How to Bulk Invite Workers in the Business Portal

Business Portal · https://workerchecks.com/tl/mga-doc/kung-paano-maramihang-mag-imbita-ng-mga-manggagawa-sa-portal-ng-negosyo/

The **Bulk Invite (Bulk Upload)** feature allows you to **invite multiple staff members at once** to complete their background checks.
This saves time, ensures consistency, and helps large organisations onboard or re-check workers efficiently within the **Worker Checks Business Portal**.

> **Feature Availability:**
> The Bulk Upload tool is **available by request only**.
> To enable it for your organisation, please **contact your Worker Checks account manager**.

What You Can Do with Bulk Upload

- Invite multiple staff simultaneously
- Pre-fill check details via spreadsheet upload
- Automatically send secure invitations to each worker
- Track completion and progress in real time
- Reduce manual data entry errors

Step-by-Step: Bulk Invite Process

1. **Log in** to your **Worker Checks Business Portal**
2. Navigate to the **Invite tab → Bulk Upload**
3. Click **“Bulk Upload Template”** to download the spreadsheet
4. Complete the required fields in the template:

- First Name
- Surname
- Mobile Number

- Email Address

5. Select the **check type** (e.g. Police Check, NDIS Check, VEVO, or multi-check plan)
6. Upload your completed spreadsheet and click **Submit Bulk Upload**

Once submitted, Worker Checks will send an **individualised email invitation** to each listed worker, allowing them to complete their background checks securely online.

Detailed Guide

Click here to open the Bulk Invite “How To” Guide (PDF) ›

(Includes screenshots, template examples, and troubleshooting tips.)

Need This Feature Enabled?

The Bulk Upload feature is added to **active business portals by request only.**
Contact your **account manager** or email **ask@workerchecks.com** to have it activated for your organisation.

Still Need Help?

Chat

We’re happy to assist you in understanding your results and next steps.

Related checks and compliance services

National Police Check

Fast, ACIC-accredited online clearance.

BusinessHub – Bulk Worker Checks

Bulk billing, live tracking and secure portals.

VEVO Right to Work Check

Visa work-rights verification within 60 minutes.

Bankruptcy & Insolvency Check

Real-time AFSA financial history checks.

International Police Check

Overseas criminal history screening.

Qualification Verification

Verify degrees, certificates and training.