



# GREEN ID

## CONTRACTOR USER GUIDE

# GreenID Overview



## OVERVIEW

The Rail Safety Worker Portal incorporates a Identity Check procedure to ensure that valid and verified employees are applying for the Rail Safety Worker Cards in the Pegasus System.

This check required some valid government forms of ID to verify and automate this process

- greenID Replaces the Australia Post ID Check process that was used for the RSW Identity Card Check process.
- The process now uses the end user's own personal government issued documents to authenticate themselves and pass the check, much the same as you would when applying for a RTA Bond or opening a MyGov account.
- Uses identification that most people should have : Drivers Licence, Medicare Card ID, Birth Certificate, Marriage Certificate, Australian Passport, Immi Card, Centrelink Card, Australian Visa, Australian Citizenship Certificate, Change Of Name Certificate.
- It is incorporated as part of the normal steps you would when adding a NEW Employee in the RSW Portal, or applying for a RSW card for your existing Employees. Existing RSW people that have completed a RSW check will **NOT** be required to undertake a new check.





# CREATING A NEW EMPLOYEE

# New Employee Registration



## REGISTRATION OVERVIEW

Follow the Add New Employee steps as prompted in the RSW portal.

Enter data in the Mandatory Fields marked with an Asterix

Tick the Contractor Box if worker will possible engage in other Pegasus sites outside of the RSW network

Agree to the Terms and Conditions

Click Save and Close

- Add New employee as normal. Process has not changed at this level in the RSW Portal for people familiar with this existing process.
- If you are not needing to create a new employee, skip to the Existing Employee Section

ADD NEW EMPLOYEE

Personal Details

Create a new employee

DOB \*

01/01/1970

Phone \*

0422222222

Email \*

tester@pegasus.test

Address

Address \*

123 Test Street

Town/City \*

Test Town

State \*

NSW

Postcode \*

2300

Country

Australia

Licence Information

Back to Manage Employees

SAVE & CLOSE

Next of kin

Relationship

☒ Contractor

☒ \* Agree to Terms and Conditions

Back to Manage Employees

SAVE & CLOSE



# New Employee Registration



## REGISTRATION OVERVIEW

A new Employee is now created for your Company.

Click Subscription


Check Details

Click Next when Ready

- Employee will be submitted to Pegasus for approval.
- Can continue to purchase a subscription in the interim, which will initialise the greenID process.

### Manage Employee

Manage a selected employee



**Tester, Damieen**  
ID# 3281157  
Submitted

DOB: 01/01/1970    Gender: Male  
Phone: 0422222222    Email: tester@pegasus.test  
Address 123 Test Street, Test Town, NSW 2300 AU

Subscription

Not issued - Add to cart >


Work Roles

0 0 0 >

Site Associations

>

End Employment

Person is pending 

### Personal Information

#### ID Check Information

Damieen Peter Tester  
Date of Birth: 01/01/1970  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

Communicate to: Damieen Tester tester@pegasus.test

#### Card Shipping Address

Type: Personal  
Communicate to: Damieen Tester  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

#### Edit ID Check Information

First Name *	Damieen	Address *	123 Test Street	Phone *	0422222222
Middle Name	Peter	Town/City *	Test Town	Email *	tester@pegasus.test
Last Name *	Tester	State *	NSW		
DOB *	01/01/1970	Postcode *	2300		

#### Communicate to

Name *	Damieen Tester
Method	Email
Email *	tester@pegasus.test

Person

Company

CANCEL

NEXT

# New Employee Registration



## REGISTRATION OVERVIEW

Drivers Licence details should match exactly the submitted person's details. First Name and Last Name will be entered in automatically.

Depending upon ID Source, screens will vary.

Click "Verify These Details" when ready

- ? Icons allow users to see more information on topic displayed
- Multiple sources of ID are able to be chosen
- Minimum 2 sources need to be verified

### Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources. Get started with your first ID source below.

#### Driver's licence ?

Choose a different ID option ▾

State/Territory

NSW ▾

Driver's licence number ?

11111111

First name

Damleen

Middle

Peter

Date of birth (DD/MM/YYYY)

01/01/1970

☒ I agree that my above information is checked with the Issuer or Official Record Holder

Verify these details

#### About the New South Wales driver's licence source

Please provide your licence details so we can confirm them with the NSW Government. Your licence details will be securely submitted to the Australian Government's Document Verification Service (DVS). The DVS is a national online system that allows organisations to compare a customer's identifying information with a government record. **More information about the DVS is available on their website.**

By submitting your details on this page, you agree that:

- you are authorised to provide the licence details; and
- you understand that the licence details will be checked against records held by the Issuer or Official Record Holder

No other information about you will be accessed, and your driver's licence details will not be stored.

Close

#### Choose one of these ID sources:

Driver's licence

Medicare card

Centrelink card

Australian passport

Australian visa

Australian citizenship certificate

ImmiCard

Birth certificate

Change of name certificate

Marriage certificate

# New Employee Registration



## REGISTRATION OVERVIEW

Medicare Card is the next defaulted document after a Drivers Licence.

Enter in details as per Medicare Card  
(Or Choose different ID source)

Press “Verify these details” when ready.

- ? Icons allow users to see more information on topic displayed
- Multiple sources of ID are able to be chosen
- Minimum 2 sources need to be verified

### Verify your identity

✓ Your New South Wales driver's licence was verified.

Now, verify against another ID source below.

#### Medicare card ⓘ

Choose a different ID option ▾

Select your card type:

Australian citizen card

Green



Medicare card number ⓘ

2111111111

Individual reference number ⓘ

1

Full name (as it appears on the card)

Damieen P Tester

My name wraps across multiple lines on my card

Date of birth (DD/MM/YYYY)

01/01/1970

Card expiry date (MM/YYYY) ⓘ

10/2020

#### About the Medicare card source

Please provide your Medicare card details so we can confirm them with the Australian Government. Your Medicare card details will be securely submitted to the Australian Government's Document Verification Service (DVS). The DVS is a national online system that allows organisations to compare a customer's identifying information with a government record. **More information about the DVS is available on their website.**

By submitting your details on this page, you agree that:

- you are authorised to provide the Medicare card details; and
- you understand that the Medicare card details will be checked against records held by the Issuer or Official Record Holder

No other information about you will be accessed, and your Medicare card details will not be stored.

Close

☒ I agree that my above information is checked with the Issuer or Official Record Holder

Verify these details

# New Employee Registration



## REGISTRATION OVERVIEW

Once Verified the Card Shipping detail screen will appear

Verify address details for card shipping address and press NEXT

- Card Shipping address details can be taken from Company Address, Person's Address details listed against their profile, or cleared and manually entered if a different address is required.
- Ensure Mandatory fields marked with an Asterix are completed.

### ID Check Information

Damileen Peter Tester  
Date of Birth: 01/01/1970  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

Communicate to: Damileen Tester tester@pegasus.com

### Card Shipping Address

Type: Personal  
Communicate to: Damileen Tester  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

### Edit Card Shipping Address

Attention to *	Damileen Tester	PERSON	
Address *	123 Test Street		COMPANY
Town/City *	Test Town		CLEAR
State *	NSW		
Postcode *	2300		
Country *	Australia		
Method	Email & SMS		
Email *	tester@pegasus.test		
Mobile *	0422222222		

CANCELNEXT



# New Employee Registration



## REGISTRATION OVERVIEW

Confirming Shipping Address will bring back to the Roles Portal Manage Employees Screen

It will automatically add subscription to the Shopping Cart ready for purchase.

Press Checkout Now

- You can opt to go to the Shopping cart at a later time if convenient, or you wish to add/manage multiple subscriptions and pay at the one time.
- Once purchased a subscription will be applied against the Employee

## Personal Information

### ID Check Information

Damieen Peter Tester  
Date of Birth: 01/01/1970  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

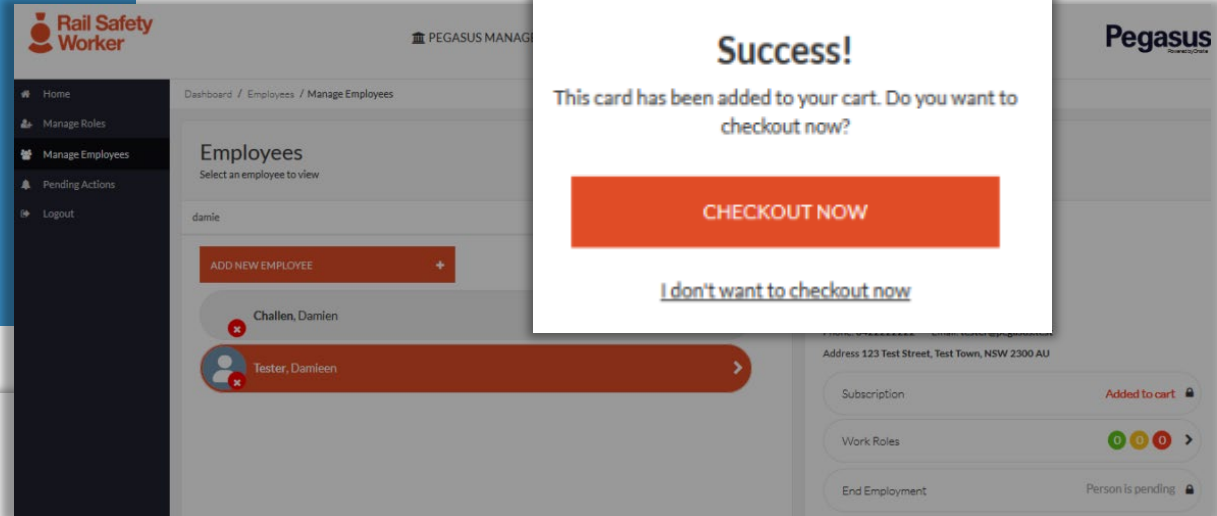
Communicate to: Damieen Tester tester@pegasus.com

### Card Shipping Address

Type: Personal  
Communicate to: Damieen Tester  
123 Test Street, Test Town, NSW 2300 AU  
0422222222

CANCEL

CONFIRM



# New Employee Registration



## REGISTRATION OVERVIEW

Once the Subscription is paid, a Subscription expiry data will now show against the Employee.

- ID CHECK icon can be clicked to show details of the verified document status and contact details
- Pegasus undertake the verification process and will approve or reject application based upon submitted ID sources and changes made at time of application in the RSW Portal.


Checkout Successful

<b>Company</b> PEGASUS MANAGEMENT PTY. LIMITED 426 King Street, Newcastle NSW, 2300 AU Contact: _____		<b>Tax Invoice</b> Invoice Number: 80 Date: 20 Nov 2019 Onsite Track Easy P ABN 84 098 220 74 426 King Street Newcastle NSW 23 1300 441 433
Item No.	Item	Quantity
CAR002	Card Purchase	1
CAR002	Registration, Subscription, ID Check, Card, Roles for Damieen Tester.	1
Subtotal:		\$100.00
Tax (10%):		\$10.00
Total:		\$110.00

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

### Manage Employee

Manage a selected employee



**Tester, Damieen**  
ID# 3281157  
**Submitted**

ID CHECK

DOB: 01/01/1970   Gender: Male  
Phone: 0422222222   Email: tester@pegasus.test  
Address 123 Test Street, Test Town, NSW 2300 AU

Subscription

Valid until 21/11/2020 >

Work Roles

0 0 0 >

# New Employee Registration



## REGISTRATION OVERVIEW


If ID CHECK was not successful for some reason, an ID CHECK Icon will appear against the Employee

Download the PDF of the application to view its status

View the details of the Identity Check Application, which can then be discussed with Pegasus as to the status of this if required.

- ID CHECK icon can be clicked to show details of the verified document status and contact details

**Manage Employee**  
Manage a selected employee



**Tester, Damieen**  
ID# 3281157  
Submitted

ID CHECK

DOB: 01/01/1970    Gender: Male  
Phone: 0422222222    Email: tester@pegasus.test  
Address 123 Test Street, Test Town, NSW 2300 AU

Subscription    Valid until 21/11/2020 >

Work Roles    0 0 0 >

## IDENTITY CHECK APPLICATION

An Identity Check application has been made for the following person.  
This is due to the purchase of a Rail Safety Worker v2 card.

Application No:	264373
For Person:	Damieen Tester



The application will expire if it is not completed in the period shown below.

Start Date:	21 Nov 2019
Expiry Date:	20 Jan 2020

The identity check will be undertaken by the following company.

Company:	Green Id Pty Ltd
Address:	145 King St
Town:	Newtown
State Pcode:	TAS 7908
Country:	Australia
Phone:	(08) 83512
Email:	tnghuyen@pegasus.net.au

Please present this application form when undertaking the check.  
Additional detailed instructions are provided separately.  
If you have any questions please contact the company shown above.



**EXISTING EMPLOYEE**

# Existing Employee



## Existing Employee

IF an employee already exists, but does not have a subscription, the same process applies for the Green ID Verification Process.

Click on the Subscription Link and this will trigger the same Verification process as a new employee.

Once Completed, an ID CHECK icon will show against Person ONLY if still requires Pegasus to verify

- ID CHECK icon can be clicked to show details of the verified document status and contact details
- Icon Link will **NOT** be visible if ID Check was completed successfully.

**Checkout Successful!**

**Company**  
PEGASUS MANAGEMENT PTY, LIMITED  
426 King Street, Newcastle  
NSW, 2300 AU  
Contact: \_\_\_\_\_

**Tax Invoice**  
Invoice Number: 804867  
Date: 20 Nov 2019  
Onsite Track Easy Pty Limited  
ABN 84 098 220 743  
426 King Street  
Newcastle NSW 2300  
1300 441 433

Item No.	Item	Quantity	Price/unit
CAR002	Card Purchase	1	\$100.00
CAR002	Registration, Subscription, ID Check, Card, Roles for Damleen Tester.	1	\$100.00

Subtotal: \$100.00

Tax (10%): \$10.00

**Total: \$110.00**

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

## Manage Employee

Manage a selected employee



Cochrane, Thomas

ID# 362464  
Approved

DOB: 01/01/1970 Gender: Male

Phone: 0422222222 Email: tester@pegasus.test

Address 123 Test Street, Test Town, NSW 2300 AU

ID CHECK

Subscription

Valid until 21/11/2020

Work Roles





# Existing Employee



## Existing Employee

If ID CHECK was not successful for some reason, an ID CHECK Icon will appear against the Employee

Download the PDF of the application to view its status

View the details of the Identity Check Application, which can then be discussed with Pegasus as to the status of this if required.

Opening idcheck-264373.pdf

You have chosen to open:



idcheck-264373.pdf

which is: Adobe Acrobat Document (3.7 KB)  
from: <https://rsw-epe.ap-on.net>

What should Firefox do with this file?

☐ Open with Adobe Acrobat DC (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK

Cancel

- ID CHECK icon can be clicked to show details of the verified documents

## IDENTITY CHECK APPLICATION

An Identity Check application has been made for the following person.  
This is due to the purchase of a Rail Safety Worker v2 card.

Application No:	264373
For Person:	Damieen Tester



The application will expire if it is not completed in the period shown below.

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The identity check will be undertaken by the following company.

Company:	Green Id Pty Ltd
Address:	145 King St
Town:	Newtown
State Pcode:	TAS 7908
Country:	Australia
Phone:	(08) 512
Email:	tnghuyen@pegasus.net.au

Please present this application form when undertaking the check.  
Additional detailed instructions are provided separately.  
If you have any questions please contact the company shown above.



FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 309 566**

OR EMAIL **[rsw@pegasus.net.au](mailto:rsw@pegasus.net.au)**