# Pegasus™

Powered by Onsite

## Adding a company to a cardholder

Please follow this guide to add a company to a cardholder in Onsite.

Adding an additional Company to Cardholder that works at your site/realm, will allow you to change the Default Company that Cardholder works for, so this be a requirement

NOTE: Adding a Company to a Cardholder has an **impact** on data privacy. Ensure that you are adding that Cardholder to the **correct** company that they are also working for. Duplicate companies with similar names appear in Onsite Track Easy.
Where you are in doubt, the recommended approach is to contact the Cardholder or main company contact directly prior to completing this action, to seek confirmation that they approve of this request.



**Step 1**

Login to Onsite.

In the cardholder's profile, next to the *Works For* table click **add.**



**Step 2**

*Search* for the company you want to add this cardholder to. *Select* the company.

### Step 3

An administration note will appear for you to complete.



### Step 4

To make this company the default for this cardholder at your site, click *set* in the *Works For* table.

### Step 5

An administration note will again appear for you to complete.

Click **proceed** to finalise the process.

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For questions or assistance please call 1300 131 194
or email support@onsitetrackeasy.net.au