Getting started with *fit2work*

fit2work is an applicant background screening service which allows your organisation to carry out a range of checks.

An Introduction

1. The check is initiated by the Authorised Officer using one of the following options:

   a) Enter and submit the applicant's information into *fit2work* from the paper-based consent form, once this has been completed by the applicant.
   b) Send an email request for the applicant to complete the application and provide consent, completely online (most popular option).
   c) Provide applicants with access to complete their application via a generic link (both online consent or paper-based consent forms can be used).

2. You, as an Authorised Officer must be satisfied that the applicant ID provided, meets or exceeds the minimum proof of identity requirements (requirements set by the ACIC in accordance with the *Australian Crime Commission Act 2002*) before proceeding with submitting the check.

3. *fit2work* performs these checks and may be in a state of processing before returning the results pertaining to the check type:

   a. Australian National Police Check (ACIC): Match Found, No Match Found
   b. Entitlement to Work: Unlimited Right to Work, Temporary Unlimited Right to Work, Limited Right to Work, No Right to Work
   c. Employment History: Verified, Partially Verified, Could Not Verify

Accessing *fit2work*

To gain access to the *fit2work* website, you must first be authorised by *fit2work*. The following requirements need to be met:

- A police check must be provided upon application. The police check provided can be conducted through the *fit2work* system or other channels as long as the check was issued within one year.
- The **Deed of Confidentiality and Authorised Officer Details** form must be completed for **each user** of the system if the organisation is new to the *fit2work*.

You can access *fit2work* using any web browser, such as Google Chrome or Internet Explorer. The *fit2work* URL is: http://www.fit2work.com.au.
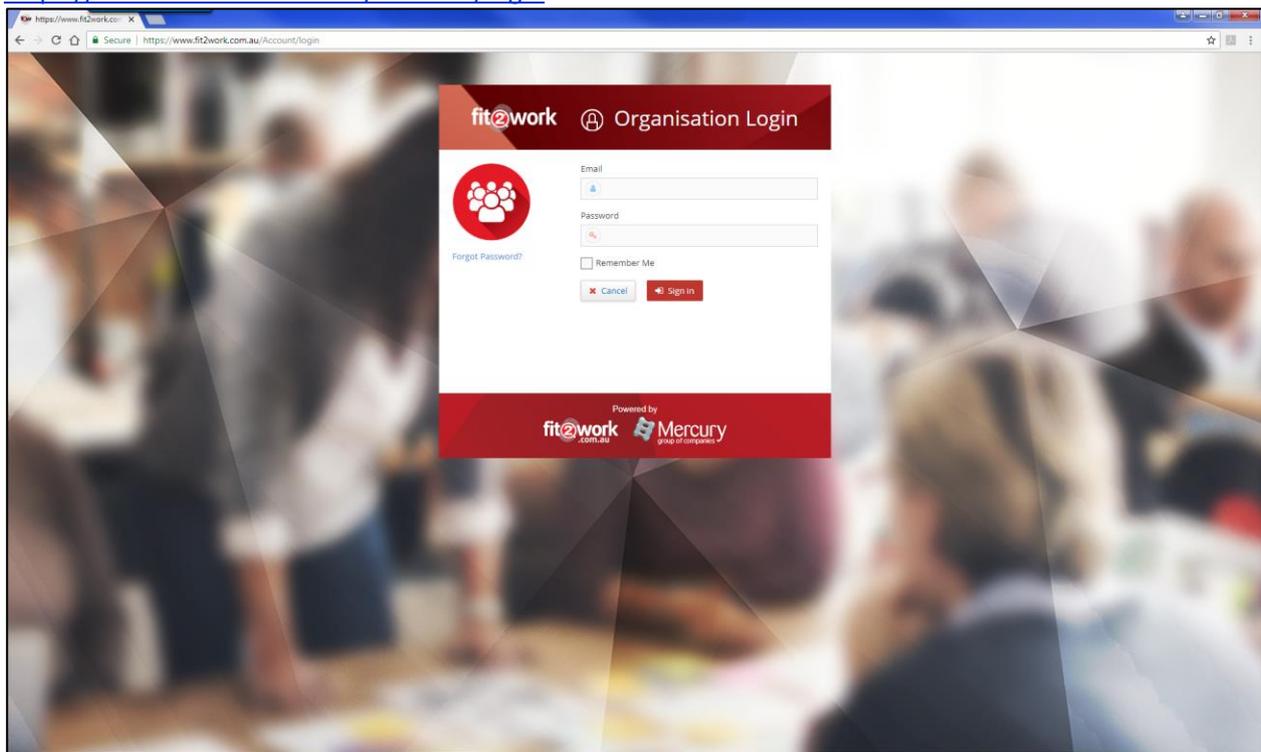
Logging in to *fit2work*

Once your account has been created your log-in details will be sent to you by email from support@fit2work.com.au.

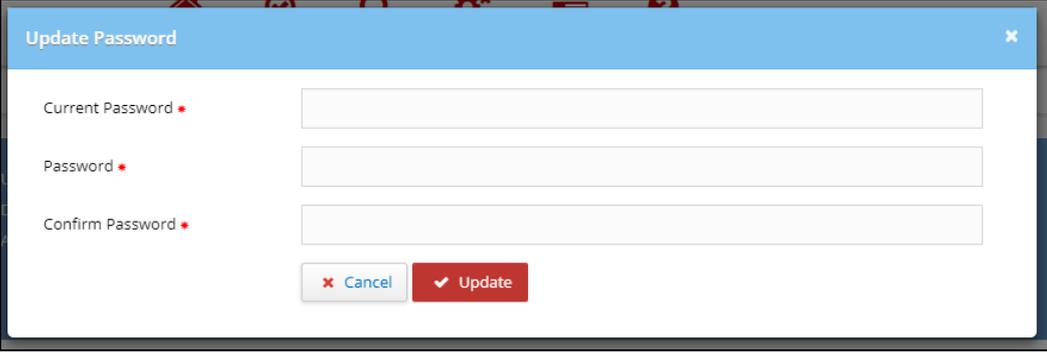You can login via the *fit2work* website as an Organisation:
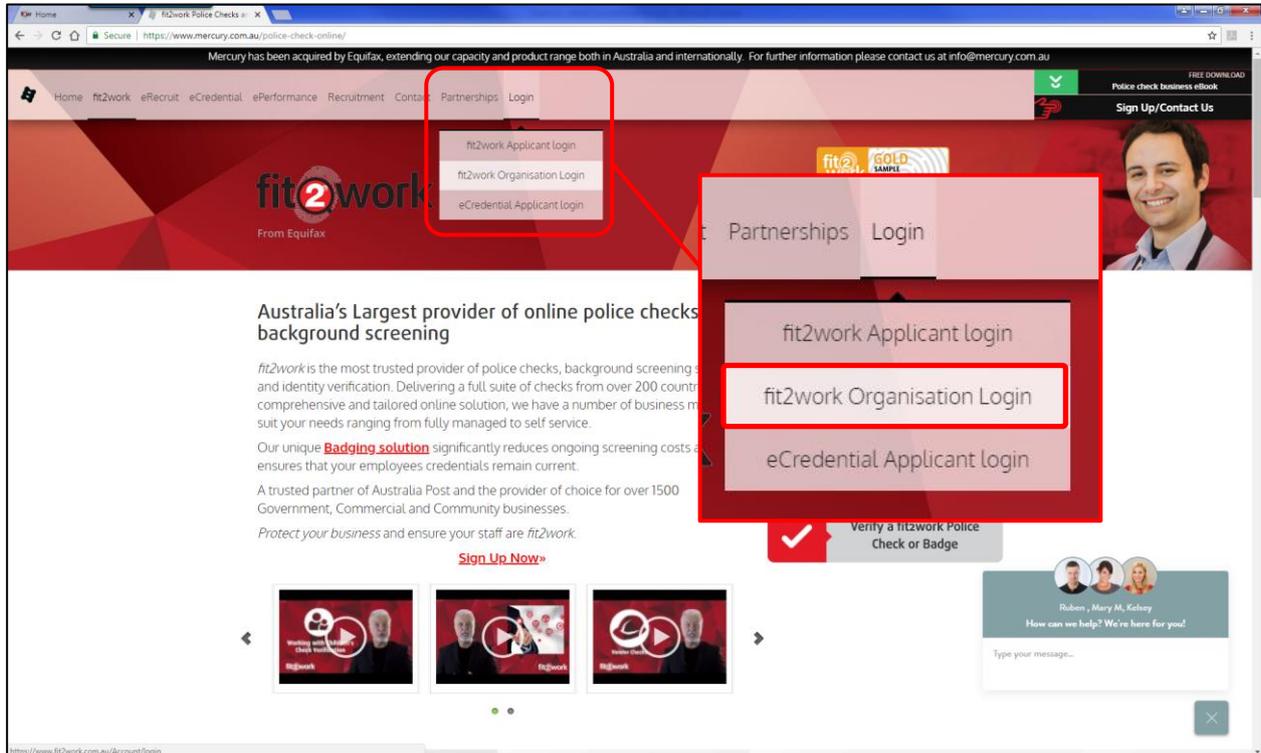
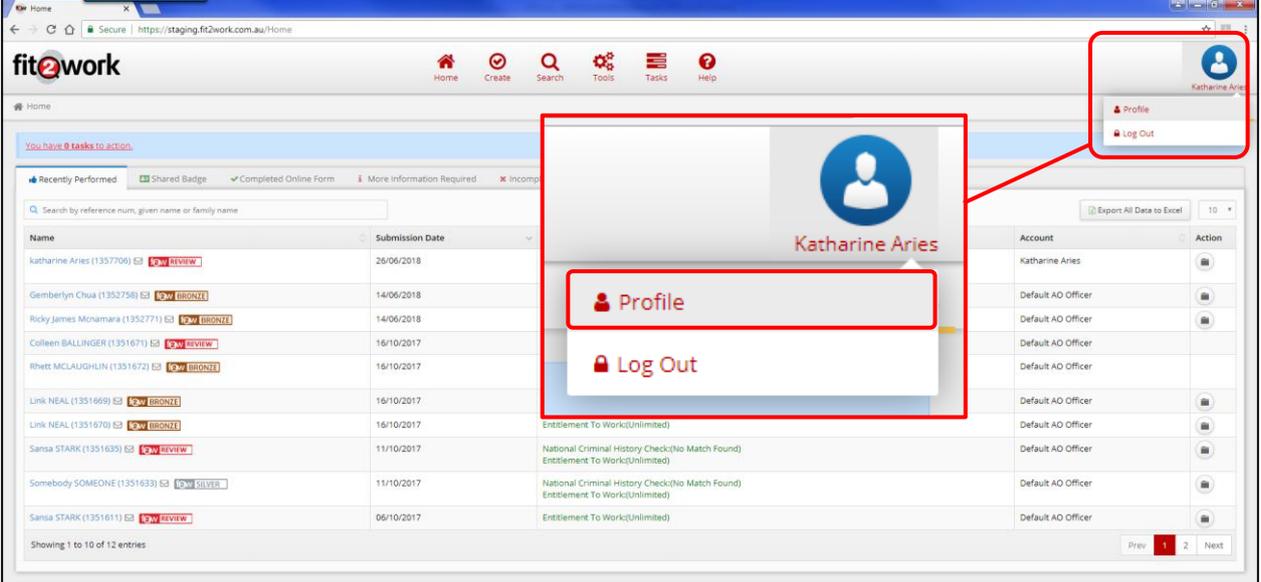You can also access the organisation login page directly using the URL: https://www.fit2work.com.au/Account/login.

When logging in for the first time you will be prompted to set a new password:

Your password should have a minimum of 10 characters and include at least one number and one uppercase letter.

It's important to note for security purposes you will need to update your password every 60 days. You can easily update your password in your profile page in your *fit2work* dashboard:
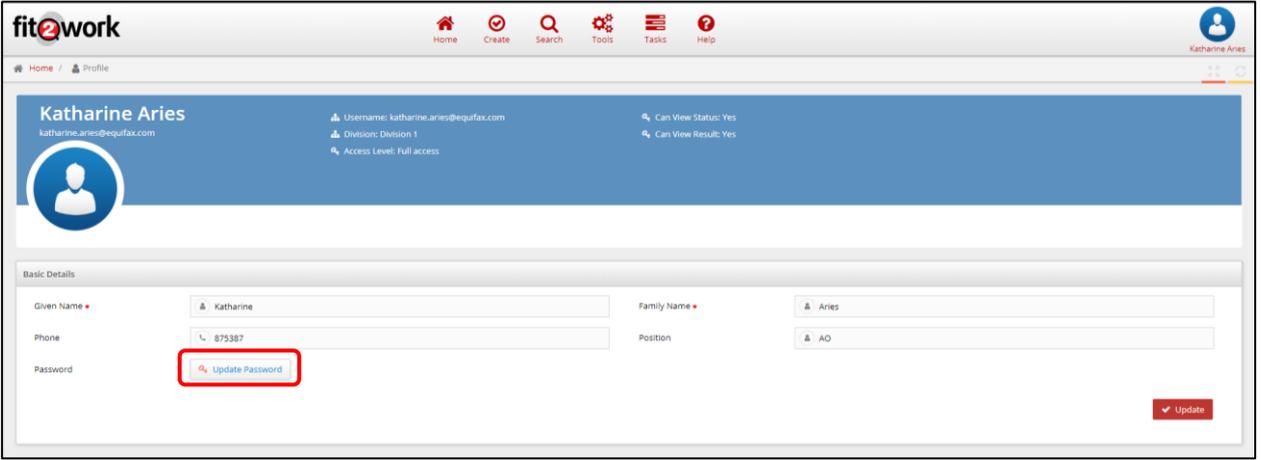
Note*: If you cannot remember your password, click the **Forgot Password?** link on the login page. Follow the prompts on the screen and a new password will be sent to your registered email address. If you experience any errors logging in, please contact the support team at support@fit2work.com.au.*