

How to operate in the RIW system as a sole trader

QUICK GUIDE

What is a sole trader?

A sole trader is an individual running a business. If a person operates their business as a sole trader, they are the only owner and they control and manage the business. They are legally responsible for all aspects of the business. They have a registered Australian Business Number (ABN) as a sole trader.

The difference between the RIW system and the myRIW portal

The RIW program is made up of two systems:



The RIW system is the main system used by **Employer Administrators** to manage a workforce. The RIW system is used to send employment requests, manage worker profiles including uploading competencies and job roles and ordering cards for workers. You can access the RIW system login at <https://app.riw.net.au/>.



The myRIW portal is the main system used by **Rail Industry Workers (cardholders)** to view their profile and information held within the RIW system. Cardholders can view their employers, associations, job roles, competencies and medical results. MyRIW also allows a cardholder to accept or reject employment requests that have been received from companies. You can access the myRIW portal at <https://app.riw.net.au/MySkillGuard/Account/LogOn>.

Prior to accessing either system, it might be worthwhile watching the following short videos to provide a sole trader with familiarity of working in the different systems:

- [System Walkthrough for Employers](#)
- [myRIW System Walkthrough for Rail Industry Workers](#)

How can I become a sole trader in the RIW system?

To become a sole trader in the RIW system there are three significant processes that a sole trader will need to complete.

1. Register their company in the RIW system using their ABN.
2. Once registered, log into the RIW system as an Employer Administrator and send an employment request to the cardholder (if they have an existing profile), or create a new RIW profile in the RIW system.
3. Log in to the myRIW portal as a cardholder and accept the employment request.


For a more detailed step-by-step process, please refer below.


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Step by step process


There are steps that need to be completed in both systems prior to being able to access an RIW profile as a sole trader. The relevant steps that need to be completed in the different systems will be shown with the relevant logos.


Step 1  Register the company with the RIW Program using the sole trader ABN at <https://app.riw.net.au/SkillSafe/CompanyRegistration>. Refer to the [Quick Guide - New Company Registration](#) for detailed instructions.

Step 2  Once the company has been approved and a username has been issued, log into the RIW system to:

- Send an employment request to the cardholder if they have an existing RIW profile, or
- Create a RIW profile if you are new to the RIW Program

For both options, please follow instructions in the [Quick Guide - New worker creation](#). Alternatively, watch the [how-to video on adding a worker to the RIW system](#).

Step 3  Once the employment request has been sent from the RIW system, create a myRIW profile and accept the employment request. Refer to the [Quick Guide - Creating a myRIW account](#) about how to register in the myRIW portal. Once logged in, accept the employment request that has been sent from the sole trader company. Refer to the [Quick Guide - Accepting an employment request](#) for further instructions.

Step 4  After the employment request has been accepted, log back in to the RIW system to manage the cardholder profile. Please refer to the following materials to assist with navigating the system:

- Ordering a card - [Quick Guide - How to order RIW cards](#)
- Adding job roles - [Quick Guide - Adding a Job Role](#) and [How-to video on Assigning Job Roles](#).
- Uploading competencies - [Quick Guide - Adding a new competency](#) and [How-to video on Assigning Competencies](#).
- Uploading medical assessment – can be done via the [Upload Medical Certificate Service Request](#).

For more information or assistance with navigating the system please contact the RIW Service Desk on 1300 101 682 or info@riw.net.au.