CONTRACTOR MANAGEMENT PORTAL
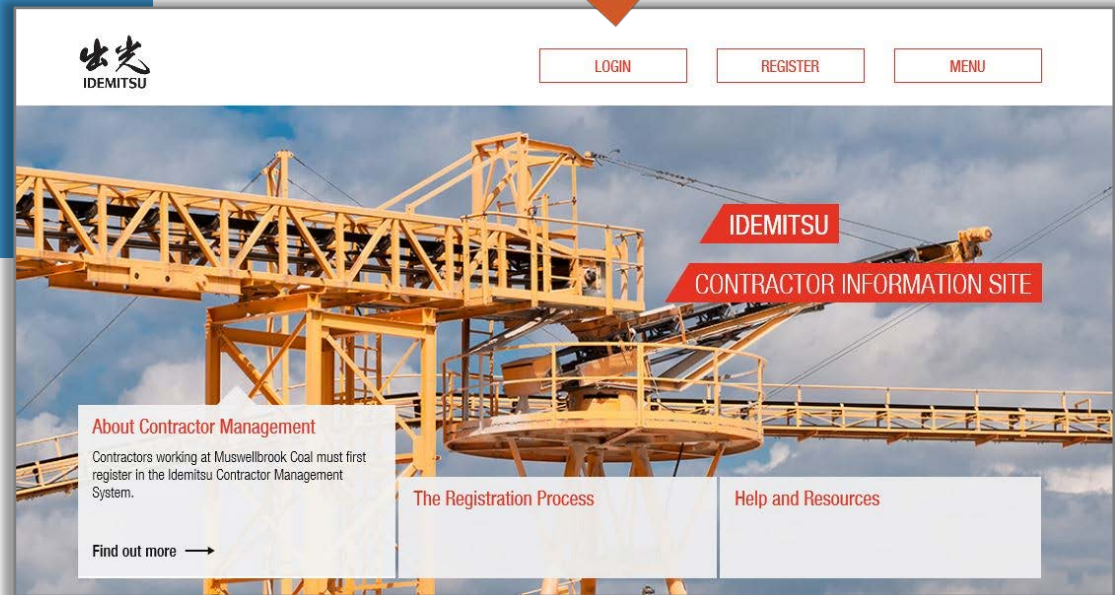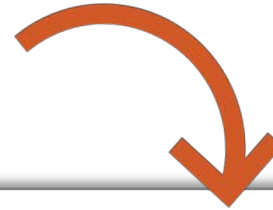
USER GUIDE-Worker Registration and Induction Bookings

Worker Registration and Induction Bookings

LOGIN

Go to **idemitsucontractors.com.au** and click on **"Login"** in the top menu bar.

Worker Registration and Induction Bookings

LOGIN

On the Idemitsu Contractor Management System, enter your username and password and click on "Login".

Welcome to the Idemitsu Portal

Login to manage roles and competency checks for your company's *workers*.

Username

Password

LOGIN   Register
         Recover my password

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WORKER REGISTRATION
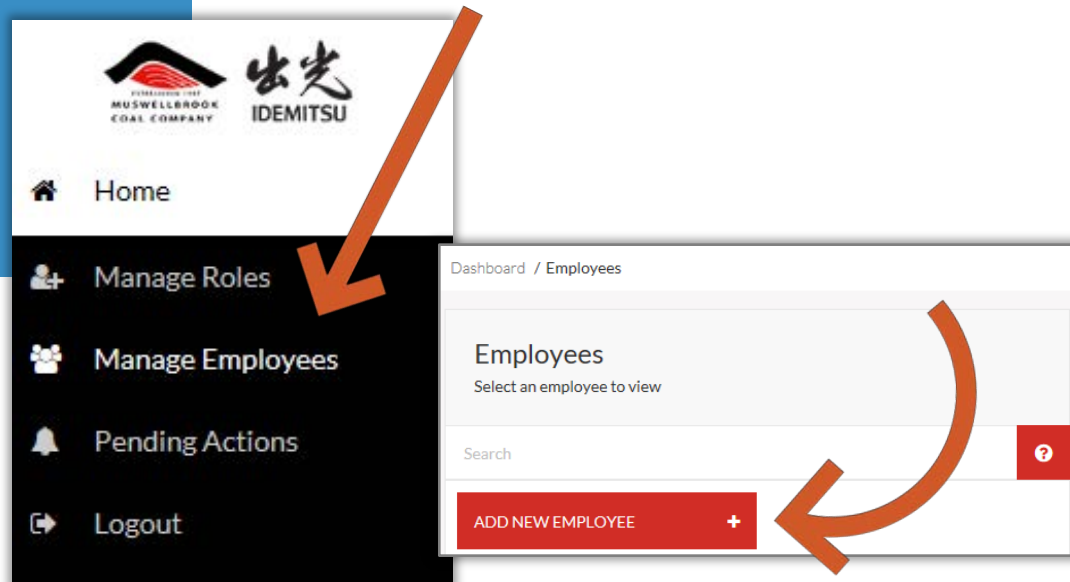
Worker Registration

STEP 1

On the home page, click "Manage Employees".

Search for an existing worker or add a new worker.

- This is where you will enter your company's workers. If required, you will order their site access cards and book inductions.

- Use the system to update worker profiles and information, or to add competencies and skills.

Worker Registration

STEP 2

Upload a photo and enter the worker's details.

Scroll and complete all fields, then click "Save & Close".

- The information entered here will be displayed on the worker's Pegasus profile.

- If the worker is a contractor and not an employee of your company, tick the box next to "Contractor".

- Read the Terms and Conditions and tick the box.

Personal Details
Create a new employee

Person

First Name
Middle Name
Last Name

☑ Contractor

☑ Agree to **Terms and Conditions**

Back to Manage Employees | SAVE & CLOSE

Privacy Policy - Terms and Conditions

Worker Registration

STEP 3

You can process the payment for the worker's subscription and card (if required) and continue the process at a later time.

If you are completing the process now, click on "Work Roles".

- If you need to leave the process and come back at a later time, log out or process the payment and then log out. The card application will be under Pending Actions > Continuing Applications.

- For payment process, refer to the payment section later in this guide.

- If you are completing the process now, click on the work roles tab and select a the roles your worker has been recruited for.

Manage Employee
Manage a selected employee

Tester, Tess
ID# 2417326
Submitted

DOB: 01/01/1977   Gender: Female
Phone: 0412123456   Email: tess.tester@emailaddress.com
Address 123 Test Avenue, Testville, NSW 2000 AU

Subscription   Not issued - Add to cart ›

Work Roles   0 0 0 ›

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Worker Registration

STEP 4

Click "Manage Roles".

On the next screen, you will be prompted to confirm the worker's details and card shipping address if a card is required.

- The shipping address can be the worker's or your company. Simply click the buttons on the right to change details.

- Scroll down to view all of the information and click "Next".

All roles for Tess Tester

Search

Personal Information

Card Shipping Address

Type: Personal
Communicate to: Tess Tester
123 Test Avenue, Testville, NSW 2000 AU
0412123456

Edit Card Shipping Address

Attention to	Tess Tester	PERSON
Address	123 Test Avenue	COMPANY
Town/City	Testville	CLEAR
State	NSW	
Postcode	2000	
Country	Australia	

Back to Emp...   MANAGE ROLES

CANCEL   NEXT

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Worker Registration

STEP 5

Click "Confirm".

Personal Information

Card Shipping Address

Type: Personal
Communicate to: Tess Tester
123 Test Avenue, Testville, NSW 2000 AU
0412123456

CANCEL   CONFIRM

Worker Registration

STEP 6

Click "Add New Role".

Select your worker's role and click "Add # Role/s".

- A list of site approved roles will be displayed. The roles are descriptions of what task the worker has been recruited for, and may not reference a title.

- Roles are set by site. If you cannot find a suitable one to select, speak to your site contact.

All roles for Tess Tester

Search

Back to Selected E...

ADD NEW ROLE

✖ Close

Add New Roles

Search

Muswellbrook Coal - Contractor ✔

Muswellbrook Coal - Contractor - Stockpile Only

Muswellbrook Coal - Employee

ADD 1 ROLES

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Worker Registration

STEP 7

Click an added role to open the document upload section.

Click the competency you are uploading to and then "Upload".

Complete all relevant information for the uploaded item and click "Save & Next".

- You need to upload a document that meets the role requirements. The document will need to be scanned and saved to your computer to do this.

- The system will step through all the competencies listed. Mandatory items must be uploaded to submit the application.

All roles for Tess Tester

Search

🟠 Muswellbrook Coal - Contractor

Competencies for Tess Tester
Role Muswellbrook Coal - Contractor

Search

Expand All | Collapse All

MANDATORY   2/5   ▼

🟠 Identity.Govt Licence/Authority.Proof of Identity   >

🟠 Medical.Certificate.   >

🟠 Site.Letter of Competency.Muswellbrook Coal   >

🔵 Site.Induction.NEW PEGASUS

✅ Photo

Competency
Identity.Govt Licence/Authority.Proof of Identity

Business Rules

Select evidence for: **Identity.Govt Licence/Authority.Proof of Identity**

Select or Upload Document

Worker Registration

BUSINESS RULES FOR ROLE AND COMPETENCY REQUIREMENTS

Click on the Business Rules link in the file details section.

- The Business Rules will help you understand the information that must be supplied to meet role requirements.

- Business rules will display the document and upload requirements, and an example document. Competency expiry periods may also be noted.

INDUCTION BOOKINGS

Induction Bookings

STEP 1

After uploading required documents for role competencies, you may enrol the worker into a site induction.

Click "Course Selector".

- Inductions maybe on site (face to face) or online.

- Email confirmation is provided for all inductions.

- Click "Edit" and enter the email address where user details for online and booking confirmation emails are. Click "Save".

- The course selector allows you to choose a date and time for face to face inductions.

Induction Bookings

- All inductions are "On Hold" two days prior so no further bookings can be made.

- If you need to book a worker into an induction that is no longer available for selection, contact Pegasus to discuss the options.

STEP 2

Click "Select Date".

Choose a date from the calendar and scroll down.

Choose your preferred time and "Select Session".

Induction Bookings

STEP 3

When the course date and time have been selected, "Checkout".

- Drug and alcohol test results must be dated within 14 days of the event and must be performed by an accredited testing company.

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Induction Bookings

STEP 4

Review the shopping cart prior to processing payment.

Click " Checkout $" to proceed.

- Payments can be processed by credit or debit card.
- A tax invoice will be issued upon successful payment.

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total	
FEE001	Training Enrolments		1	$225.00	$225.00	▲
FEE001	Musswellbrook Coal Site Induction Contractor Classroom for Tess Tester	1	$225.00	✕ Remove		
IT001	Card Purchase		1	$50.00	$50.00	▲
IT001	Registration, Subscription, Roles, Card for Tess Tester.	Edit	1	$50.00	✕ Remove	

Subtotal:	$275.00
Tax (10%):	$7.25
Total:	**$282.25**

Dummy	Dummy PO	PayPal / Credit Card	Checkout $

Back

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Induction Bookings

STEP 5
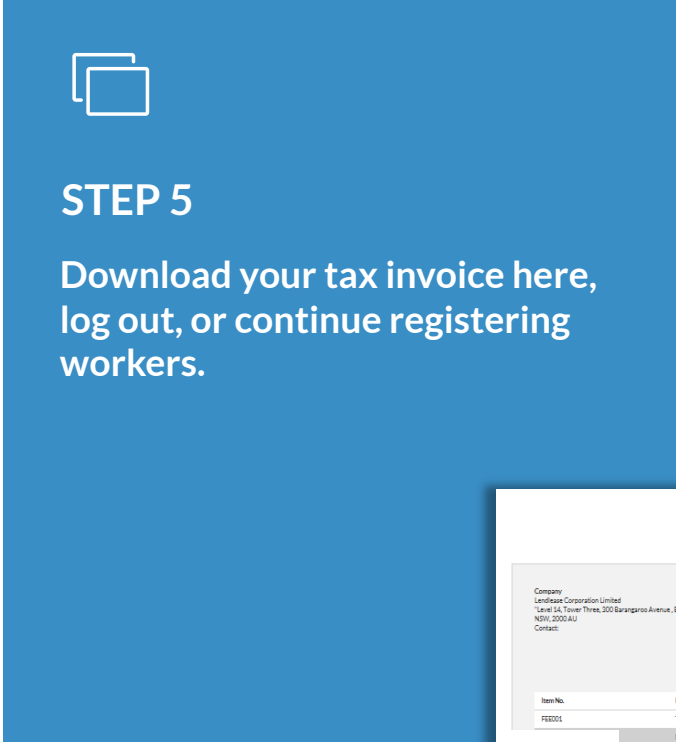
Download your tax invoice here, log out, or continue registering workers.

- You can also continue adding new workers or updating data for existing workers.

Induction Bookings

EMAIL COMMUNICATION EXAMPLES

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

FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 306 384

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

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