



Health and Safety, Risk Management Software



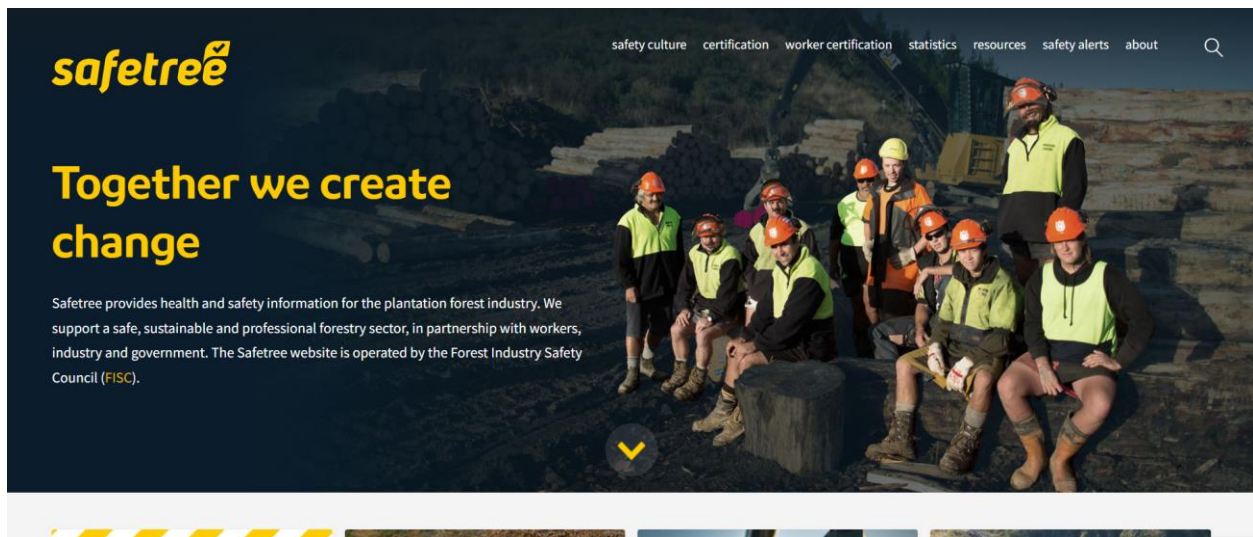
Obtaining a Safetree Login for Contractor  
Certification

# Access & Getting Started.

Finding your way.

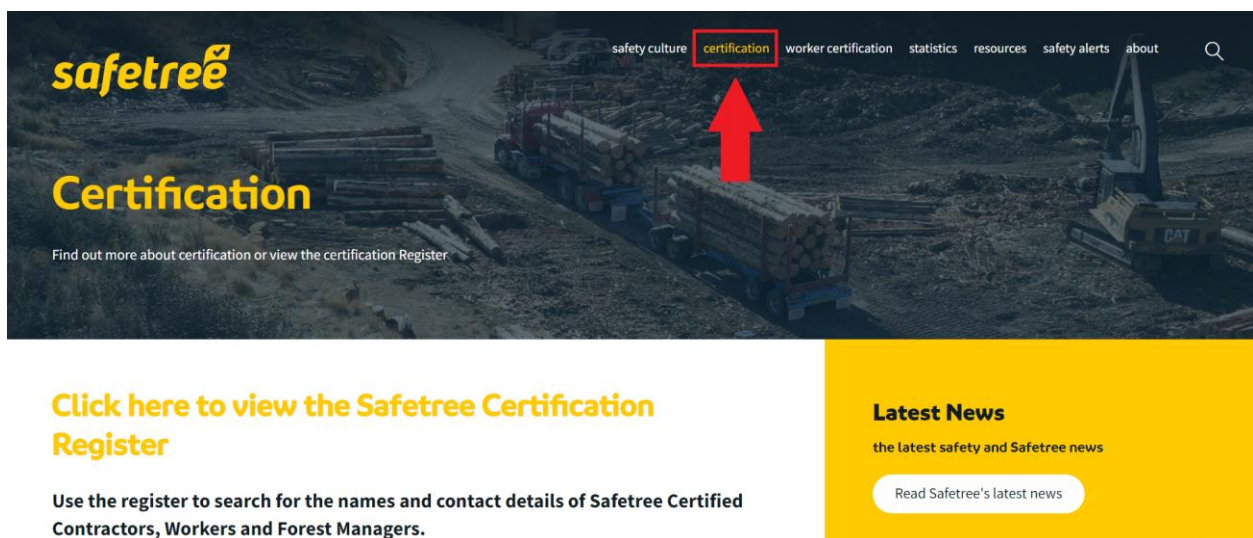
Creating a Login for the [Safetree](#) Certification register only takes a few minutes of your time, and will provide you with access to create [Desktop Audits](#), submit your [Statistics](#) and apply [Field Audit Requests](#) all within the same portal.

To get started simply go to the [Safetree.nz website](#) and you will land on a page that looks like this:



The Certification page.

From here select the [certification](#) tab at the top center right of your screen:



and you will land here where you will see a link labeled [Login Here](#) within the **Become certified** segment:

### Click here to view the Safetree Certification Register

Use the register to search for the names and contact details of Safetree Certified Contractors, Workers and Forest Managers.

### Become certified



- The first step to becoming certified is to request a [login here](#). You will then receive an email invite from Ecoportal, who run the certification Register.
- Accept the invite and set up your password. Then you will be able to start the certification process.
- If you have any questions you can email [certification@safetree.nz](mailto:certification@safetree.nz)

### Already certified? Sign in to the online Register

[See information on signing into the new Register](#)

### The benefits of certification

#### Latest News

the latest safety and Safetree news

[Read Safetree's latest news](#)

# Requesting Your Login.

## [The Request form.](#)

Once you have clicked the link you will be taken to the request form that looks like this:

The screenshot shows the 'Request Login' form. At the top, there is a yellow header with a menu icon and the text 'Request Login'. Below the header, a message reads: 'Provide your details below to begin the Safetree Certification Process. Submitting this form will create an ecoPortal account for you.' The main form area contains a question: 'What best describes your activity?' with a help icon. Below this is a dropdown menu labeled 'Activity Type \*' which is currently collapsed, showing two radio button options: 'Contractor Organisation' and 'Worker'.

Click on the field labeled **What best describes your activity?** and the drop down will appear. Select **Contractor Organization** from the drop down, and the remaining fields will expand asking for further details.

This screenshot shows the 'Request Login' form with the dropdown menu expanded to 'Contractor Organisation'. Below the dropdown, a section titled 'Please provide your details below:' contains several input fields: 'Company Name \*', 'Legal Company Name \*', 'NZBN Number \*', 'Contact Person Name \*', 'Contact Person Phone Number \*', and 'Email Address \*'. At the bottom, there is a checkbox for 'I'm not a robot' with a CAPTCHA image, and a yellow 'REGISTER' button.

With the details complete you can now tell the system you are **NOT a robot**, and click the **REGISTER** button.

**Request Login**

Provide your details below to begin the Safetree Certification Process. Submitting this form will create an ecoPortal account for you.

What best describes your activity?

Activity Type \*  
Contractor Organisation

Please provide your details below:

Company Name * ecoportal Training Services	Contact Person Name * Jason McGeorge
Legal Company Name * Triplika	Contact Person Phone Number * 022 356 1557
NZBN Number * 1234567	Email Address * ecoportaltraining@gmail.com

I'm not a robot

**REGISTER**

**Successfully Registered**

Your account has been successfully created.

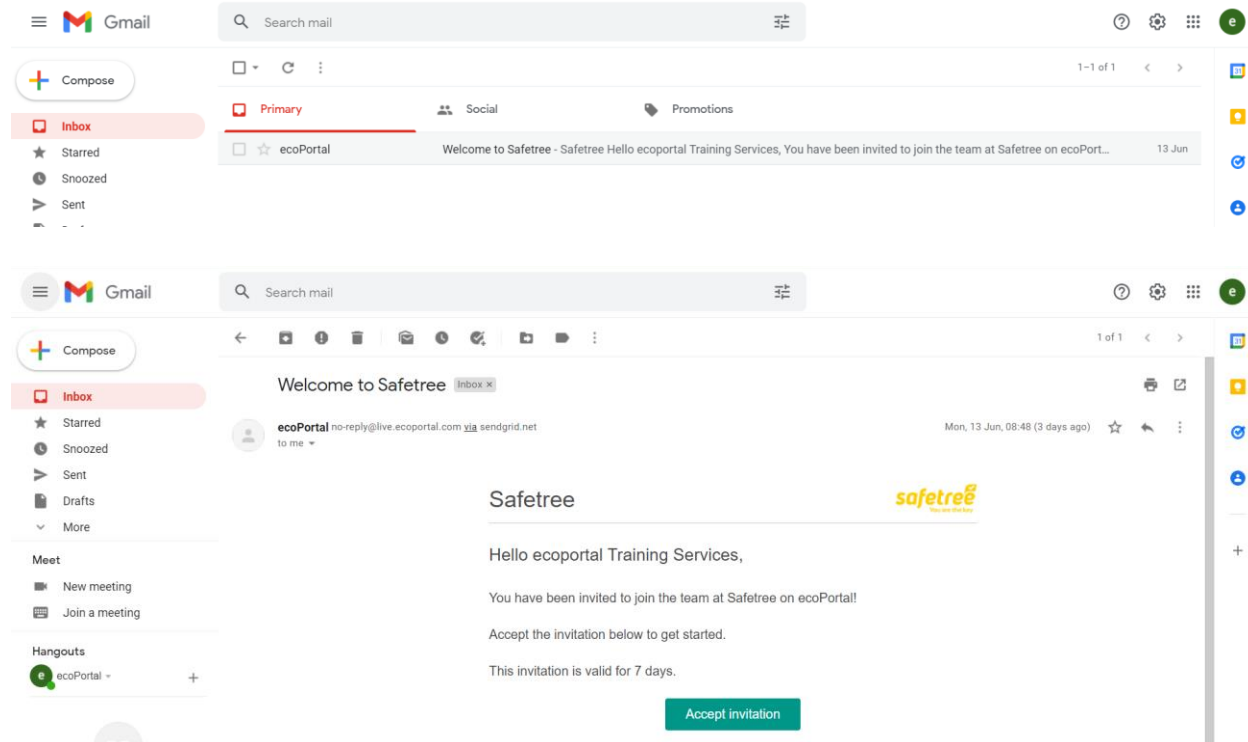
An email has been sent to **ecoportaltraining@gmail.com** with instructions on how to access your account.  
*Please allow up to 5 minutes for this to arrive. You may need to check your junk folder.*

**BACK TO HOME**

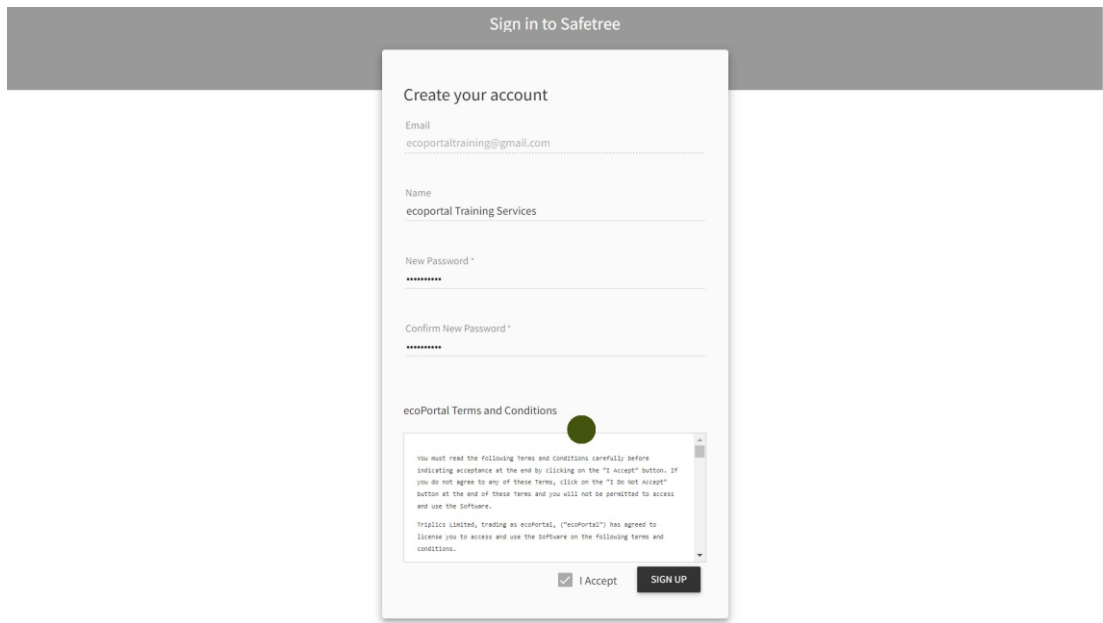
**Great job!** request submitted... Now what?

## Accepting the invite and logging in to the Certification Portal.

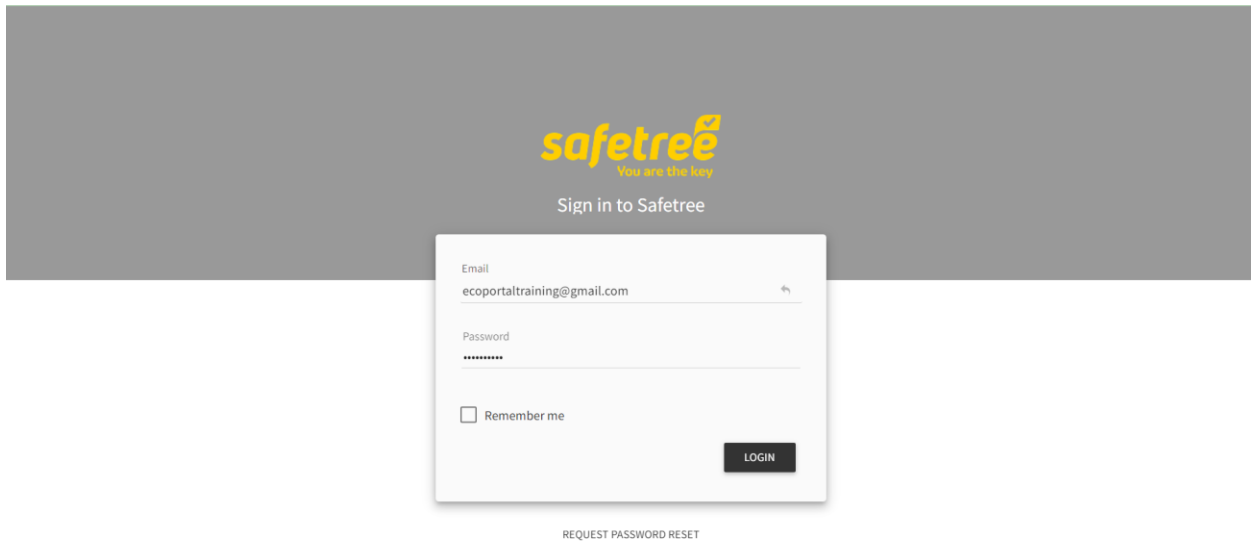
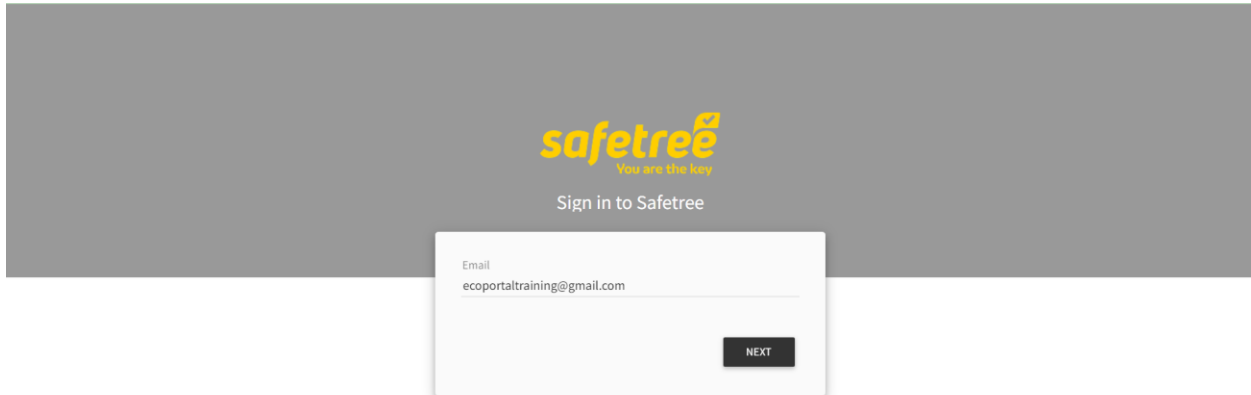
**Clicking the REGISTER button** will trigger an activation email to the email address submitted within the **Request Form**. This may take a couple of minutes to land while the system works its magic, but once it arrives simply click into the message and the accept Invitation link will be visible within the email.



**Clicking on the Accept Invitation button** will take you to the Safetree login point where you will need to create a password and verify your account.



You will then be taken to the Portal login point and asked to login for the first time:



Click LOGIN and you're ready to go! From here you can create [Desktop Audits](#), submit your [Statistics](#) and apply [Field Audit Requests](#).

