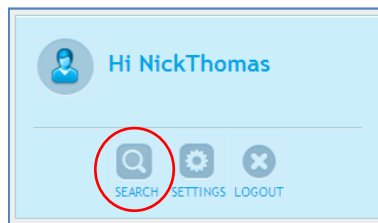


How to Use the WEX Portal

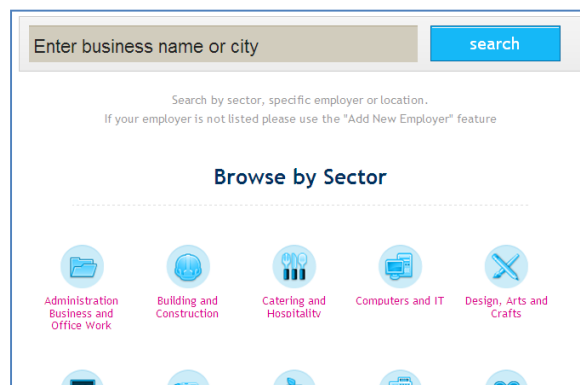
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How do I find an Employer

When you first log on to the WEX portal you will be taken automatically to the main search screen. If you need to return to this screen at any point please click on the **Search** button.



You can search for an employer by entering either their name (if known) a city, or by clicking on a Sector.



If, for example, you click on the **Building and Construction** sector you will see the employers that fall under this sector.

Building | Displaying results 1 - 24 of 24 matches

Risk	Company	City	Category	Info
Medium	The MOT Workshop	Chichester	Building and Construction	more info
Medium	THD appliance repairs	East Wittering	Building and Construction	more info
Not Specified	A D Broughton Ltd	Bognor Regis	Building and Construction	more info
Low	A R Property Services	Fernhurst	Building and Construction	more info
Not Specified	B & A Golding & Sons	Bognor Regis	Building and Construction	more info
Low	Charles Peck	Bognor Regis	Building and Construction	more info

If you wish to view more information about an employer click on the [more info](#) button located in the last column of the search results table.

Building and Construction [View all in category](#)

The MOT Workshop



[launch map](#)

Address

8 & 9 Shopwhyke Industrial Estate
Shopwhyke Road

Chichester
PO20 2GD

Contact

Ian Bright
01243 536841

Status Not Approved

Risk Medium

Last HASP NO DATA AVAILABLE

Request Company Health and Safety Report

How do I request for an Employer Health and Safety Report

Request Company Health and Safety Report

Request

THD appliance repairs

Name of Employer*

Employer Address*

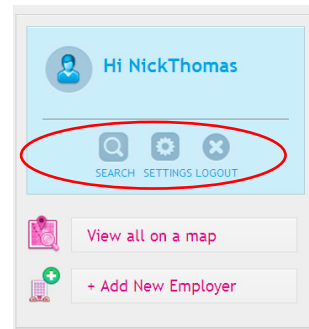
Once you have located an employer it is possible to request a copy of the company's health and safety report by clicking on the **Request Company Health and Safety Report** button.

Complete the form that is displayed below the button and click on the **Submit Form** button.

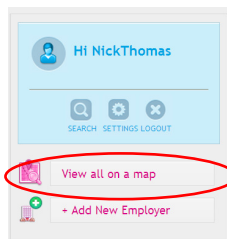
How to make a request for a new Employer to be added to the WEX Portal

If you are unable to find an employer on the WEX Portal it is possible to request that this is added and a Health and Safety report by clicking on the **Add New Employer** button.

Please complete the displayed form and click on the **Submit Form** button.

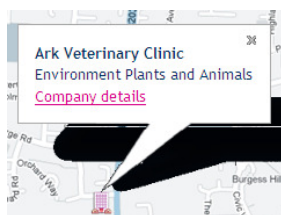
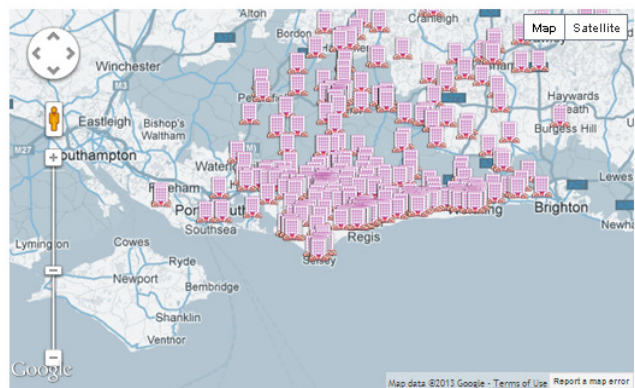



How to Use the Map Facility



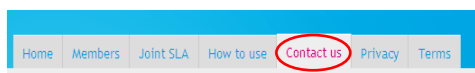
It is possible to view the employers contained within the WEX portal by clicking on the **View all on a map** button.

The controls on the left of the map allow you to zoom in or out and move the map left, right, up or down.



Each employer is denoted by a  icon. If you click on the icon you can see the name of that employer and its business sector. If you click on the **Company details** link you will be taken to the information screen for that employer.

How to Contact Us



If you wish to contact us please click on the **Contact us** tab located at the top right of the screen.

Complete the form and click on the **Submit** button. Alternatively you can telephone us on 01243 786321 ext 2540