



SERVICE PROVIDER PORTAL TRAINING

New User Setup and Management

This training will cover setting up new users in the Service Provider Portal (SPP), and managing different user types.

This document is a component of the training for the SPP. This training precludes using the SPP for any actions, and should be completed prior to any additional training.

Only authorised users will have access to the SPP.

Containers for Change Collect / 24/09/2023

Setting Up New Users in the Service Provider Portal

1. Go to the Service Provider Portal: [SPP](#)

2. Click **CREATE AN ACCOUNT**.

▶ Create an account

3. Complete the new user form.

Create an account

First name:

Last name:

Email address:

We will send you a confirmation link.

Submit

4. A verification email will be sent, then follow the link in the email.

Create an account

Success! Check your email.



Containers for Change Service Provider Portal

Click the link below to confirm your email address and set a password.

[Click here to confirm your email address](#)

If your email program does not format the link above you can copy and paste the URL below into your browsers address bar.

<https://spp.containersforchange.com.au/sp/?idc=84AA9412EFB25100794759C>

5. Set a **password for the account**.

Please choose a password.

Password:

Re-enter Password:

Submit

6. Confirm that the information is correct in the **BUSINESS PROFILE** tab, or click on the button on the dashboard.



7. Click the **BUSINESS PROFILE** dropdown section and fill out the form.

▼ Business Profile

Entity type:
--Select Entity Type--

Entity name:

Entity phone (numbers only):

Entity address line 1:

Entity city:

Entity email:

Entity website (business.com.au):

Entity address line 2:

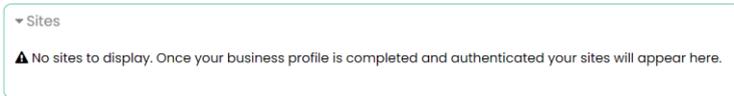
Entity postal code (numbers only):

[Save and submit for approval](#)

8. Click the **SAVE** button at the bottom left of the form — this will be submitted for approval by WARRRL administrators for admin user status.

NOTE: The admin user can be changed by contacting WARRRL administrators for re-approval operations@warrl.com.au.

9. The **SITES** dropdown section will only display sites when the administrator of an entity has successfully registered for the portal. When the admin user has been approved, the **SITES** section will work to identify which services the different sites will provide.

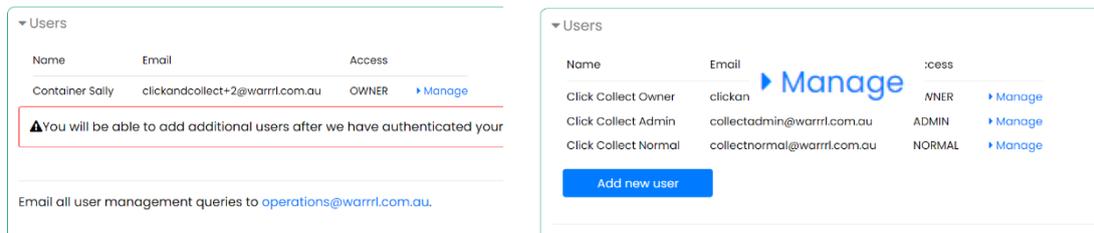


▼ Sites

	Bag Drop	Collect
ABC Foundation - Carnarvon WC20001001	✓	✓
ABC Foundation - Coral Bay WC20001002	✓	✓
ABC Foundation - Denham WC20001003	✓	✓
ABC Foundation - Exmouth WC20001004	✓	✓
ABC Foundation - Meekatharra WC20001005	✓	✓

Email all site list queries to operations@warrl.com.au.

- The **USERS** dropdown section is to manage all the users under the admin account. This will look different before and after administrative approval has happened as well.
- User Types define owner, admin, normal table and what levels are each thing



- Click the **MANAGE** dropdown to edit user details.
- Click **ADD NEW USER** to add a new user.
- Fill in the form for a new portal user. This allows admins to decide which users have a certain access level and to be linked to different sites.

Manage Portal User
Add new user
Close

* Access level:

* First name:

* Last name:

* Email:

Select the sites this user has access to

- ABC Foundation - Carnarvon
- ABC Foundation - Coral Bay
- ABC Foundation - Denham
- ABC Foundation - Exmouth
- ABC Foundation - Meekatharra

Save
Cancel

15. Any new users are then sent a **confirmation email**; new users should follow the link and set up a password in the SPP. Unconfirmed users will be labelled in the user list.

16. Admins can edit the users further by choosing one from the list and clicking **UPDATE**.

The screenshot shows a 'Manage Portal User' window with a 'Close' button in the top right. The window is divided into two main sections: 'User Info' and 'Sites'.
User Info:
Last, first: Sally, Conatiner
User Type: Admin user
Email: clickandcollect+1@warrri.com.au
An 'Update' button is located at the bottom left of the 'User Info' section.
Sites:
A list of five sites with checkboxes, all of which are checked:
- ABC Foundation - Carnarvon
- ABC Foundation - Coral Bay
- ABC Foundation - Denham
- ABC Foundation - Exmouth
- ABC Foundation - Meekatharra