

# CTF PORTAL USER REGISTRATION



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

Go to the [ctf.wa.gov.au](http://ctf.wa.gov.au) website click the  button

The portal is designed around four (4) main user groups, please see the below descriptions to identify what type of user you are and how to register:

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. *The CTF will pre-create these profiles. Please contact the CTF to enable your apprentice/trainee account.*
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. It is most likely the company already exists in the system, we recommend creating the Employee profile.

## 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](mailto:inquiries@ctf.wa.gov.a)

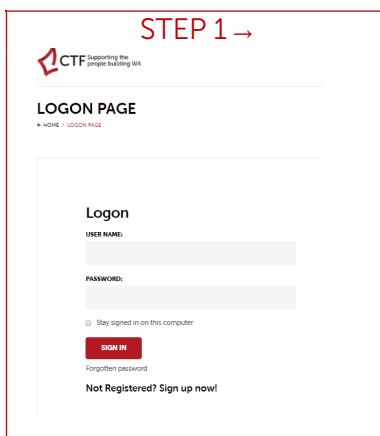
### Individual

#### WHAT'S NEEDED TO CREATE AN INDIVIDUAL PROFILE

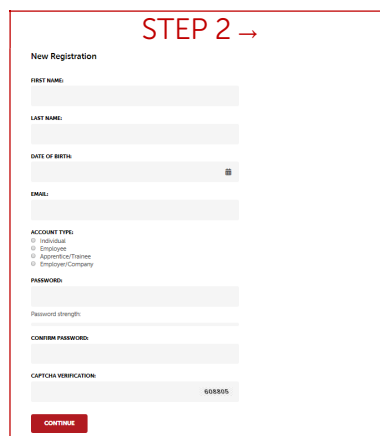
- Your personal details including email, Date of birth and full name;
- A password that is at least 8 characters long and includes a special character e.g. \$%^&@

1. Click Not Registered? Sign up now!
  2. Enter your personal details and select account type Individual; *click continue*
  3. Enter your address details; click register
- An email for validating will be sent through to the nominated user email, access to the portal can not happen until email is validated.

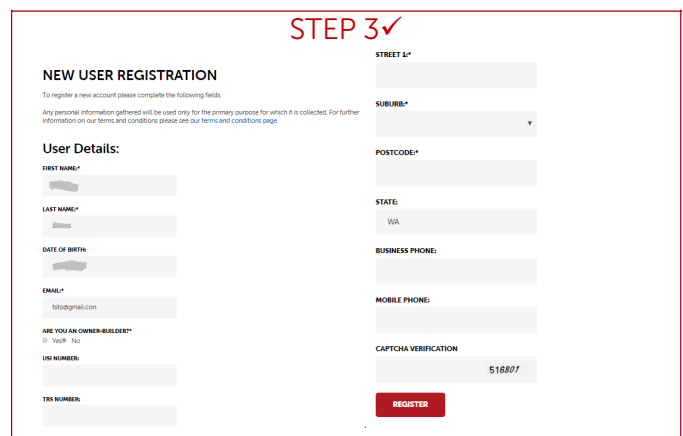
**STEP 1 →**



**STEP 2 →**



**STEP 3 ✓**



### Employee

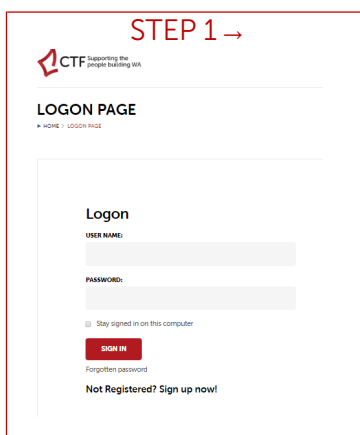
#### WHAT'S NEEDED TO CREATE AN EMPLOYEE PROFILE

- Your personal details including email, Date of birth and full name;
- A password that is at least 8 characters long and includes a special character e.g. \$%^&@
- Name of your company

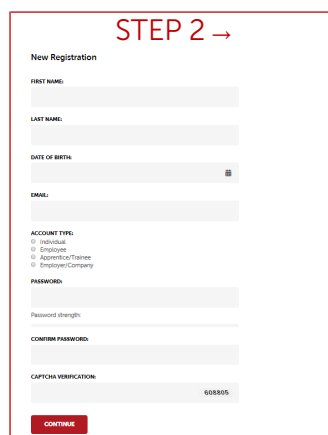
1. Click Not Registered? Sign up now!
2. Enter your personal details and select account type employee; *click continue*
3. Enter your address details; click register

An email for validating will be sent through to the nominated user email, access to the portal can not happen until email is validated (*Users wanting admin access will be validated by the CTF; All other users will be validated by the company's Admin*)

**STEP 1 →**



**STEP 2 →**



**STEP 3**

