

Conestoga College Contractor Portal User Guide



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Support Centre

Register

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- 1 Affiliate ID:
- 2 Email:
- 3 Password:

Register



Registration

All contractors are required to register with our contractor portal. This portal will allow you to upload documents related to your work at Conestoga College.

Link to contractor portal registration:
<https://www.link2cdms.com/register.aspx>

To create an account, you will need to register on Wellnet Solutions. Enter ConestogaC as the affiliate ID, then enter your e-mail and create a password.

- 1 Affiliate ID: ConestogaC
- 2 E-mail: your e-mail
- 3 Password: create a password

Once you have followed all the steps in this user guide and registration is complete, login to the contractor portal here:

<https://www.link2cdms.com/login.aspx>

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Once you have filled out the appropriate fields please click "Save Profile" and then navigate to the "EHS Requirements" profile tab listed above this text. ***NOTE*** All fields marked with a red asterisk (*) must be filled in.

Save Profile

Company Information

Company Name *

Alternate Name/Doing Business As: *

Address *

Postal Code *

City *

Province/State

Company Description

Company Profile – Step 1 of 3

Company Information

Click on "Company Profile" and enter information into each field that is marked with a red asterisk (*). When you are finished entering company information, click "Save Profile".

Note: Throughout the registration process, you may receive a notification that profile information is missing after saving your profile or uploading a document. This is likely due to missing information that will be completed in the next steps.

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Once you have filled out the appropriate fields under "EHS Requirements", please click "Save Profile" and then navigate to the "Document Upload" profile tab listed above this text. ***NOTE*** All questions on this page must be answered.

Save Profile

Conestoga College EHS Requirements

Will the contractor/constructor be performing any of the following: Live Electrical, Asbestos/Designated Substance removal, Confined space, Working at Heights, Elevated Work Platforms or Trenching?

Yes

No

Is the work being performed considered construction?

Yes

No

Please upload the Notice of Project and Form 1000 in the document section

Company Profile – Step 2 of 3

Conestoga College EHS Requirements

Enter information in the EHS requirements tab which includes information required by Conestoga College as it related to health and safety practices. After completing the Conestoga College EHS Requirements section, click "Save Profile".

Note: If your company is doing construction work, you will need to upload the Notice of Project & Form 1000 in the next step.

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Company Information | Conestoga College EHS Requirements | **Document Upload** | Employee List | Resources

Once you have uploaded the appropriate documents, please click "Save Profile" and then navigate to the "Employee List" profile tab listed above this text.
NOTE All fields marked with a red asterisk (*) must be filled in.

Document Upload

Evidence of Workers Compensation Insurance

1 Choose File No file chosen

Document Expiry Date:

2

3 Upload

Current workers compensation insurance documents

	File Name	Expiry Date	
Download	Test Doc.docx	April 1, 2022	Delete

Company Profile – Step 3 of 3

Document Upload

The following documents are required to be uploaded to the contractor portal:

- WSIB clearance
- Liability insurance
- A signed copy of Conestoga College's Contractor Program (available from safety@conestogac.on.ca)

To add a document to the portal:

- 1 -Click "Choose File" and attach the appropriate file.
- 2 -Click the calendar below "Document Expiry Date" and enter the documents expiry.
- 3 -Click "Upload"

Repeat this process for all other required documents.

A representative from Conestoga College will periodically review the contractor portal and update your profile to "Approved".

The primary company contact will receive updates on approval status and when documents expire. Ensure that expired documents are updated as needed.

For any questions, please contact safety@conestogac.on.ca.