

Member Login Guide

Guide to access RESP-FIT member account

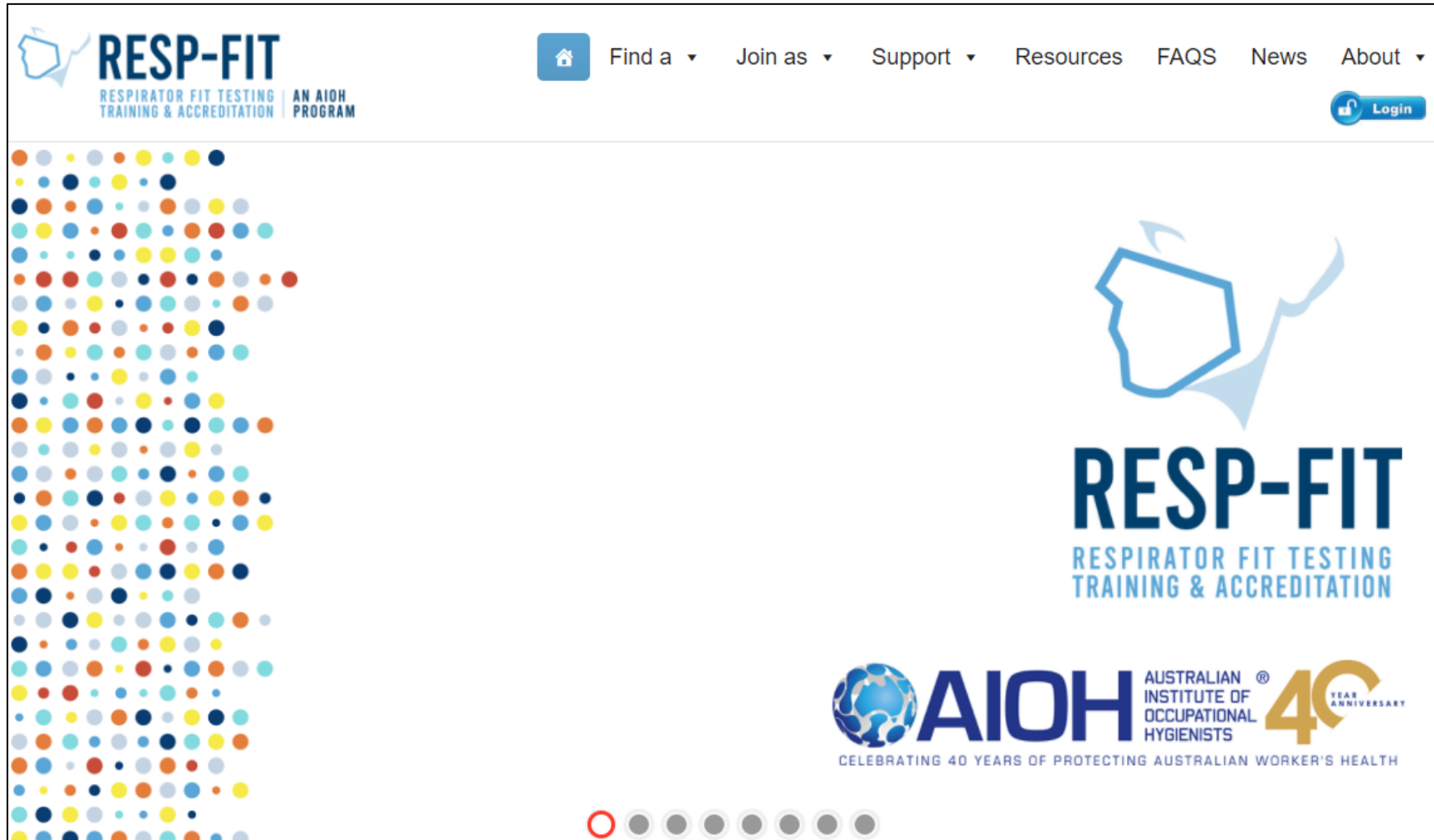
v2

RESP-FIT Membership Services

- Member services are available for
 - Accredited Fit Testers
 - Approved Trainers
 - Approved Training Providers
 - Fit test service providers who employ accredited fit testers
- Member services allow for members to
 - Update details in RESP-FIT database and what is displayed on the RESP-FIT website
 - Download badges, certificates, RESP-FIT logo & Logo/Badge guidelines
 - View the record displayed on the RESP-FIT website



Visit respfit.org.au to login

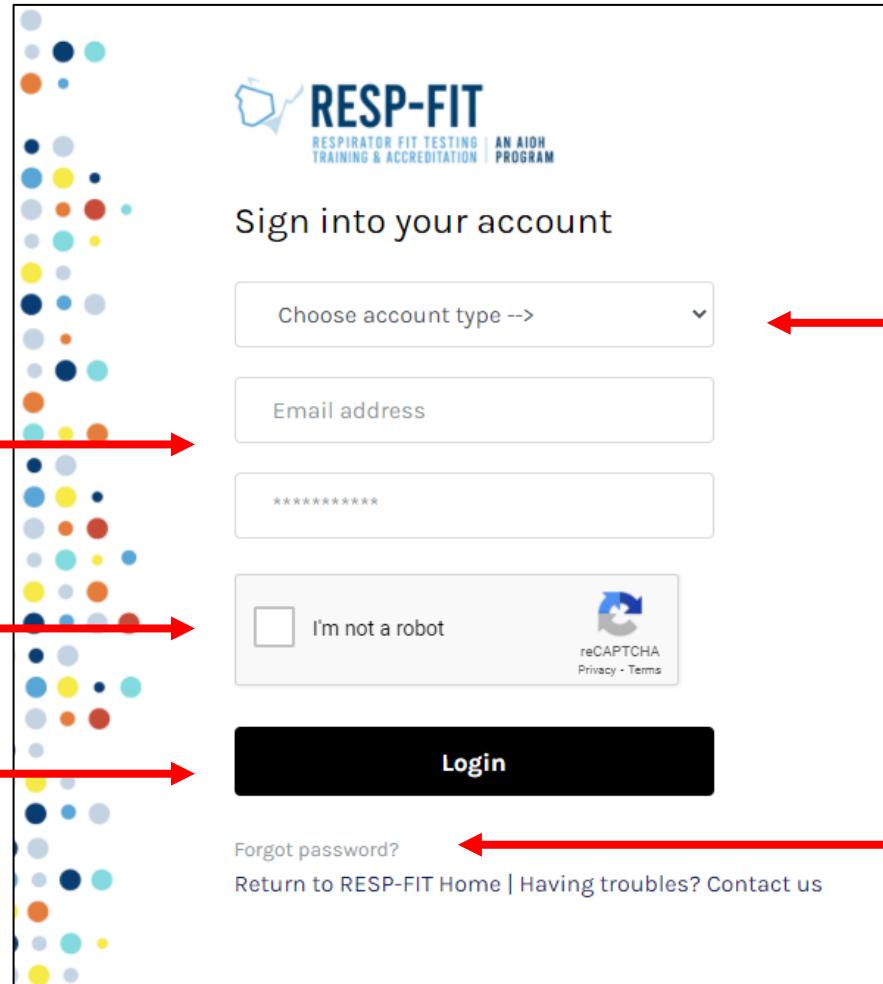


Logging In

2. Enter your email address and password

3. Select “I’m not a robot” unless you are a robot

4. Login





The screenshot shows the RESP-FIT login interface. At the top is the RESP-FIT logo with the text 'RESPIRATOR FIT TESTING | AN AIOH PROGRAM | TRAINING & ACCREDITATION'. Below the logo is the heading 'Sign into your account'. There is a dropdown menu labeled 'Choose account type -->'. Below that are two input fields: 'Email address' and a password field represented by asterisks. Under the password field is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below these fields is a large black 'Login' button. At the bottom, there is a link for 'Forgot password?' and a footer link 'Return to RESP-FIT Home | Having troubles? Contact us'.

1. There are 2 types of account types, Individual and Organisation


- Individuals are Accredited fit testers and Approved trainers
- Organisations are Approved training providers, Fit Tester service Providers, Partners and Supporters

When logging in for the first time, click on “Forgot password”


First time login & Password Recover



Recover your password

Choose account type --> 

Email address

☐ I'm not a robot 
reCAPTCHA
Privacy • Terms

Recover

[Return to RESP-FIT Home](#) | [Having troubles? Contact us](#)

1. Select Individual or Organisation

NOTE: If you are a accredited fit tester/approved training and also the main contact for a organisation you will need to do this process twice, 1 for individual account and 1 for organisation account

2. Enter your email

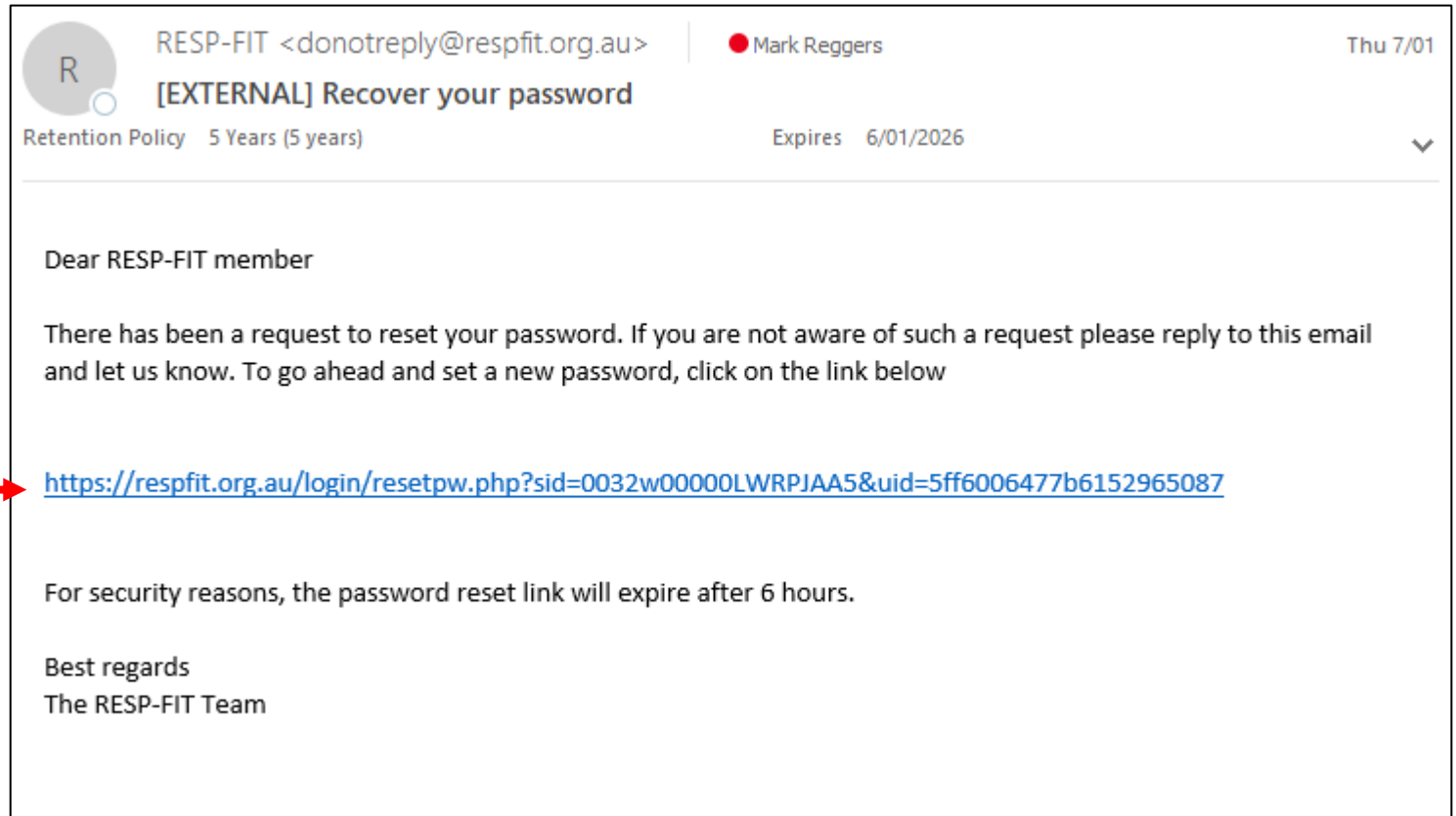
3. Select “I’m not a robot” unless you are a robot

4. Click Recover. You will be sent a email with a link to set your password




Set Password/Password Recover

You will be sent a email with link to set/recover your password



Set new password

1. Enter new password
and retype



Reset your password

Retype Password

Change

Return to RESP-FIT Home
Having troubles? Contact us

Password requirements:


- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- Passwords must match

Password needs
to meet this
criteria



Successful password

After successfully resetting your password, go to the login page to login




Reset your password

Success! Return to the [LOGIN PAGE](#) and use your new password.

[Return to RESP-FIT Home](#)
[Having troubles? Contact us](#)

Password requirements:


- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- Passwords must match



Sign into your account

Choose account type -->

Email address

☐ I'm not a robot 

reCAPTCHA
Privacy · Terms

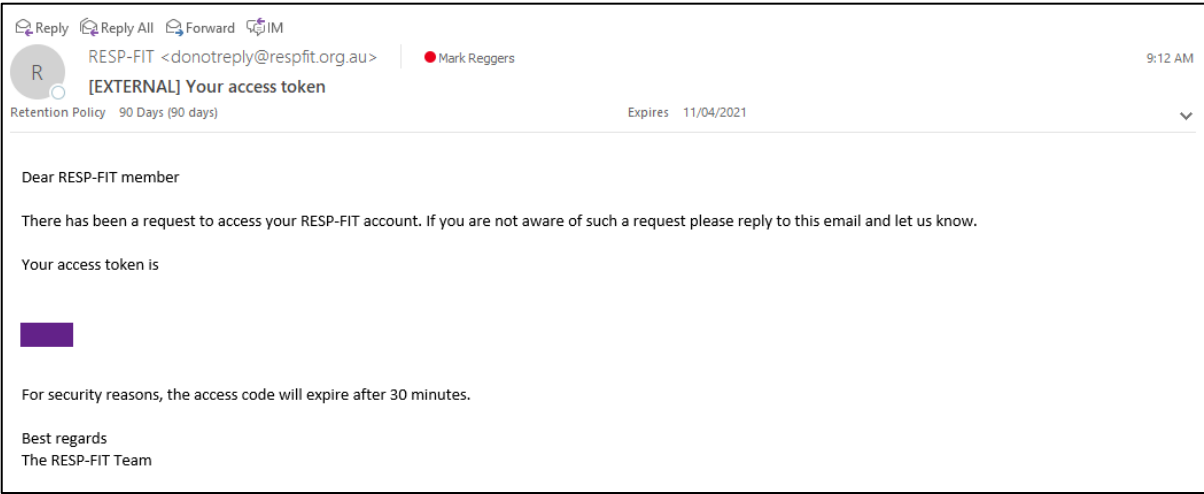
Login

[Forgot password?](#)
[Return to RESP-FIT Home](#) | [Having troubles? Contact us](#)

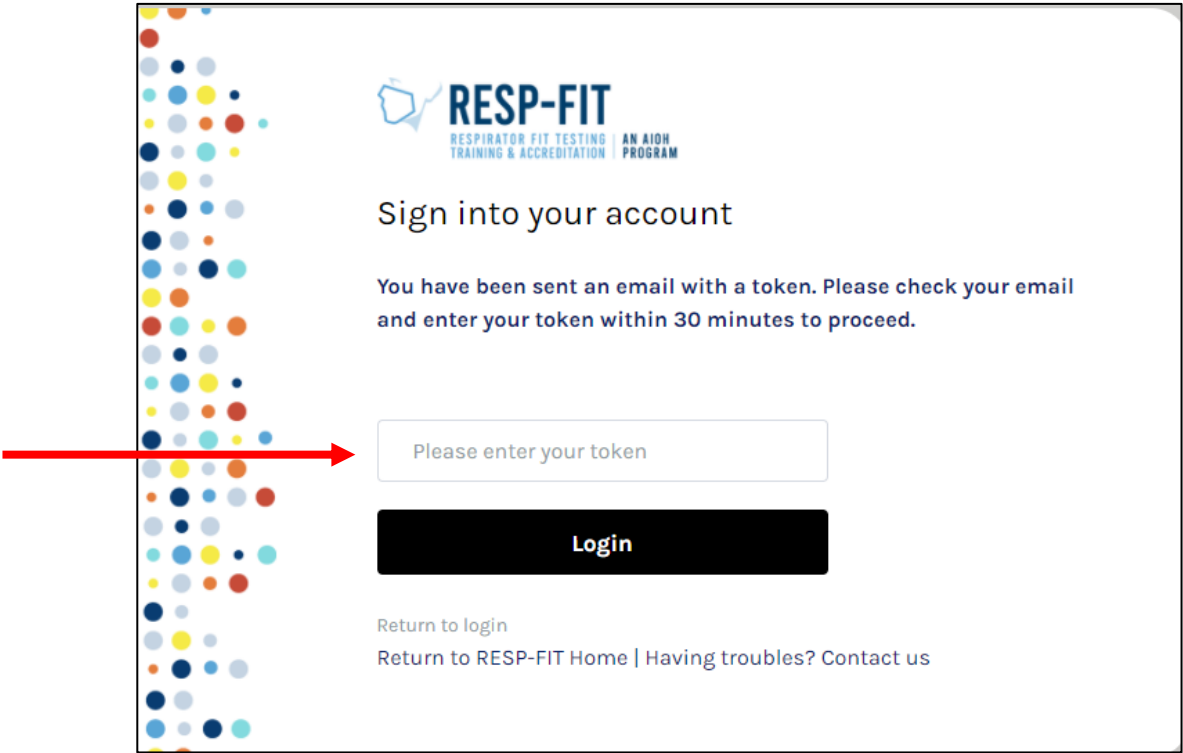


Login token

1. After logging in, you require a token to enter.
You will be sent a email with the token to enter
which expires after 30 minutes.



2. Enter Token





Individual Accounts

Individual Membership Services

1. Update your details



2. Download badges and documents



3. View your record



Services: Home Update Details Documents & Badges LOGOUT

Welcome to RESP-FIT membership services

Step 1

If this is your first time to our online member services, the first task is for you to update your details on our database. These details appear on our online search directory, so it is important for you to keep your record up-to-date.

Update your Details Now

Step 2

If you are an accredited fit tester or trainer, you can download your badges and certificates from our documents section. It is important that you do this before you proceed to Step 3.

Download Badges & Documents

Step 3

Once you have updated your record, you can review your details that will appear on our public database.

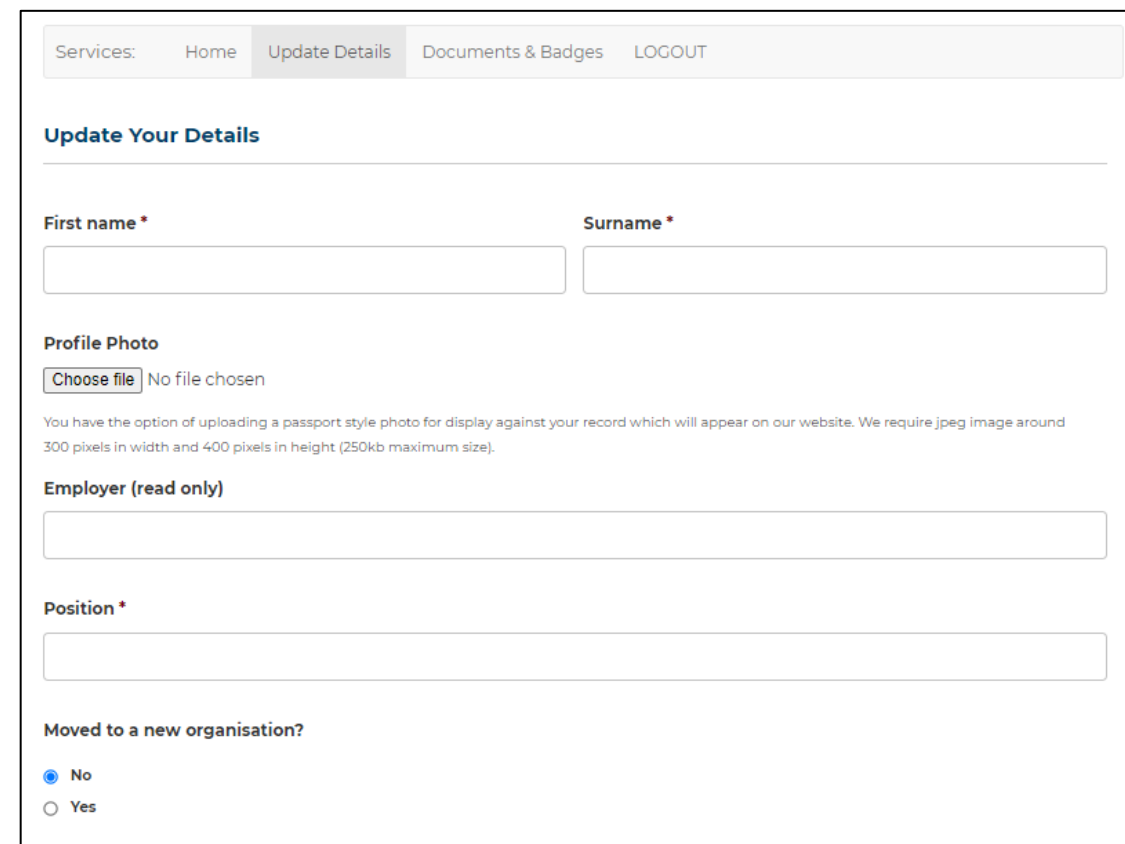
View Your Record

Please **LOGOUT** when you are finished to ensure your record remains secure.



Individual - Details Page

1. Enter Name
2. Optional: You can upload a profile picture to be displayed on your member page and will also be shown in search results
3. Enter your employer. This is read only and does NOT update your service provider affiliation
4. Enter your position/job role
5. If you change company, click yes. This will notify RESP-FIT to update your affiliation shown on your member page and corresponding new employer



Services: Home Update Details Documents & Badges LOGOUT

Update Your Details

First name * Surname *

Profile Photo

No file chosen

You have the option of uploading a passport style photo for display against your record which will appear on our website. We require jpeg image around 300 pixels in width and 400 pixels in height (250kb maximum size).

Employer (read only)

Position *

Moved to a new organisation?

☒ No ☐ Yes

Continues next page....



Individual - Details Page (cont)

6. Enter email address
7. Enter phone number
8. Select what details you would like shown (if any) on your member page. Phone or email, both or none
9. Enter your contact address. Your full address is not shown on your member page. Only your suburb location and state is. This is also for RESP-FIT to send any mail communication if required
10. Submit your details entered



Contact Details

These are your primary contact details for public enquiries.

Email Address *

Phone Number *

Website Contact Details *

You can opt into displaying your contact details on the RESP-FIT website. Please select an option.

Street *

City/Suburb *

Postcode * **State ***

Country *

Submit



Individual – Download badges & Document

1. Download your badges



2. Download your certificates



3. Download “RESP-FIT Logo & Badge Guidelines” and RESP-FIT logo



Services: Home Update Details Documents & Badges LOGOUT

Documents & Badges

You have badges to collect

Click on the buttons below to download your badge(s).

FIT TESTER

You have documents to collect

Click on the buttons below to start downloading your document(s).

MARK REGGERS FIT TEST CERTIFICATE

The RESP-FIT logo and Logo & Badge Guidelines for use of logos and badges is available for download below.

GUIDELINES

RESP-FIT LOGO PNG

RESP-FIT LOGO JPG



Individual – View/Preview your record

- After updating your details you can view your page to what will appear on the RESP-FIT webpage.
- If something is incorrect with your details, you can go and change them then preview again so you know exactly what is going to be displayed.
- If you have any other questions please email respfit@aioh.org.au

Member Record

Mark Reggers (ID: 00001)

Based in:
Jesmond (New South Wales)
Contact: 0428720159 | mreggers@mmm.com

Providing services through:
Not Providing Services

Accredited Fit Tester in:
Qualitative (QLFT) – Aerosol Taste Test (ATT) [exp: 31-12-2023]
Quantitative (QNFT) – Ambient aerosol condensation nuclei-counting (CNC) [exp: 31-12-2023]
Quantitative (QNFT) – Controlled Negative Pressure (CNP) [exp: 31-12-2023]





Organisation Accounts

Organisation Membership Services

1. Update your details



Step 1

If this is your first time to our online member services, the first task is for you to update your details on our database.

If you are a Fit Testing Service Provider or an Accredited Training Provider, your details will appear on our online directory. It is therefore important for you to keep your record up-to-date.

Update your Details Now

2. Download badges and documents



Step 2

If you are an Approved Training Provider, Sponsor or Supporter, you can download your badges, certificates and other items from our documents section.

It is important for you to do this before Step 3.

Download Badges & Documents

3. View your record



Step 3 – for Fit Testing and Training Providers

Once you have update your record, you can review the details that will appear on our public database.

You will only have an online record if you are on our system as a Fit Testing Service Provider or an Accredited Training Provider.

View Your Record



Organisation – Details Page

1. Enter Organisation Name
2. Enter name of contact person to be displayed on the website
3. Enter organisation ABN
4. Non-Accredited fit testing – For fit testing service providers, if you also offer fit testing, tick yes. This will display a statement advising for offer non-accredited fit testing in addition to accredited fit testing.
5. Enter your website
6. Optional: You can add a company logo to be displayed on your member page

Organisation Details

Please note: if you are a fit test service provider or accredited training provider, your details below will appear on our online directory of service providers.

Entity Name *

0 of 100 max characters

Legal or business name of your organisation.

Contact Name *

0 of 80 max characters

Name of the person who will be the primary contact.

ABN *

0 of 14 max characters

Does your organisation offer non-accredited fit testing services? *

☐ YES

☒ NO

If you select YES, this paragraph will be added to your record: "This Organisation also offers non-accredited fit testing by employees who have not undertaken/completed the RESP-FIT accredited fit tester assessment process. The AIOH/RESP-FIT has not confirmed/assessed the competency of these/any non-accredited fit testers."

Website *

Your organisation's main web address. You must include the full URL (including https:// or http://)

Organisation logo

No file chosen

Upload your logo that has been prepared for website use. Quality is important and depending on your logo canvas size, around 500-700px in width would be ideal (jpg, gif and png only - 300kb max).

Continues next page....



Organisation – Details Page (cont)

7. Enter the contact details of the primary/preferred contact.

The address details shown will be listed as your main office details. If you have multiple office locations, you can list the state locations to indicate your geographical presence across Australia.



Contact Details

These are your primary contact details for public enquiries.

Phone Number *

Email Address *

Street *

City/Suburb *

Postcode * **State ***

VIC ▼

Country *

Australia ▼

Continues next page....



Organisation – Details Page (cont)

- Opt into the Expression Of Interest service (Optional)
- If you opt in, you will receive automatic emails with details of an individual or company seeking fit testing or training that match with your service area offering and methodology.
- Nominate the specific email address to receive these EOI emails
- Be sure to add respfit@aioh.org.au to your do not block/trusted list to make sure the EOI email doesn't go into a spam folder.

Expressions of Interest

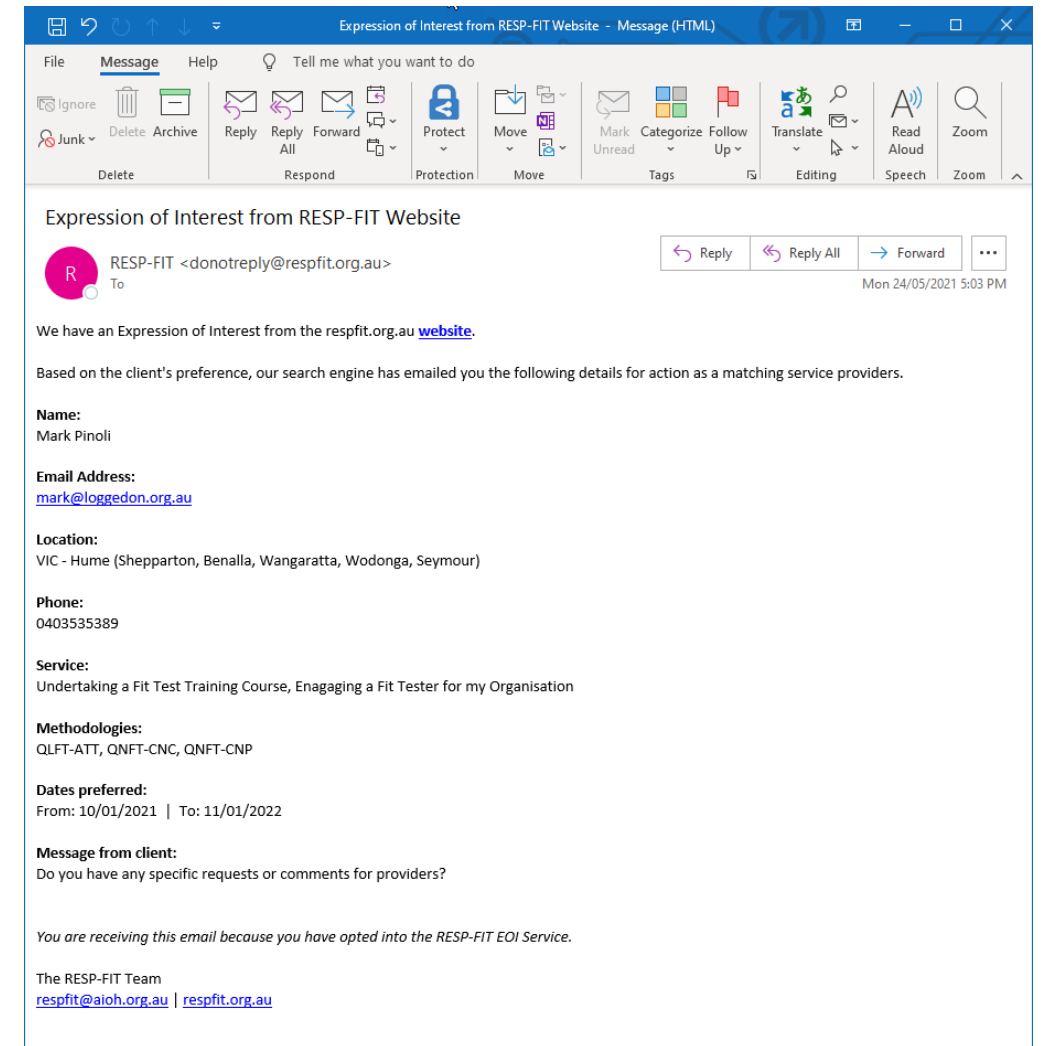
RESP-FIT has an Expressions of Interest form for individuals and companies seeking fit testing / training opportunities. If you subscribe to this service, you (and other providers) will receive EOI emails if your service location and RESP-FIT accreditation details match the EOI request.

Subscribe me to the EOI Service

- ☐ YES
- ☒ NO

Email Address

Enter the email address where the EOI notifications will be sent to.



Example EOI Email



Organisation – Details Page (cont)

8. Select the states/territories where your organisation has office locations.
9. Office locations free text – You can add additional details re where your office locations are specifically or where you offer certain services. Max 286 characters
10. Enter your website

Office Location

Some organisations have a number of offices across one or more States. To make it easier for service seekers to locate your offices and contact details, complete the details below.

Which States do you have an office(s) that provide fit test services? Select one or more locations using CTRL + click. *

ACT
NSW
NT
QLD
SA
TAS
VIC
WA

Office Locations

0 of 286 max characters

Offer a brief description about your office locations. For example: "Our offices in WA (Geraldton & Perth) and VIC (North Melbourne, Fitzroy & Geelong) offer fit testing and training services)."

Webpage where all your office details are listed

https://

This may include opening times, address and other contact details (include https://).

Continues next page....



Organisation – Details Page

11. Select regions where you offer fit testing services (if you are a service provider)
12. Select regions where you offer fit testing training (if you are an approved training provider)
13. Acknowledge the information provided is true and accurate
14. Submit the information provided

RESPFIT Regions

If you offer RESP-FIT fit testing services or are an approved training provider, you are required to specify the regions where you provide that service. You can select one, many or all the regions in the list (if you cover all of Australia).

Click on one region or if you want to select more than one, hold the CONTROL button and select multiple regions in the list. To select a number of rows together, click on the first record in the list and then SHIFT + click on the last record in the list. If you cover all of Australia, click on the first record, scroll to the last record and select it using SHIFT + click.

Fit Testing Service - Regions Covered *

ACT - Canberra

NSW - Central Coast (Gosford, Tuggerah, Erina)

NSW - Central West (Orange, Lithgow, Oberon, Bathurst, Blayney, Cowra, Parkes)

NSW - Far South Coast (Nowra, Shoalhaven, Bega Valley)

NSW - Far West (Broken Hill, Central Darling)

NSW - Illawarra (Wollongong, Shellharbour, Kiama)

NSW - Mid North Coast (Taree, Port Macquarie, Kempsey, Coffs Harbour)

NSW - Murray (Albury, Deniliquin, Ceres, Renmark)

Approved Training Provider - Regions Covered *

ACT - Canberra

NSW - Central Coast (Gosford, Tuggerah, Erina)

NSW - Central West (Orange, Lithgow, Oberon, Bathurst, Blayney, Cowra, Parkes)

NSW - Far South Coast (Nowra, Shoalhaven, Bega Valley)

NSW - Far West (Broken Hill, Central Darling)

NSW - Illawarra (Wollongong, Shellharbour, Kiama)

NSW - Mid North Coast (Taree, Port Macquarie, Kempsey, Coffs Harbour)

NSW - Murray (Albury, Deniliquin, Ceres, Renmark)

Please tick to proceed. *

☐ I acknowledge that the information provided above is true and accurate.

Submit



Organisation – View/Preview your record

- 1. Download your badges and certificates
- 2. Download “RESP-FIT Logo & Badge Guidelines’ and RESP-FIT logo

Documents and Badges

You have badges to collect

Click on the buttons below to download your badge(s).

APPROVED TRAINING PROVIDER

PARTNER

SUPPORTER

The RESP-FIT logo and Logo & Badge Guidelines for use of logos and badges is available for download below.

GUIDELINES

RESP-FIT LOGO PNG


RESP-FIT LOGO JPG



Organisation – View/Preview your record

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- If something is incorrect with your details, you can go and change them then preview again so you know exactly what is going to be displayed.
- If you have any other questions please email respfit@aioh.org.au

AB Respiratory Services
55 check address street
North Melbourne VIC 3051
Austria
Contact: Patrick Sommers, President
ph: [redacted] | em: [redacted]@gmail.com
OFFICES IN: ✓NSW ✓QLD ✓VIC ✓WA

AB Respiratory Services

[Visit Website](#)

Badge ID: 000150


Providing Fit Testing Services:
Qualitative (QLFT) – Aerosol Taste Test (ATT)
Quantitative (QNFT) – Ambient aerosol condensation nuclei-counting (CNC)
Quantitative (QNFT) – Controlled Negative Pressure (CNP)
An Approved Training Provider:
Qualitative (QLFT) – Aerosol Taste Test (ATT) [exp: 16-12-2022]
Quantitative (QNFT) – Ambient aerosol condensation nuclei-counting (CNC) [exp: 16-12-2022]
Quantitative (QNFT) – Controlled Negative Pressure (CNP) [exp: 16-12-2022]

This Organisation also offers non-accredited fit testing by employees who have not undertaken/completed the RESP-FIT accredited fit tester assessment process. The AIOH/RESP-FIT has not confirmed/assessed the competency of these/any non-accredited fit testers.

Office Locations
Our offices in WA (Geraldton & Perth) and VIC (North Melbourne, Fitzroy & Geelong) offer fit testing and training services. We run public courses from these locations.
[Details](#)

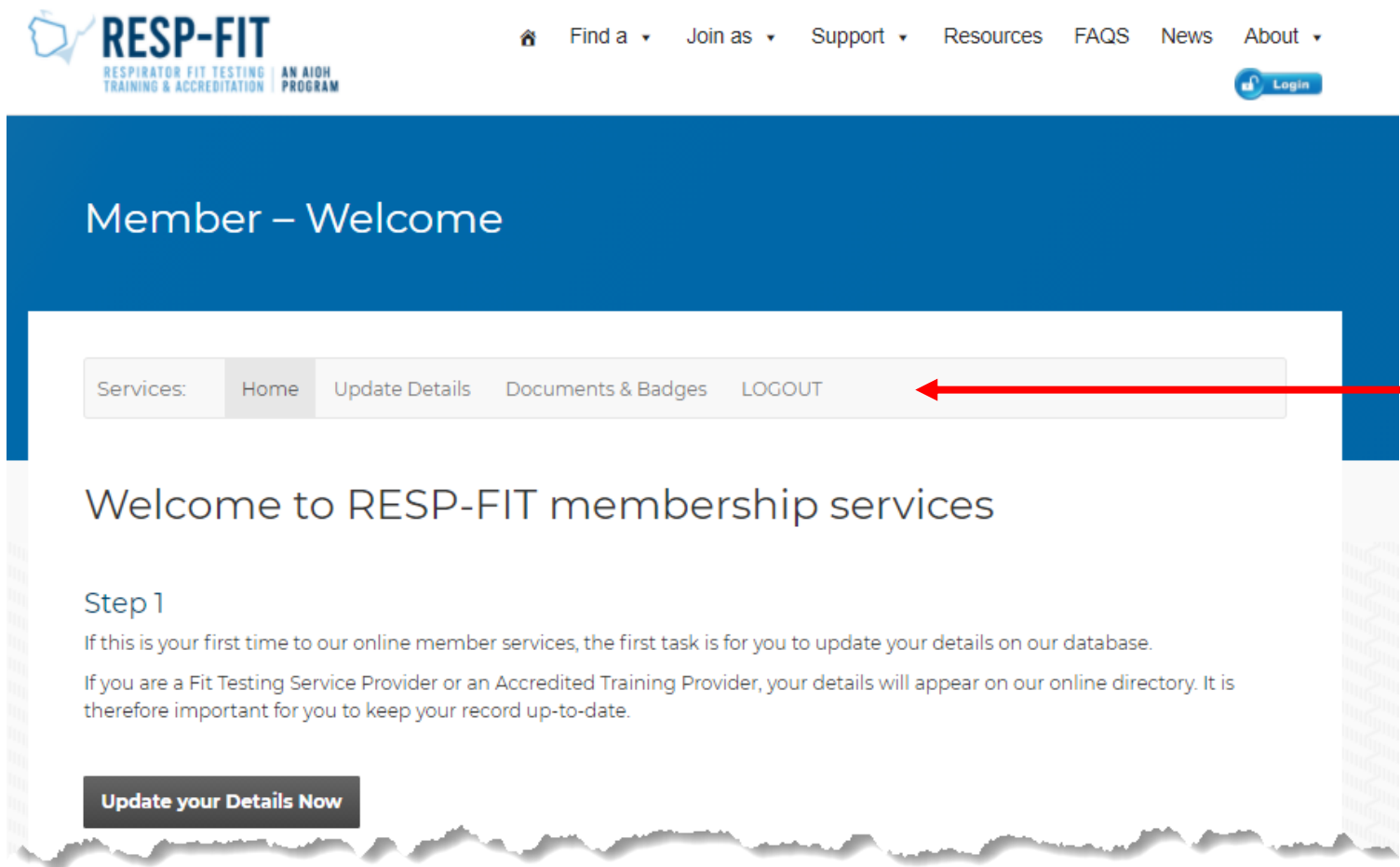
Service Coverage
Fit Testing Services
All of Australia
Fit Testing Training Services
NSW: Mid North Coast (Taree, Port Macquarie, Kempsey, Coffs Harbour), Northern Inland (Tamworth, Gunnedah, Narrabri, Armidale, Walcha, Glen Innes)
QLD: Darling Downs & South West (Toowoomba, Goondawindi, Roma, Dalby), Sunshine Coast & Maroochydore
VIC: Barwon South West (Geelong, Warrnambool, Portland, Colac), Gippsland (Traralgon, Sale, East Gippsland, South Gippsland), Grampians (Ballarat, Horsham), Hume (Shepparton, Benalla, Wangaratta, Wodonga, Seymour), Loddon Mallee (Bendigo, Mildura, Echuca), Melbourne & Mornington Peninsula

Accredited Fit Testers & Trainers
Accredited Fit Tester/s (location based)
Mark Reggers ID: 00001 (Desmond): QLFT-ATT, QNFT-CNC, QNFT-CNP



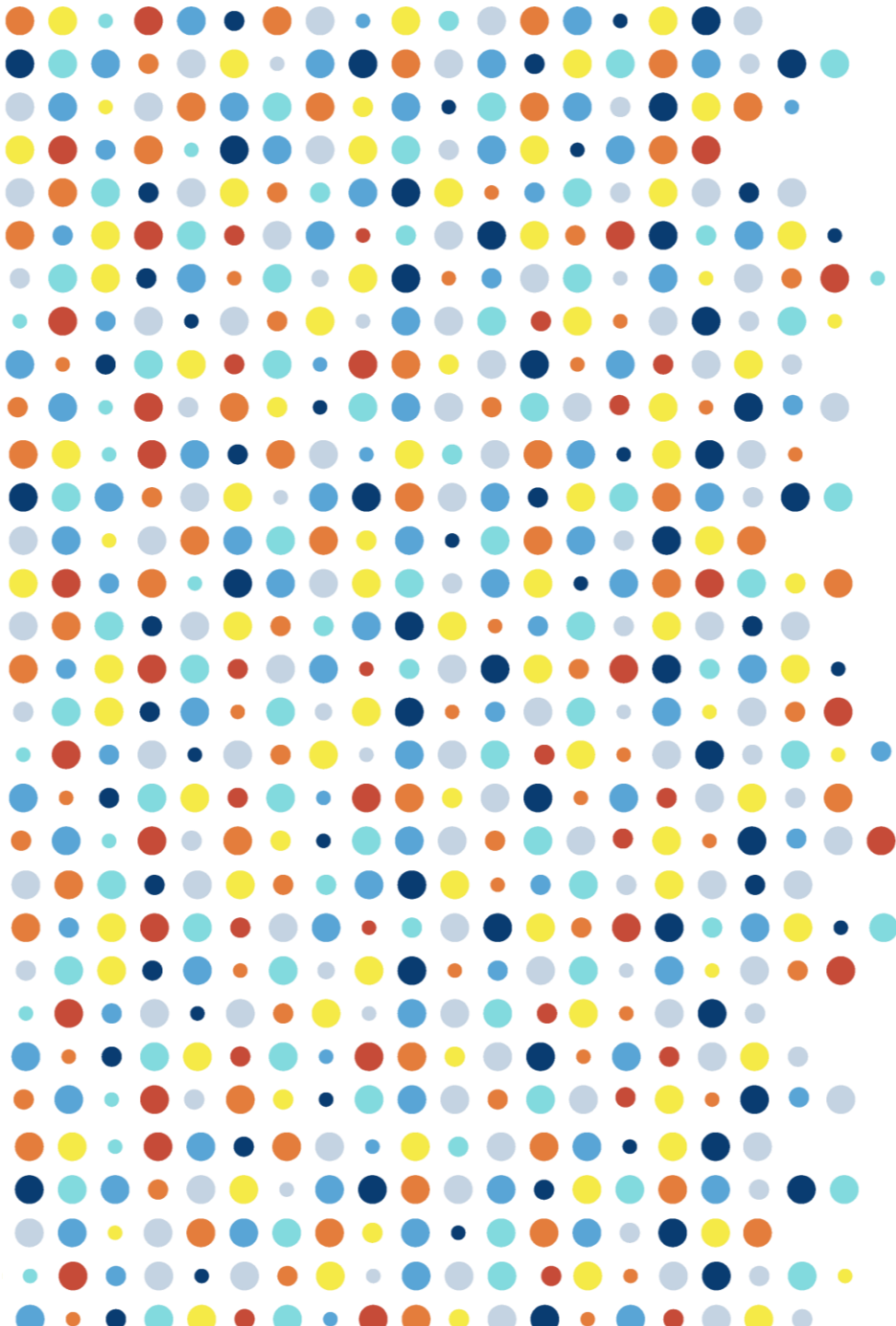


Logging Out



When you have finished log out via member login homepage





Thank you

For more information visit www.respfit.org.au

or email respfit@aioh.org.au

