QUALIFIED PEOPLE QUALITY INFRASTRUCTURE

Employer user guide 2026

Introducing the Civil Trades Employer Portal

Your streamlined solution for managing employee applications!

Companies can allocate a staff member to administrate their organisation's Civil Trades applications. To get set up to do this, just email info@civiltrades.co.nz.

The Civil Trades Employer Portal gives your organisation greater control and efficiency by allowing an authorised representative to upload and manage Civil Trades applications for your team.

Getting started is easy

Plus, employees can choose their preferences with a convenient opt-in/opt-out checkbox when logging into their Civil Trades account on the Civil Trades website. Take advantage of this powerful tool and simplify the Civil Trades applications process for your company, today

Get set up

Users must first be allocated permission to ensure they are authorised to administrate applications and do not attempt to log in without the appropriate access. Before you begin, please get set up to administrate Civil Trades applications in the system on behalf of your company's staff by emailing info@civiltrades.co.nz

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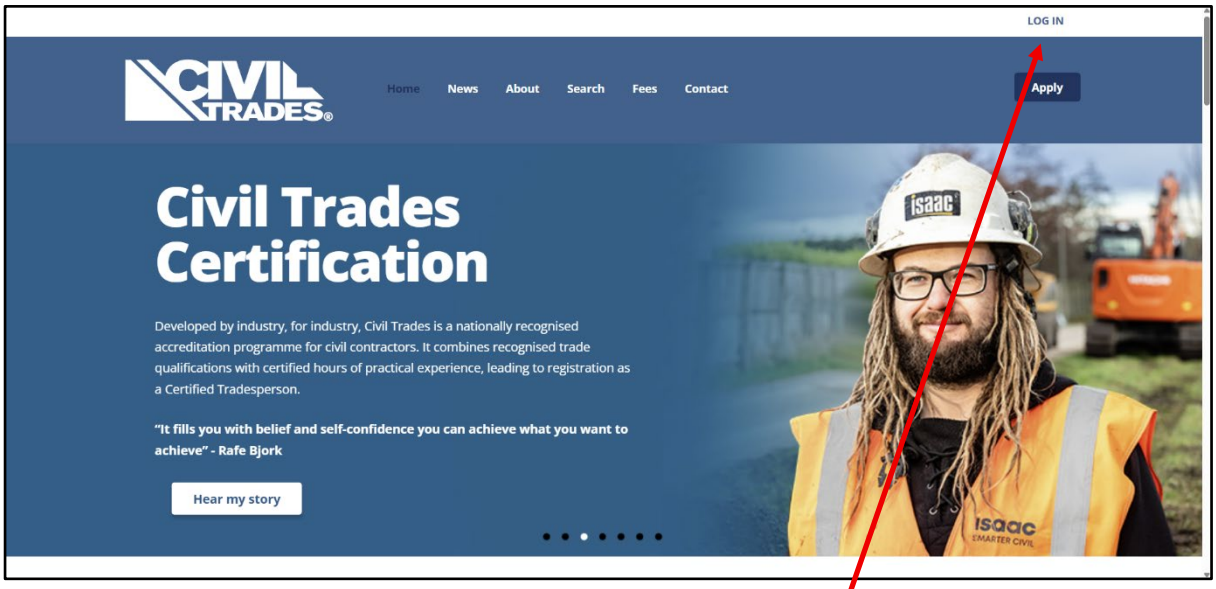
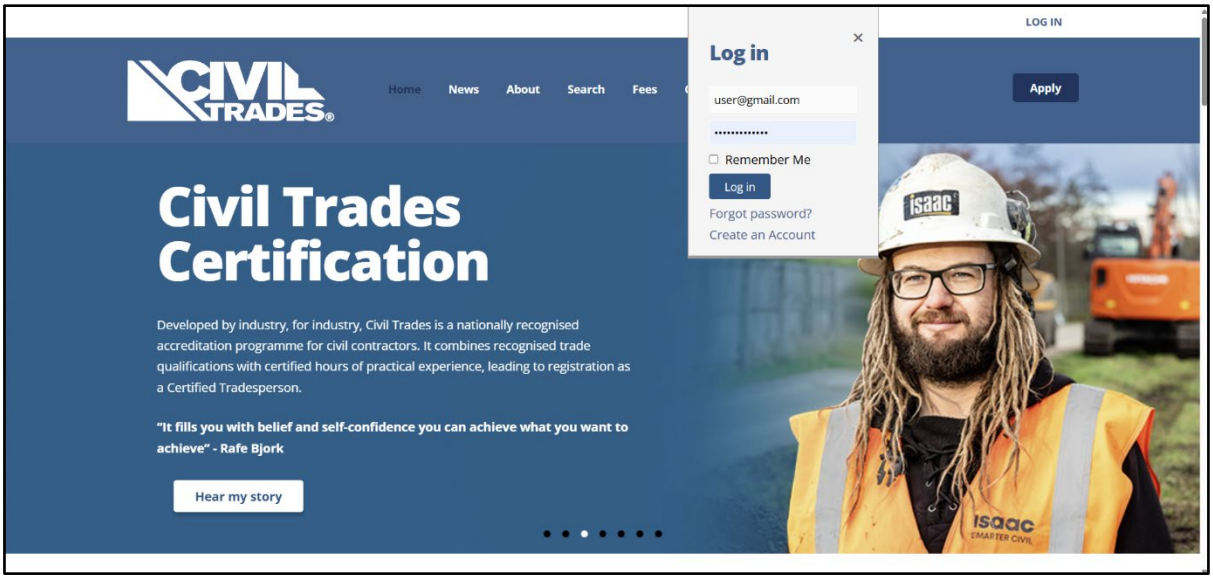
How to log in to your account



Step 1.

To log in to your Civil Trades account you need to go to the top right of the webpage and click

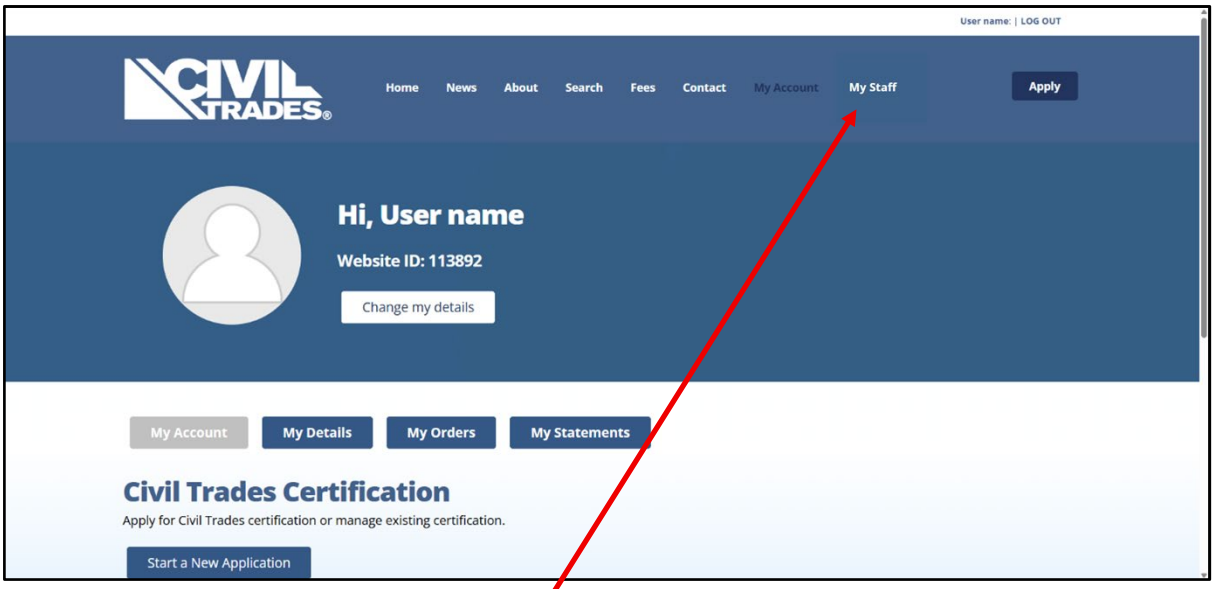
On the "LOG IN" text that appears.



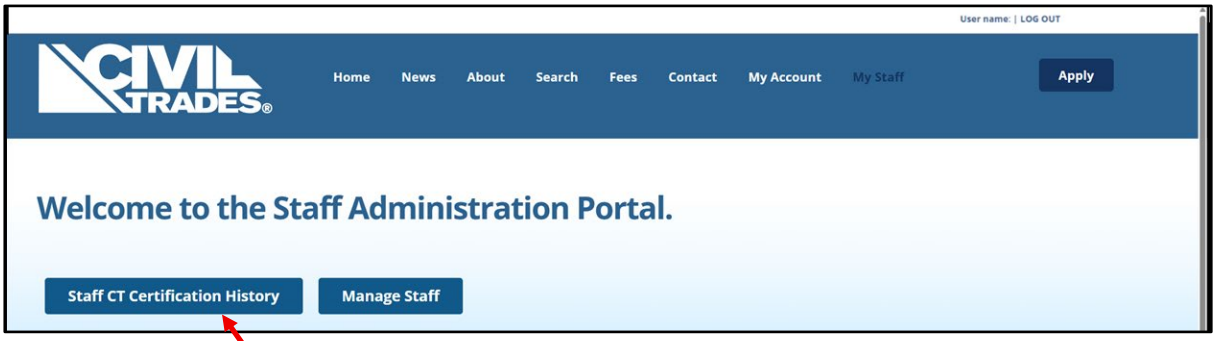
Step 2.

The Log in pop up box will appear. Please fill in your username and password you will then be redirected to your "my account" page

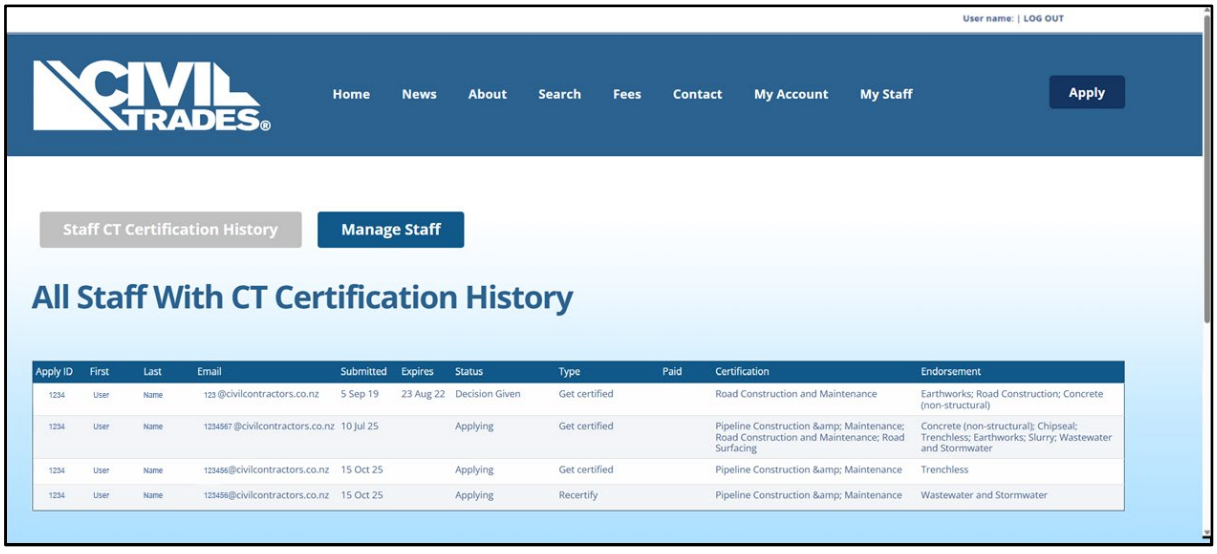
My Account / My Staff



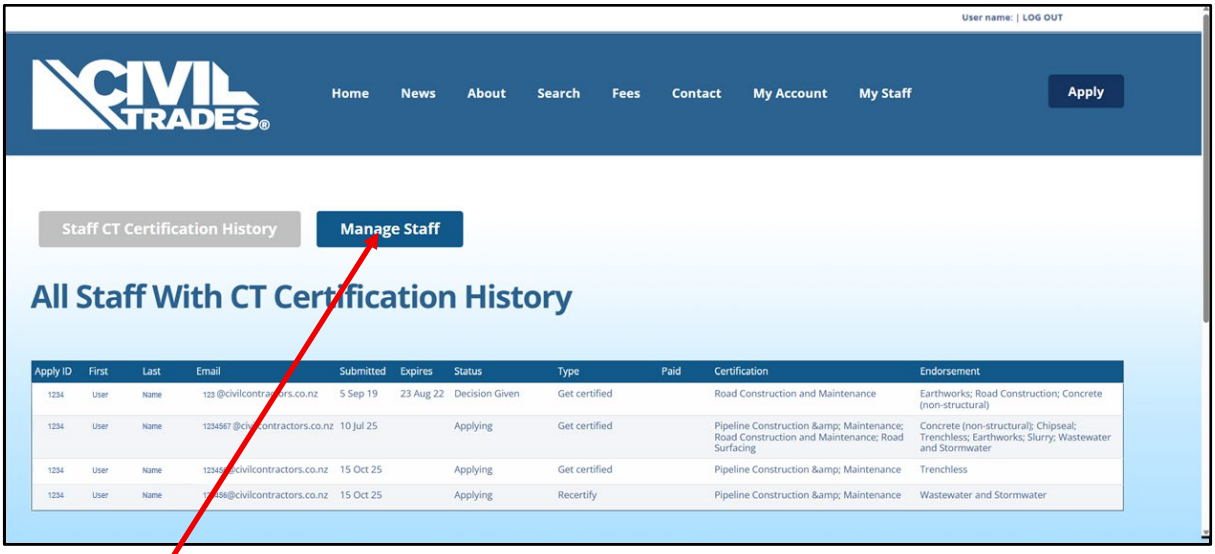
Now that you are logged in to your Civil Trades account, you can now check details, orders, statements and update your details and even add a display photo by clicking on the corresponding buttons. To navigate to your staff click on the "My Staff" button at the top



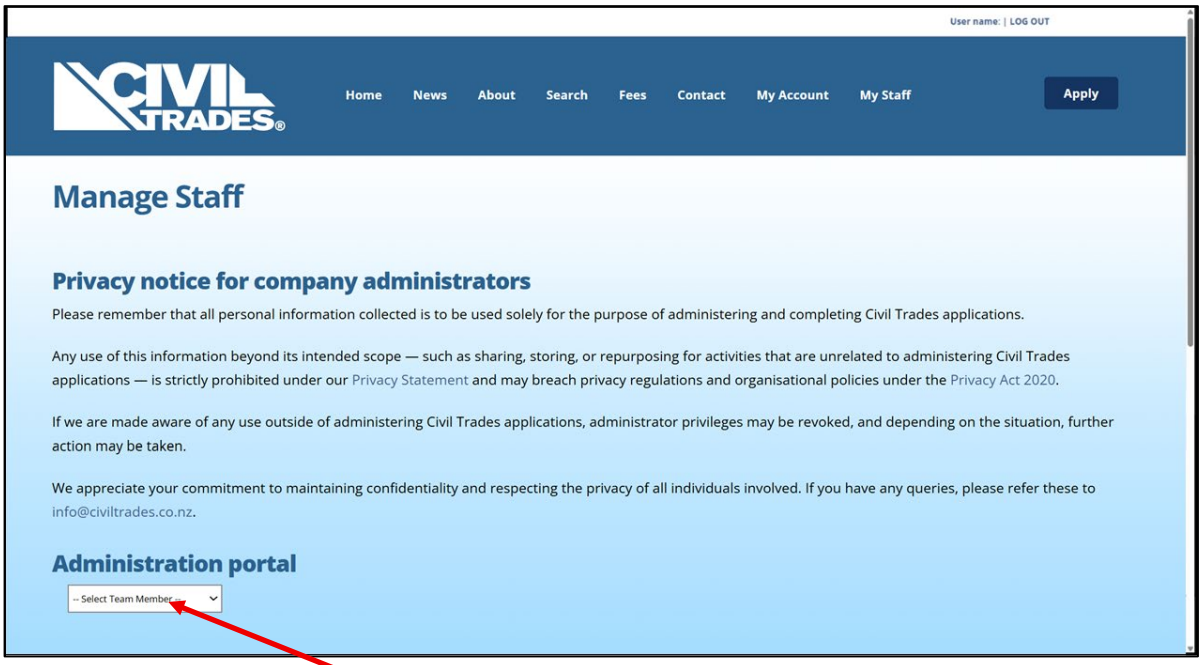
Click on Staff CT Certification History to see staff who have applied, are applying for Civil Trades certification. You can manage and edit applications from this table.



Manage Staff



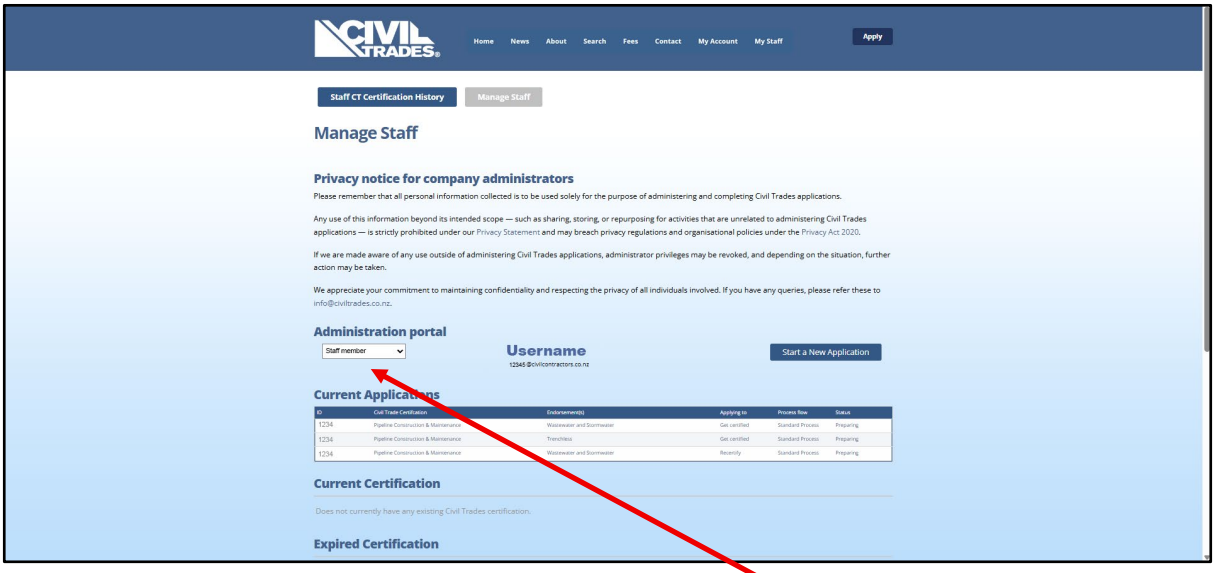
Step 1.
To manage Staff first click on Manage Staff



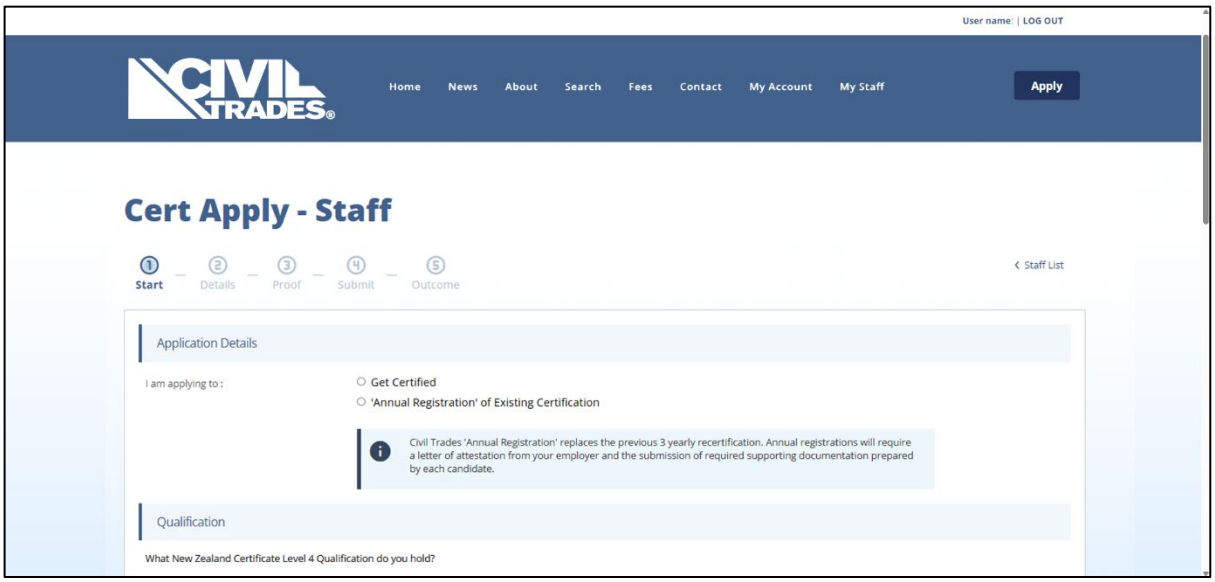
Step 2.
At the bottom of the page there is a drop down menu below "Administration portal".
This lists all staff members under the company profile, whether Civil Trades certified or not. Applicants must be already saved under each company before they will show up in the employer portal

If you do not see employees in the drop down menu, you can email **info@civilcontractors.co.nz** with the employee's name and email address to then be loaded into your company profile. Once a new Civil Trades account is created, the user will receive a verification email which they will need to activate. After their email is verified, if it is a company email address their name will now be visible in the administration portal.

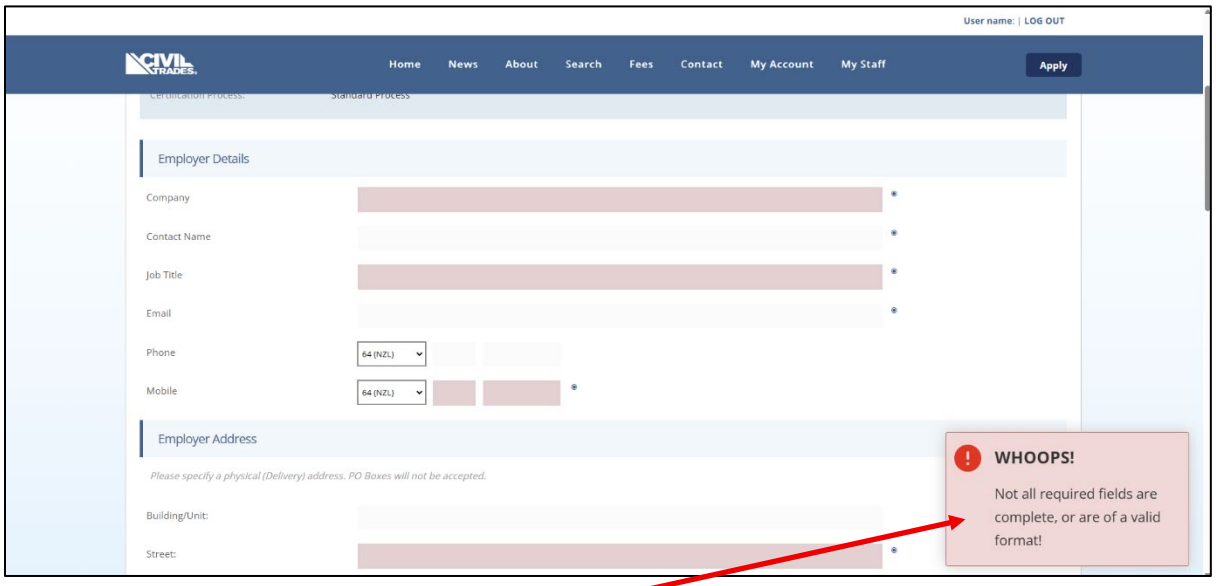
Apply for Civil Trades certification on behalf of staff



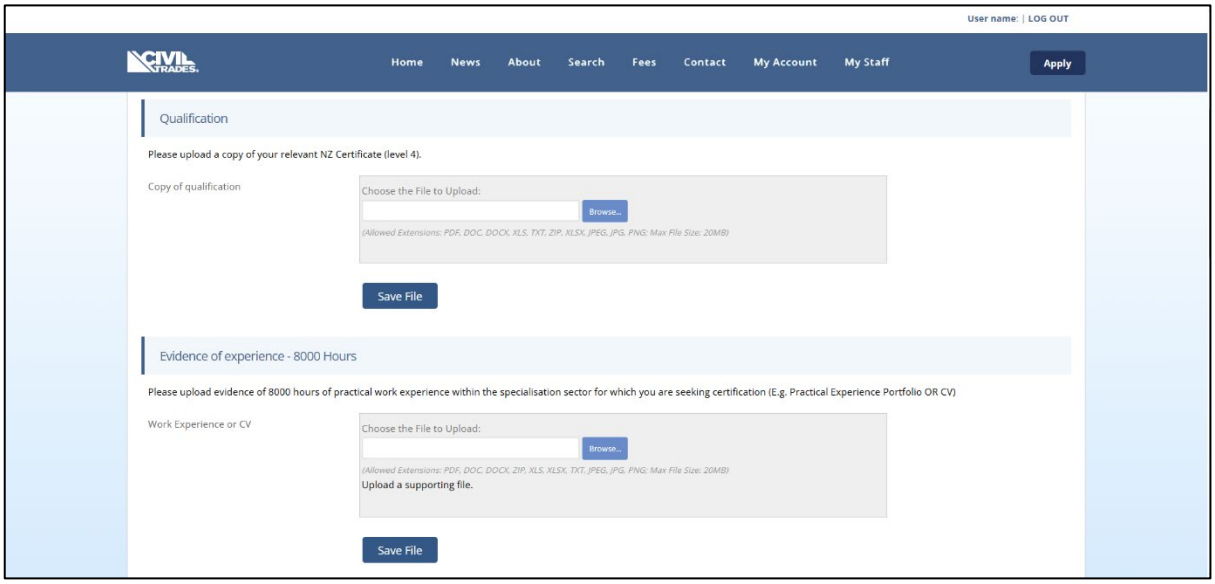
Step 1.
To Apply for a certification, select your staff member from the drop down menu
Then you simply need to click on Start a New Application



Step 2.
Fill out all the required details correctly and click Save & Continue



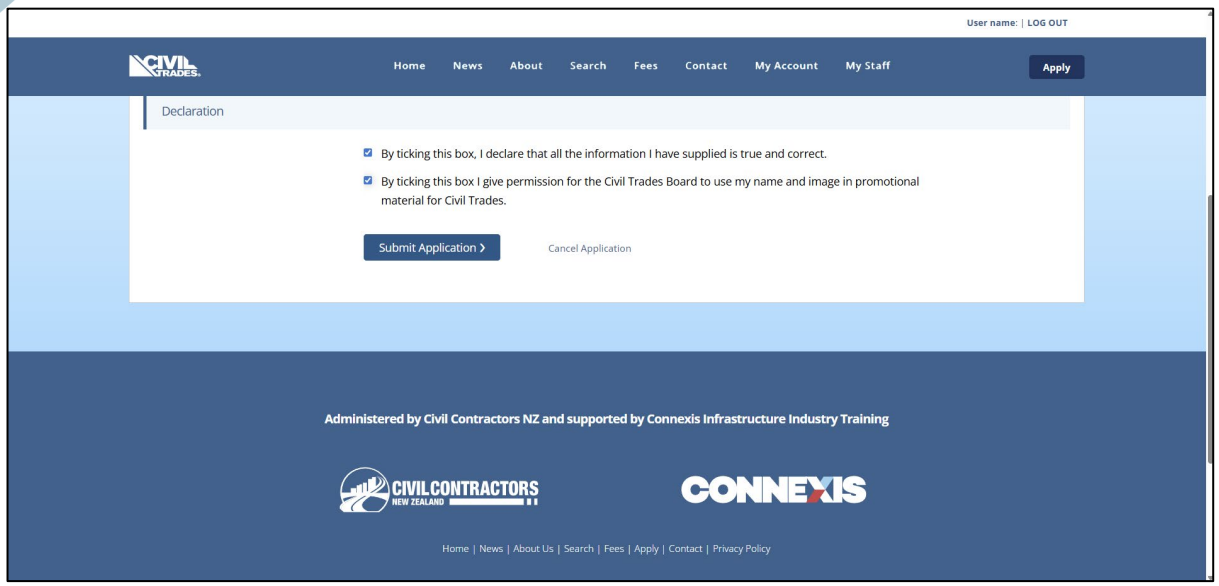
If your fields are not filled correctly or in an invalid format you will receive a pop up notifying you of this and red boxes will indicate where on the page you need to correct your mistakes



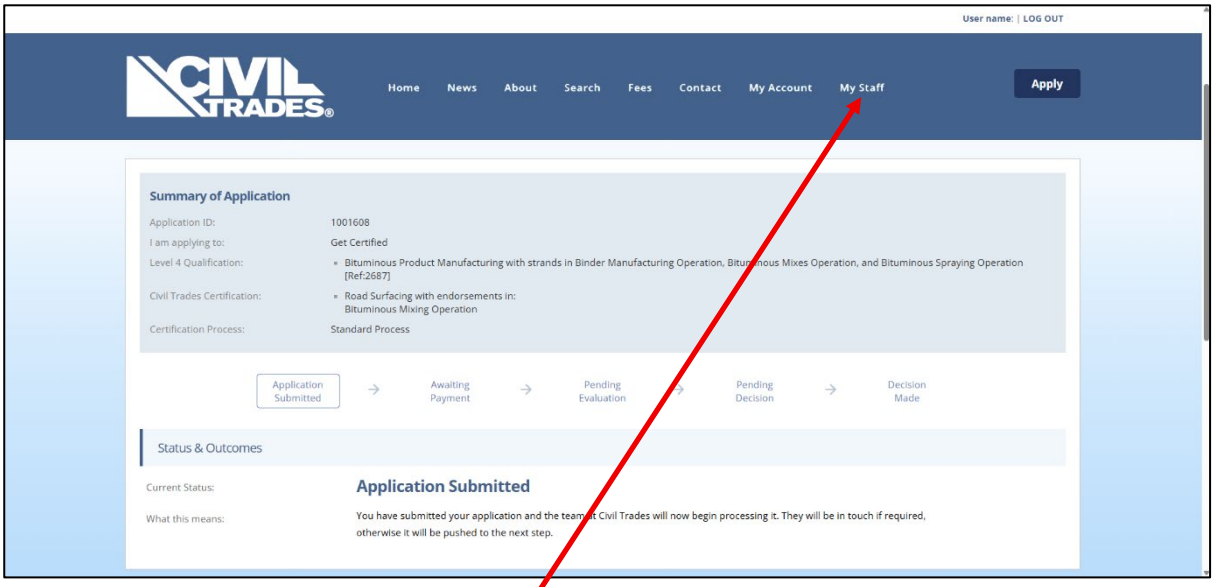
Step 3.

Upload all the correct documents you are asked to upload.
(Allowed Extensions: PDF, DOC, DOCX, XLS, TXT, ZIP, XLSX, JPEG, JPG, PNG; Max File Size: 20MB)

Make sure click on Save File



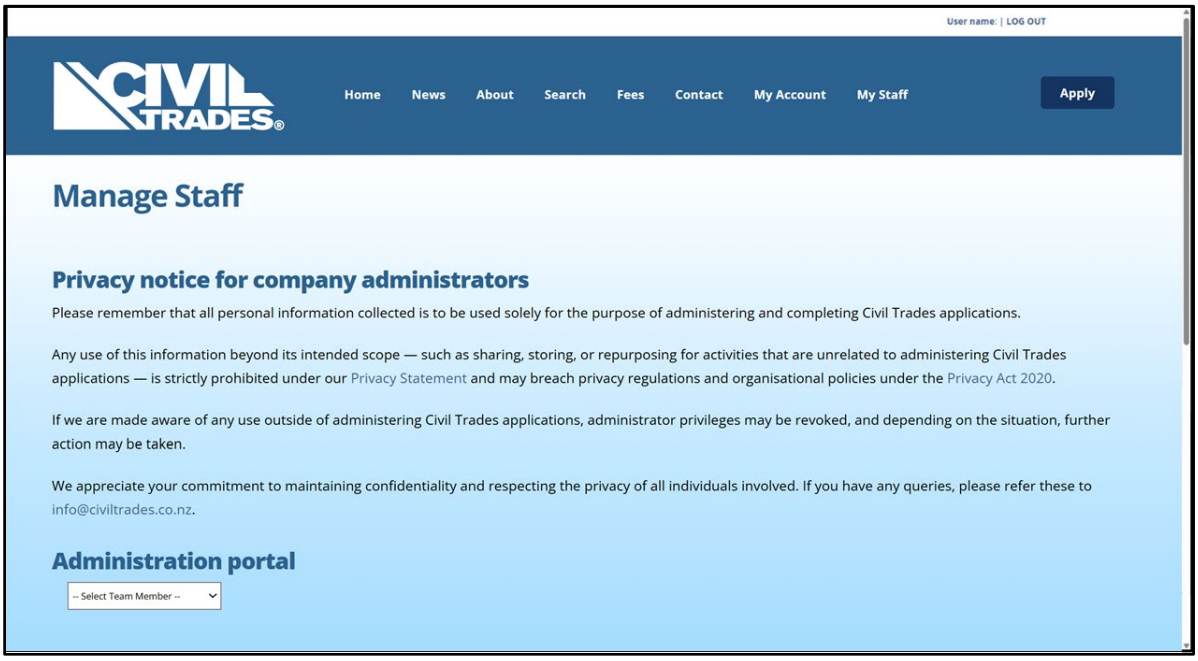
Step 4.
Finish your application by clicking the Submit Application button.



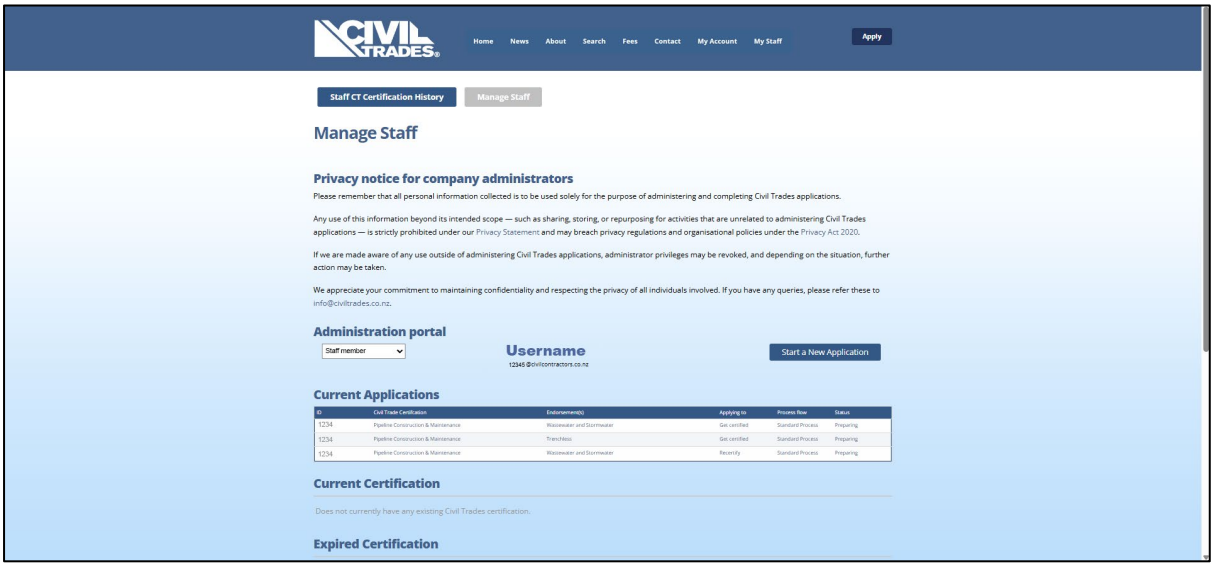
Step 5.
Once finished you can click on My Staff this will return you to the My Staff page

Manage existing staff certifications

Step 1.
To check a staff members current application first navigate back to the

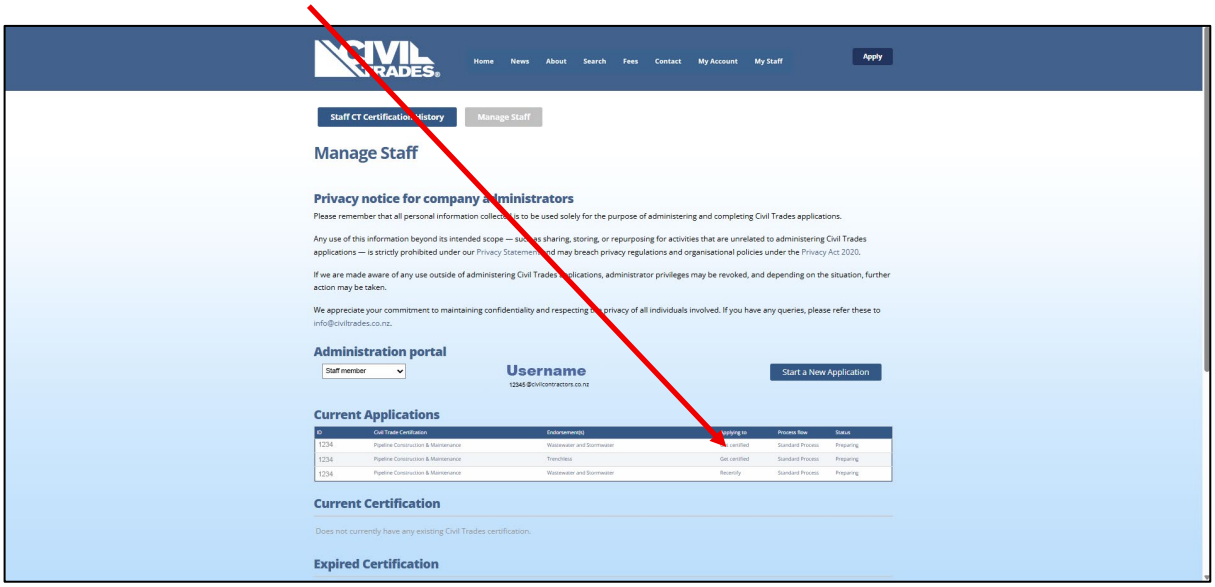


Step 2.
Scroll down to your current applications list

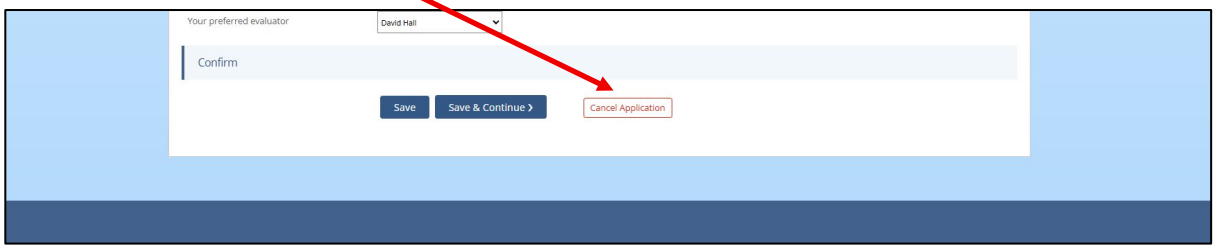
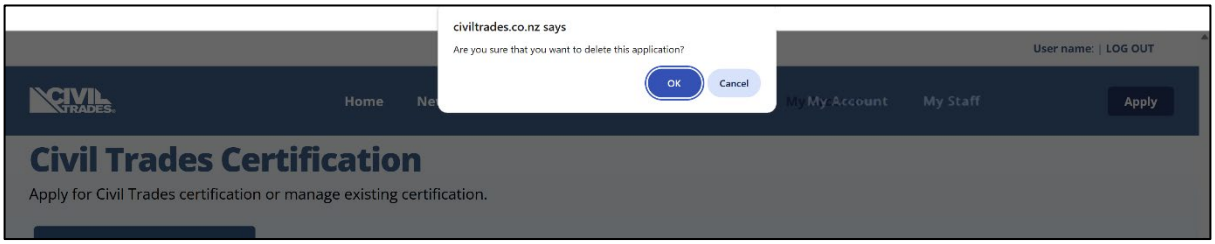


Deleting a staff member's draft application

Step 1.
Click any of the text on any incomplete application you have permission to delete



Step 2.
Click the "Cancel Application" text at the bottom of the application to confirm deletion



Step 3.
You will get a confirmation pop up to confirm, clicking OK will redirect you back to your account page