



# SUPERVISOR QUICK START GUIDE TO CLIENT PORTAL ACCESS

## OVERVIEW

This quick start guide will provide you with the steps needed to get you up and running with the Pegasus Client Portal. There are two accounts you will need to either have or create to get access to the Pegasus Client Portal.

The Pegasus Gateway is the first account you need. Then some additional steps are required to link up your Pegasus Client Portal Account. Then you are ready to start viewing and managing your contractor and employees at site!

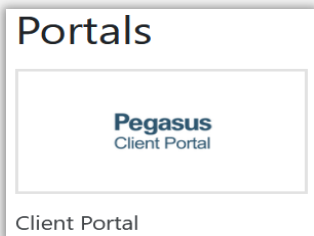
Pegasus Gateway Login

Email

Password

LOGIN

[Forgot your password?](#) [Register new account](#)

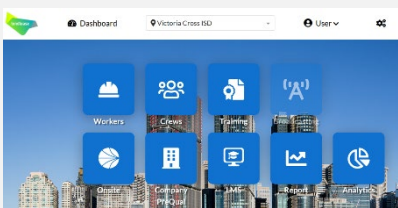


### Link Application

Please enter **Roles Portal** account details to link this account.

### Link Application

Please enter **Company Prequal** account details to link this account.



- 1 You will be required to create a new account. Log onto <https://login.poweredbyonsite.com> and click “**Register new account**”. Complete all required fields and then “Register”.
- 2 You will receive a **validation email**, which you must click on **within 24 hours**. Once verified, you now have access to the Pegasus Gateway. Login with your newly verified username and password.
- 3 Once logged in you will need your **Onsite Track Easy** username and password. This should have been previously sent to you by your site administrator or Pegasus Account Manager.
- 4 Click on “**Manage**” and the tile called “**Client Portal**”. When requested for your **Roles Portal** Account, enter in your Onsite Track Easy username and password.
- 5 Next you will be asked for your Company Pre-Qual account, Press **Skip** as Lendlease does not use this feature
- 6 Your configuration of accounts is now complete. All accounts are now linked and should be active. Bookmark the Pegasus Gateway page – <https://login.poweredbyonsite.com>

## SUPPORT

For additional support on the Pegasus Gateway, the Pegasus Client Portal or to talk to a Pegasus Representative use the below links.



Pegasus Customer Assistance Phone: 1300 183 990  
Email [lendleaseadmin@pegasus.net.au](mailto:lendleaseadmin@pegasus.net.au)  
Contractor Support Page: <http://lendleasecontractors.com.au>



User Guides and Videos can be found at our Administrators Support Website  
<https://kb.pegasus.net.au/display/CA/Resources>