ProjectConnect
fast access to project opportunities

HOW TO REGISTER FOR OPPORTUNITIES ON THE FREE PUBLIC WEBSITE

Turn on your computer. To begin using the internet, click on either

- The Internet Explorer icon

- Or the Mozilla Firefox icon

To access the ProjectConnect website type www.projectconnect.com.au into the address bar at the top of the browser. The screen below will appear.

To access supply opportunities choose a project from the Projects list of Quick Find List.

To choose a project click on its name and you will be taken to that project's home page. This will give you information about the project. From here you can chose which project section of the overall project you would like to

express an interest in supplying to. These can be found in the top right hand side of the page. Click on the project section you have an interest in.

Once you have chosen the project section you are interested in, you are taken to the page which shows the supply opportunities for that section of the project.

At the top of the page you have the option to choose a different sub-project if this one is incorrect or choose to return to the project main page.

The project opportunities list allows you to:

- Submit your interest in the whole opportunity as a "Full Package". This is explained if you hover the mouse over the question mark at the top of the full package column

- Submit your interest as part of the opportunity as a "Component of Package". This is explained if you hover the mouse over the question mark at the top of the components of package column

- Each opportunity may have either a PDF logo - 📄 - after the title, or the title itself is a link. Clicking on these will bring up a more detailed description of the opportunity.

- Opportunities that have recently been added have a NEW logo following the title. These remain for one month after the opportunity has been listed.

Once you decide on the project opportunity and choose whether to show interest in the "Full Package" or "Components of Package", just tick its corresponding **green** check box. You will be taken to a page to see if you have a company profile stored on ProjectConnect.

Enter your organisation name in the company textbox.

> *Search Tip* – Use just part of your organisation name. E.g. To find "Industry Capability Network Western Australia" just enter the words "Industry Capability" or just "Industry" or "Capability".

Also choose your organisation location (eg WA) to refine the search.

After entering your organisation name and location, click the "**GO**" button.

This will open the below screen listing organisations that match your search criteria.

If your organisation is not listed, please go back and do another search using a different part of your organisation name. See the above Search Tip.

If you still cannot find your organisation's profile in the search please goes to page seven of this help guide.

If your search found your profile clicked the "use profile" button, you will be asked to log into your account. **Please note that you can only complete a registration against a profile is you can log into the account.**
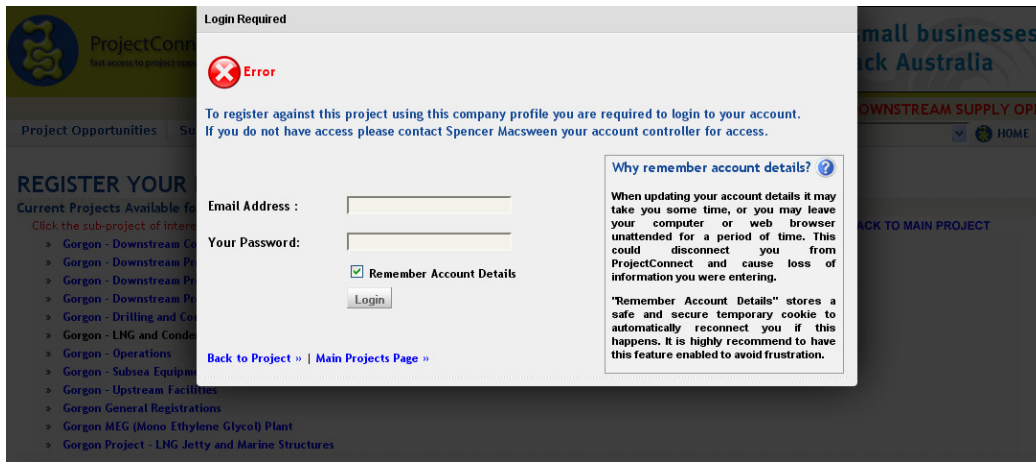
Enter your email address and password, and then click on Login. You will then be brought back to the project opportunities list.

You must then fill out the information fields which can be found above the list. You will need to supply a contact name, position and email address as shown below. By default, the information from your profile is entered here. Change it if someone else in your company is the correct contact for this package.

Then tick the items you want to register your interest on.

If you have chosen a "Components of Package" opportunity you will see a small comment box open under the opportunity you have chosen like below Use this comment box to describe the product or service you wish to provide to the Full Package supplier.

Once you have finished registering, you will then need to agree to the terms of registration at the bottom of the page, and then click the "Submit Interest" button.

Once you have submitted your interest, a confirmation page is shown. This page gives you the option of printing off your registration; we would advise that you do for future reference.

IF YOU CANNOT FIND YOUR ORGANISATION'S PROFILE.

If you cannot find your profile in the search click the link at the bottom of the page called "**If your organisation is not listed, click here to continue**"

This will take you into a process to create a new organisation profile.

For more information on how to complete the process, please see the help guide **How to Create a Company Profile.**