Permitted - Getting Site Ready (Contractor)
Quick reference guide

1 Permitted Registration

1. Go to https://www.permittedusa.com/ and click Register
2. Enter your login email address
3. Enter your unique company key. (Provided by Transurban)
4. Complete your profile information (Full Name, Contact Number, State and DOB [Used for password resets])
5. Once you have completed registration, you will receive an email with login details

2 Get Site Ready

1. Login to Permitted and select the orange **Induction Waiting** button
2. Select begin induction for "**Transurban USA - Transurban Site Readiness**"
3. Read the privacy statement and select "**I Agree**".
4. Upload a profile photo and emergency contact
5. If you have a copy of your Transurban Asset Induction Certificate (from Maximo / Litmos), then answer "**Yes"** to the question "Have you completed the Transurban Asset Induction previously on another system?". This will allow you to upload a copy of the Certificate.
6. If you don't have access to your Transurban Asset Induction Certificate or this is the first time doing a Transurban Asset Induction select **"No"** to perform the Transurban Asset Induction directly in Permitted.
7. Once you have uploaded your Asset Induction, your account will be sent for verification before becoming Site Ready. If you completed your Induction directly in permitted, you will automatically become Site Ready. Once your account is Site Ready you will be able to create an ATA and be added to other ATAs.

Further Support – Should you have issues with the above steps, please contact the Transurban Help Desk on TechnologyServiceDesk@Transurban.com or **1 855 337 5880.**

3 How to Confirm you are Site Ready

After completing steps 1 – 2, it can take up to 3 business days for your account to be verified.

1. Login to https://www.permittedusa.com/
2. From the home screen, select "Create" & "Create WAP"
3. If you are site ready, you will be able to see your site and all icons will be green.
4. If you can't see your site, check the "Show Unready Sites" box.
5. Here you can hover over each red icon to see what action is outstanding.

Transurban USA
Expires: 2030-12-31

❓ Frequently asked questions

I can't see the site I need to gain access to, what do I need to do to see the Induction for that site?
If you can't see the Transurban USA site you require access to, it means the company ID registered with has not been added to Permitted. Please have a company representative contact the Transurban help desk via TechnologyServiceDesk@Transurban.com or **1 855 337 5880**.

What is my unique company key?
Each company requires a unique company key, provided by Transurban. Contact your Transurban contact or Transurban Helpdesk if you don't have a copy of this company key.

How do I know if my account has been verified?
All icons on your site will turn from red to green when you have completed all the requirements of the induction and Transurban have verified your account. You can check this by going to Create > Create WAP and viewing each of the sites available to your account.