



## Sole trader registration process for ResHealth

You will need **two different email addresses** to register as a sole trader. The first email address will be used for your registration as an employer. The second will be for your registration as a worker.

### *Step 1: As the Employer*

1. Go to the [RSHQ website](#) and click on the ResHealth tab in the top ribbon.
2. Click on “Access your ResHealth account”. You will be redirected to QGov.



3. Use your first ‘employer’ email as your QGov username. Follow the prompts to “Create your QGov account” and “Finalise your registration”.
4. Prove your identity with 100 points of ID.
5. Confirm you are happy to share this information with ResHealth. You will be redirected to ResHealth.
6. Click “Employing entity registration”. Fill in your company’s details and your details as the employer representative. Accept the Terms and Conditions.
7. The system will register you as an employer. This can take several minutes. Do not cancel the process, close the browser, or use other programs during this time.
8. In the ResHealth employer home page, complete “My Details”.
9. On the left side of the screen click “AMA Management”, then “Appoint AMA” and enter your AMA’s details and contract dates.
10. Click on “Health Assessment Management” then “Initiate HA”. Choose “Existing worker” then select Health Assessment or Subsequent Assessment as required.
11. For the “Worker notification email address”, enter your second ‘worker’ email address.
12. Complete the employer section and submit.

**Important: Log out and close the browser (not just the tab) before continuing.**

## *Step 2: As the Worker*

1. Once the employer section has been submitted, an email will be sent to your worker email address inviting you to register. Open the email and click the “REGISTER HERE” link.
2. Register with QGov, using your worker email as your QGov username. Follow the prompts to “Create your QGov account” and “Finalise your registration”.
3. Prove your identity with 100 points of ID.
4. In the ResHealth page, click “Worker”.
5. Enter your date of birth, HA# (see your invitation email) and worker email address. Accept the Terms and Conditions.
6. The system will register you as a worker. Do not cancel the process, close the browser or use other programs during this time.
7. Complete “My Details”.
8. Access your Health Assessment.
  - On computer: Click the chevron next to the Health Assessment and click “Complete my section”.
  - On mobile: Click “My Health Assessments”, then “I want to?” then “Complete my section”.
9. Complete the worker section then click “Submit and sign out”.
10. A confirmation email will be sent to your worker email address.
11. Give your HA# and date of birth to your doctor’s clinic when booking your medical examination.

*For more information visit [www.rshq.qld.gov.au/reshealth](http://www.rshq.qld.gov.au/reshealth).*