

PORT PASS CARDS

Port Pass cards expire after **five (5) years**.

While Napier Port's **Health and Safety induction** is valid for **two (2) years**

<https://www.portpass.co.nz/Induction>

HOW TO APPLY

<https://www.portpass.co.nz/HowToApply>

APPLY NOW

<https://www.portpass.co.nz/Onboarding/Registration>

EXPIRED OR EXPIRING CARDS – AFTER FIVE YEARS

1. The nominated Company Administrator receives a weekly email containing a list of employees' that are about to expire or have already expired.

(list includes employees' USERCODE and PPNZ number)

2. The Company Administrator logs into Port Pass with their unique Usercode to purchase card **RENEWAL** Invite(s).

3. The Port User (employee) will receive a 'New photo required' email once the invoice has been paid. Follow the instructions within this email to login and upload a new photo

4. If resetting a password, after clicking on, **FORGOT PASSWORD**, in the same screen retype your Usercode or PPNZ number and then click on **RESET PASSWORD**

5. Once the NEW photo has been uploaded, a confirmation email will be sent to the Port User with instructions on where to collect their new card.

A copy of our [Company Administration and Port User Procedures](#) are available on our website.