

Registering and completing the Online Pre-Employment Health Assessment Questionnaire



Getting Started...

Before beginning the online pre-employment questionnaire process, please ensure you are using one of the below browsers. This is important as the online portal is only compatible with the below browsers and will not work on any other browsers.

Which browsers are compatible with the portal?

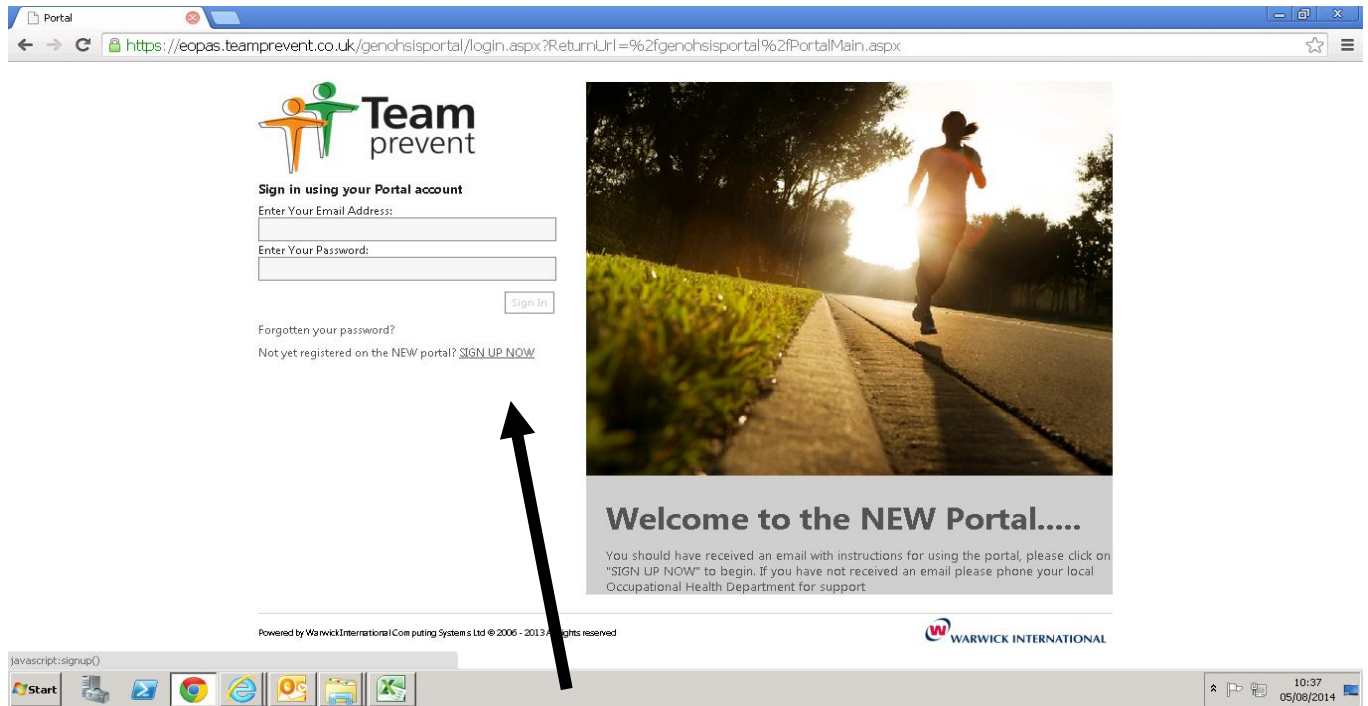


Please ensure you have your email from recruitment with all the required information.

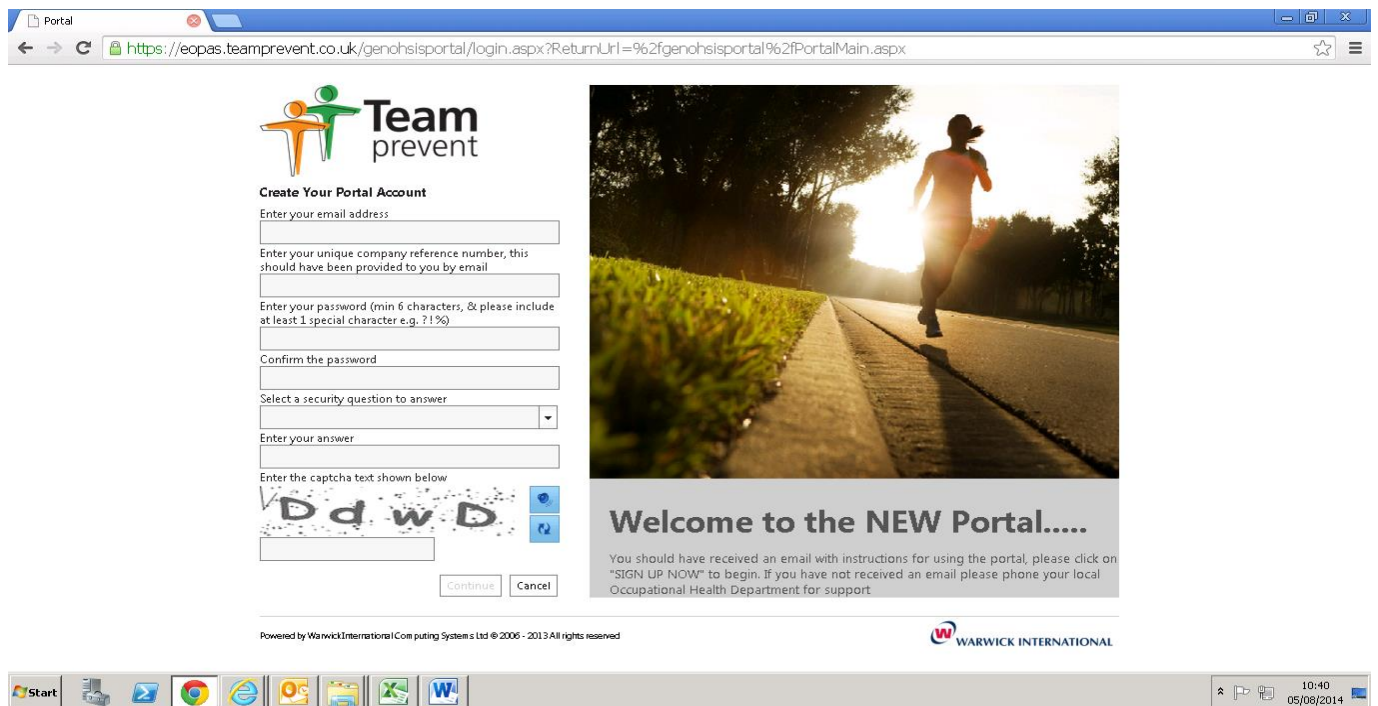
You will need:

- Internet Connection
- Your Company Reference
- An email account that you have access to
- You must be able to answer questions regarding your health
- A compatible internet browser

If you have trouble setting up your portal account or would like a step by step guide, please follow the below steps. If you are still having problems, please contact your administration team.



Home page: Follow the link in your email from recruitment to take you to the home page of the portal. When on the home page click on **'SIGN UP NOW'**.




Registration page:

- Enter your email address
- Enter the company reference (this should be in your email from recruitment)
- Enter your password (it is vitally important to remember this and remember the password criteria) passwords must contain a minimum of 6 characters and a special character (e.g. £,\$,?,%) you must confirm this password in the box below
- Select a security question
- Enter your answer to your security question
- Enter the 'Captcha text' this isn't case sensitive, if you can't read it, load another one by clicking on the two arrows.

Portal

← → ↻ <https://eopas.teamprevent.co.uk/genohsisportal/login.aspx?ReturnUrl=%2fgenohsisportal%2fPortalMain.aspx> ☆ ☰



Create Your Portal Account

Enter your email address


Enter your unique company reference number, this should have been provided to you by email


Enter your password (min 6 characters, & please include at least 1 special character e.g. ?!%)

Confirm the password

Select a security question to answer
Who was your childhood hero? ⓧ ▾

Enter your answer


Enter the captcha text shown below




Welcome to the NEW Portal.....

You should have received an email with instructions for using the portal, please click on "SIGN UP NOW" to begin. If you have not received an email please phone your local Occupational Health Department for support

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Start | [Icons] | 10:46 05/08/2014

Once you have completed the details click continue.

Portal

← → ↻ <https://eopas.teamprevent.co.uk/genohsisportal/login.aspx?ReturnUrl=%2fgenohsisportal%2fPortalMain.aspx> ☆ ☰




Create Your Portal Account

Your Portal account has now been created.

In order to verify the email address you provided, an email has now been sent.

When the email arrives, please click the Verify Account link to complete the account creation process and connect to the Portal.


You can now close this browser window.



Welcome to the NEW Portal.....

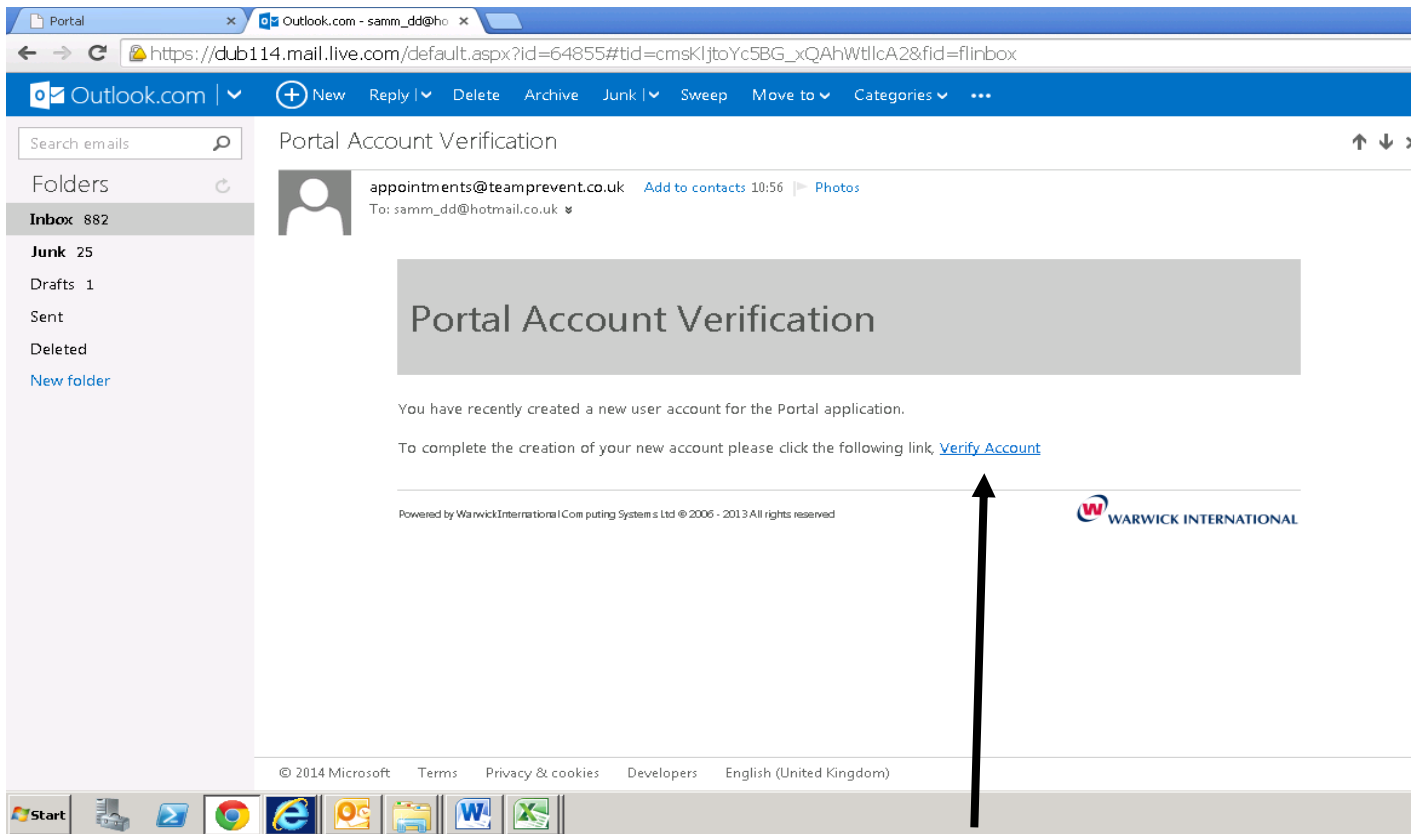
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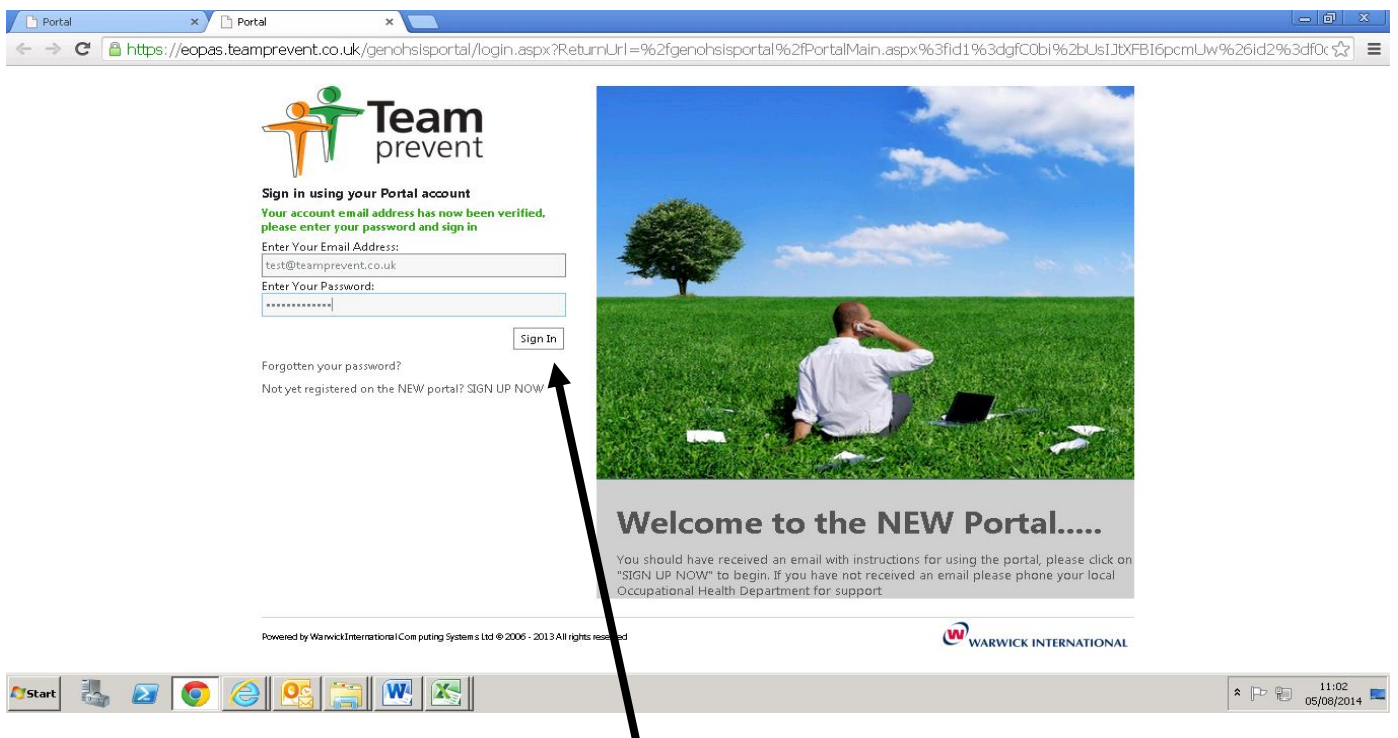
 WARWICK INTERNATIONAL

Start | [Icons] | 10:56 05/08/2014

If you have completed the registration process successfully, you will see this screen, you now need to check the inbox of your email address you used to sign up and there should be an email from 'appointments@teamprevent.co.uk' please use this email to verify your account. **If the verification email hasn't arrived in your inbox please check your 'Junk'.**



The email should look like this, to get into your account, please click on '[Verify Account](#)'



When you click on 'Verify Account' you will be directed to this screen and your account has now been activated. You can now log in with the credentials you used to sign up with, **not forgetting that your password will contain a minimum of 6 characters and a special character.** Once you have filled this out please click 'Sign In'.

Portal Portal

https://eopas.teamprevent.co.uk/genohsisportal/PortalMain.aspx

You are not currently associated with a Personnel record in the Portal

About Us | Contact Us | Help | Sign Out

Options

Team prevent

Personal Details
Contact Details
Employment Details
Change Password
Account Management
Management Structure

Settings

Personal Details

In order to access the Portal, your User account needs to be linked to a Personnel record held in the system. Please enter your details in the fields below, and click on Next to continue.

Closing the browser or signing out before clicking 'Save Changes' on the last screen will result in all entered data being lost.

Company Reference * 00009C64

Title *

Forename *

Surname *

Date Of Birth (Please type this in) *

Gender *

Next Fields marked with * are required

Online Form Help

Personal Details

If authorised, use the **Personal Details** option to alter basic details stored about you. Click on the **Save Changes** button to commit any modifications.

Contact Details

If authorised, use the **Contact Details** option to alter address and telephone number details stored about you. Click on the **Save Changes** button to commit any modifications.

Change Password

Enter your **Current Password** as well as specifying your **New Password** to alter it. Password rules are defined by your system administrator and must be met before the change will be allowed. If you cannot remember your current password, log out and choose the **Forgotten your password?** option to continue.

Account Management

Use this option to choose whether **Show Help On Startup** is enabled and to select your **System Time Out (minutes)**.

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11:05 05/08/2014

When you have signed in you will be taken to the page where you must complete your 'Personal Details'. Please follow this ensuring you fill out all the required fields.

Portal Portal

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You are not currently associated with a Personnel record in the Portal

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Closing the browser or signing out before clicking 'Save Changes' on the last screen will result in all entered data being lost.

Company Reference * 00009C64

Title * Mr

Forename * Portal

Surname * Example

Date Of Birth (Please type this in) * 24/02/1974

Gender * Male

Next Fields marked with * are required

Online Form Help

Personal Details

If authorised, use the **Personal Details** option to alter basic details stored about you. Click on the **Save Changes** button to commit any modifications.

Contact Details

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Once you have completed these fields please click 'Next'

Portal x Portal x

https://eopas.teamprevent.co.uk/genohsisportal/PortalMain.aspx

You are not currently associated with a Personnel record in the Portal

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Contact Details

Please enter your contact details in the fields below, and then click on Next to continue.

Home Address

Number/Name *

Street *

Address Line 2

Address Line 3

County *

Post Code *

Home Telephone Number

Mobile Telephone Number

Back Next **Fields marked with * are required**

Online Form Help

Personal Details

If authorised, use the **Personal Details** option to alter basic details stored about you. Click on the **Save Changes** button to commit any modifications.

Contact Details

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You must then complete the next page and once completed click 'Next'

Portal x Portal x

https://eopas.teamprevent.co.uk/genohsisportal/PortalMain.aspx

You are not currently associated with a Personnel record in the Portal

About Us | Contact Us | Help | Sign Out

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Settings

Employment Details

Please enter your employment details in the fields below, and then click on Save Changes to confirm.

Organisation *

Site

Department

Area Of Work (If known)

Location of Work (If known)

Date you were offered this position

Back Save Changes **Fields marked with * are required**

Online Form Help

Personal Details

If authorised, use the **Personal Details** option to alter basic details stored about you. Click on the **Save Changes** button to commit any modifications.

Contact Details

If authorised, use the **Contact Details** option to alter address and telephone number details stored about you. Click on the **Save Changes** button to commit any modifications.

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Account Management

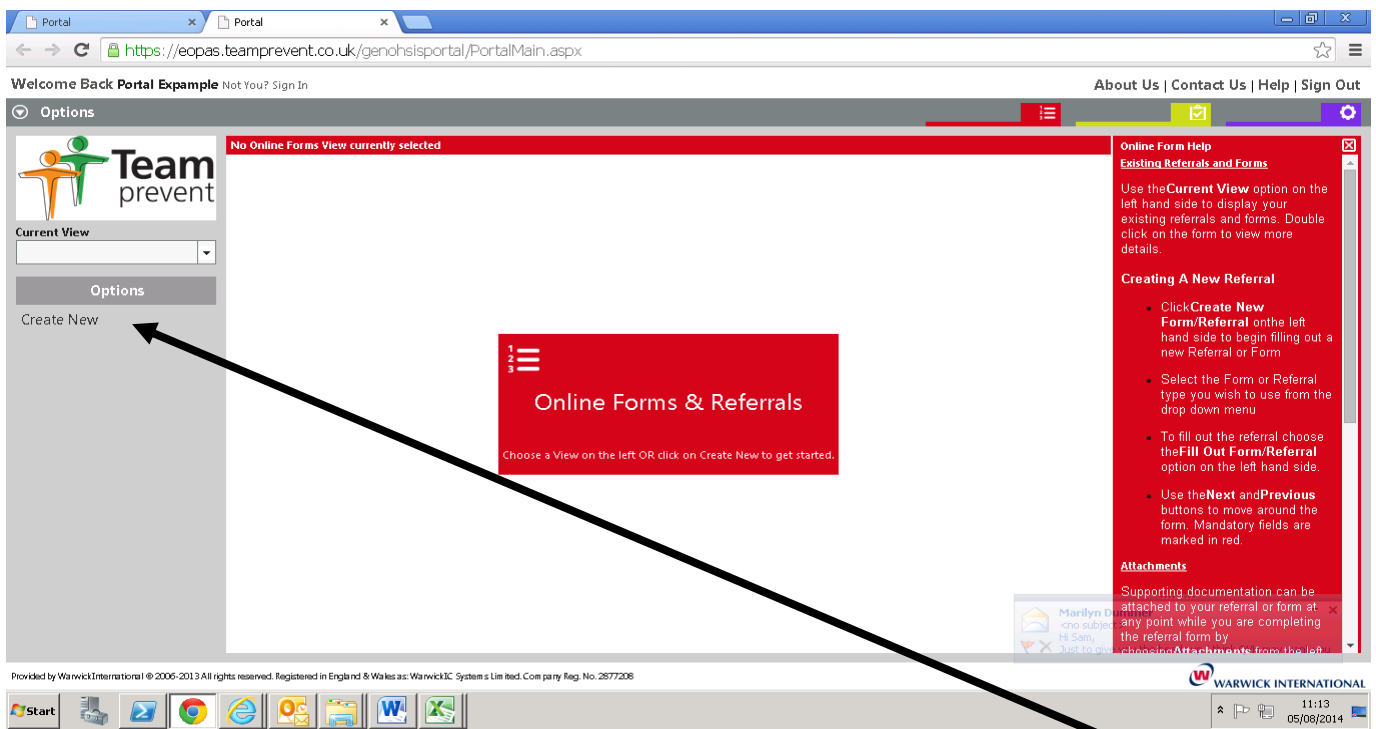
Use this option to choose whether **Show Help On Startup** is enabled and to select your **System Time Out (minutes)**.

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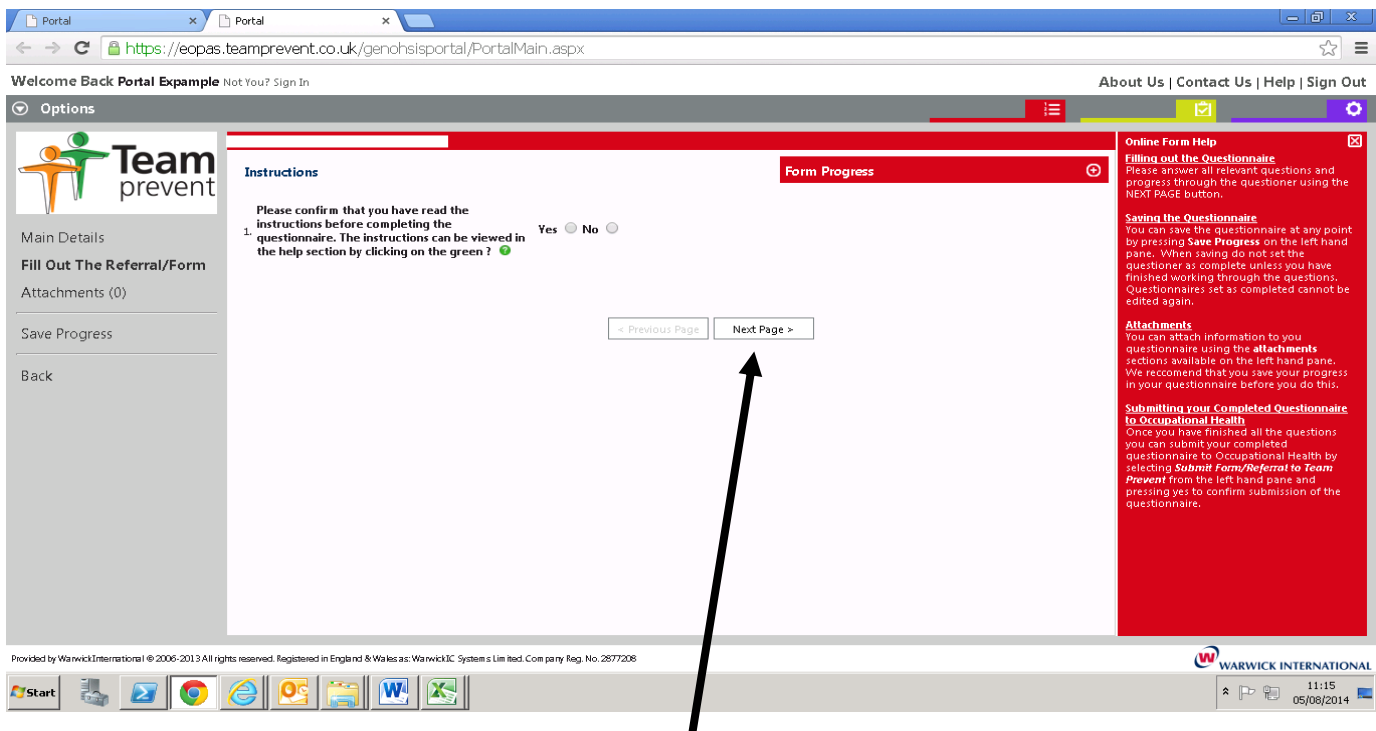
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11:10 05/08/2014

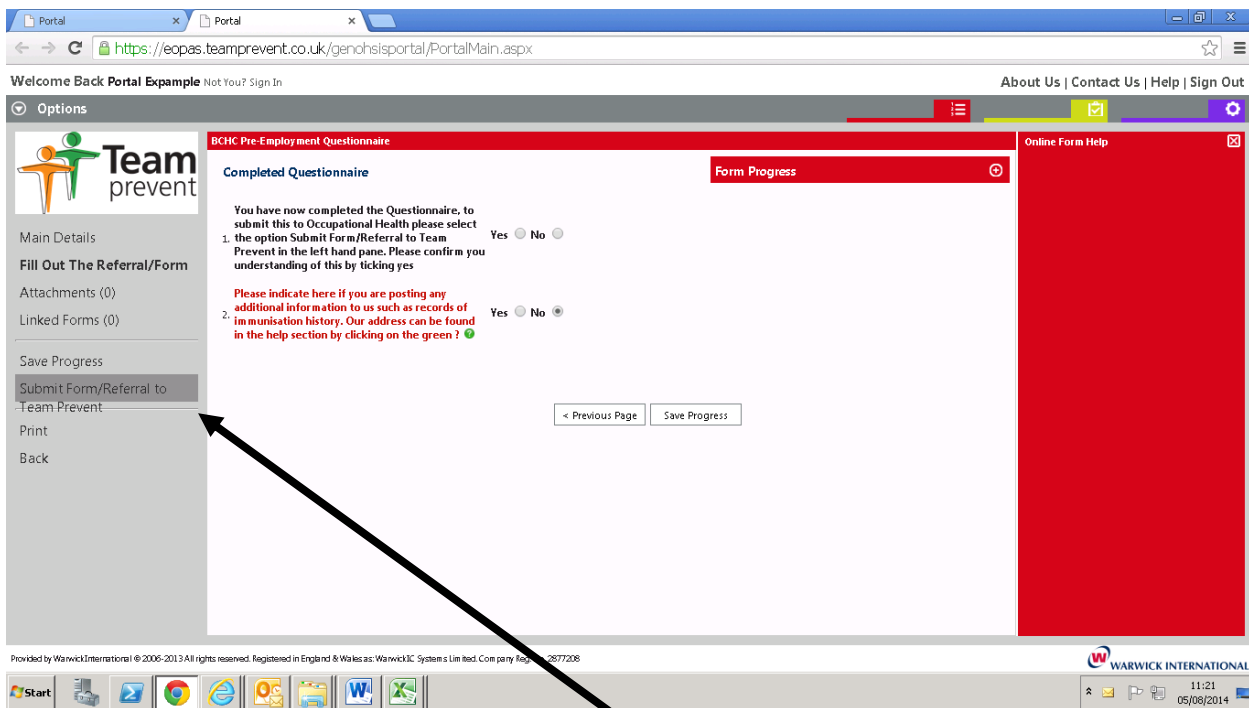
The next page requires Employment Details, if you know these or have been provided the information in your recruitment email, please fill them in appropriately, the first two lines should be filled out for you. Once you have filled these out (or not), please click 'Save Changes'



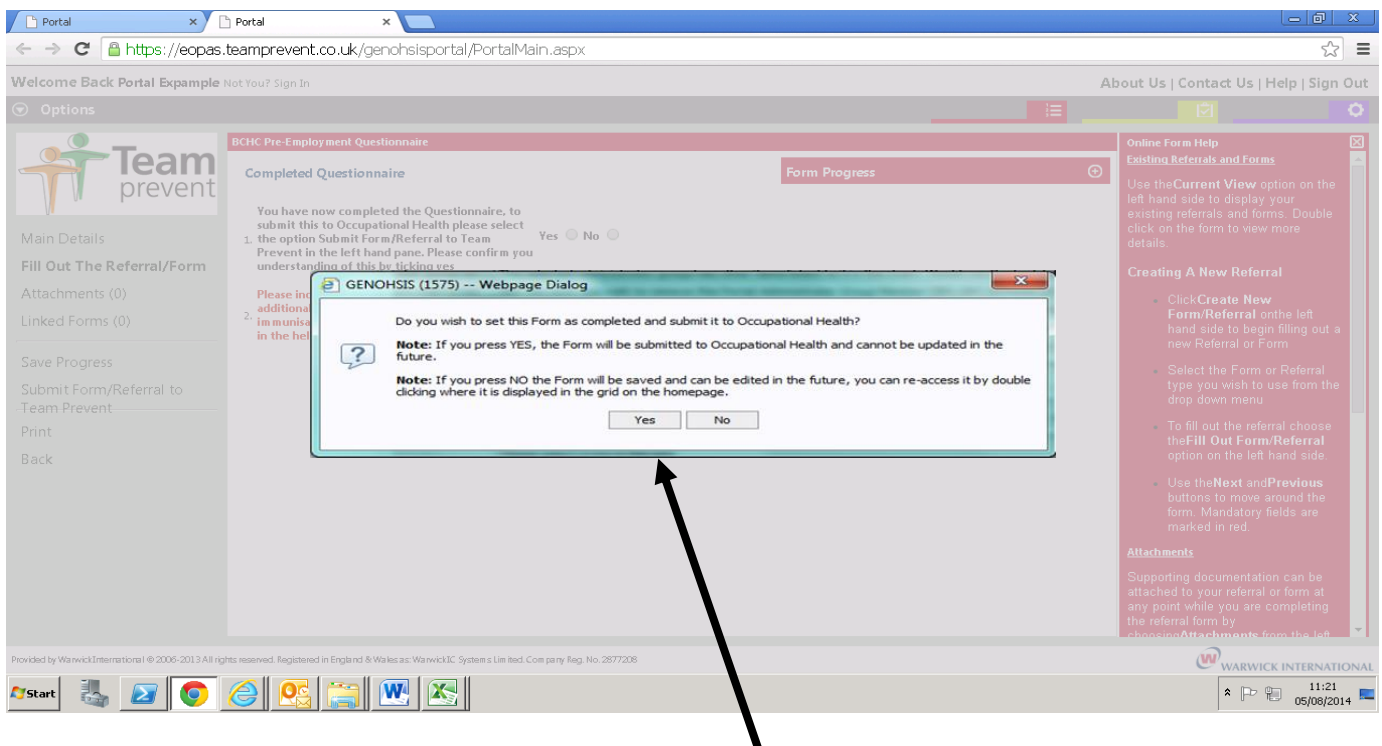
When you have completed the details you will be directed to this page. To proceed, you must click 'Create New'



This will now direct you to the required Pre-Employment Questionnaire and you must complete this fully. To proceed through the questionnaire you must answer ALL mandatory questions and complete the form fully and accurately. To proceed through the questions you must click 'Next Page'



Once you have reached the final page, you must click 'Submit/ Form/ Referral to Team Prevent.



You will receive this message, if you are happy to send it to us, please click yes.

You have now completed the questionnaire, we will process this accordingly.