

Dear Contractor,

Please note:- All Online Inductions must be completed by no later than 2:00pm on the afternoon prior to attending the Site Induction.

Below are the details on how to register for the Mackay Sugar Contractor online induction.

PLEASE read the instructions carefully and do not miss a step. It is important to note that the inductee will receive an email and **must** activate the account **(within 48 hours)** of registration. Therefore, if you register an employee on a Friday, it will be expired by Monday, if it has not been activated.

Details are as follows:-

1. Go to website <https://msl-asit.anevspring.com>
2. Click on CATALOGUE in the top bar
3. Click on BUY on the **Mackay Sugar Limited – Contractors Induction** block

*** Please follow the online instructions, in order to purchase the induction.**

Please note:

- Only ONE induction can be purchased at a time.
- Capture the inductee first and last name on your order. **The email must be the company email address as this will be used for the invoice.**
- Payment is via Credit Card or PayPal account and the invoice will be emailed to you within 7-10 business days.

Step 3 in COMPLETING THE ORDER must be completed as follows:

Order

Step 3 of 3: Personal data

Fill in your personal data. Fields marked with an asterisk are mandatory.

Personal data

First name*	INDUCTEE FIRST NAME
Last name*	INDUCTEE LAST NAME
Company*	COMPANY NAME
E-mail address*	COMPANY EMAIL ADDRESS for invoice
Repeat e-mail address*	COMPANY EMAIL ADDRESS for invoice
Sugar mill contact person*	SUGAR MILL CONTACT PERSON *

SUBMIT ORDER

On completion of the order, an email will be sent to the nominated email address with an order summary. At the bottom of this email will be the instructions to follow, by either **creating a new user account** or logging into an existing user account.

When creating a new account for the inductee, please complete all the inductee personal information as requested.

Please remember:- After the account has been created, the inductee will receive an email to activate the account (**within 48 hours**) and can then proceed to complete the online induction.

For any enquiries, please contact us via email trainingcontractors@mkysugar.com.au

Once the Online Induction is completed and you wish to book a Site Induction, please email either trainingcontractors@mkysugar.com.au or induction@mkysugar.com.au