Inviting Workers to conduct checks

Business Portal · https://workerchecks.com/tl/mga-doc/pag-imbita-sa-mga-manggagawa-na-magsagawa-ng-mga-tseke/

The **Worker Checks Business Portal** makes it easy to invite staff or contractors to complete their background checks and share results securely.
You can send one-by-one invitations or bulk invites — all tracked and managed from a single compliance dashboard.

Embedded media: https://www.youtube.com/embed/mRLi_s9SlXQ?feature=oembed

What Is a Worker Invite?

A **Worker Invite** allows your organisation to request a worker to:

- Complete required checks (Police, NDIS, VEVO, WWCC, etc.), or
- Share an existing Worker Checks profile if they already hold valid clearances

Each invitation email and SMS is securely branded with your organisation’s details (if supplied).

Step-by-Step: How to Invite Workers

1. Open the Invite Tab

- From the **Business Portal home screen**, click **“Invite Workers”**.
- Select either a **Support Worker Plan** or **Individual Check** (e.g. Police Check, VEVO Check, NDIS, etc.).

2. Enter Candidate Details

In the **Candidate Details** section, you must enter:

- **First Name**
- **Last Name**
- **Email Address** *(mandatory — used for account creation and status updates)*
- **Mobile Phone Number** *(mandatory — used for two-factor authentication and SMS reminders)*

> Both **email** and **mobile number** are required.
> Without them, the invitation cannot be processed or delivered.

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3. Select the Required Checks

Choose the products you want to assign:

- **National Police Check (NCCHC)**
- **VEVO Right to Work Check**
- **NDIS Worker Screening**
- **Working with Children Check (WWCC)**
- **International Police Checks** *(please ensure you specify the country; add multiple countries using "+ International")*

After selecting all relevant checks, click **Send Invitation**.

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4. Confirm Account Credits

If your organisation uses **Employer Pays** billing:

- Check your **credit balance** under the **Pre-Paid tab**
- Top up if needed before sending invites
  (Commence a chat for a short TEAMS meeting to guide you through Purchasing Credits & Account Status Guide ›)

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5. Worker Receives Invitation

Invited workers receive an **email and SMS** containing a secure link.
Depending on their account status, they will either:

- **Share an existing Worker Checks profile**, or
- **Create a new account** to complete their checks

All actions are completed **100 % online** through the secure Worker Checks portal.

Track Worker Progress

Monitor progress in your **Check Queue**:

- **Invited → In Progress → Completed**
  You can view live status, download reports, and manage re-checks directly from your business dashboard.

Why Use Worker Checks for Workforce Compliance

- Centralised business portal with **real-time tracking**
- Secure **email with your branding + SMS invitations**
- Fully compliant **ACIC, NDIS & VEVO integrations**
- Custom **branding and white-label communications**
- Automatic **expiry and re-check reminders**

Related Articles

- How to Bulk Invite Workers in the Business Portal
- Pre-Paid Credits and Account Activity History
- Check Queue and Worker Status Tracking ›

Still Need Help?

Chat

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