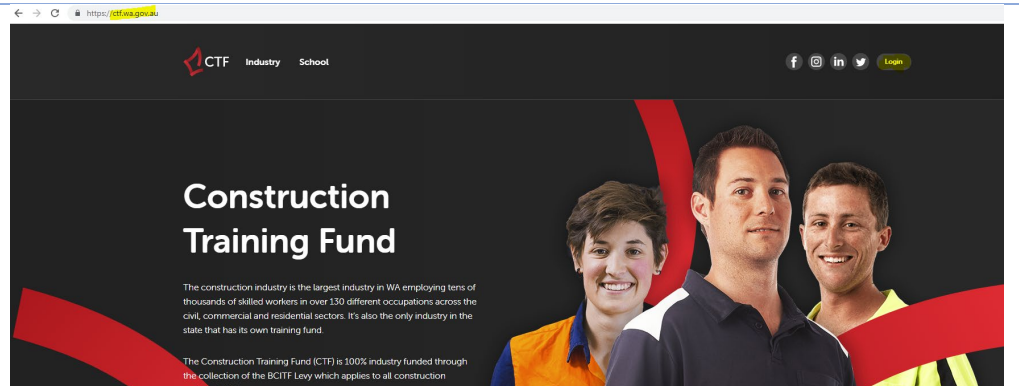
Actions	First Name	Last Name	Email	Business Phone	Mobile Phone	Apprentice	Web Portal User
	Sarah	Baker	sbaker@ctf.wa.gov.au		0449899087	False	True
	Saz	Bakey	sbaker@bcitf.org		0449899087	False	False

Items per page 25

- Once validated, the Employee will have the ability to lodge claims immediately

STEP 3 – LOG IN

Go to ctf.wa.gov.au - Login



Enter user name (email address registered with) and password (as nominated in registration process) > click Sign in

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User name:

Password:

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