



Ausgrid Partners Safety Management System

User guide for registering your business

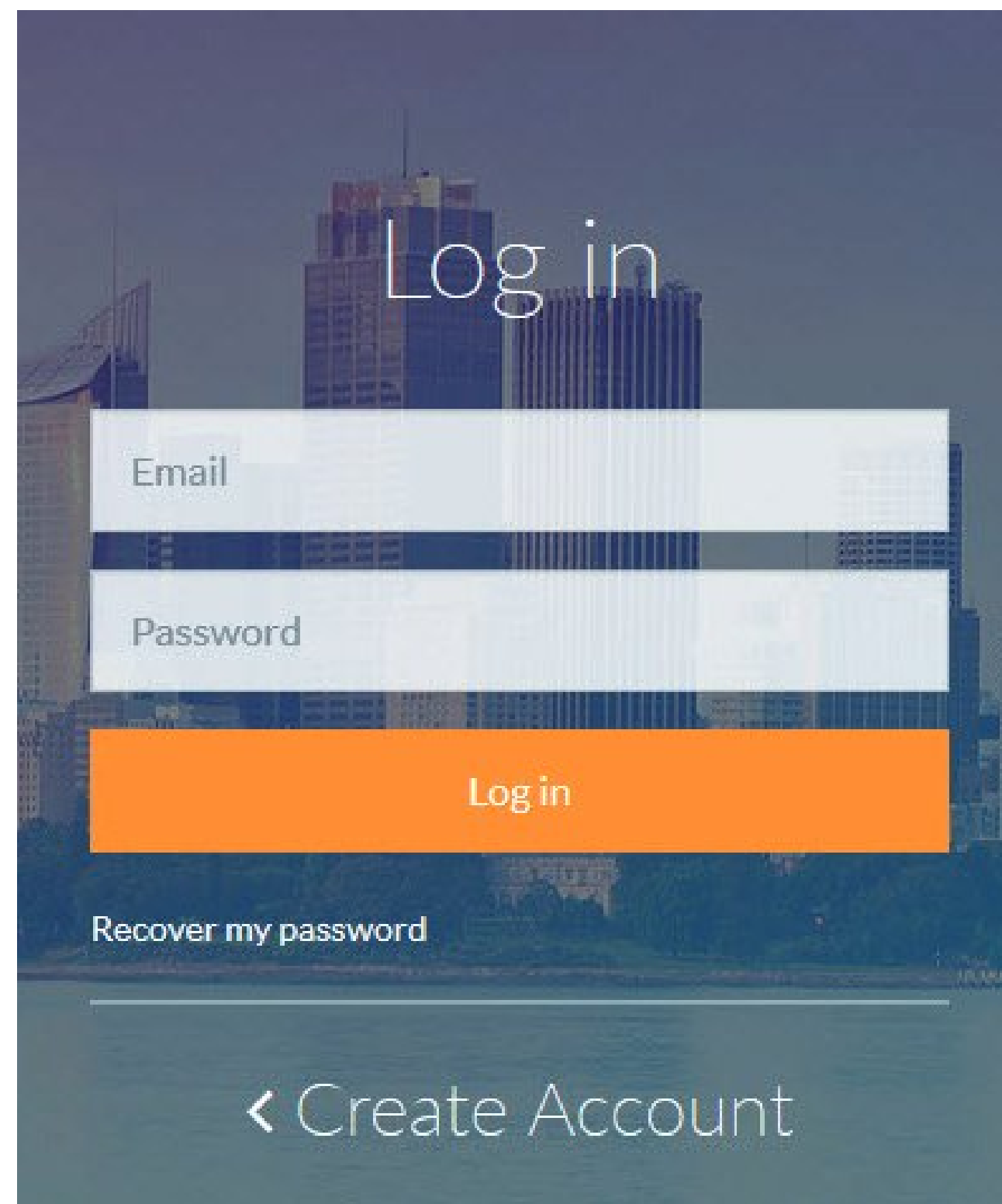
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REGISTERING AS A USER

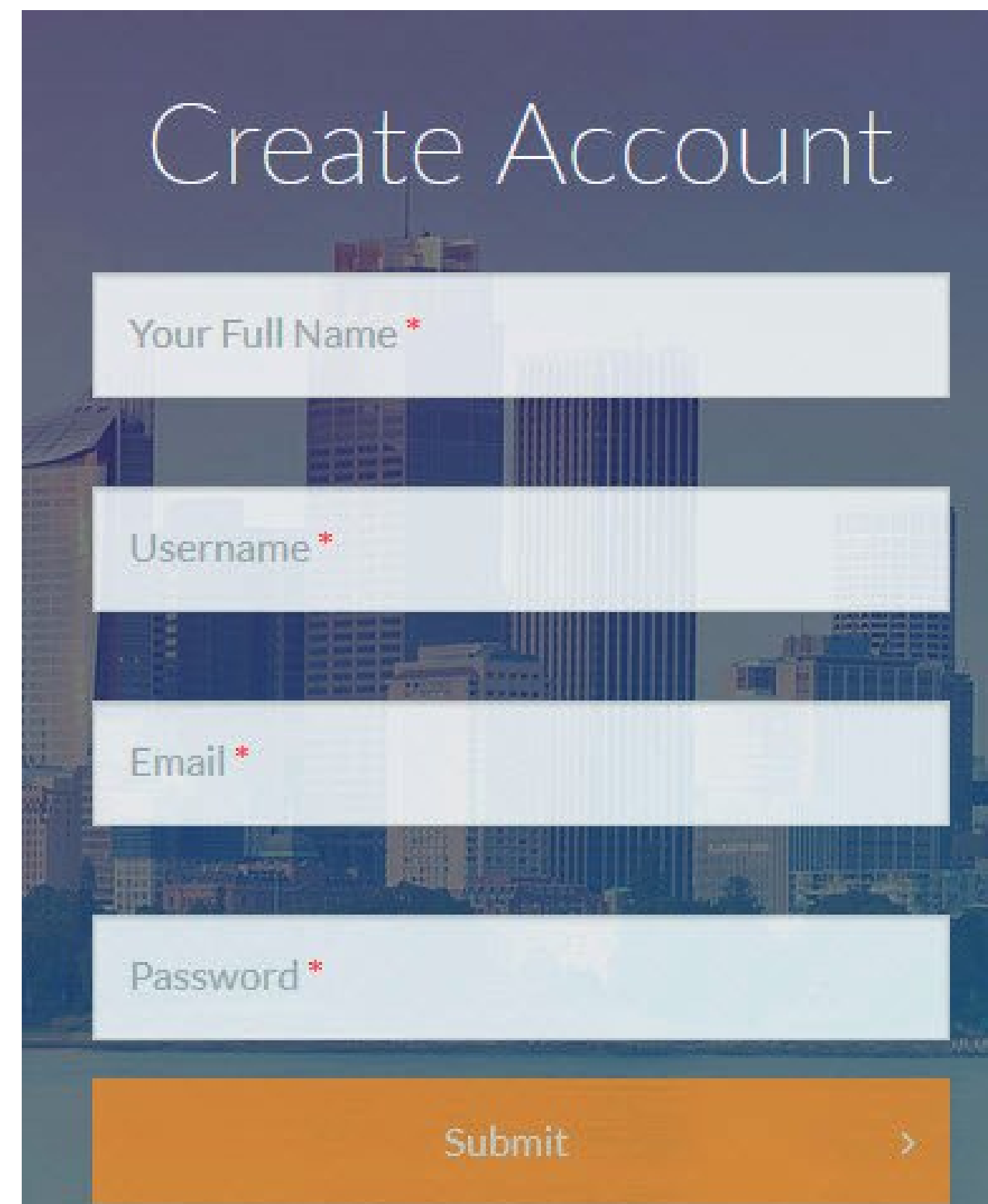
Ausgrid Partners Safety Management System

Please follow this step-by-step guide to register your business in the Partners Safety Management System.

The login screen features a dark blue background with a city skyline. At the top, the text "Log in" is displayed in white. Below it are two white input fields labeled "Email" and "Password". An orange "Log in" button is positioned below the fields. At the bottom left, there is a link that says "Recover my password". At the bottom center, a white arrow points left towards the text "Create Account".

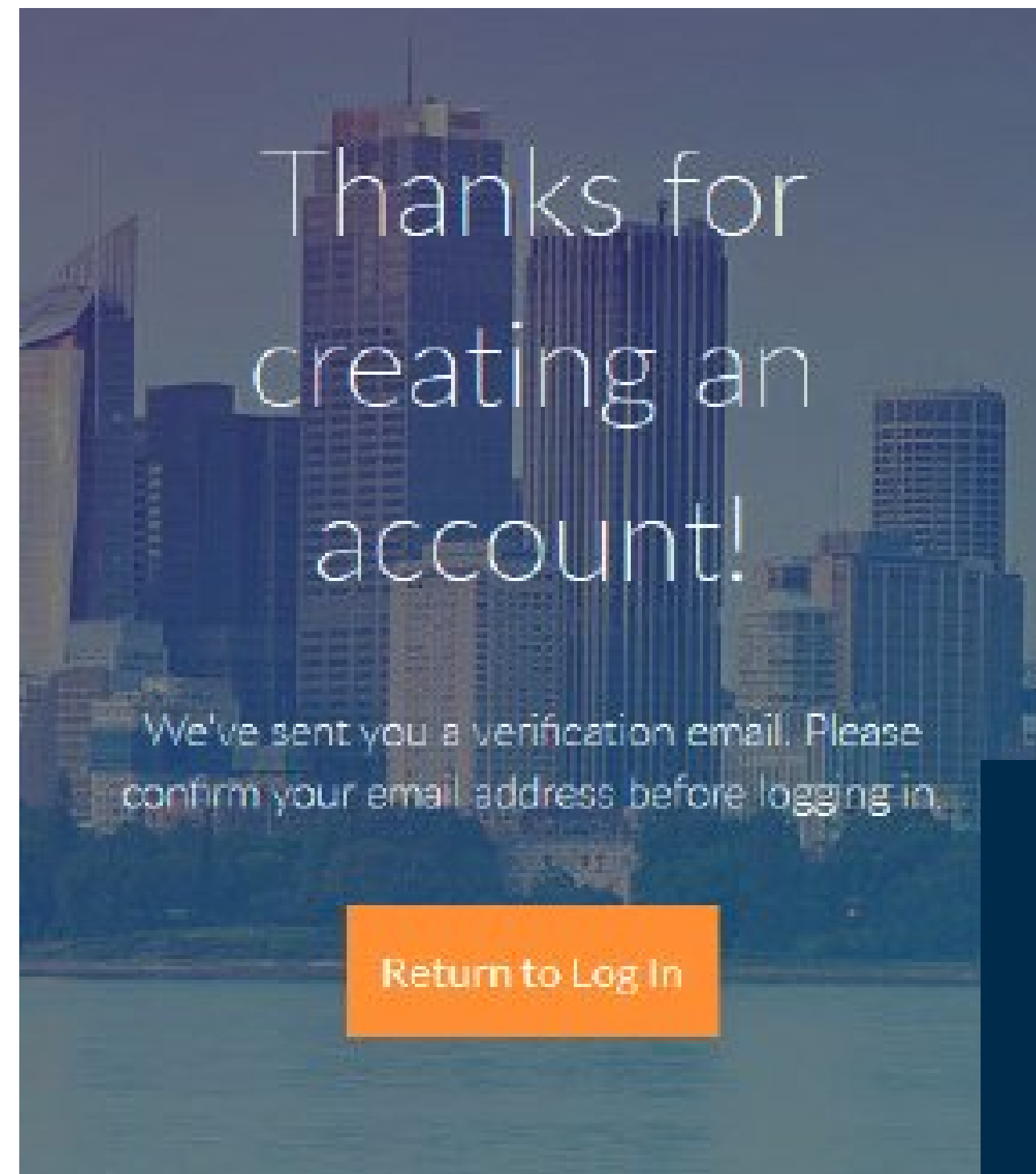
Step 1

For first time users, click "Create Account."

The "Create Account" screen has a dark blue background with a city skyline. The title "Create Account" is at the top in white. Below the title are four white input fields labeled "Your Full Name*", "Username*", "Email*", and "Password*". An orange "Submit" button with a white arrow pointing right is at the bottom.

Step 2

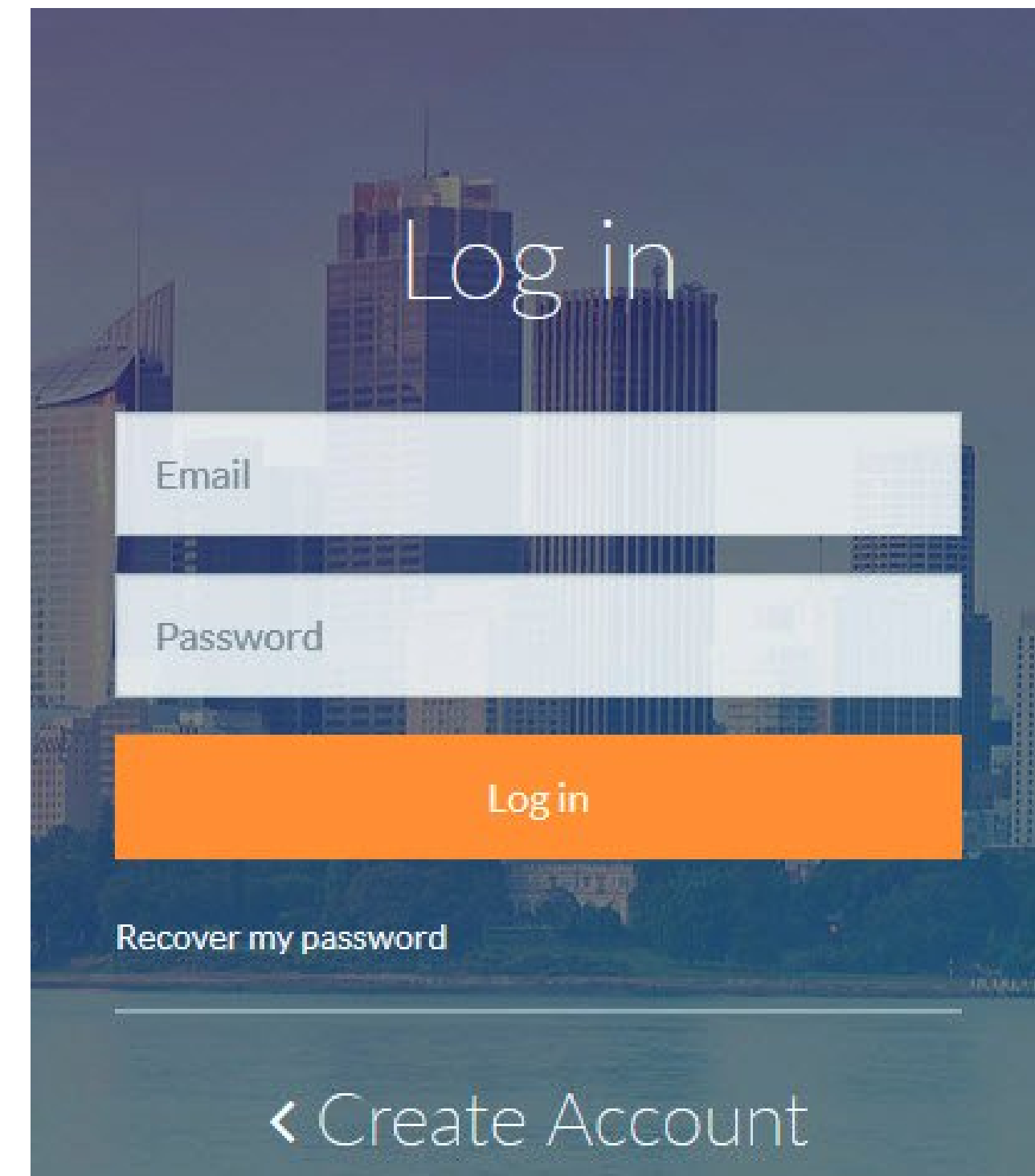
To create an account, enter a username, email address and a password. Once you have filled in the marked fields, click "Submit."



PLEASE NOTE,
THE ACTIVATION
LINK WILL EXPIRE
WITHIN 2 HOURS
OF BEING SENT.

Step 3

You will now be sent a verification email to the



Step 4

Activate your account by clicking on the link in the verification email. To sign in, enter the username and password that you created.

Community Select Authorised Contractor System

For Questions or Assistance please call 1300 305 072

Pegasus
Powered by Onsite

User Profile

Account Details

Your account has not been activated. To activate you must follow the link in the activation email which was sent to you at the time your account was created. You may resend the activation email by pressing the 'Resend Account Activation Email' button

Username *

tester1

Change Password

Email

testing1@maildrop.cc

Change Email

Resend Account Activation Email

Personal Details

First Name

Tester

Last Name

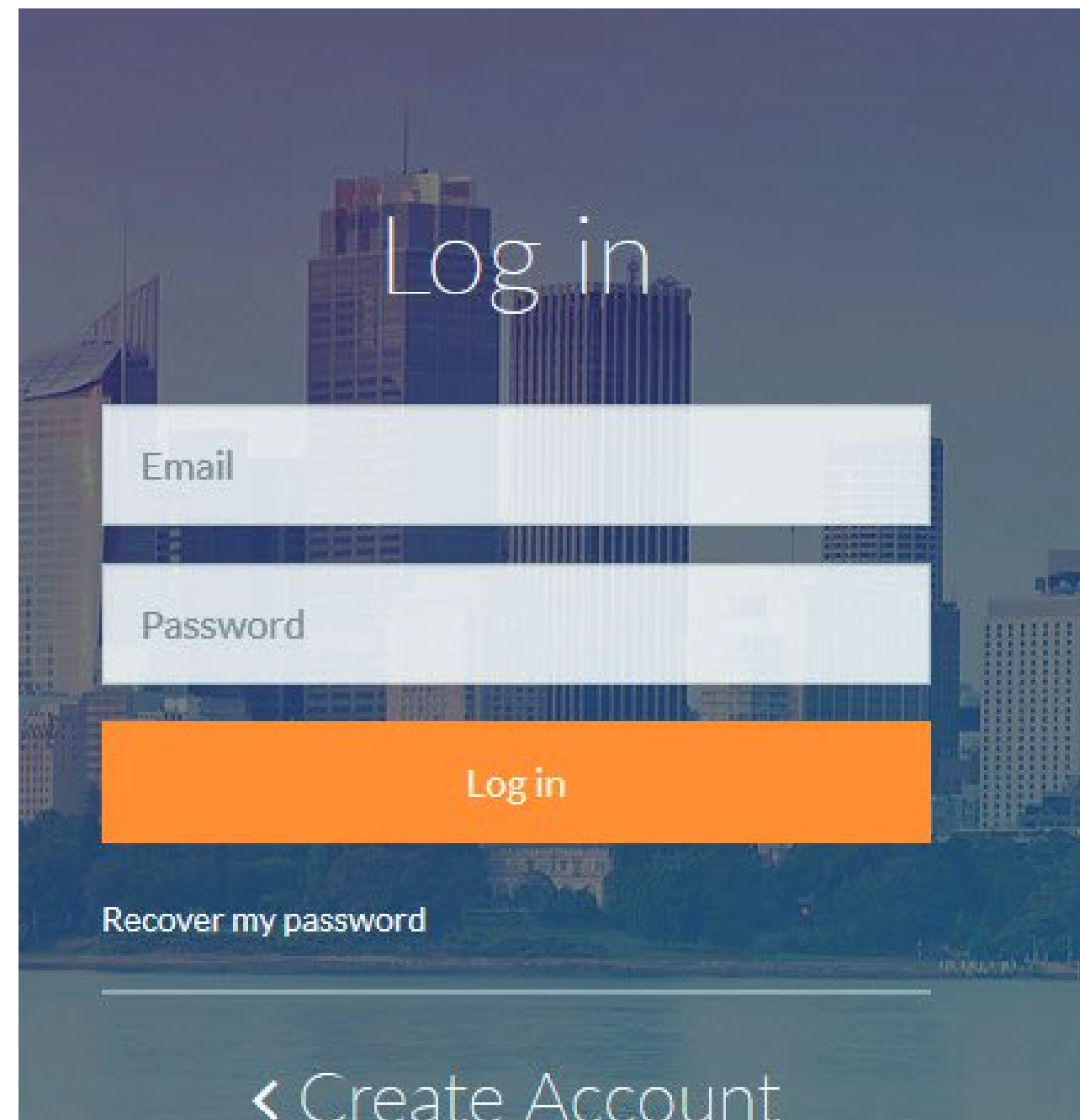
One

Please note

If the activation link you are sent expires, you will be redirected to this page. Please complete the required information to resend your account activation link.

RECOVERING YOUR PASSWORD

RECOVERING YOUR PASSWORD



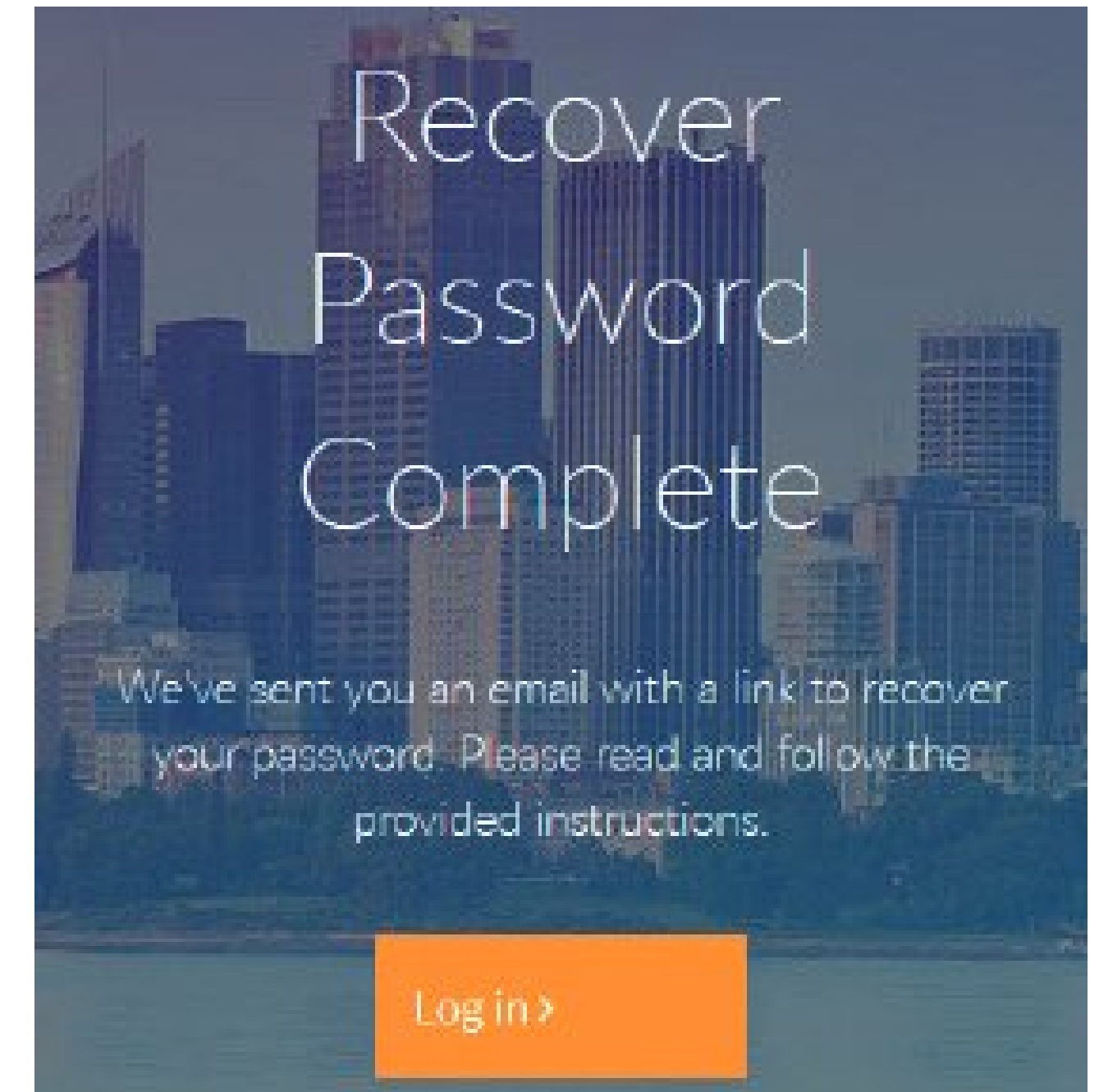
Step 1

Click on "Recover my password."



Step 2

Type in your email and select "Recover."

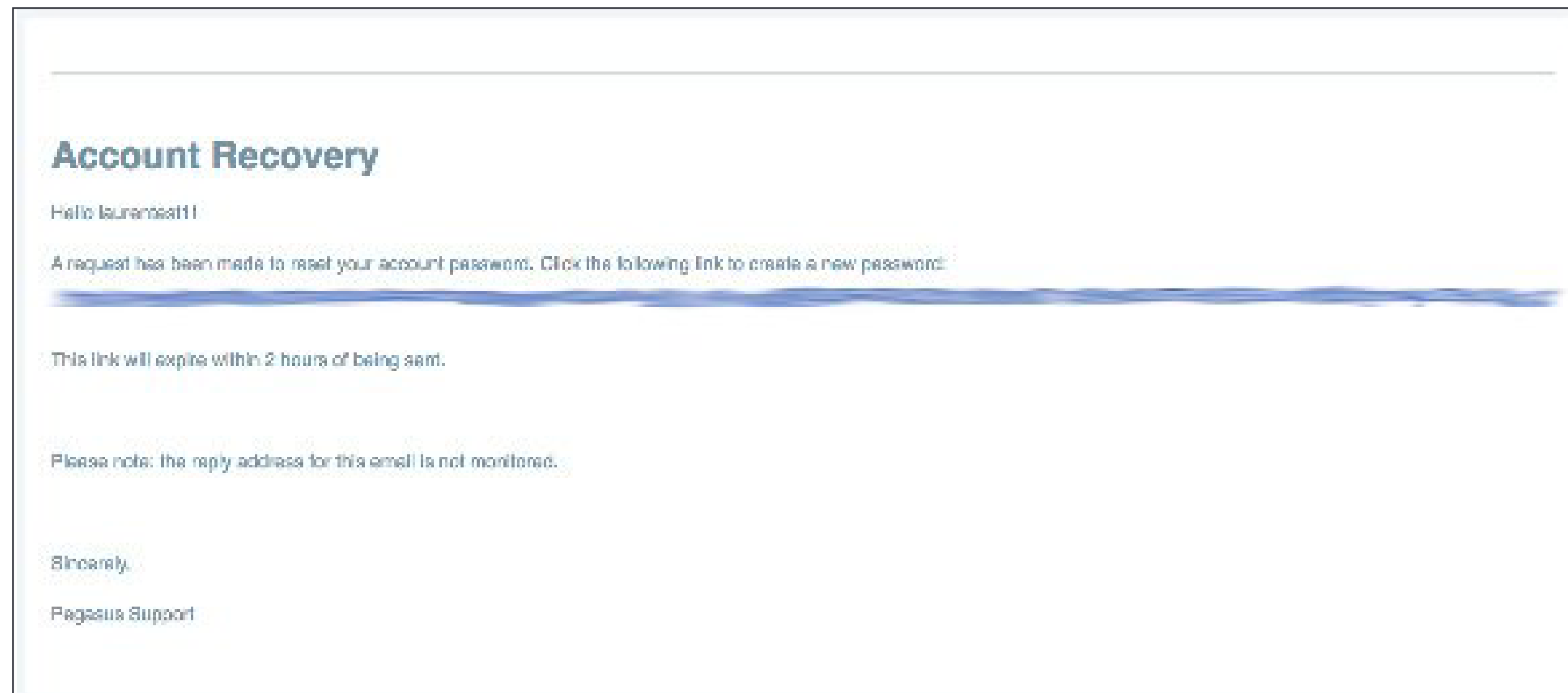


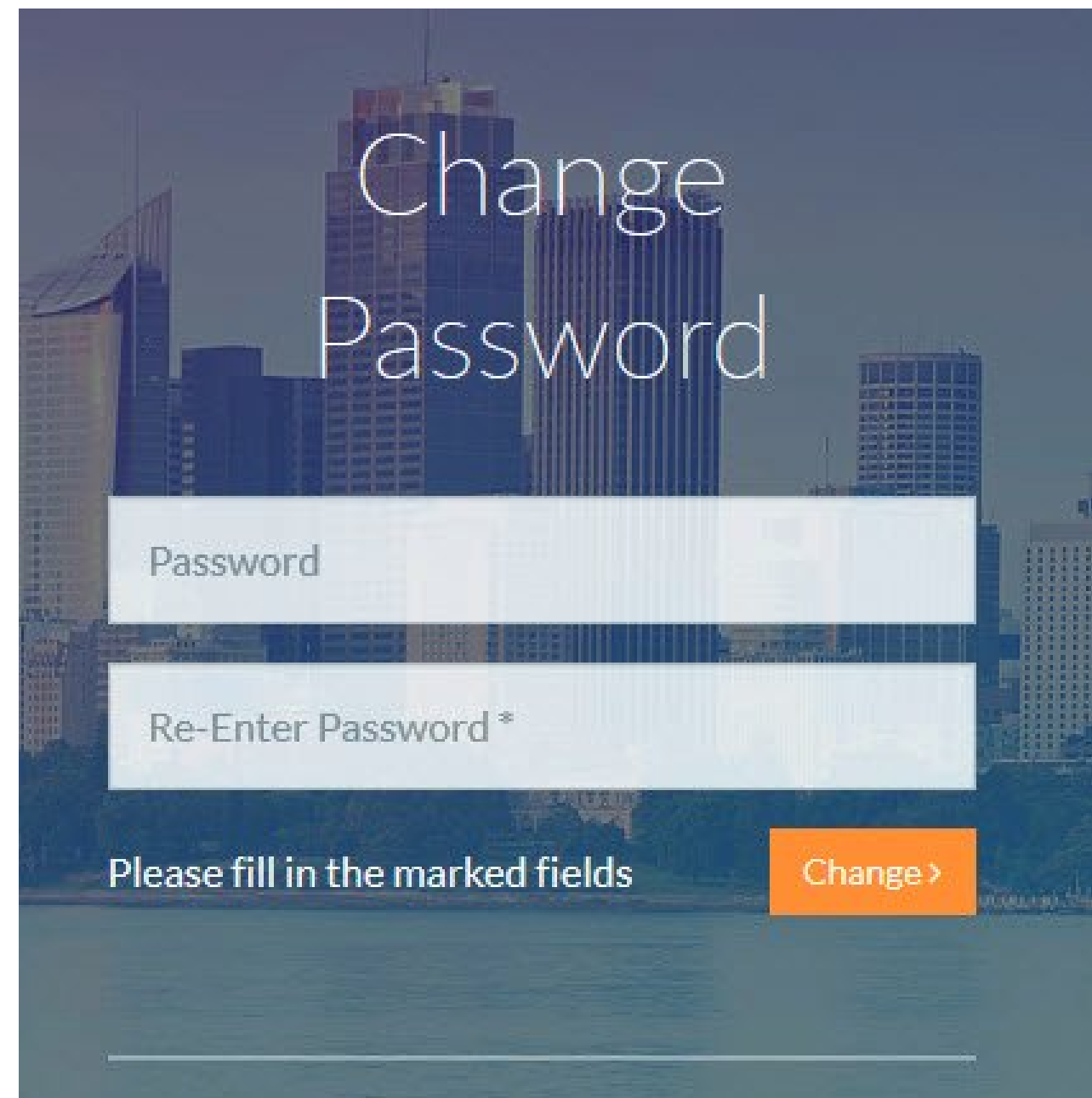
Step 3

An automated email will be sent to you. Please remember to check your junk mail.

Step 4

Once you receive the email to reset your password, please click the link provided.



A screenshot of a web form titled "Change Password" overlaid on a city skyline background. The form contains two input fields: "Password" and "Re-Enter Password *". Below the fields is a text prompt "Please fill in the marked fields" and an orange button labeled "Change >".

Change Password

Password

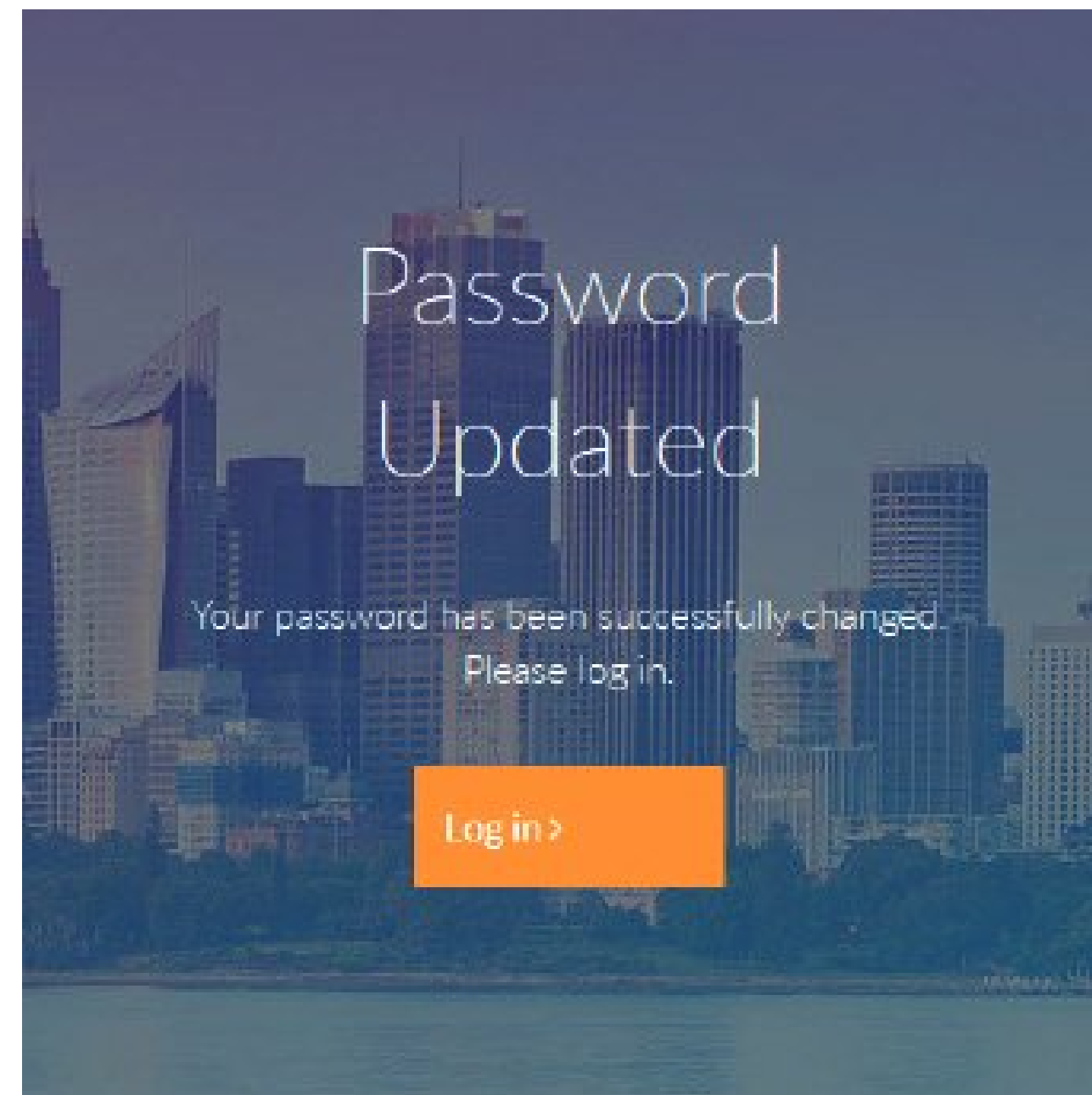
Re-Enter Password *

Please fill in the marked fields

Change >

Step 5

Enter your new password in both of the fields. Your password must be a minimum length of five characters. Next click "Change."



Step 6

Your password has successfully been changed. Please login using your username and new password.

REGISTERING YOUR COMPANY

The screenshot shows the Pegasus Onsite Company Compliance Portal. The header includes the Pegasus logo, user name 'Hiran', company name 'Pegasus', and the portal title 'Onsite Company Compliance Portal' with a support phone number '1300 441 433'. A left sidebar contains navigation links: Home, Manage My Business Details, Manage My Office Locations, and Logout. The main content area is titled 'Business Details Registration' and prompts the user to 'Select the country that your business operates in.' A dropdown menu shows 'Australia' with a 'Change' button. Below this, instructions ask for the ABN and provide two options: 'Register with this business' or 'Add this business'. A light blue box contains the link 'Don't know your ABN? Find it here.' At the bottom, an 'ABN Search' section features an input field with 'ABN', a dropdown arrow, and an orange 'Search' button.

Pegasus
Powered by Oracle

Hiran Pegasus

Onsite Company Compliance Portal
For support please call 1300 441 433

Home

Manage My Business Details

Manage My Office Locations

Logout

Business Details Registration

Select the country that your business operates in.

Australia Change

Please enter the ABN of your business (without spaces) and click 'Search':

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

Don't know your ABN? Find it here.

ABN Search

ABN Search

ABN Search

Search


Step 1

Australian based companies enter your business ABN and click "Search."

Companies based in countries other than Australia, select "Change" in the country field and enter the correct country. Enter your business number and click "Search."

Registered Business Name	ONSITE TRACK EASY PTY LIMITED
ASIC Number	098220743

Select Preferred Business Name



☐ ONSITE TRACK EASY PTY LIMITED

☐ ' ONSITE TRACK EASY '

First1Last

2 Item(s)

Add this business

Step 2

Select your preferred business name from the list provided, then click "Add this business."

Business Details Registration

Please complete the business details form below.

Business Details

Registered Business N...	ONSITE TRACK EASY PTY LIMITED	ABN	84098220743
Business Name	'ONSITE TRACK EASY'	Country	Australia

Contact Details

Name *

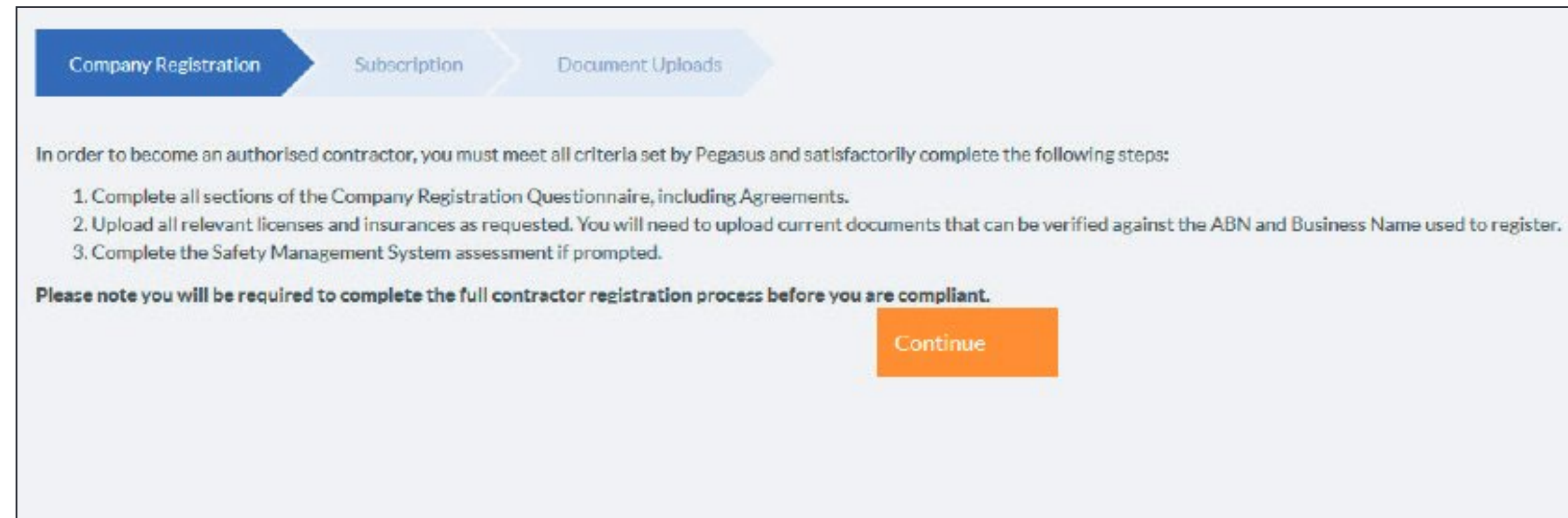
Email *

Request Registration

Step 3

Enter the business details in the form, agree to the declaration and then click "Request Registration."

REGISTERING YOUR BUSINESS



Company Registration Subscription Document Uploads

In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:

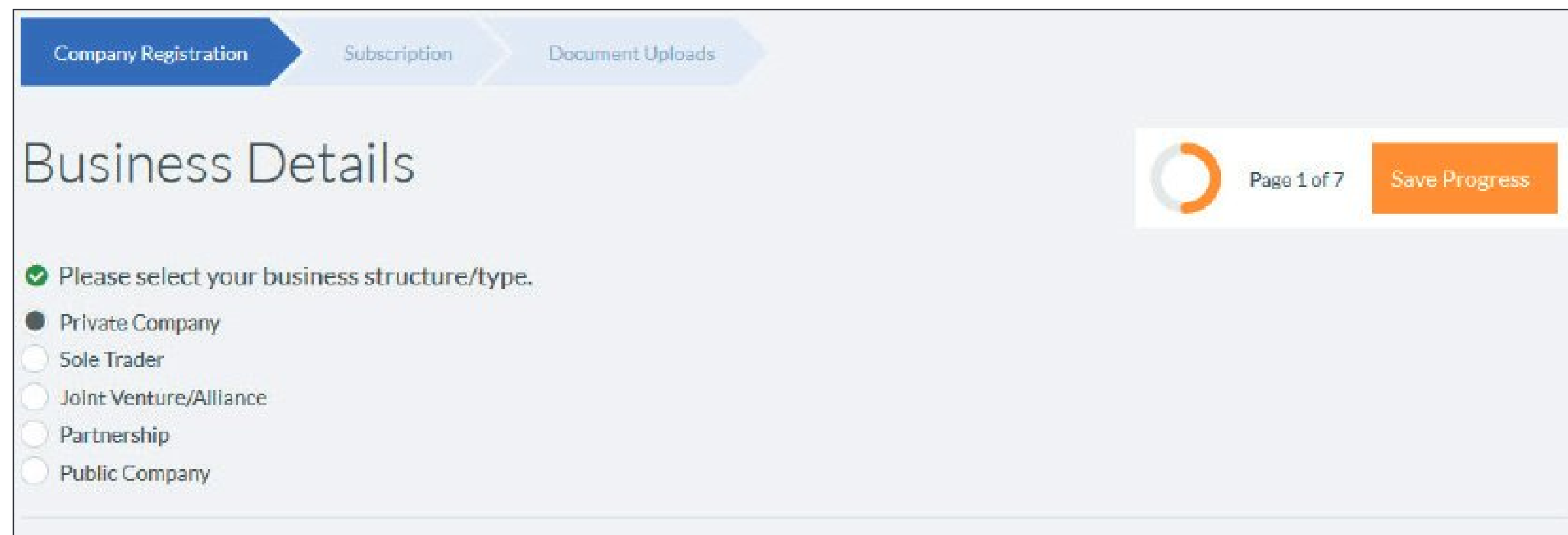
1. Complete all sections of the Company Registration Questionnaire, including Agreements.
2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register.
3. Complete the Safety Management System assessment if prompted.

Please note you will be required to complete the full contractor registration process before you are compliant.

Continue

Step 4

Read the Business Registration information then click "Continue."



Company Registration Subscription Document Uploads

Business Details

Page 1 of 7 Save Progress

✓ Please select your business structure/type.

- ☒ Private Company
- ☐ Sole Trader
- ☐ Joint Venture/Alliance
- ☐ Partnership
- ☐ Public Company

Step 5

Complete the Business Registration questions.
Please note, some questions will require a typed answer.

Company Registration Subscription Document Uploads

Questionnaire Summary

Business Details [Update answers](#) >

High Risk Categories of Work [Update answers](#) >

Work Categories [Update answers](#) >

Insurances [Update answers](#) >

Demo Components [Update answers](#) >

Accreditation [Update answers](#) >

Confirmation [Update answers](#) >

[Back](#) [Submit Answers](#)

Step 6

Please review your Business Registration answers in the questionnaire summary by clicking on the arrow (>) to expand your answer. Once you are satisfied with your answers, select "Submit Answers."

If you would like to adjust a question, click "Back."

Once you submit you will not be able to go back and change your responses, so please do take the opportunity to review.

ANNUAL SUBSCRIPTION

ANNUAL SUBSCRIPTION

Vendor Registration

Subscription

Document Uploads

SMS Review - High Risk

Safe Transport Assessment

Safe Transport Assessment Uploads

Payments made to Pegasus are for the verification of uploaded documentation and auditing as required.

Under no circumstances will a refund of fees be granted after the document verification process has commenced.

If you are ready to proceed please go to the next page to make your payment by Credit Card through Paypal or via a Paypal account. Once the payment has been completed a tax invoice will be generated automatically.

Continue

Step 1

Read the subscription details, then select “Continue.”

Subscription Type	Subscription Fee	Subscription Details
Annual Subscription	£1,000.00	Includes 12 months of SMS audit and document verification.
Monthly Subscription	£83.33	Includes 12 months of SMS audit and document verification.
Quarterly Subscription	£250.00	Includes 3 months of SMS audit and document verification.
Half Yearly Subscription	£500.00	Includes 6 months of SMS audit and document verification.
Full Yearly Subscription	£1,000.00	Includes 12 months of SMS audit and document verification.

Step 2

Your subscription type may be spilt into two types, the first will be your annual subscription and the second based on the category of SMS audit required. Purchase the subscription by clicking “Pay”.

ANNUAL SUBSCRIPTION

Your order summary

Descriptions	Amount
--------------	--------

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

te

PayPal password

☐ This is a private computer. [What's this?](#)

Log in

[Forgotten your email address or password?](#)

Pay with a credit or debit card

(Optional) Sign up to PayPal to make your next checkout faster

[Cancel and return to Test Business's Test Store.](#)

[Site Feedback H](#)

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Copyright © 1999-2016 PayPal, Inc. All rights reserved. PayPal Australia Pty Limited ABN 93 111 195 389 (AFSL 304962). Any general financial product advice provided in this site has not taken into account your objectives, financial situations or needs.

Step 3

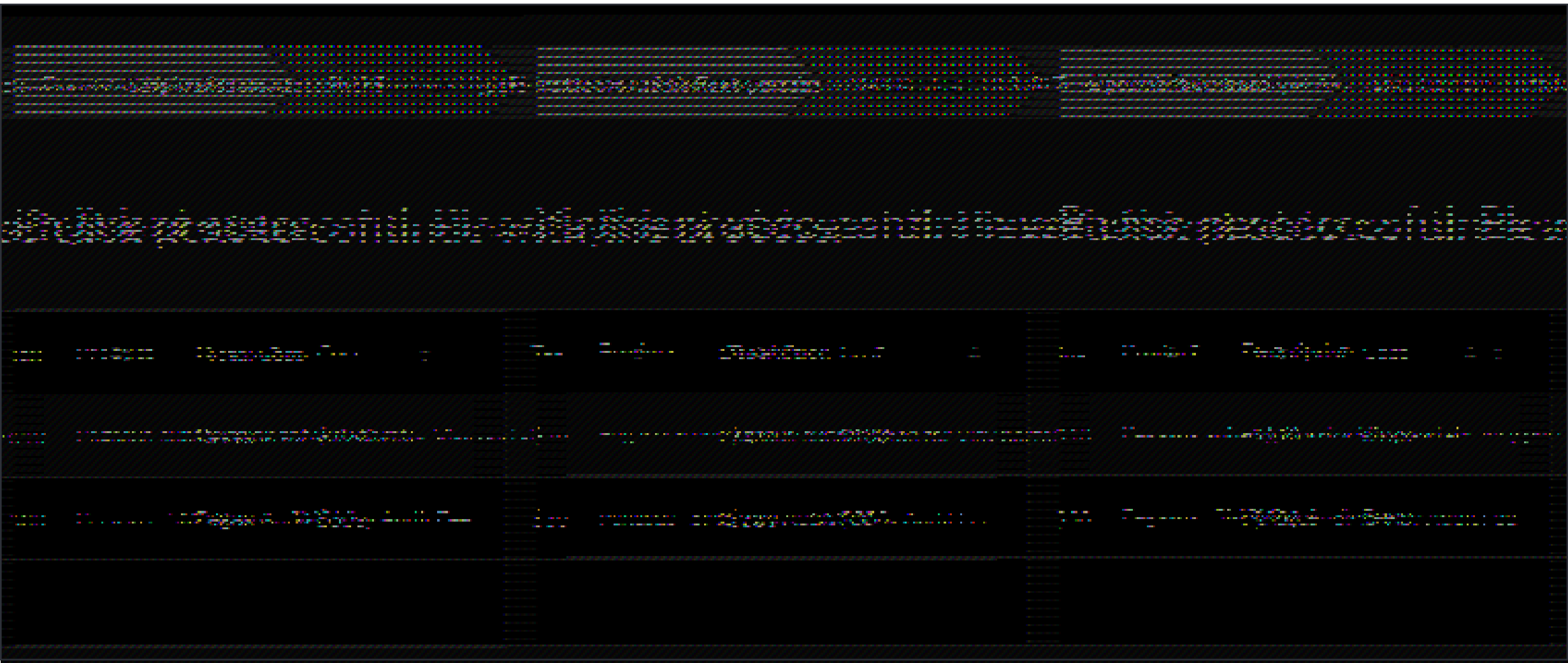
You can pay for your subscription using the following options:

1. Using an existing PayPal account.

If you choose to pay via PayPal, you have the option to save these details and create an account with PayPal.

2. Pay with Credit or Debit card.

Please note you do not need to have a PayPal account to make a payment via this method.



Step 4

Once your payment has been executed successfully you can view and save your invoice. To continue, select "Next."

UPLOADING DOCUMENTS

UPLOADING DOCUMENTS

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
Public and Product Liability Insurance	Upload the following document Public and Product Liability Insurance	<div>Upload Document</div> <div>Not Complete</div>

Step 1

Upload all of the requested documents by clicking "Upload Document."

< Public and/or Product Liability Insurance

Upload File

Business Rules

Drag a file here to add it.

Select File

Maximum File Size 10 MB

Supported Media Types Text File, JPEG Image, PDF File, PNG Image, Microsoft Word File

Enter Additional Information

Policy Number

Start Date *20/8/18

End Date *

Insurer

Item

Amount

Step 2

To review more information on the acceptance criteria for the document, click on "Business Rules" which will open a new page showing more details.


When reviewed click "Select File" or drag and drop the file into the white rectangle to add the file.

Fill out any mandatory fields before selecting "Submit."

UPLOADING DOCUMENTS

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
Upload the following document		
Public and Product Liability Insurance	 Public and Product Liability Insurance	View Document Pending Verification

Next

Step 3

Once all of the documents have been uploaded and their status is showing as "Pending Verification" select "Next" to continue.

Please note, the "Next" button will appear once all of the documents have been uploaded.

Thank You

Your business profile has now been created. If we have any questions regarding your application or documentation one of our friendly staff will contact you using the details you have provided.

By clicking on the submit button on this page, your profile and documents will be lodged for verification, and you will be returned to the home page. From here you can continue with the next step in the process by creating additional office locations and contacts.

Clicking on the Manage My Office Locations tile will allow you to create additional office locations and enter address and contact details for these locations.

Clicking on the Manage My Business Details tile will allow you to edit your business information and edit or create new contact details.

Submit

Step 4

Once you have completed your business registration, select "Submit."

SAFETY MANAGEMENT SYSTEM REVIEW

REGISTERING AS A USER

The diagram shows a sequence of steps in a process flow. The steps are: Vendor Registration, Subscription, Document Uploads, SMS Review - High Risk, Safe Transport Assessment, and Safe Transport Assessment Uploads. The 'SMS Review - High Risk' step is highlighted in blue, indicating it is the current stage.

Step 1

Partners may be prompted to complete a SMS review. Your SMS category will be based on the type of work you perform and the safety accreditation your business holds.

Please read the SMS review information then select "Continue" You will be able to access the knowledge base for examples and further requirements by clicking on the hyperlink "Pegasus SMS Knowledge Base"

We recommend opening this in a new tab so you can switch between the two tabs if required.

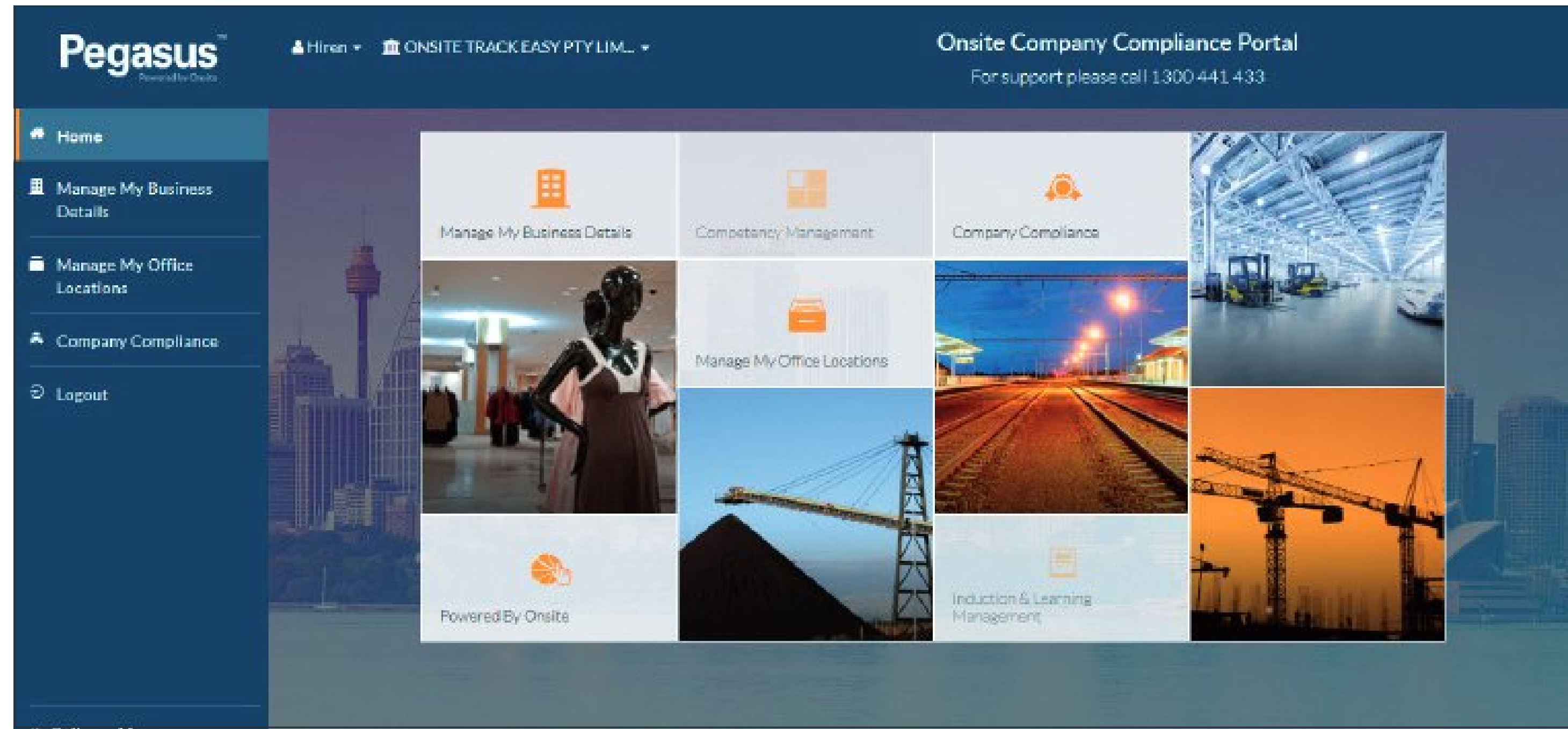
[illegible]

Step 2

Answer each of the questions before selecting "Proceed".

MANAGE MY BUSINESS DETAILS

MANAGE MY BUSINESS DETAILS



Step 1

After registering your business in the Partners Safety Management System, you will need to manage your business details. This includes business information, compliance documents and transaction history.

To manage your business details from the home page, select the “Manage My Business Details” tile. You can also select “Manage my Business Details” in the menu down the left hand side of the page.

The screenshot shows the 'Manage My Business Details' form. It has a header with the title and a 'Details' tab. The form is divided into several sections: 'Business Information' with fields for 'Business Name' and 'Business Type'; 'Contact Information' with fields for 'Contact Name', 'Contact Email', and 'Contact Phone'; 'Address' with fields for 'Address Line 1', 'Address Line 2', and 'Postcode'; and 'Business Hours' with fields for 'Open' and 'Close' times. Each section has a 'Save' button.

Step 2

To update or edit your business details ensure you have selected “Details” from the tabs under the “Manage My Business Details” header.

Make any required adjustments, then select “Save.”

MANAGE MY BUSINESS DETAILS

< Sydney Head Office

Details

Contacts

Categories

Search

Q

Add +

Name

Address

Phone

Lauren Test

Step 3

To add a new business contact, select “Add.”

< Sydney Head Office

Details

Contacts

Categories

Add

Cancel

Save

Name

Address

Phone

Lauren Test

Email

Phone

Address

Phone

Phone

Phone

Step 4

Please select “Add” for each section of information: Email Address, Address and Phone number.

New Email

Primary Email

Please enter a valid email address *

Cancel

Save

Step 5

Enter the primary email address that you wish to associate to this business contact. You have the option to make this the primary email by sliding the “Primary Email” bar to the right.

Step 6

Enter the new address that you wish to associate to this business contact. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type *

Primary Address

☐

Country *

Australia

Address Line 1 *

Address Line 2

City/Town *

State/Province *

Postal/Zip Code *

Cancel

Save

Step 7

Enter the new phone number that you wish to associate to this business contact. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type *

Primary Phone Number

☐

Number *

Cancel

Save

MANAGE MY BUSINESS DETAILS

Step 8

Once all of the information has been added, select “Save.”

The screenshot shows a web form titled "Sydney Head Office" with tabs for "Details", "Contacts", and "Documents". The form is divided into several sections: "Basic Information" with fields for "Name" and "Description"; "Email Addresses" with a table containing one row for "Email" and a "Save" button; "Telephone Numbers" with a table containing one row for "Phone", "Area", and "Country", and a "Save" button; and "Physical Address" with a table containing one row for "Post", "Address", and "Region", and a "Save" button. At the top right, there are "Add" (green), "Cancel" (grey), and "Save" (blue) buttons.

Step 9

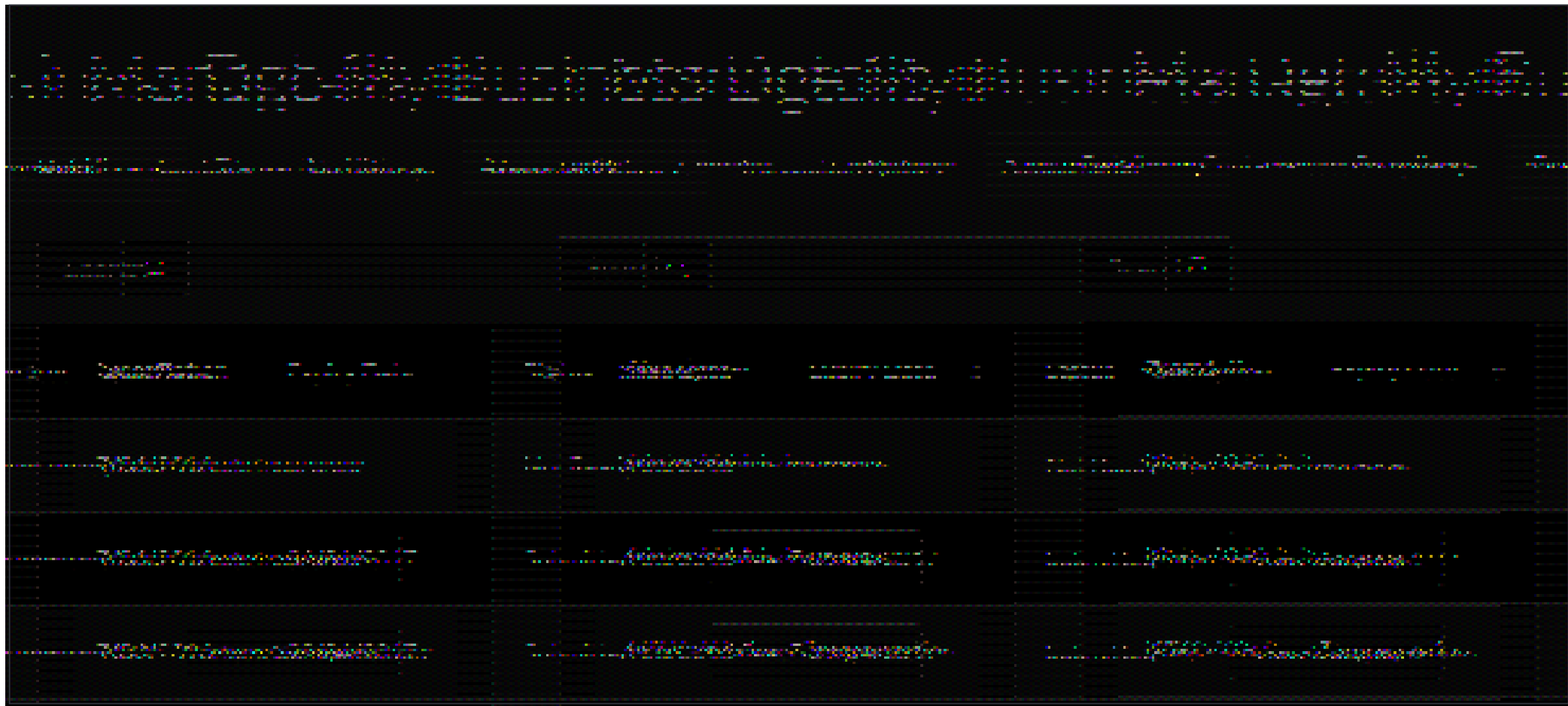
To view the business' compliance, select “Compliance” from the tabs under the “Manage My Business Details” header. Here you can view subscriptions, certificates and other areas of compliance.

The screenshot shows the "Manage My Business Details" page with the "Compliance" tab selected. It features a "Compliance" header with a "View" button and a "Filter" button. Below the header, there are three sections: "Subscriptions", "Certificates", and "Assessments". Each section has a table of data and a "Filter" button. The "Subscriptions" table has columns for "Name", "Description", "Expiry Date", and "Status". The "Certificates" table has columns for "Name" and "Status". The "Assessments" table has columns for "Name", "Status", and "Score".

Name	Description	Expiry Date	Status
Company 1	Category 1	7/31/2017	Active

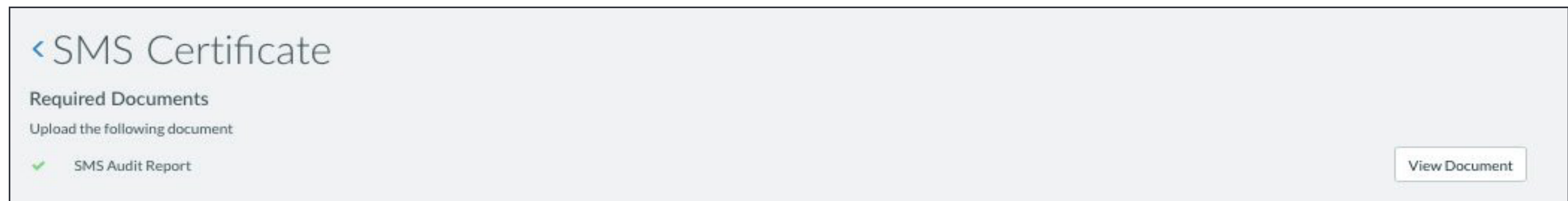
Name	Status
Public & Product Liability Insurance	In Progress
Motor Vehicle Insurance	In Progress
NCW - Workers Compensation	In Progress

Name	Status	Score



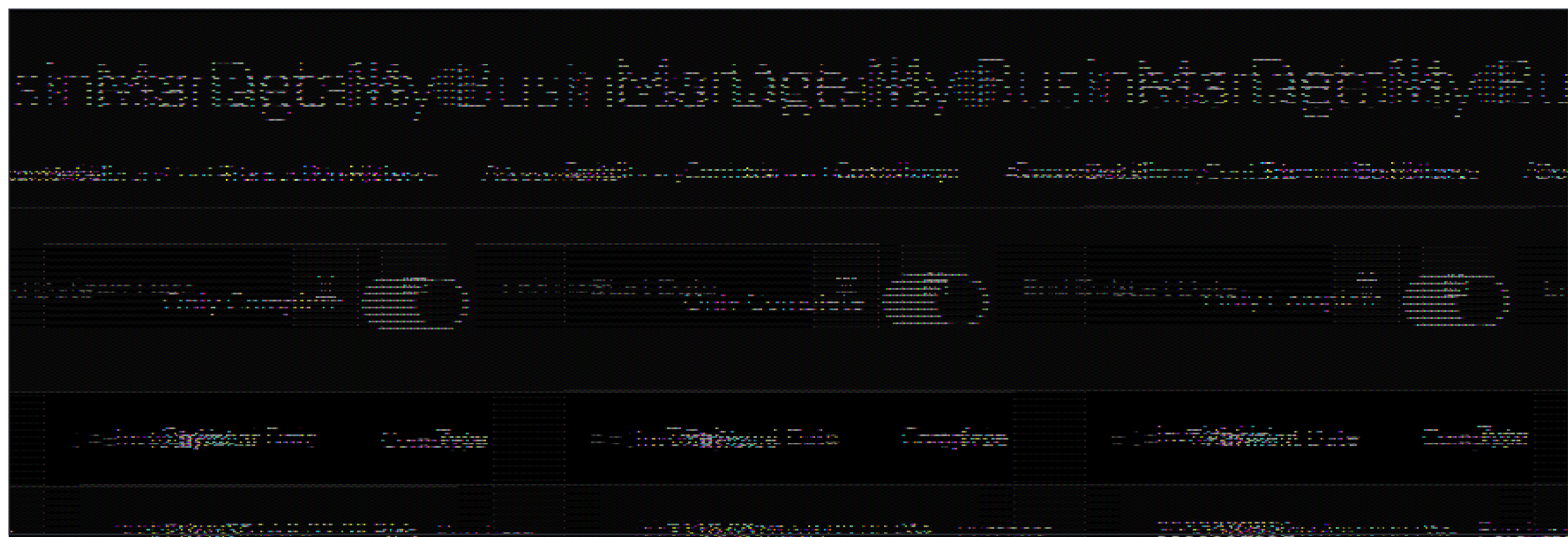
Step 10

You can view the details of a specific certificate by clicking on the name of the certificate that you would like to view.



Step 11

You can view the document that was uploaded against this certificate by selecting the "View Document" button.

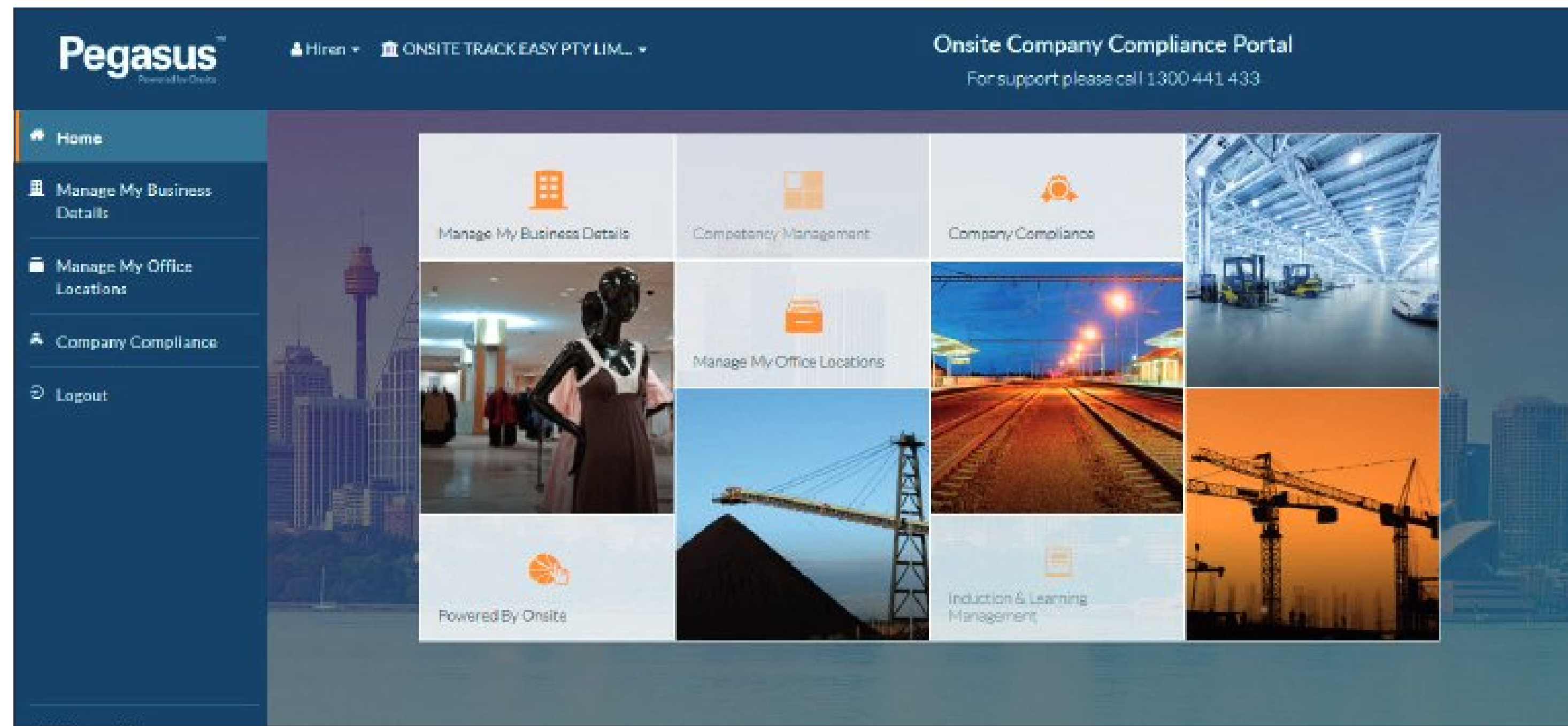


Step 12

To view the business' transaction history, select "Transaction History" from the tabs under the "Manage My Business Details" header.

MANAGE MY OFFICE LOCATIONS

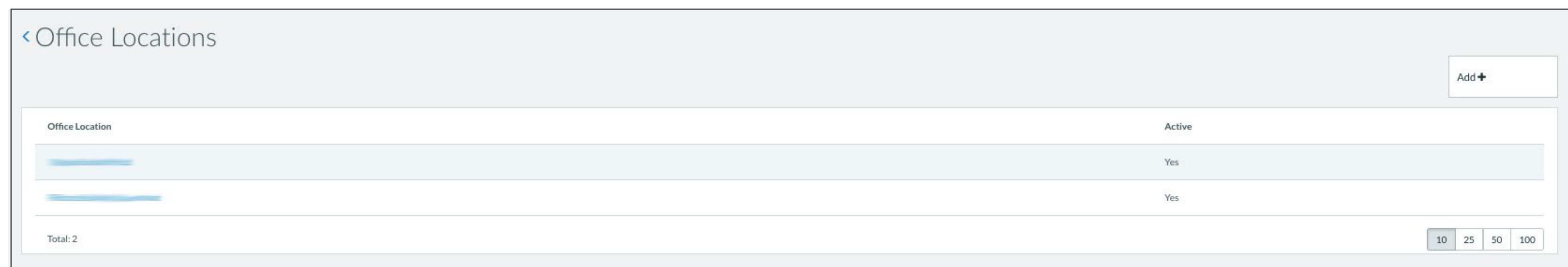
MANAGE MY OFFICE LOCATIONS



Step 1

After registering in the Partners Safety Management System you will need to manage your office locations.

To manage your office locations from the home page, select the "Manage my Office Locations" tile. You can also select "Manage My Office Locations" in the menu down the left hand side of the page.



Step 2

To add a new office location, select "Add."

Office Location

Name *

Description

Cancel

Continue

Step 3

Enter the required details of the office location and select “Continue.”

< Office Locations

Add +

Office Location	Active
	Yes
	Yes

Total: 2

102550100

Step 4

You will now need to provide contact details for the newly created office location. To do this, please click on the name of the new location.

MANAGE MY OFFICE LOCATIONS

The screenshot shows a web form titled "MANAGE MY OFFICE LOCATIONS". At the top, there are tabs for "Basic", "General", and "Advanced". The "Basic" tab is selected. The form contains four main sections, each with a text input field and an "Add" button on the right:

- Name:** A single-line text input field.
- Description:** A single-line text input field.
- Email Address:** A single-line text input field.
- Phone Number:** A single-line text input field.

Each section has an "Add" button to its right. The "Add" button for the Phone Number section is highlighted with a red box.

Step 5

Please select "Add" for each section of information: Email Address, Address and Phone Number.

The screenshot shows a "New Email" form. It has a title "New Email" at the top. Below the title, there is a "Primary Email" section with a toggle switch. The toggle switch is currently turned off. Below the toggle switch, there is a text input field with the placeholder text "Please enter a valid email address". At the bottom of the form, there are two buttons: "Cancel" and "Save".

Step 6

Enter the email address that you wish to associate to this business location. You have the option to make this the primary email by sliding the "Primary Email" bar to the right.

Step 7

Enter the address that you wish to associate to this business location. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type *

Primary Address

☐

Country *

Australia

Address Line 1 *

Address Line 2

City/Town *

State/Province *

Postal/Zip Code *

Cancel

Save

Step 8

Enter the phone number that you wish to associate to this business location. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type *

Primary Phone Number

☐

Number *

Cancel

Save

MANAGE MY OFFICE LOCATIONS

The screenshot shows a web form titled "CAST P III" with tabs for "Details", "Contacts", and "Categories". The "Details" tab is active. It contains several input fields: "Name" (with a dropdown arrow), "Description", "Email Address" (with a dropdown arrow), "Phone" (with a dropdown arrow), and "Fax" (with a dropdown arrow). Each field has a corresponding "Save" button to its right. The "Email Address" and "Phone" fields are currently empty, while the others have placeholder text.

Step 9

Once all of the information has been added, select "Save."

The screenshot shows a web page titled "< Sydney Head Office" with tabs for "Details", "Contacts", and "Categories". The "Contacts" tab is active. It features a search bar with a magnifying glass icon and an "Add +" button. Below the search bar is a table with columns "Name", "Address", and "Phone". The table contains one entry: "Lauren Test".

Step 10

To view the location's contact details select "Contacts" from the tabs under the location name header.

To edit or view the specific contact details, click on the name of the contact.

To add a new contact select "Add."

Active ☒ Cancel Save

Name

Email Addresses Add+

Email	Primary

Addresses Add+

Type	Address	Primary

Phone Numbers Add+

Type	Phone	Primary

Step 11

Please select "Add" for each section of information: Email Address, Address and Phone Number. Enter the information required, then select "Save."

You can make any of these entries the primary information for the location by sliding the "Primary" status bar to the right.

Once all of the information has been added, select "Save"



For questions or assistance please call 1300 208 498
or email ausgrid@pegasus.net.au