



PegasusTM
Powered by Onsite



COMPANY PRE-QUALIFICATION PORTAL

USER GUIDE - Company Registration

Company Registration



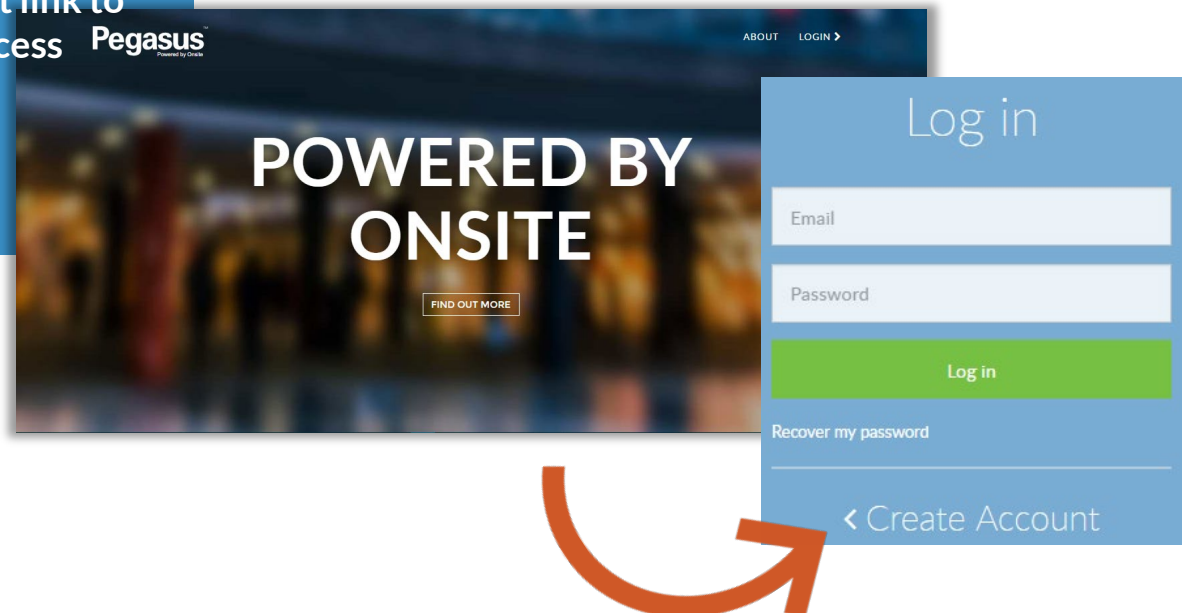
LOGIN / CREATE ACCOUNT

Go to Pegasus.net.au/contractors and click on the relevant client you wish to work for

On the Contractor engagement page, click on the relevant link to start the registration process

Click “Create Account” only if you do not have a Login.

- When you click “Login” the system will provide a “Create Account” option to complete if you **have not** registered previously.
- Each Client has their own Contractor Engagement page, E.g. Aldi, Ausgrid, Lendlease, Yancoal. All can be found from the **Pegasus.net.au** webpage
- During registration, you may be asked to provide insurances, licences and / or WHS documentation. If you require clarification, click the buttons to take you to the Pegasus Contractor Business Rules and SMS (Safety Management System – desktop audit of your WHS Documents) Knowledge Base.
- You can also call the specialist team on 1300 305 072.



Company Registration



CREATE ACCOUNT

Enter your name, which will appear on the Office Locations contacts page

Enter a username (min 4 characters) of your choice, no symbols or spaces.

Enter a password, and Click "Submit".

- You will choose your own username and password. Try and use details that are accessible to more than one person, such as email addresses can be shared by multiple administrators.
- The email entered here is where all system generated emails, for example, expiry reminders, will be sent.
- When you click submit, an activation email will be sent. You will need to click on the link to activate your user profile within two hours.
- If the link has expired, login, and click User Account to resend the activation link.

The screenshot displays the Pegasus user interface. On the left is the 'Create Account' form with fields for 'Your Full Name', 'Username', 'Email', and 'Password', followed by a 'Submit' button and a '< Log in' link. In the center is the 'User Profile' page for 'Sarah Constable', showing 'Account Details' with an activation notice, 'Username' (TessTest), 'Email' (sconstable@pegasus1.net.au), and buttons for 'Change Password' and 'Change Email'. A dropdown menu is open for Sarah Constable, showing 'User Profile' and 'Logout' options. A 'Resend Account Activation Email' button is also visible. Orange arrows indicate the flow from the 'Create Account' instructions to the 'User Profile' page and the 'Resend Account Activation Email' button.

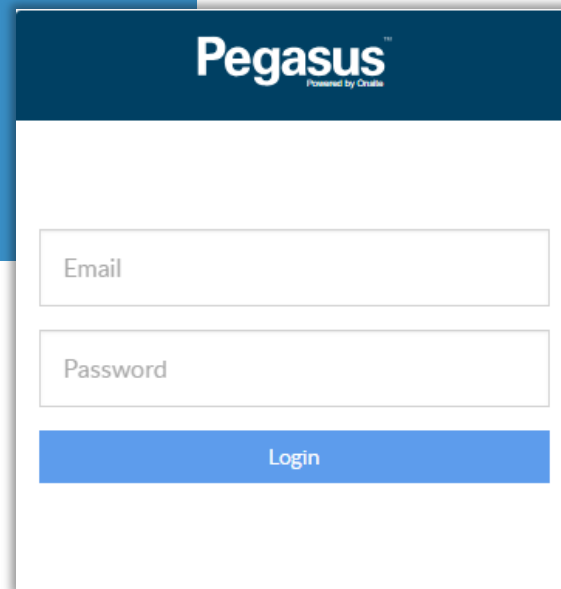
Company Registration



LOGIN

If you have a username and password already, click “Login”

- These details are the ones you chose when creating your account.
- Remember: they are case sensitive.

A white login form overlay with a dark blue header. The header contains the 'Pegasus' logo and 'Powered by Oracle'. Below the header are two input fields: 'Email' and 'Password'. At the bottom is a blue 'Login' button. An orange curved arrow points from the blue login box to this form.

Pegasus
Powered by Oracle



COMPANY REGISTRATION

Company Registration



STEP 1

Ensure the country settings are correct, click “Change” to amend if needed

Enter the ABN you are registering with and click “Search”

Choose which you want tax invoices for.

- The Australian Business Register will provide the ABN registered entity and any linked trading names.
- Choose the name you want to register by clicking “Register with this business” from the list provided by the ABR search.
- The name chosen here will be recorded on the tax invoice.

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

Onsite Records

Registered Business Name	Business Number	
Pegasus Management Pty Limited Pegasus IT	91080018800	Register with this business
Pegasus Management Pty Limited Pegasus Management Pty Limited	91080018800	Register with this business

Total: 6

10 25 50 100

Company Registration

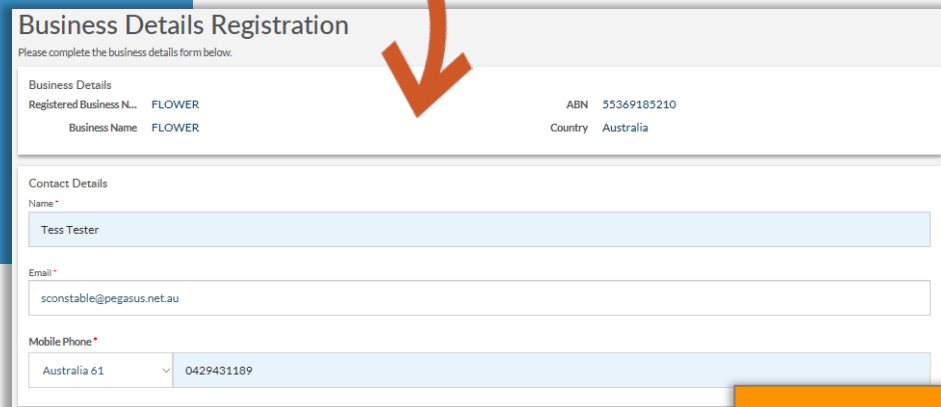


STEP 2

Enter all company contact details.

Click “Request Registration” at the bottom of the page.

- These items will appear on the Office Locations tab and will be used for communication purposes.
- If your business has been registered and there is an administrator email in our system, they will receive an email request for them to approve your login access.
- If your business has not been registered before, the system will automatically take you to the Business Registration section.



Business Details Registration
Please complete the business details form below.

Business Details	
Registered Business N...	FLOWER
Business Name	FLOWER
ABN	55369185210
Country	Australia

Contact Details	
Name *	Tess Tester
Email *	sconstable@pegasus.net.au
Mobile Phone *	Australia 61 0429431189

Request Registration

Company Registration



STEP 3

Click “Continue” to answer each question.

- The questions you are given to answer will determine your company’s risk category based on the services you provide on site – high or low risk.
- The documents you upload for approval will be generated from this process. i.e. licences, insurances and WHS documentation.
- All portals are based on client requirements, the questions, documents and payment options you will be presented will be based on these. Please ensure you refer back to the information website for frequently asked questions and specific client information.
- If you do have questions on the process, please contact the client support team, details of which can be found on the Contractor Information website

Business Type Business 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



Company Registration



STEP 4

The first step in this section is the Agreement, Confirmation of Authority to Represent the business and Pegasus Code of Conduct.

Click “Proceed”.

- All contractors are required to download and read the Pegasus Code of Conduct from this page.

The screenshot shows a web form titled "Agreement" with a progress bar at the top indicating four steps: Business Type, Business Registration (current), Subscription, and Document Uploads. The form contains three questions, each with a red "X" icon and radio button options for "Yes" and "No".

Agreement Page 1 of 8 [Save Progress](#)

☒ Have you been engaged by Pegasus to perform works within the last 12 months?

☐ Yes
☐ No

☒ By completing this registration process, I acknowledge and affirm that I am an authorised representative of the business that I am registering and that I am authorised to complete this questionnaire on behalf of the business.

☐ Yes
☐ No

☒ All contractors must read and accept the Code of Conduct Guidelines before you are allowed to register through the pre-qualification process with Pegasus. I acknowledge that I have read and understood the Code of Conduct guidelines and agree to comply with it at all times during the provision of goods and services as a Pegasus contractor.

☐ I acknowledge and agree

[Proceed](#)

Company Registration



STEP 5

Select the category of work that best suits the services you provide.

- Each category of work will link to applicable licences for upload, for example, Plumbing = Plumbing licence, Electrical = Electrical licence.

The screenshot shows a web interface for 'Business Registration'. At the top, there are three tabs: 'Business Registration' (active), 'Subscription', and 'Document Uploads'. The main heading is 'Work Categories'. Below this, there is a red dot icon followed by the text: 'Select one or more of the following services that your business provides.' A note states: 'You will be required to upload licences for high-risk services such as building, electrical, plumbing, painting, fire safety and security as an example.' Below this, a section titled 'ONLY select work categories you are licenced to perform.' contains a list of services, each with an unchecked checkbox:

- ☐ Air Conditioning Services
- ☐ Building Alarm Monitoring Services
- ☐ Building Manager Services
- ☐ Building Services
- ☐ Cleaning Services
- ☐ Courier Services
- ☐ Electrical Services
- ☐ Fire Safety Services
- ☐ Freight Services
- ☐ General Maintenance Services
- ☐ Glazing Services
- ☐ Hygiene Supply Services
- ☐ Locksmith Services
- ☐ Painting Services
- ☐ Pest Control Services

In the top right corner of the form, there is a progress indicator showing 'Page 4 of 7' and a 'Save Progress' button.

Company Registration



STEP 6

Upload requested insurances, including Public Liability, Professional Indemnity and Workers Compensation.

- Public and/or Product Liability must be a minimum of \$20 million and Professional Indemnity must be a minimum of \$1 million.
- Professional Indemnity definition: An indemnity is a sum paid by one person (service provider) to another (consumer) by way of compensation for a particular loss suffered by the consumer.

Insurance

⚠ All businesses that will be contracting to Pegasus are required to hold a Public and Product Liability Insurance certificate of currency to the value of **\$50M** or greater. A valid certificate of currency will need to be supplied in the Document Upload step of this process.

Please confirm that you hold a valid certificate of currency for the minimum value.

- ☐ Yes
☐ No

⚠ **ONLY** select the State/s and/or Territories you hold workers compensation insurance for. You will be required to upload a valid certificate of currency for **EACH** of your selections.

- ☐ Australian Capital Territory (ACT)
☐ New South Wales (NSW)
☐ Queensland (QLD)
☐ Northern Territory (NT)
☐ Western Australia (WA)
☐ South Australia (SA)
☐ Victoria (VIC)
☐ Tasmania (TAS)



Company Registration



STEP 7

Accreditations: if your business has completed a safety certification that is Jas-Anz certified, you can provide it by selecting the accreditation type you hold.

- Jas-Anz (Joint Accreditation System of Australia and New Zealand) provide internationally recognized safety accreditation
- Trades Monitor and CM3 certificates are not acceptable for AS/NZS4801 as they are not an accreditation but a certification.
- Accreditation – process performed by a third party recognising competence to perform specific tasks.
- Certification – conformance of an individual to certain characteristics of an object, person or organisation.
- ISO18001 is an international standard certification and therefore does not need to be Jas-Anz certified but it must be issued from an international accreditor.

Business Type Business Registration Subscription Document Uploads

Accreditations & Certifications

✖ Has your business achieved the AS/NZS 4801 accreditation standard (Safety Management System)?

Please only select "Yes" if you have been accredited. Select "No" if you do not hold this certificate or are in the process of completing the standard.

☐ Yes
☐ No

✖ Has your business achieved the ISO 18001 or the ISO 45001 accreditation standard (Safety Management System)?

Please only select "Yes" if you have been accredited. Select "No" if you do not hold this certificate or are in the process of completing the standard.

☐ Yes
☐ No

Company Registration



STEP 8

Processing the fee for registration, verification and contact centre support will be done on this screen. You will be given a tax invoice when the payment has been successful.


- Tax invoices are available at any time in the company portal under Manage My Business Details > Transactions
- Once the payment successful screen appears click “Next” to move to the document upload section.
- The subscription options are based on how you have been categorised through the prequalification or registration process. Some portals will have a \$0 subscription but you must click continue to process the subscription as part of the registration steps.




Business Registration → Subscription → Document Uploads → SMS Review High - Category 1

You need to purchase the following subscription(s):

Subscription type	Duration	Expires	Cost	Tax	Total
Subscription Type Subscription calculation based on: • sms-high-risk	3 years	05 Mar 2022	\$10.00	\$1.00	\$11.00

Select Payment Method:  Total \$11.00 AUD





Business Registration → Subscription → Document Uploads → SMS Review High - Category 1

Payment successful. Please click next to continue with the process.

Product	Description	Cost	Tax	Total Cost
Subscription Type	Subscription Type	\$10.00	\$1.00	\$11.00

Total \$11.00 AUD

Company Registration



STEP 9

This is the document upload section. Once all documents have been uploaded and submitted for verification, move to the final stage of registration.

- Ensure you have digital copies of licences, insurances, accreditations and WHS documentation saved to your computer.
- Enter the details for each item as prompted. Click “Next” when completed.
- Final stage might be now for some client portals that do not require a SMS (Safety Management Systems) verification process.

The screenshot displays the 'Document Uploads' section of a web application. At the top, a progress bar shows four steps: 'Business Registration', 'Subscription', 'Document Uploads' (the current step), and 'SMS Review High - Category 1'. Below the progress bar, the title 'Document Uploads' is followed by a note: '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.'

The main content is a table with three columns: 'Certificate', 'Documents', and 'Status'. The table lists several documents that need to be uploaded or are pending verification.

Certificate	Documents	Status
NSW - Glazier Licence	Upload Any of the following documents	
	NSW - Glaziers Licence	Upload Document Not Complete
	NSW - Building Licence	Upload Document
NSW - Glazier Licence	Upload Any of the following documents	
	NSW - Building Licence	Upload Document Pending Verification
NSW - Glazier Licence	NSW - Glaziers Licence	View Document Pending Verification
	NSW - Workers Compensation Insurance	Upload the following document
NSW - Workers Compensation Insurance	NSW - Workers Compensation Insurance	View Document Pending Verification
	Public and Product Liability Insurance	Upload the following document
Public and Product Liability Insurance	Public and Product Liability Insurance	View Document Pending Verification

At the bottom right of the table, there is an orange 'Next' button. A large red arrow points from the 'Next' button towards the Pegasus logo in the bottom right corner of the slide.

Company Registration



EMAIL COMMUNICATION EXAMPLES

Here are a few examples of the email communications you may receive regarding your company.

- Communication you receive may be reminders for expiring insurances, licences, or worker documents.
- You may also receive approval emails, and return or corrective actions emails (detailing what needs to be provided) if a document has not met business rules.

Dear The Trustee For Slaymaker Family Trust Trading As Crane Safe Services,
Thank you for submitting your documents in the ISS Procure Partner Assured Sourcing Solution (PASS).
This email is to inform you that one or more of your documents is expiring in the next 30 days.

Name	Expiry Date
Motor Vehicle Insurance	07/12/2017

What to do now

1. Click on the document name and login to the portal
2. Click on the Manage My Business Details tile or option on the left hand side
3. Click on the Document Library tab
4. Click on the Renew button
5. Complete the document upload and fill in all applicable details

Once all of your documents are verified, you will be listed in the ISS database.

Help or Further Clarification

If you need more information, please call 1300 305 072 during business hours.

Kind Regards



Dear The Trustee For Slaymaker Family Trust Trading As Crane Safe Services,
Thank you for submitting your documents in the ISS Procure Partner Assured Sourcing Solution (PASS).
This email is to inform you that one or more of your documents is expiring in the next 30 days.

Name	Expiry Date
Motor Vehicle Insurance	07/12/2017

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1. Click on the document name and login to the portal
2. Click on the Manage My Business Details tile or option on the left hand side
3. Click on the Document Library tab
4. Click on the Renew button
5. Complete the document upload and fill in all applicable details

Once all of your documents are verified, you will be listed in the ISS database.

Help or Further Clarification

If you need more information, please call 1300 305 072 during business hours, or email iss@pegasus.net.au

Kind Regards



SMS REVIEWS

SMS Reviews



STEP 1

Ensure you have all WHS Policies & Procedures uploaded to your computer.

You will be asked to supply evidence of documentation.

- Safety Management System (SMS) Reviews are a way for you to advise us of and supply the WHS Policies & Procedures you have in place.
- **NOTE:** Not all portals require this step to be completed. If Portal does not require this, it will not be shown.

Business Registration

Subscription

Document Uploads

SMS Review High - Category 1

As a high-risk contractor, the documents you will now be asked to upload will be used to conduct a Safety Management System (SMS) review.

An SMS review is a desktop audit of your Work Health and Safety documents completed by a qualified WHS professional. The review will compare your information against legal and industry requirements to ensure your systems are meeting these obligations. You will be contacted when the SMS review is complete and you are compliant in the system. If you do not pass the SMS review, we will send you a corrective action report detailing the action we can help you take to become compliant. The pass mark is set at 80%.

If you are unable to complete the SMS Review in one session, your work will be saved upon exit. The next time you log in, you can continue from where you finished your last session. If you are part of a franchisee service then you may have documents available from your parent company.

The documents we will ask for may include, but are not limited to:

- WHS / OHS Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work process including incident management
- Drug and Alcohol management
- Emergency management
- Training procedures including induction management
- Sub-Contractor Management (if applicable)
- Continual Improvement processes

To help you complete your SMS review, we also suggest you visit the [Pegasus SMS Knowledge Base](#) which has helpful information about the types of documents you're asked to supply as part of your SMS review.

If you need any further information or assistance please contact Pegasus Customer Service on 1300 305 072 and you can also review the contractor portal.

Continue



SMS Reviews



STEP 2

Answer all questions and provide documents and evidence where requested and possible.

- You will be asked to provide documents such as WHS Policy, Risk Management Procedure, Skills Register, Induction Procedure, and SWMS. See some useful links below for assistance:

[Safe Work Method Statements overview](#)

[Pegasus Safety Management System Knowledge Base](#)

[SafeWork NSW](#)

[WorkSafe Victoria](#)

[WorkCover WA](#)

[SafeWork SA](#)

[WorkSafe Queensland](#)

[Safe Work Australia](#)

[SAI Global](#)

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

WHSMS or Site Specific Safety Management Plan

✖ Do you have a Safety Management System (SMS) have a site specific safety management plan or WHSMS that is relevant to the works to be carried out?

☐ Yes

☐ No



SMS Reviews



STEP 3

Upload all items requested as questions are answered

- For extra help, call the Pegasus Contact Centre on 1300 305 072.

The screenshot shows a web form titled "WHSMS or Site Specific Safety Management Plan" within a navigation bar that includes "Business Type", "Business Registration", "Subscription", "Document Uploads", and "SMS Review - High Risk Cat 1". The form contains a question: "Do you have a Safety Management System (SMS) have a site specific safety management plan or WHSMS that is relevant to the works to be carried out?" with radio buttons for "Yes" (selected) and "No". Below this is a section for file uploads with the instruction "Please upload a copy of your Site Specific Safety Management Plan or WHSMS." and a large white box with the text "Drag a file here to add it." and an orange "Select File" button. At the bottom, it specifies "Maximum File Size: 10 MB" and "Supported Media Types: PDF File, Text File, Microsoft Word File, PNG Image, JPEG Image".



SMS Reviews



STEP 4

Submit all documents for verification by the Pegasus auditing team.

- For extra help, call the Pegasus Contact Centre on 1300 305 072.

The screenshot displays the 'SMS Review - High Risk Cat 1' interface. At the top, a progress bar shows five steps: 'Business Type', 'Business Registration', 'Subscription', 'Document Uploads', and 'SMS Review - High Risk Cat 1' (which is highlighted with a green arrow). Below the progress bar is the 'Questionnaire Summary' section, which lists eight items, each with a link to 'Update answers' and a right-pointing arrow:

- WHSMS or Site Specific Safety Management Plan [Update answers](#)
- Risk Management [Update answers](#)
- Procedures and Systems of Work [Update answers](#)
- Fitness for Work [Update answers](#)
- Training and Inductions [Update answers](#)
- Consultation and Communication [Update answers](#)
- Incident Management [Update answers](#)
- Human Resources Management [Update answers](#)

At the bottom left is a 'Back' button with a left-pointing arrow, and at the bottom right is an orange 'Submit Answers' button.



SMS Reviews

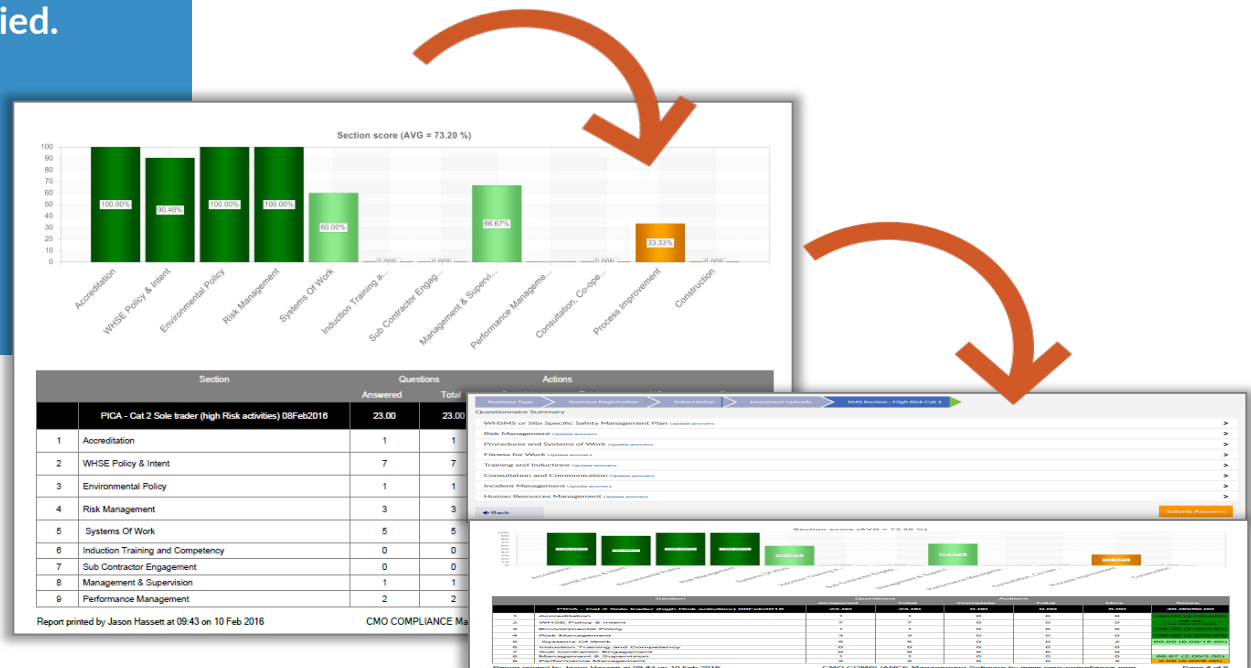


STEP 5

You may be sent corrective actions if more information is required, or if the incorrect document has been supplied.

These will be supplied with a copy of your audit report.

- In the example image, you can see there is a section that is not green. This would then include a “Corrective Action” if the score was not 80%.
- A corrective action can be a request for extra documentation or used as a means to get a company score over the minimum pass mark where they have not reached it yet.
- Below is also an example of a corrective action, in this case an environmental policy was not provided and to reach the minimum pass mark, a suggestion to consider developing one has been offered.





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 305 072

OR EMAIL **contractors@pegasus.net.au**