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As you will probably know, following Passport's endorsement by the Supply Chain Safety Leadership Group and the Highways England Safety Executive, Passport has moved into full implementation phase.

As part of this, our suppliers (Mitie and Reference Point) will be upgrading the system on August 1st which will supply a range of powerful new additional features and functionality.

These include:

- Virtual smartcards that your workers can keep securely in their mobile phones
- Online payment of subscriptions and other charges with instant receipts;
- The ability to form association relationships between cardholders and companies – especially principal contractors (as well as the existing sponsor and employment arrangements);
- Enhanced job role functionality;
- Fully refreshed appearance and dashboards, including MiValidate (that cardholders can view for themselves)
- Ability to enrol workers' CSCS smartcards and transfer their CSCS competencies electronically to their Passport record.

For those of you who are already familiar with the current Passport system, we hope you will find the enhancements not only appealing but also straightforward and easy to navigate.

Even so, we have devised an online workshop and briefing session that will be delivered by Mitie on a number of dates over the next few weeks and would encourage you to book onto one of these.

Attendance is free and as well as seeing the system and having a quick training session, you will also have the opportunity to ask any questions webinar-style.

More details about these events and how to book will be in next week's communication.

In the meantime, we are being asked by many users eager to use the system what they should be doing now in anticipation of the upgrade on August 1st. As per our update provided in [June](#) we would like you to;

- **check that your cardholder records are up to date.** Simply login and remove from your employment or sponsorship any individuals who are no longer under your care. You can do this by going to the worker record, selecting the Sponsor History or Employer History tab and entering a leave date for the individual concerned.
- It would also be useful for the future if – where possible - you could **add an individual e-mail address and/ or mobile phone number for each of your cardholders.** We will need one of these fields completed in order to generate their virtual smartcard, so if you can get these set up now then virtual cards can be with your cardholders early in August.

We have also put together a [Frequently Asked Questions](#) list for your convenience and to help with any queries you may have.

Finally, please do forward this to any of your colleagues who would benefit from this information about HE Passport and look out for the weekly e-mails over the next few weeks.

Kind regards,
HE Passport