Resources Safety & Health Queensland

Work Instruction
Accepting an invitation to link your individual RSHQ Portal account to a site or business account

Overview

This Work Instruction provides guidance to delegates on how accept an invitation to link their individual RSHQ Portal account to a site or business account.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Pre-requisites

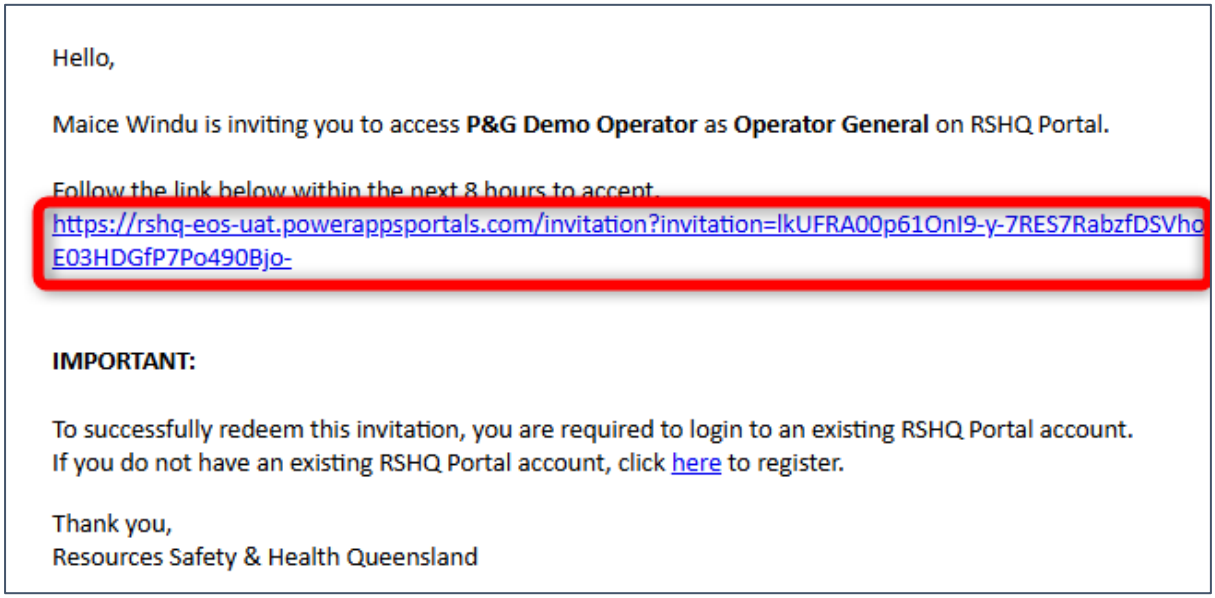
You must have an individual online account within the RSHQ Portal and have verified your identity to either 'Standard' or 'Strong'. If you do not have an individual account, refer to the *How to sign up to the RSHQ Portal work instruction.*

You must have received:

- an automated email inviting you to link your individual RSHQ Portal account to a site or business RSHQ Portal account
- an Invitation Security Code from the account's Responsible Person (with Level 3 Administrator access) which is only valid for eight hours.

Procedure

1. Log in to your RSHQ Portal account.
2. Click the link contained within the automated email invitation



Hello,

Maice Windu is inviting you to access **P&G Demo Operator** as **Operator General** on RSHQ Portal.

Follow the link below within the next 8 hours to accept.

https://rshq-eos-uat.powerappsportals.com/invitation?invitation=lkUFRA00p61OnI9-y-7RES7RabzfDSVhoE03HDGfP7Po490Bjo-

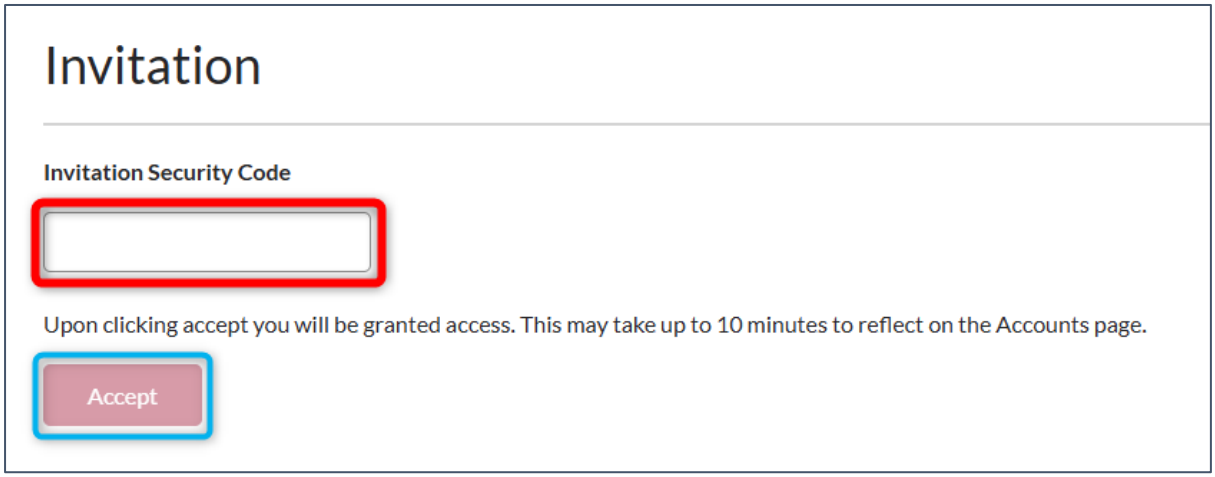
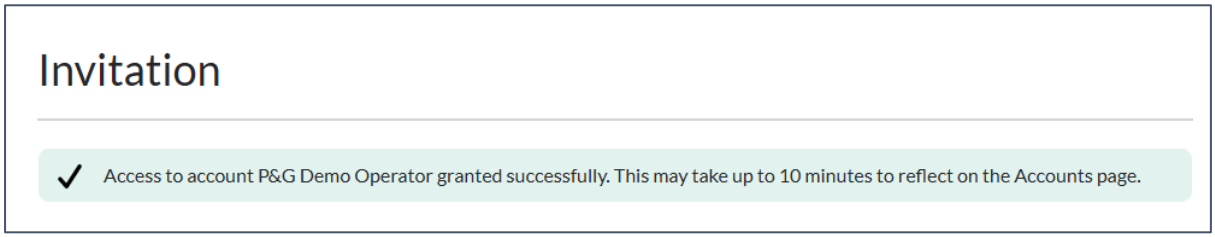
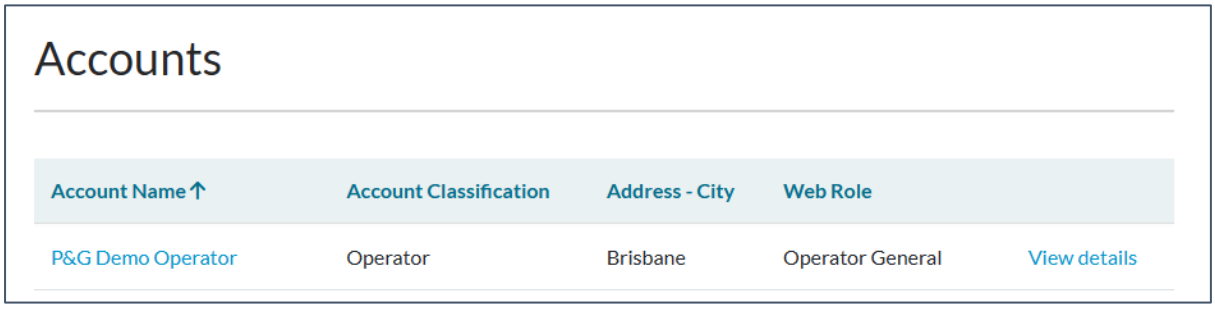
IMPORTANT:

To successfully redeem this invitation, you are required to login to an existing RSHQ Portal account.
If you do not have an existing RSHQ Portal account, click here to register.

Thank you,
Resources Safety & Health Queensland

3. An **Invitation** screen will display. Enter the **Invitation Security Code** and click **Accept**.

   Note that you have four attempts to enter the code. On a fifth and final incorrect attempt, the invitation will be invalid, and the Responsible Person will need to reissue the invitation and the Invitation Security Code.



4. A success message will display. The newly added account may take up to 10 minutes to appear on your **Accounts** page.