

Contractor Manual

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How to register your contractor company?

Consult within your contractor company, who will be the contact person that will manage the tool 'Initiafy' for your contractor company? Once you have decided and know who will manage the tool, please complete the contact form on our contractor portal with below information. (Go to [Contractor Portal](#) > Scroll down and click on Contact us > Subject: Request for registration 'Initiafy' – Add the required information > Click Send)

- **Company name**
- **Name** of the main contact person
- **Email address** of the main contact person

Imec will pre-register your company. Once the pre-registration is done, your contact person will receive an email via Initiafy to complete the registration. Do not forget to inform your contact person about the email and let him know to check his spam folder as well.

What is the role of the main contact person (contractor manager)?

- Finalize the registration of your contractor (and if required upload the company documents/certificates) and manage them.
- Inform your employees to register with the correct contractor type and get trained
- Inform your sub-contractors to register their company and the sub-contractor employees register with the correct contractor type and get trained as well.
- Check that employees are registered before coming to Imec
- General follow up on expired certificates, trainings, ... (reminders are sent by Initiafy to the users)
- Contact person for your contractor company employees, sub-contractors & imec

Good to know

Before the registration of your company you should be aware of the imec Safety policy and which contractor type to select. Also, your sub-contractors should register as well, and you as the main contractor company should inform imec as well.

To support this contractor manager role, you can consult the '**imec contractor portal**' where all extra information such as guidelines, imec Safety Policy and other useful documents are available.

Initiafy <https://app.initiafy.com/>

Imec Contractor Portal NL <https://www.imec-int.com/nl/contractor-portal>

Imec Contractor Portal ENG <https://www.imec-int.com/en/contractor-portal>

Complete the registration of the contractor company.

Once your contractor company is pre- registered, the contact person (contractor manager) will receive an email to log in.

Ensure your access to the imec site

Dear Els Schmit,

Imec has registered **Allied** as a contractor in Initiafy. This means that you and your employees can now use Initiafy to effortlessly upload the necessary documents, follow the essential safety trainings, etc.

Please visit [imec's contractor portal](#) for more information about 'working as a contractor on imec site'.

To complete your registration on Initiafy, and **ensure the access of your employees to the imec site**, please take these steps.

1. Log in to Initiafy at <https://app.initiafy.com>

with these credentials:

USER EMAIL:

PASSWORD:

2. Confirm your e-mail address by clicking this button

[Verify my email](#)

Or, if the button doesn't work, copy and paste this link into your browser:

<https://app.initiafy.com/Authentication/ConfirmEmail?email=contractorimec%2BAL1%40gmail.com&code=1449829415>

3. Complete the registration of your company in Initiafy.

For issues regarding the Initiafy tool, please send an email to support@initiafy.com

Please do not reply to this email as it is not a monitored address.

Thank you for your cooperation!

The Initiafy Support Team

How to log in after pre-registration of your contractor company?

HOW TO LOG IN? HOE INLOGGEN?

The screenshot shows the Initiafy login interface. On the left, there is a registration section titled "I HAVE A COMPANY CODE" with a "Company Code" input field and a "Register" button. On the right, there is a login section titled "I HAVE AN ACCOUNT" with "Email or Phone" and "Password" input fields, a "Remember me for 24h" checkbox, a "Log in" button, and a "Forgot Your password?" link. A blue box at the top right contains the text: "Fill in below details: Vul onderstaande gegevens in: Email: bewaking@imec.be PW:". A blue arrow points from this box to the login form. Another blue box on the right contains the text: "DO YOU NEED HELP? Contact Initiafy via Chat. HULP NODIG? Contacteer Initiafy via Chat." A blue arrow points from this box to a chat icon in the bottom right corner. The footer includes the imec logo, a language selector set to "English", a copyright notice "© 2019 Initiafy. All rights reserved.", a page number "3", and the word "CONFIDENTIAL".

The contractor manager would need immediate assistance.

You can get in touch with Initiafy by using **the chat function**, you can click on the chat icon on the log-in page

of the tool 'Initiafy'.  This is the fastest way.

You can always contact Initiafy **by email** as well support@initiafy.com

Registration - Steps to follow

- ✓ The contractor manager will be asked to change the password at log-in.

This dialog box is titled "Welcome to Initiafy" and contains the message "You must update your password to continue." It features two input fields: "New password" and "Confirm new password". At the bottom, there are two buttons: a red "Cancel" button and a green "Update password" button.

This dialog box is titled "Welcome to Initiafy!" and contains the message: "You will now need to complete your company's registration. Once you have filled in all fields and uploaded any required documents, your company will be submitted for approval." At the bottom, there are two buttons: a red "OK" button and a red "Cancel" button.

- ✓ Complete your company profile

Complete Your Profile

JanDeSmedt@ContractorCompany.be

First name: Jan

Last name: De Smedt

Language: [Any Language:]

Contractor: [Any Contractor:]

Select Not Applicable

Select: 'not applicable'

Obligatory fields

Acknowledgement of imec's Contractor Safety policy.

Obligatory Checkmarks to accept and agree, before you can finalize your registration.

Finally, complete your registration by clicking on the grey bar.

Complete Registration

- ✓ Waiting for approval

WAITING FOR APPROVAL

Your company is currently awaiting approval. Once you've been approved, you will receive an email with further instructions.

Users (0) Reports (0) Company Profile

Overview Assigned Courses 2 Expiring Documents Expiring Courses

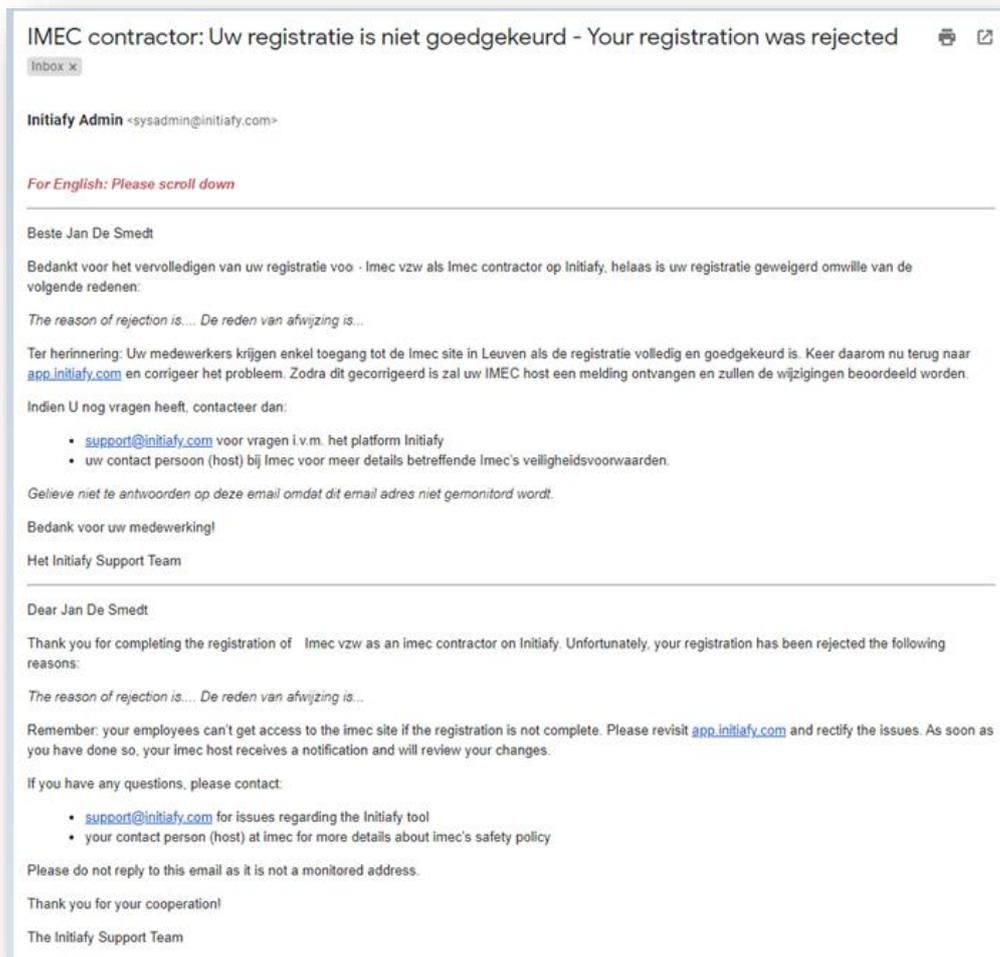
Download history

REPORT DATE FILE SIZE

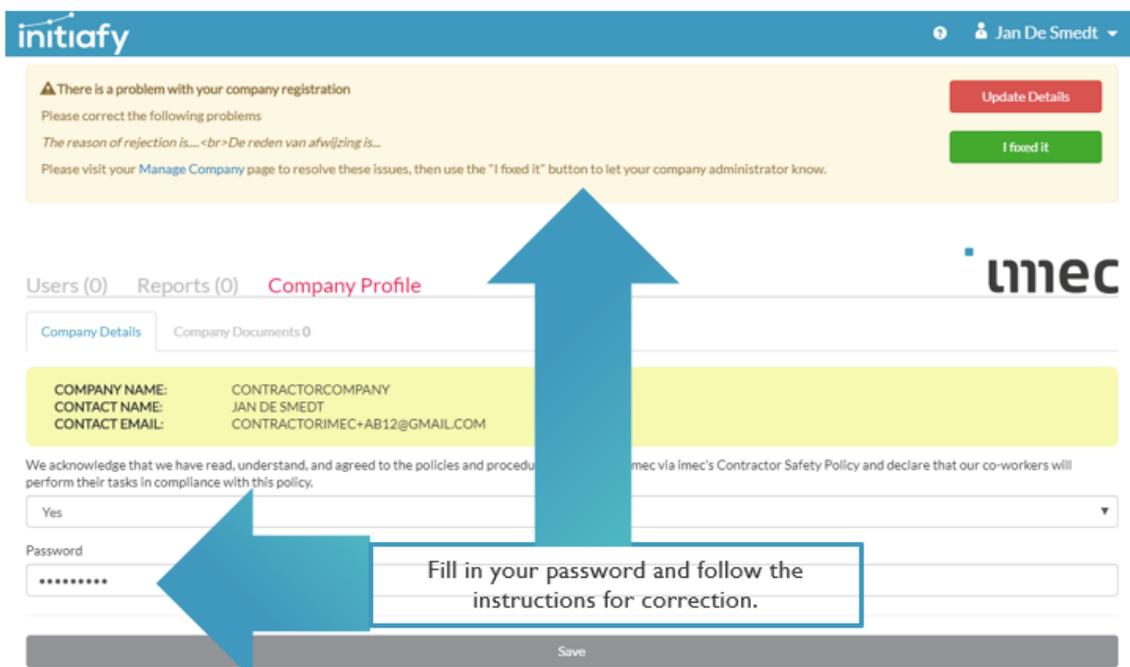
Click to start downloading

Self-registered users report

- ✓ The registration of the contractor company has been rejected. You will receive an email that your company is rejected including the reason of rejection.



When you log in again, you will see the alert of rejection.



- ✓ In case you would need to upload any certificates

You can find the latest and most updated information regarding the certificates on the contractor portal.

I Mec Portal NL <https://www.imec-int.com/nl/contractor-portal>

I Mec Portal ENG <https://www.imec-int.com/en/contractor-portal>

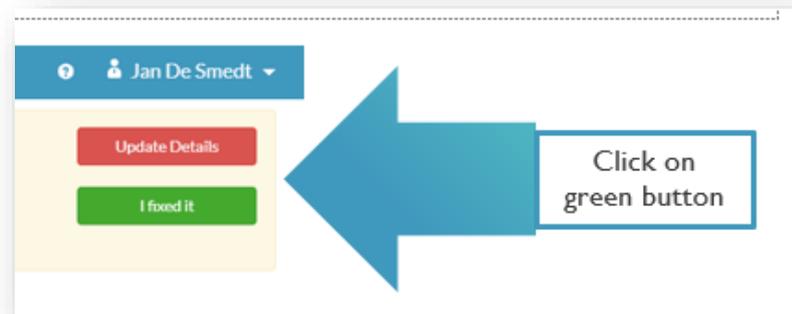
The required documents are:

- Only visible for extended contractors – optional at registration
- Required depending on the job

With expiry date:

- ✓ VCA**, SCC, MASE, ISO45001, OSHA 18001 or equivalent

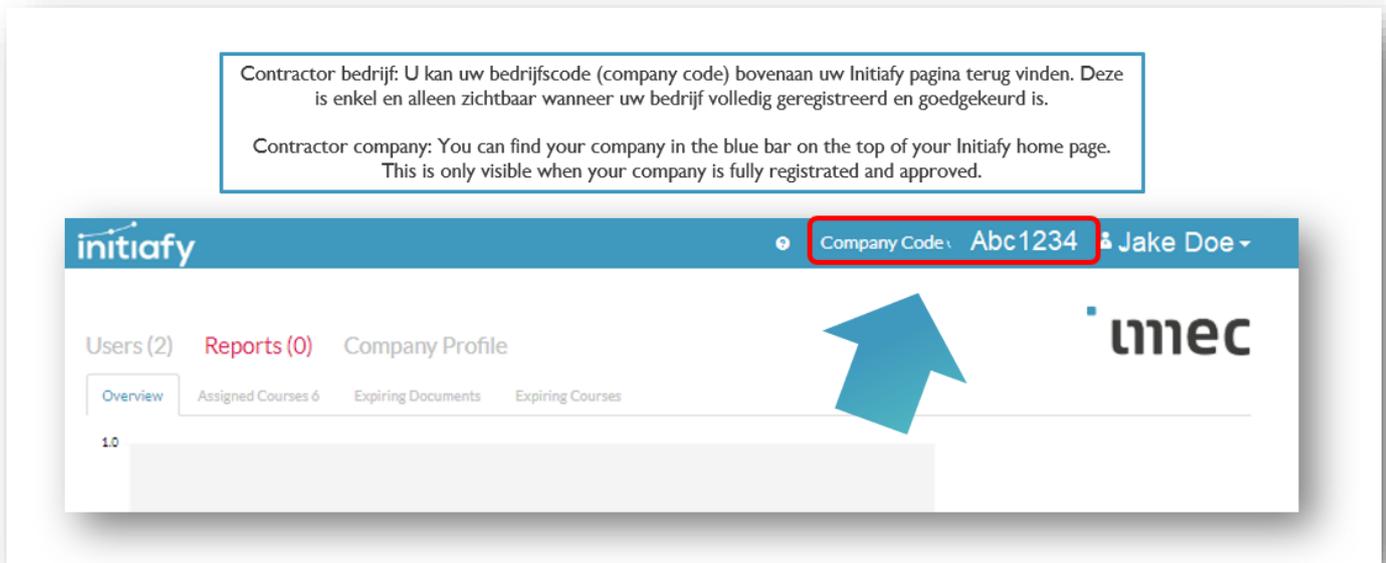
When you have taken the right action you can click on the green button 'I fixed it'



- ✓ The registration of the contractor company has been approved

The contractor manager will receive an email from Initiafy to inform him that the company is registered and approved. In the same email you will find your company code as well. (see example on the next page)

This code is strictly personal for your company and can be sent to your employees for easy registration.



To help you as contractor manager, you can copy paste a part of the text in your email and email it to your contractor employees. Only the first time they need to register with the company code (left side of the screen), after registration they can log in via 'I have an account' (right side of the screen).

EMPLOYEE REGISTRATION WITH COMPANY CODE

The diagram illustrates the user registration and login process. On the left, a blue arrow points down to a registration form titled 'I HAVE A COMPANY CODE'. This form includes the text 'I need to register', a text input field for 'Company Code', and a green 'Register' button. On the right, the 'initiafy' logo is shown above a login form titled 'I HAVE AN ACCOUNT'. This form includes a text input field for the username, a password input field, a checkbox for 'Remember me for 24h', a pink 'Log In' button, and a link for 'Forgot Your password?'.

IMEC contractor: Uw registratie is goedgekeurd - Your registration has been approved

For English: Please scroll down

Dear Jan De Smedt

Thank you for completing the registration of ContractorCompany as an imec contractor on Initiafy. You can now invite your employees to perform an online authentication. They need to complete this process to obtain a 'Certificate with QR code' which they must show at the imec gatehouse in order to gain entry to the site..

Important to know is, that your employees also have to follow the 'Safety Induction- guided tour' at imec, before having access to the imec site.

To invite an employee, send him or her the following message: (do not forget to add the correct [contractor type](#) before sending the email)

You are scheduled to perform services at the imec site. In order to gain access, you must first register at Initiafy.

Please visit initiafy.com and enter this code in the 'Company Code' field on the left side of the login page to register.

Company Code: ABC1234

Contractor type:

Upload all the requested certificates and complete the safety trainings assigned to you. You will then receive a Certificate with QR code which you must present at the imec gatehouse.

Important to know is, that you also have to follow the 'Safety Induction- guided tour' at imec before having access to the imec site.

For more information, please go to the [imec contractor portal](#).

Thank you for your cooperation!

ContractorCompany

If you have any questions, please contact:

- support@initiafy.com for issues regarding the Initiafy tool
- your contact person (host) at imec for more details about imec's safety policy

Please do not reply to this email as it is not a monitored address.

Thank you for your cooperation!

The Initiafy Support Team

Instructions for your contractor employee

Go to the [Initiafy](https://app.initiafy.com/en/login) log-in screen and start to register: fill in your company code

<https://app.initiafy.com/en/login>

Contractor medewerker: Gelieve hier de 'company code' in te vullen, die u via uw contractor bedrijf heeft ontvangen.

Contractor employee: Please fill in your 'company code' that you have received from your contractor company.



I HAVE A COMPANY CODE
I need to register

Company Code

Register

I HAVE AN ACCOUNT

|

Password

Remember me for 24h

Log in

[Forgot Your password?](#)

- ✓ Register with your email address (or alternatively with your mobile phone)

Je kan nu registreren met je e-mail of GSM nummer.
You can register with your email address or mobile phone number.



Mobile number or Email

Email or Phone

Back

Next

Login

- ✓ Only when you register with your mobile phone: confirmation code

Indien u gekozen heeft om via GSM nummer te registreren zal u een code ontvangen via je telefoon. Gelieve deze bevestigingscode in te voeren zodat je verder kan registreren.

If you have selected to register with mobile phone number, a confirmation code will be sent to your phone. Insert the code to finish your registration.

- ✓ Complete your registration

Verplichte velden
Obligatory fields

Overzicht contractor types: [Link](#)

Basic contractor
Niet-veiligheid kritische werken - non-safety-critical work

Extended contractor
Werken in technische gebouwen, niet-cleanroom labo's, veiligheid kritische werken
Working in technical buildings, non-cleanroom labs, safety critical jobs

Cleanroom contractor
Werken in de cleanroom omgeving
Working in the cleanroom-environment

Verander de taal onderaan het registratie formulier.
You can change the language at the bottom of the form.

Ik accepteer het Initiatief Eindgebruikersovereenkomst

Registreer

Heeft u al een account? [Aanmelden](#)

Nederlands

Gelieve dit aan te vinken om te kunnen registreren
Obligatory Checkmarks to accept and agree, before you can finalize your registration.

Overview contractor types: [Link](#)

You are logged in: tips & tricks

- ✓ Good to know

YOU ARE LOGGED IN U BENT INGELOGD

The screenshot shows the Initiafy dashboard interface. At the top, there is a blue header with the 'initiafy' logo on the left and 'Els Imec Manager' on the right. Below the header, there are navigation tabs for 'Content Management (2)', 'Users (24)', and 'Reports (0)'. A blue arrow points from the 'initiafy' logo to a text box. The dashboard includes a bar chart showing data for May, June, and July, with a red bar for July. On the right, there is a 'Company balance' section showing 'Remaining Licenses: 29' and a 'Get more licenses' button. Below this, there are download links for 'Pre-registered users report', 'Self-registered users report', and 'Course Ratings report'. At the bottom of the page, there is a language selector button labeled 'English'.

Good to know!
If you click the Initiafy logo, you will always return to this the homepage

Tip !
Wanneer je op het Initiafy logo klikt, keer je altijd terug naar deze startpagina.

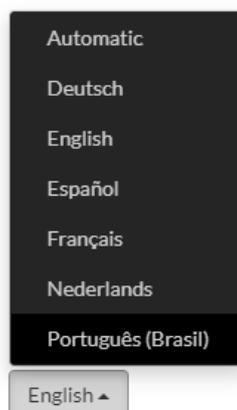
Refresh: Ctrl F5 or ctrl R
When the required info is not visible immediately
Wanneer de info niet correct of direct zichtbaar is

CONFIDENTIAL

- ✓ Language

You can change the language before and after log-in. At this moment imec only support Dutch and English. Emails sent via Initiafy are in Dutch & English. Dutch on top and for English you need to scroll down in the email.

As a user of the tool, you can select your preferred language (machine translation). To change the language, click on the button at bottom of the page and select the preferred language.



Courses – Training

Each contractor employee, who will work on imec site in Leuven, must follow 2 trainings:

1. The **safety training** is automatically linked to each profile and immediately available after registration. This training can be done online before coming to imec
2. The **safety induction (guided tour)** is not visible until the guided tour is done for the first time.

Reminders & Refreshers

Reminders:

Training & Certificates with expiry date

- ✓ Start reminding 14 days before due date
- ✓ Reminder every 3 days before due date

Contractor companies that are created in Initiafy but not pre-registered yet

- Weekly reminder

Refresh the Trainings:

Basic – Extended – Cleanroom training:

- Validity date of the training is 12 months
- Refreshes 4 weeks before due date

The safety induction (guided tour – rondleiding):

- Validity date of the safety induction is 12 months
- Refreshes 1 week before due date

Gatehouse – Access to imec site

You will arrive at the gatehouse with your certificate and show it to the guard. The guard will scan the QR code and will check your profile / contractor type and make sure you have followed the 2 trainings and if the training is still valid.



The access to the imec site is denied for following reasons

- ✓ The contractor employee has not followed the online safety training.
 - » The contractor employee can follow the training in the kiosk at the gatehouse.
- ✓ The contractor employee has not done the safety induction (guided tour) yet.
 - » The imec host will be informed and will make sure that the contractor employee will be guided.
- ✓ The contractor employee is not registered yet.
 - » He can register in the kiosk at the gatehouse and follow the online safety training.
- ✓ The contractor company is not registered and/or approved yet.
 - » The contractor company must be registered and approved before contractor employee can register himself.
- ✓ If the contractor employee or contractor company has received a warning or a notification via email (ex. Expired mandatory document)
 - » Upload the mandatory document
- ✓ If the contractor employee or contractor company has received several warnings from EHS department for unsafe behavior.

Step-by-step guide for the contractor companies

(Most updated version is available on the Imec Contractor portal in Dutch & English)

[Step-by-step guide](#)

[Stappenplan](#)