



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

The screenshot displays two overlapping forms. The background form is titled "Personal Details" and includes fields for DOB (01/01/1970), Phone (0422222222), Email (tester@pegasus.test), Address (123 Test Street), Town/City (Test Town), State (NSW), Postcode (2300), and Country (Australia). The foreground form is titled "Next of kin" and includes a Relationship dropdown, a checked "Contractor" checkbox, and a checked "Agree to Terms and Conditions" checkbox. Both forms have "Back to Manage Employees" and "SAVE & CLOSE" buttons.

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	
<input checked="" type="checkbox"/> Contractor	
<input checked="" type="checkbox"/> * 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
Damieen

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

Select your card type:

Australian citizen card

Green

Medicare card number

Individual reference number

Full name (as it appears on the card)

My name wraps across multiple lines on my card

Date of birth (DD/MM/YYYY)

Card expiry date (MM/YYYY)

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.

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

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 Asterisk are completed.

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

Edit Card Shipping Address

Attention to *	Damieen 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	

CANCEL NEXT

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

Card Shipping Address

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

Communicate to: Damieen Tester tester@pegasus.com

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

Company
PEGASUS MANAGEMENT PTY. LIMITED
426 King Street, Newcastle
NSW, 2300 AU
Contact:

Tax Invoice
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 CHECK
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 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.

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 Valid until 21/11/2020 >

Work Roles  >

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

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



264373

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:	Au.....
Phone:	(.....) 512
Email:	nguyen@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!

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

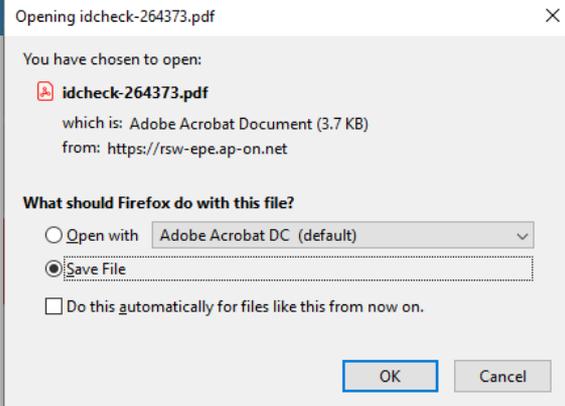


Existing Employee

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.



- 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



264373

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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:	nguyen@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