

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.

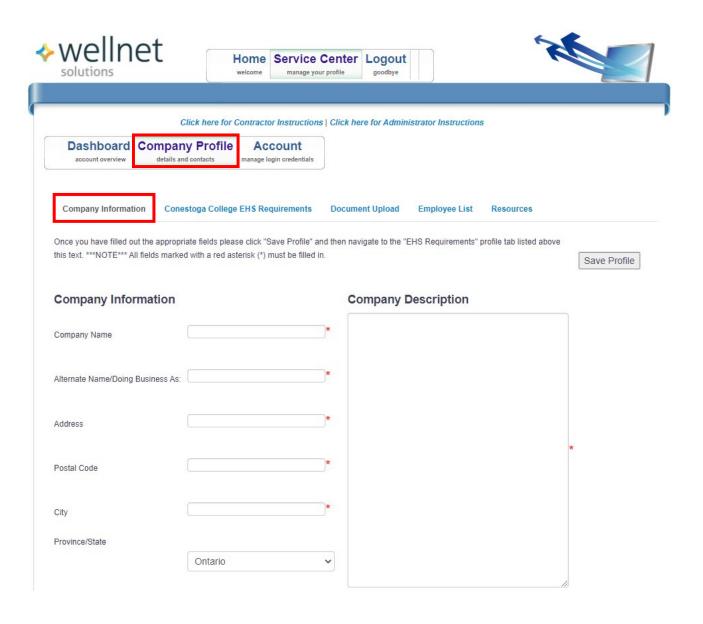
Link to contractor portal registration: https://www.link2cdms.com/register.aspx

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
- 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

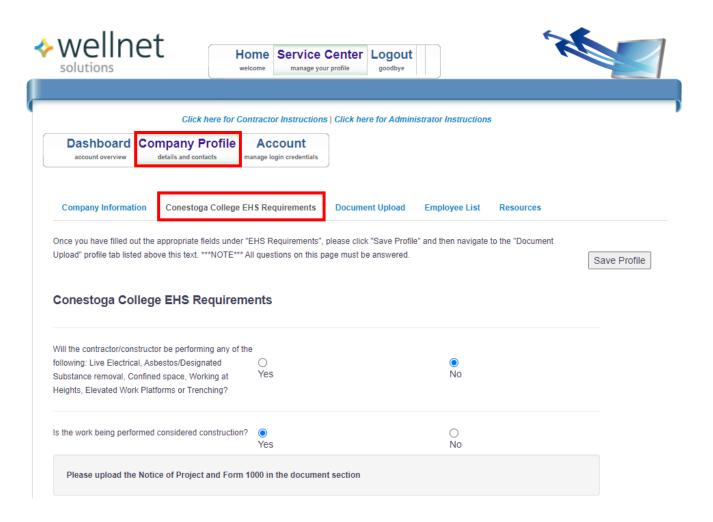


Company Profile - Step 1 of 3

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.

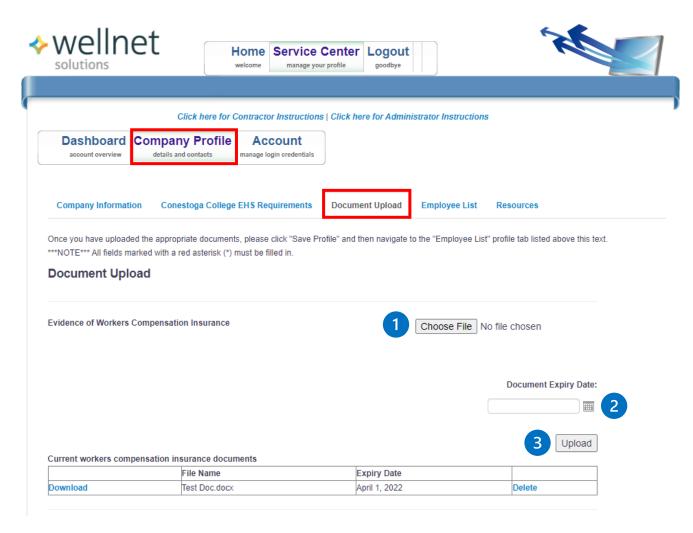


Company Profile - Step 2 of 3

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.



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.
- 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 <u>safety@conestogac.on.ca</u>.