16 June 2020

Dear Contractor

### ACONEX INVITATION FOR PROJECT TEAMS

The TasWater CDO has chosen to use [Aconex](https://au1.aconex.com/Logon) for managing information on its projects. Aconex is a secure, online platform for storing, managing and distributing all project information and can be accessed via an internet connection, 24 hours-a-day, 7 days-a-week. As TasWater CDO projects are already registered on Aconex, the system is free for your organisation to use.

Before you start using Aconex, you will need to do three things:

### Register your organisation and users with Aconex

In order to access Aconex, your organisation must register its details and create accounts for your users.

If your organisation is already registered on Aconex, contact your organisation’s Aconex Administrator(s) to request user accounts be [created.](https://help.aconex.com/aconex/our-main-application/aconex-admin-kit/admin-kit-org-admins/manage-user-accounts/creating-new-users-organization)

### Get up to speed using Aconex

If you are new to Aconex, it is recommended that you sign-up for the [Aconex Certified](https://help.aconex.com/online-training/aconex-certified/aconex-certified-associate) program to get yourself started with basic functions and concepts of Aconex. The learning program is free, and you can decide later if you want to be certified.

You can also attend one of the [Aconex Fundamentals Webinars](https://info.aconex.com/AconexFundamentalsWebinarAsiaPacific.html) online, or simply visit [Support](https://help.aconex.com/) [Central](https://help.aconex.com/) website to watch [video tutorials](https://help.aconex.com/online-training/video-library) and access instructions for common Aconex tasks. For all other Learning Options and Advanced Workshops, please contact training-anz@aconex.com.

### Notify TasWater CDO

Once your organisation is registered and the relevant user accounts have been created, please notify CDO.DocumentControl.Mailbox@taswater.com.au, who will invite you to the TasWater CDO Aconex project.

Once this is complete, you will be able to correspond with TasWater CDO users via Aconex mail.

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### Additional Support:

Aconex provides 24/7 helpdesk support for all users globally. For any questions or technical assistance, please call **1300 226 639** Australia or **0800 226 639** NZ.

Yours sincerely



**Kirsty Heron**

Quality Lead