

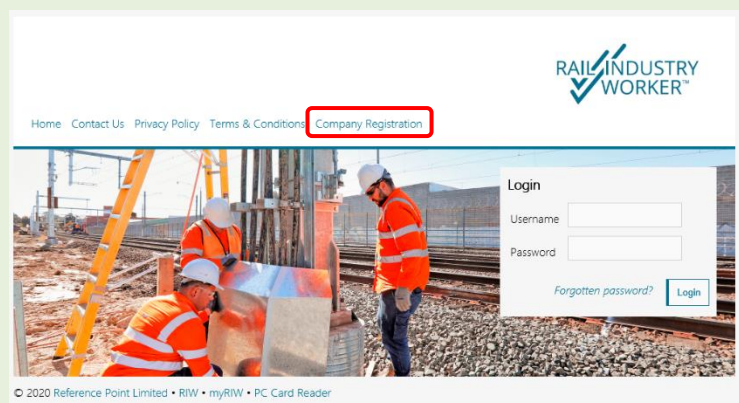
New company registration

QUICK GUIDE

What information do I need to register in the RIW system?

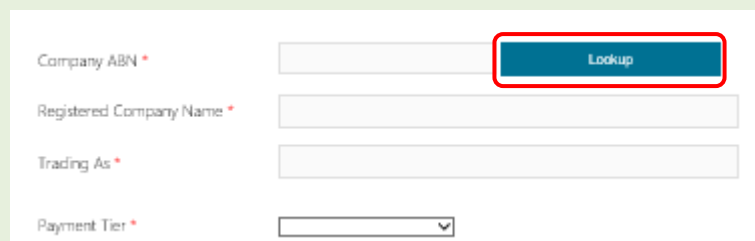
- ✓ Company ABN
- ✓ Company registered address
- ✓ Estimate of the number of RIW cardholders that will be registered to the company.

Step 1 Go to <https://app.riw.net.au> and click on **Company Registration**.



Step 2 **Populate the company registration form**

Enter a valid ABN in the company ABN field and click **lookup**. You can find all valid ABNs on the <https://abr.business.gov.au/> website.



Note: If the company is found in the RIW database (identified by the ABN provided on the form), a message will be displayed informing the applicant to contact the RIW Service Desk (1300 101 682) for more information.

The **Registered Company Name** and **Trading As** field will be automatically populated from the lookup search. If not, then the ABN is not valid. Correct the ABN and click **Lookup** again.

Note: you can change the **Trading As** field if you would like another name to be displayed in the RIW system.

Select the **Payment Tier** based on the estimate of the number of RIW cardholders the company will manage.

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Step 4 Provide company details

Enter company address and primary contact details as per the example below, noting that all items noted with a red asterisk (*) are compulsory.

Company Address	
Address Line 1 *	700 Collins Street
Address Line 2	
Suburb *	Docklands
State *	VIC
Postcode *	3008
Primary Contact Details	
First Name *	Meaghan
Surname *	Watt
Email *	training@riw.net.au
Phone *	0400893243

Step 5 Terms and conditions

Tick the box to agree to **Terms and Conditions**, and complete the CAPTCHA by ticking the **I am not a robot** tick box (and eventually selecting pictures if required to do so).


Click on the **Send** button.

If successful, you will see the below message.

Thank you for registering with RIW. We will be in touch soon.

If you are not successful, the most common problem is that the ABN selected already exists in the RIW system. Please contact the RIW Service Desk on 1300 101 682 or info@riw.net.au for guidance.

I have read and agree to the [Terms and Conditions](#).

I'm not a robot 

reCAPTCHA
Privacy - Terms

Send

New company registration

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- Step 6** Once approved, an email containing a username and a link to login to the system and set a password will be sent to the Primary Contact. Complete the CAPTCHA (I'm not a robot), and click **Save**.

Change Password

PLEASE NOTE: Passwords must be at least 10 characters long and contain at least 1 uppercase, 1 lowercase, 1 numeric character and 1 symbol character. They also cannot be in the easily guessable passwords list.

New Password *

Confirm Password *

I'm not a robot 

- Step 7** **Accepting data consent**

Read through the data consent statement, and click the **tick box** and the **Agree** button to confirm acceptance.

Licence

You must agree to this Licence to use this software.

1. By accessing, logging on to and/or using the RIW Program online competency management system for Australian rail workers ("the Database") you agree to be bound by the terms set out below. If you do not agree to these terms, please log out of the Database immediately.

2. You agree:

- (a) not to share your account IDs or passwords or use the account IDs and passwords of another user;
- (b) to comply with all software licence agreements governing the installed software;
- (c) not to alter system hardware, software, or network configurations to prevent access by Metro Trains Australia Pty Ltd ("MTA") or its Subcontractor Reference Point Limited ("the Subcontractor");
- (d) to disconnect from the Database any device you use to access and use the Database should any network or security concerns arise including suspected virus activity and/or any network security bypass, until the issue is resolved; and
- (e) to ensure the physical security of your computer at all times (this is especially significant for laptop and users of other portable devices).

3. You have a non-exclusive non-transferable licence to access and use the Database which is strictly limited to the purposes set out in paragraph 5 below and:

- (a) you may search, view, copy, record and print out material on behalf of an organisation authorised by MTA to access and use the Database and which has engaged you as an employee or contractor ("your authorised employer");
- (b) the licence is personal to you in your capacity as an employee or contractor of your authorised employer, is non-transferable and unless your authorised employer agrees otherwise in writing you must not copy or make print outs of any data contained within the Database available to anyone else nor modify or tamper with any data;
- (c) the copyright and all other intellectual property rights in the Database itself (but not in the data contained within it) are the property of MTA or the Subcontractor;
- (d) you understand and agree that all data contained within the Database is confidential and must be treated by you as such and used by you solely in accordance with these terms and for the purposes set out in paragraph 5 below.

I understand and accept the terms of the Licence and Conditions of Use set out and by entering I undertake to comply with them.

- Step 9** Access to the RIW system is now granted.

To access the suite of self-guided training materials, which consists of video system walkthroughs, quick guides and other training materials, visit <https://www.riw.net.au/training/>