



# **CONTRACTOR MANAGEMENT SYSTEM**

**USER GUIDE-Employee Registration and Payments**

# Worker Registration and Induction Bookings



## LOGIN

Select, “Company Admin”  
Enter your username and  
password and “Login”.

If prompted, enter your  
company name and  
“select”.

- Follow this guide this step-by-step guide to register new workers in the Contractor Management System
- For Company Administrators, Select the **Company Admin** option before logging in. This will ensure you are correctly signing in to manage all of your company’s workers.

Pegasus  
Powered by Onsite

Welcome to the  
Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

Company Admin Portal  
Login to manage roles and competency checks  
for your company's *workers*.

Username

Password

LOGIN Register  
Recover my password  
Login with Pegasus Account

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# Worker Registration and Induction Bookings



## WORKER PORTAL

Not all Portals have this feature. The option will be shown if that Portal has that available.

Look to the user guide on that Portal's Help & Resources Page for more information

- If your portal has the Individual Worker Login feature, this will show as the “WORKER” option on the portal login screen.
- Using your personal Onsite Track Easy Username and Password, this will allow you to login and view your profile in this portal. You must have been invited by your Company Administrator.
- The Individual Worker Portal is not covered in this user guide.

Pegasus

### Welcome to the Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

#### Worker Portal

Complete *your* registration, add new roles to *your* account.

Onsite ID

Password

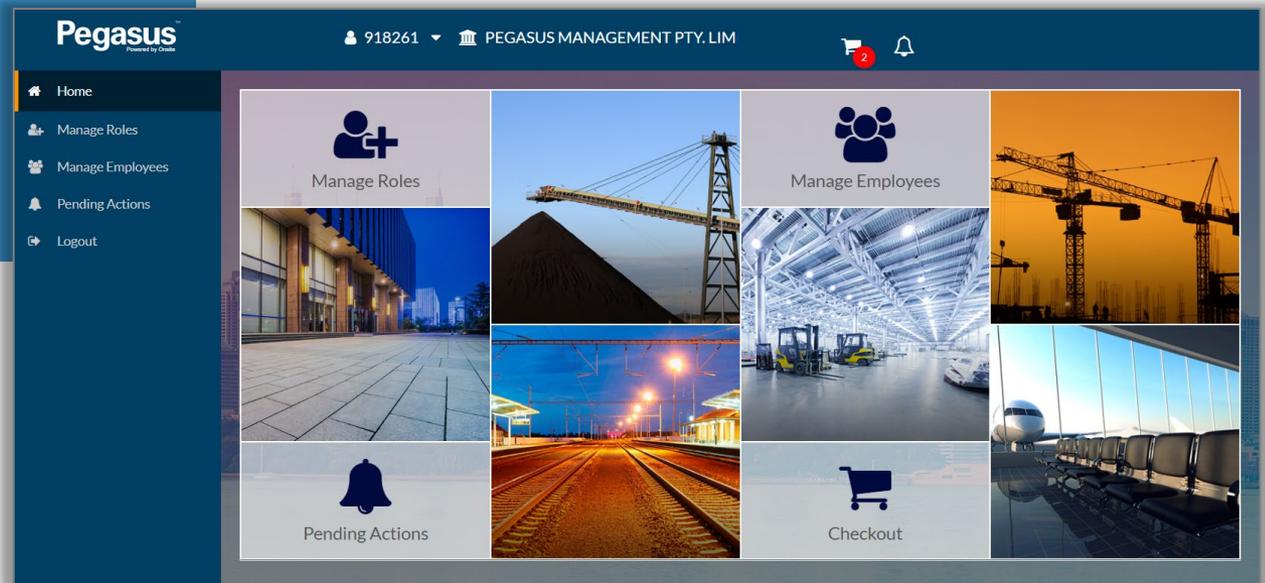
LOGIN Register  
Recover my password  
Login with Pegasus Account

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# Worker Registration and Induction Bookings



The home page allows access to Manage Roles, Manage Employees, and Pending Actions





# WORKER REGISTRATION

# Worker Registration

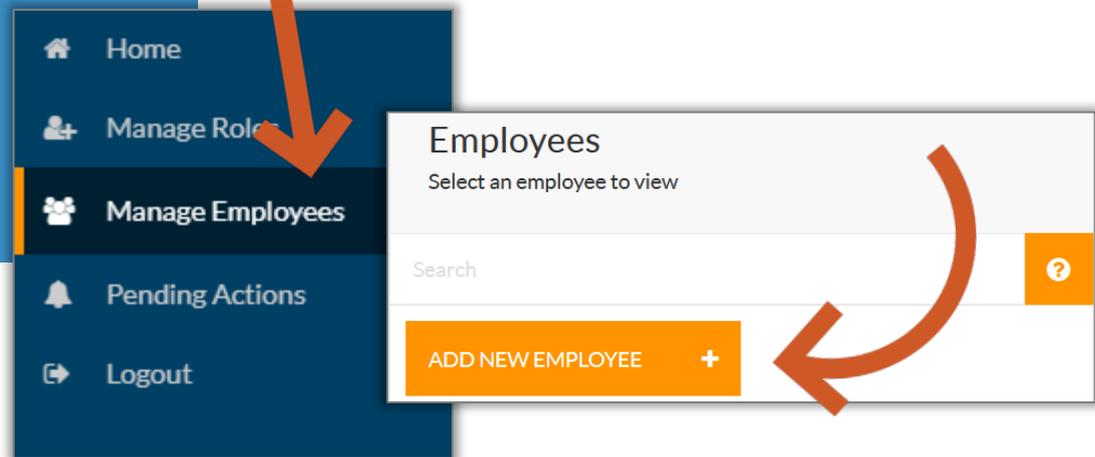


## STEP 1

On the home page, click “Manage Employees”.

Search for an existing worker or add a new worker.

- This is where you will enter your company’s workers. If required, you will order their site access cards and book inductions
- Use the system to update worker profiles and information, or to add competencies and skills



# Worker Registration



## STEP 2

Upload a photo and enter the employee's details.

Scroll and complete all fields, then click "Save & Close".

- The information entered here will be displayed on the worker's Pegasus profile
- If the worker is a contractor and not an employee of your company, tick the box next to "Contractor"
- Read the Terms and Conditions and tick the box to create a new worker in the system
- We can now continue to add roles, assign to sites, and upload documents for this worker

**Personal Details**  
Create a new employee

Person



Photo Upload  
Upload 

Contractor

\* Agree to Terms and Conditions

First Name \* First Name

Middle Name Middle Name

Last Name \* Last Name

Back to Manage Employees

SAVE & CLOSE

# Worker Registration



## STEP 3

You can process the payment for the worker's subscription (if required) at a later time.

For now, click on "Work Roles" to continue.

- If you need to leave the process and come back at a later time, log out or process the payment and then log out. The card application will be under Pending Actions > Continuing Applications
- For payment process, refer to the payment section later in this guide
- If you are completing the process now, click on the work roles tab and select a the roles your worker has been recruited for

### Manage Employee

Manage a selected employee



**Citizen, John**  
ID# 2307180  
**Submitted**

DOB: 01/01/1970    Gender: Male  
Phone: 0412345637    Email: test@tester.com  
Address 123 test st, Testville, NSW 2000 AU

Subscription Not issued - Add to cart >

Work Roles 0 0 0 >



# Worker Registration



## STEP 4

Click “Manage Roles”.

On the next screen, you will be prompted to confirm the worker’s details and card shipping address if a card is required.

- The shipping address can be the worker’s or your company. Simply click the buttons on the right to change details
- Scroll down to view all of the information and click “Next”
- A screen confirms this worker was added to the shopping cart. We will return to the shopping cart later

The screenshot shows two overlapping screens. The background screen is titled "All roles for John Citizen" and has a search bar and a "MANAGE ROLES" button at the bottom. The foreground screen is titled "Personal Information" and shows "Card Shipping Address" details for John Citizen. It includes fields for Attention to, Address, Town/City, State, Postcode, Country, and Method. To the right of these fields are three orange buttons: "PERSON", "COMPANY", and "CLEAR". At the bottom of the foreground screen are two orange buttons: "CANCEL" and "CONFIRM". Red arrows indicate the flow from the "MANAGE ROLES" button to the "PERSON" button, and from the "CONFIRM" button back to the "MANAGE ROLES" button.

All roles for John Citizen

Search

Back to Employees

MANAGE ROLES

Personal Information

Card Shipping Address

Type: Personal

Communicate to: John Citizen

123 test st, Testville, NSW 2000 AU

0412345637

Edit Card Shipping Address

Attention to \* John Citizen

Address \* 123 test st

Town/City \* Testville

State \* NSW

Postcode \* 2000

Country \* Australia

Method \* Email & SMS

PERSON

COMPANY

CLEAR

CANCEL

CONFIRM

# Worker Registration

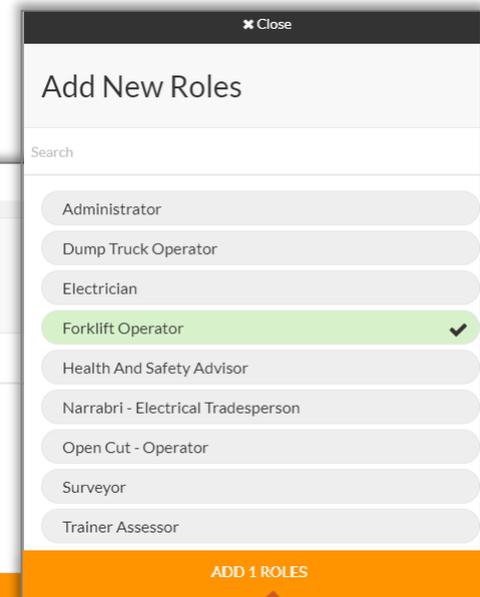
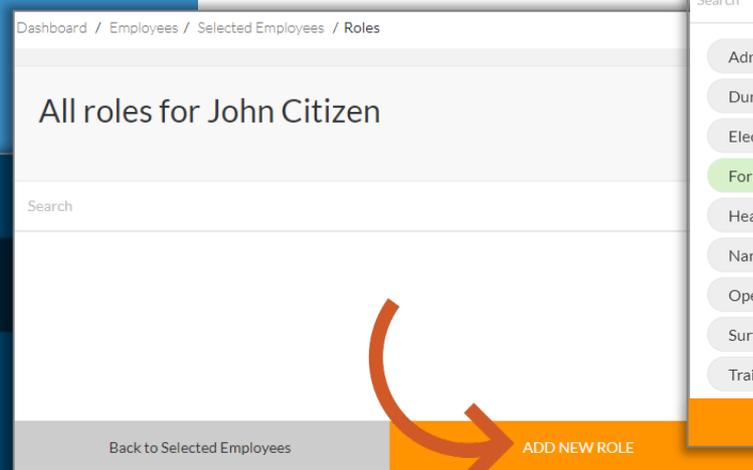
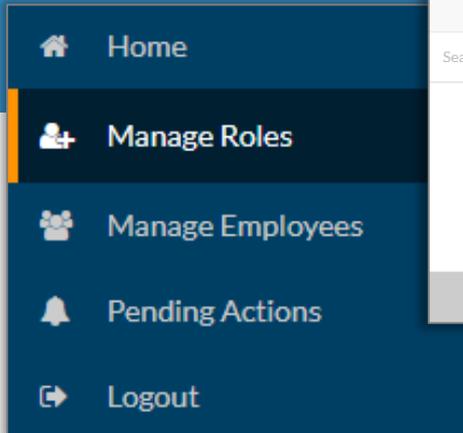


## STEP 5

Click “Add New Role”

Select your worker’s role and click “Add # Role/s”.

- A list of site approved roles will be displayed. The roles are descriptions of what task the worker has been recruited for, and may not reference a title
- Roles are set by site. If you cannot find a suitable one to select, speak to your site contact
- Multiple roles can be selected at once



# Worker Registration



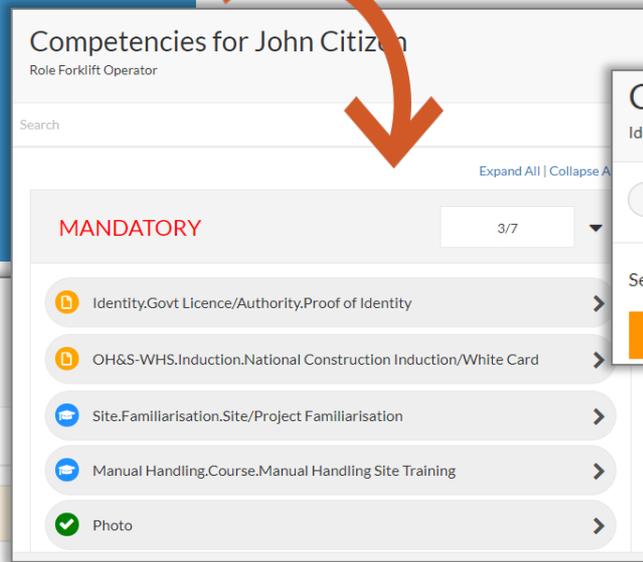
## STEP 6

Click an added role to open the document upload section.

Click the competency you are uploading to and then "Upload".

Complete all relevant information for the uploaded item and click "Save & Next".

- You need to upload a document that meets the role requirements. The document will need to be scanned and saved to your computer to do this
- The system will step through all the competencies listed. Mandatory items must be uploaded to submit the application
- The Document Library will store previously uploaded documents to save you having to re-upload



# Worker Registration



## BUSINESS RULES FOR ROLE AND COMPETENCY REQUIREMENTS

Click on the Business Rules link in the file details section.

- The Business Rules will help you understand the information that must be supplied to meet role requirements
- Business rules will display the document and upload requirements, and an example document. Competency expiry periods may also be noted



### Competency

Identity.Govt Licence/Authority.Proof of Identit

Business Rules

Select evidence for: Identity.Govt Licence/Authority.Proof

Select or Upload Document

Pages /... / Mining Business Rules | Idemitsu |

### Mining Business Rules | Idemitsu | Individual Business Rules

Created by Anika Riley, last modified yesterday at 1:20 PM

## MINING BUSINESS RULES

HIGH RISK	INDUCTIONS	LETTER OF COMPETENCY
MEDICAL	PROOF OF ID	TERTIARY

# Worker Registration



Once all uploads are completed and role has been submitted, the worker is added to the Shopping Cart.

× Close

**Employee has been added to your cart**

This employee has been added to your cart as they do not have a card yet.

OK

Shopping Cart icon with 2 items



# ADDING SITES

# Adding Sites



Click “Manage Roles”

Search for the worker.

On the right, click “Continue” or Skip adding to cart (depending on status).

Click “Add Site”, tick sites and “Add # Sites”.

- Please note that not all systems use this feature
- Multiple sites can be added at once
- Worker must be associated to a site to work there
- If you do not see the site access required, check that you are in the correct portal

- Home
- Manage Roles**
- Manage Employees
- Pending Actions
- Logout

### Sites/roles for John

Select all roles for John or the site they are working on

View all roles

**All Roles**

Sites associated

Back to Manage Employees

**ADD SITE**

### Add site associations

Search

- CitiPower Powercor
- AusNet Services** ✓
- United Energy
- Jemena Limited

**ADD 1 SITE**

To associate John to a site select ADD SITE



# SHOPPING CART PAYMENTS

# Shopping Cart Payments



## STEP 1

Review the shopping cart prior to processing payment.

Click the “Shopping Trolley” icon to continue.

- Payment depends on the system and may be for adding or updating a subscription, applying for cards, and some roles and inductions.
- If something requires payment, the shopping cart will be highlighted at the top of the page 
- Multiple items can be paid for at the same time.
- You can continue in the system and return to the Shopping Cart later

[Close](#)

**Employee has been added to your cart**

This employee has been added to your cart as they do not have a card yet.

OK

[Close](#)

**Would you like to pay now?**

This will enable your Employees to get their ID Checks and submit their Role updates.

CHECKOUT NOW

[I don't want to checkout now](#)

# Shopping Cart Payments



## STEP 2

Review the shopping cart prior to processing payment.

Click “Checkout \$” to proceed.

- Payments can be processed by credit or debit card, or Purchase Order (upon prior approval)
- A tax invoice will be produced and will also be emailed on successful payment.
- Items can be removed from shopping cart

### Checkout Successful!

Company: [Redacted] Tax Invoice: [Redacted]

Item No.	Item	Quantity	Price/unit	Total
IT001	Card Purchase	1	\$40.00	\$40.00
IT001	Registration, Subscription, Roles, Card for [Redacted]	1	\$40.00	\$40.00
			Subtotal:	\$40.00
			Tax (10%):	\$4.00
			<b>Total:</b>	<b>\$44.00</b>

[Download Invoice](#) [Continue Processing Employees](#)

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Dashboard / Checkout

### Shopping Cart

Item No.	Item	Details	Quantity
IT001	Card Purchase		1
IT001	Registration, Subscription, Roles, Card for John Citizen.	<a href="#">Edit</a>	1

Subtotal: \$40.00  
Tax (10%): \$4.00  
**Total: \$44.00**

[Dummy](#) [Dummy PO](#) [PayPal / Credit Card](#) [Checkout \\$](#)

[Purchase Order](#)  
[Back](#)



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 131 194**

OR EMAIL **[support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)**