

Existing and New Supplier registration information on ComplyWorks/Veriforce

1 COMPLYWORKS/VERIFORCE EXISTING SUPPLIERS

Suppliers that are already members with Comply Works/Veriforce and not on Seneca's portfolio will be required to provide access to the supplier's data in Comply Works/Veriforce' Compliance Management Solution.

1.1 Supplier to follow these steps to release your data to [Seneca]:

- (a) Go to www.complyworks.com and log in to your subscription.
- (b) Click on CORPORATE > Admin Functions and select Account Settings.
- (c) Select Tab 3 Access Permissions.
- (d) Depending on the option you have selected, you may have to allow Seneca access to view your data, under **Specify**.
- (e) Once you have selected the client(s) that you would like to access your data click **Submit**.
- (f) Navigate to **CORPORATE** on the left-hand menu and select **Questionnaire** from the drop-down.
- (g) On the **Questionnaire** page, answer questions and upload the appropriate documents.
- (h) When you are finished updating the questionnaire, click on the green **Publish** button in the bottom left corner of the screen.
- (i) Check your Clients Tab (**CORPORATE > Compliance > Clients**) to ensure you are compliant with Seneca's requirements.

We request that you provide your data by no later than **5 business days from Agreement Award date.**

2 NEW SUPPLIERS

2.1 How to get started:

- (a) Go to www.complyworks.com.
- (b) On the left side of the page, click the grey **New Subscriber Sign Up** button.
 - (i) You will receive an activation code via email
- (c) Enter your Activation Code: [Activation Code]

- (d) Provide contact information, number of employees, services and operating jurisdictions.
 - (i) Mandatory or non-mandatory
- (di) Read and agree to the **User Agreement**.
- (dii) You will be prompted to click on Proceed to Payment – select no payment as Seneca will be paying for this cost
- (diii) You may be directed to one of those two pages:
 - (i) Upgrade or Renew page. On this page you can see what Seneca College. requires from you -please complete the forms or information required – these are mandatory for your engagement with Seneca Navigate to CORPORATE on the left-hand menu and select Questionnaire from the drop-down. As a supplier who will be performing a service on-site, you will need to complete a Questionnaire from the drop-down. As a supplier who will be performing a service on-site, you will need to complete an On-site Attestation – Occupational Health and Safety (OHS). This is a mandatory requirement of all vendors prior to coming on-site.

When you are finished updating the questionnaire, click on the green **Publish** button in the bottom left corner of the screen. Check your Clients Tab (**Company Management > Clients**) to ensure you are in compliance to be a Seneca vendor.

Please provide the required information no later than **5 business days from Agreement Award date.**