

A GUIDE TO CONTRACTOR PORTAL CHANGES



UPDATING YOUR PORTAL PASSWORD

My Profile Sign out

Primary Details Bank Account Certifications Trades Employees Trade Referrals Industry Relationships Save

Criminal Declaration Holidays Terms Notes Subbies **Security**

Status: **Active** ⓘ

Primary Contractor

Business name: Email:

Mobile: Admin Email:

Phone:

On your MY ACCOUNT page, a new SECURITY tab is now available for you to update your portal password

Change password

Current password

New password

Confirm new password

To update your password;

1. Enter your **CURRENT PASSWORD**
2. Followed by your **NEW PASSWORD**
3. Then repeat this to **CONFIRM NEW PASSWORD**

Note: Your new password must be 6 or more characters

UPDATING YOUR PORTAL EMAIL ADDRESS

Primary Details Bank Account Certifications Trades Employees Trade Referrals Industry Relationships Save

Criminal Declaration Holidays Terms Notes Subbies Security

Status: Active *i*

Primary Contractor [Click here to verify section](#)

Business name: Test Builder Pty Ltd Email: tradeperson@ajgrantgroup.com.?

Mobile: 0455555555 Admin Email: trainingdb@ajgrantgroup.com.au

Phone: 02 9542 2234

ABN: 123123123

Updating your portal email address will also update the following;

1. The email address that will receive AJG purchase orders
2. Your username when logging into the portal

Once you save the email address change, a pop up will appear to confirm these changes. Click YES to proceed and NO to update your email address without updating your username or the recipient email for purchase orders

Updating your email address will also update your portal username. Do you wish to proceed?

Yes

No

FORGOTTEN PORTAL PASSWORD

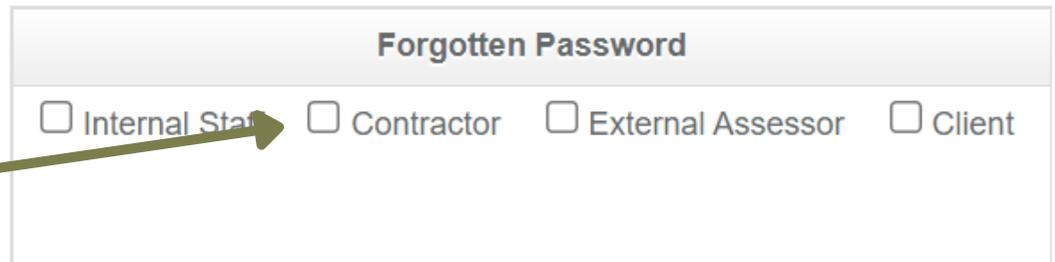


Username

Password

[Forgotten Password?](#)

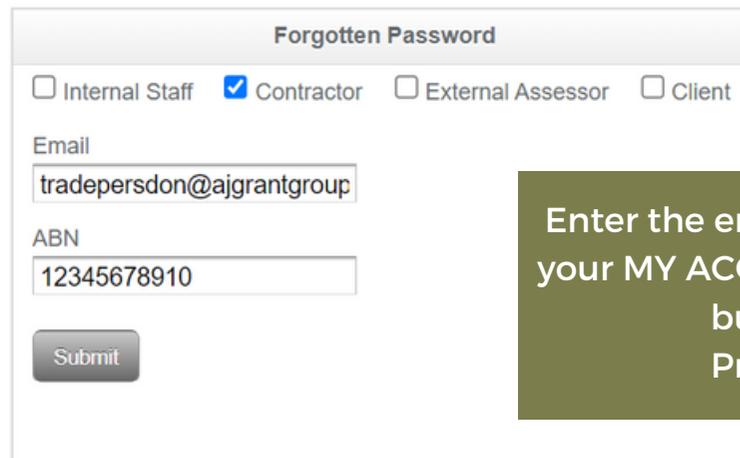
On the LOG IN page, click the FORGOTTEN PASSWORD button



Forgotten Password

Internal Staff Contractor External Assessor Client

Then tick the CONTRACTOR tick box



Forgotten Password

Internal Staff Contractor External Assessor Client

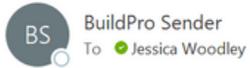
Email

ABN

Enter the email address listed on your MY ACCOUNT page and your business ABN
Press SUBMIT

FORGOTTEN PORTAL PASSWORD

Reset password for BuildPro



Dear DUMMY BUILDER ,

We have received a request to reset the password for your account.

To reset your password now click the link below:

<https://buildprouat.ajgrant.com.au/AjGrant.Server/Request.aspx?APPNAME=AJGrant&PRGNAME=WebLogIn&ARGUMENTS=loginusr%2cloginpass%2creferrer%2cpasswordreset&loginusr=jessicaw@ajgrantgroup.com.au&loginpass=fe24ec23-db5d-4865-9cc2-15a3c00e7825&referrer=&passwordreset=true>

This link will expire in 1 day. If you did not request a password reset, please disregard this email.

Regards,

BuildPro System

An email will be sent with a link to update your portal password

Click the link and you will be redirected to your portal

1. Enter your NEW PASSWORD
2. Confirm your NEW PASSWORD
3. Press the UPDATE PASSWORD button

Change password

New password

Confirm new password

Update password