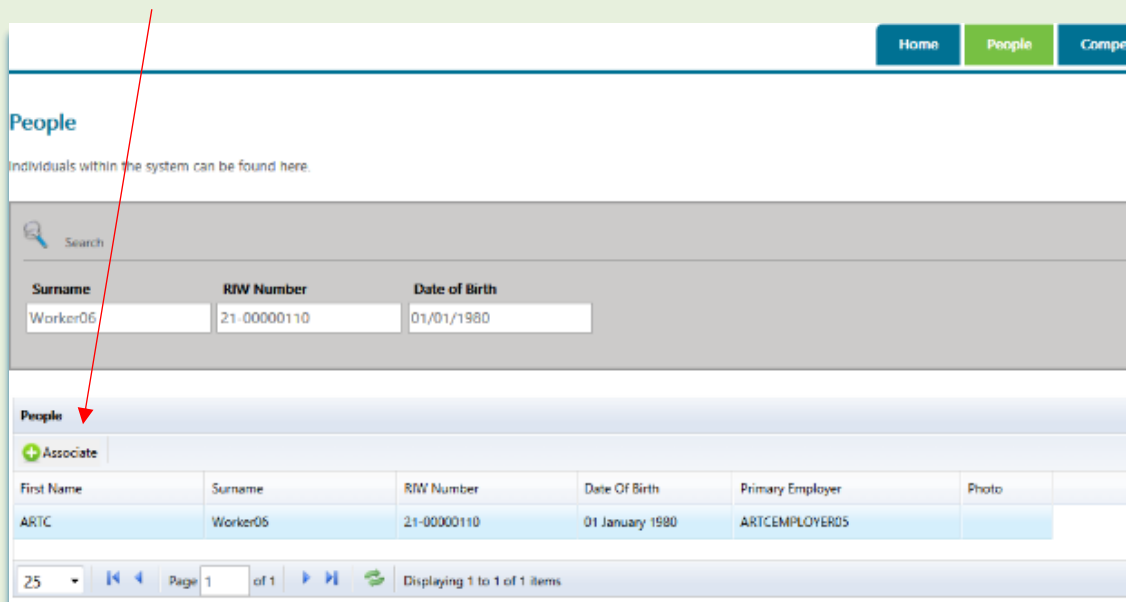


# How to Associate with a worker

## QUICK GUIDE v1.0

An association occurs when a worker swipes onto a site or when a company requests to be associated with a worker, giving them visibility of a worker's profile in advance. The associated company has view only rights of the worker profile and does not employ the worker.

- Step 1** Go to <https://riw.net.au> and login using your credentials.
- Step 2** Click on the **People tab** and then choose the **Search for New Associates shortcut**.
- Step 3** Find the worker you wish to associate with by filling in their surname, RIW number and date of birth. Highlight the worker's name and click on the **Associate button**.



- Step 4** The worker must accept your association request in their myRIW account before you will be granted visibility over their profile.
- Step 5** The association can be ended by the company or the worker at any time.