



CONTRACTOR MANAGEMENT PORTAL

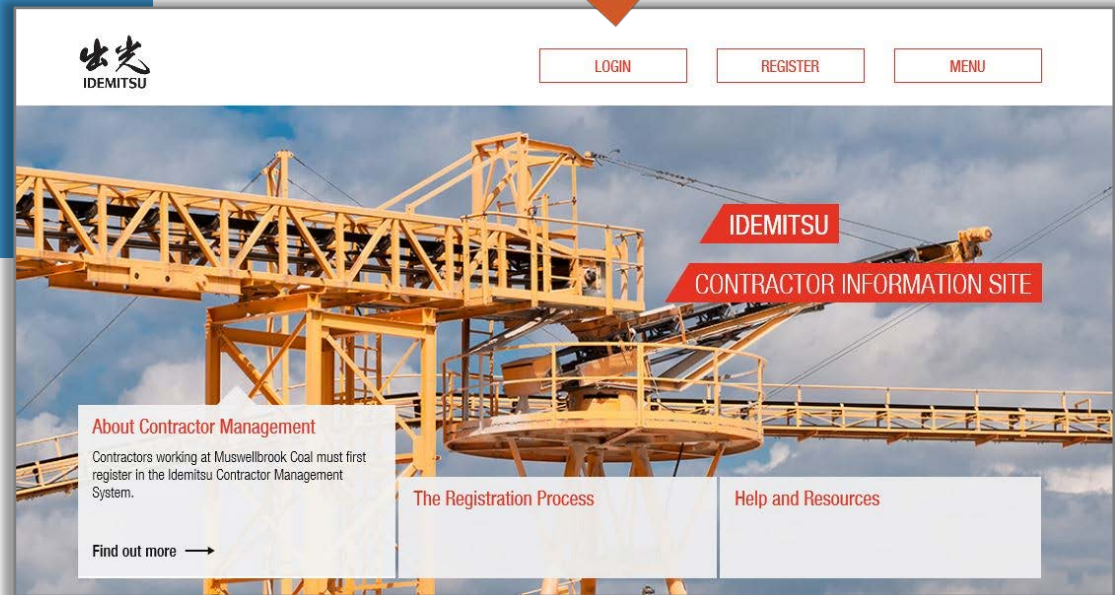
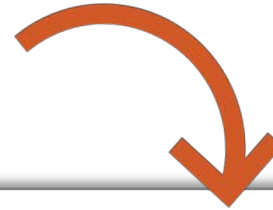
USER GUIDE-Worker Registration and Induction Bookings

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”.

Idemitsu 出光
IDEMITSU

Pegasus
Powered by Onsite

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

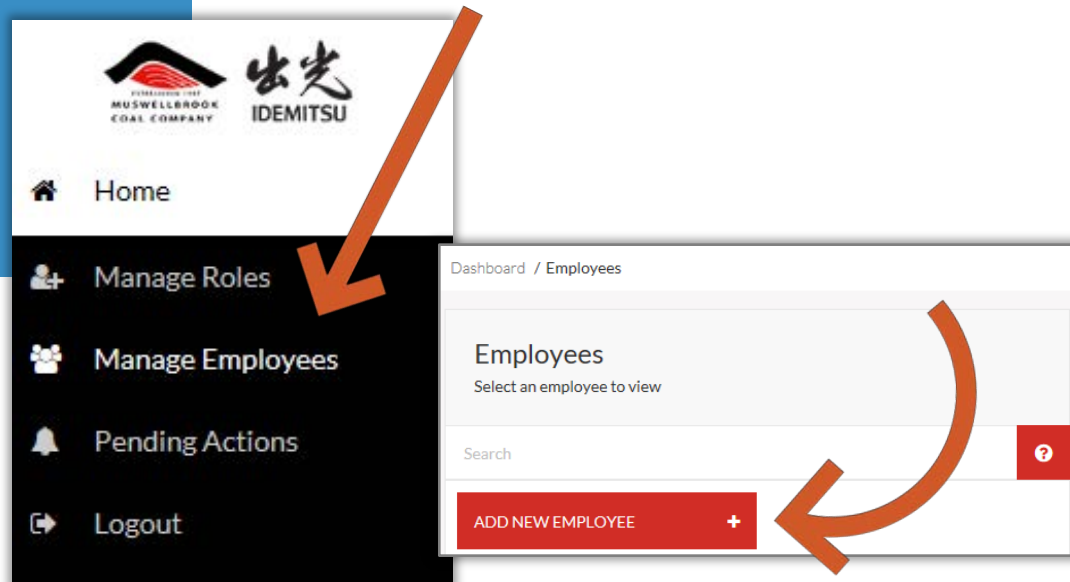


STEP 1

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.

The screenshot shows the 'Personal Details' form for creating a new employee. An orange arrow points from the 'STEP 2' text to the photo upload icon. Another orange arrow points from the 'Contractor' checkbox to the 'Agree to Terms and Conditions' checkbox. A red arrow points from the 'Privacy Policy - Terms and Conditions' link to the 'Agree to Terms and Conditions' checkbox.

Personal Details
Create a new employee

Person



First Name *	First Name
Middle Name	Middle Name
Last 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.testers@emailaddress.com
Address 123 Test Avenue, Testville, NSW 2000 AU

Subscription

Not issued - Add to cart >

Work Roles

0 0 0 >

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 for Tess Tester
123 Test Avenue, Testville, NSW 2000 AU
0412323456

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

Worker Registration



STEP 5

Click “Confirm”.

The screenshot shows a web form titled "Personal Information" with a star icon in the top right corner. The form contains the following text:

- Card Shipping Address
- Type: Personal
- Communicate to: Tess Tester
- 123 Test Avenue, Testville, NSW 2000 AU
- 04121213456

At the bottom right of the form are two red buttons: "CANCEL" and "CONFIRM". A large orange curved arrow points from the top right towards the "CONFIRM" button, indicating the next step in the process.

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 Roles

ADD NEW ROLE

Close

Add New Roles

Search

Muswellbrook Coal - Contractor ✓

Muswellbrook Coal - Contractor - Stockpile Only

Muswellbrook Coal - Employee

ADD 1 ROLES

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.

Business Rules

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

Select

Pages / ... / Mining Business Rules | Idemitsu

Mining Business Rules | Idemitsu | Individual Business Rules

Created by Anika Riley, last modified yesterday at 1:20 PM

Pegasus
MINING BUSINESS RULES

HIGH RISK	INDUCTIONS	LETTER OF COMPETENCY
MEDICAL	PROOF OF ID	TERTIARY



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 may be 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.

Competencies for Tess Tester
Role Muswellbrook Coal - Contractor

Search

Expand All | Collapse All

MANDATORY 5/5

- Identity, Govt Licence/Authority, Proof of Identity
- Medical Certificate
- Site Letter of Competency, Muswellbrook Coal
- Site Induction, NEW PEGASUS
- Photo

Back to Employee Roles

Competency
Site Induction, NEW PEGASUS

About Training: New Induction module delivered by Pegasus Safety from 4/7/2008

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enrol in required courses for competency?

Next **Course Selector**

Induction Bookings



STEP 2

Click “Select Date”.

Choose a date from the calendar and scroll down.

Choose your preferred time and “Select Session”.

- 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.

Course Selector
Please go through the list and confirm the dates for the classroom courses

Muswellbrook Coal Site Induction Contractor Classroom
Competencies Covered

Select Date

31 January 2019

Time: 07:45 - 13:45

Name: Muswellbrook Coal Site Induction Contractor

Location: 65 John St, Singleton NSW 2330, Australia

Available seats: 20

SELECT SESSION

Back to Employee Roles

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

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.

Course Selector

Please go through the list and confirm the dates for the classroom courses

Muswellbrook Coal Site Induction Contractor Classroom

Competencies Covered

Select Date

Back to Employee Roles

CHECKOUT

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Muswellbrook Coal Site Induction Contractor Classroom

You have selected a session for this course.

31 January 2019

Time:

07:45 - 13:45

Name:

Muswellbrook Coal Site Induction Contractor

Location:

65 John St, Singleton NSW 2330, Australia

Cancel Selection

Privacy Policy - Terms and Conditions



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	Muswellbrook Coal Site Induction Contractor Classroom for Test Tester	1	\$225.00	Remove		
IT001	Card Purchase		1	\$50.00	\$50.00	▲
IT001	Registration, Subscription, Roles, Card for Test Tester.	Edit	1	\$50.00	Remove	
				Subtotal:	\$275.00	
				Tax (10%):	\$7.25	
				Total:	\$282.25	

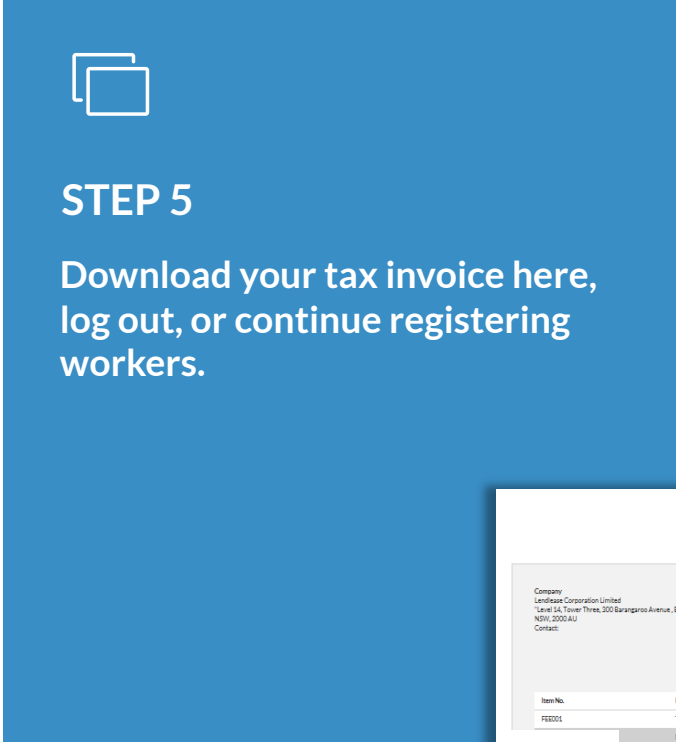
Back

Dummy

Dummy PO

PayPal / Credit Card

[Checkout \\$](#)



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

- ## Checkout Successful!

<p>Company</p> <p>Lendlease Corporation Limited Level 14, Tower Three, 200 Barangaroo Avenue, Barangaroo NSW, 2000 AU Contact</p>	<p>Tax Invoice</p> <p>Invoice Number: 028803 Date: 22 Jan 2019 Onfile Track Easy Pay Limited ABN 54-099 220742 428 King Street Newcastle NSW 2300 add-audit accounts@pegasus.net.au</p>
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Item No.	Item	Quantity	Price/unit	Total
FEED01	Training Enrolments	1	\$225.00	\$225.00
	Massey/Brook Coal Site Induction/Contractor Classroom for Test Tester	1	\$225.00	
	Card Purchase	1	\$90.00	\$90.00
TOTAL	Registration, Subscription, Roles, Card for Test Tester.	Edit	1	\$90.00

	Subtotal: \$275.00
	Tax (50%): \$7.25
	Total: \$282.25

Download Invoice 📄

Continue Processing Employees

Induction Bookings



EMAIL COMMUNICATION EXAMPLES

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


Dear Amanda

Your employee has been registered with the Pegasus Safety Induction.

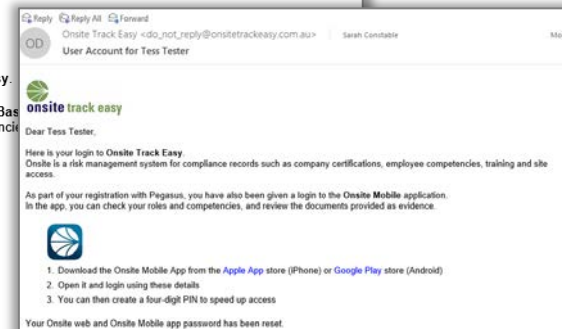
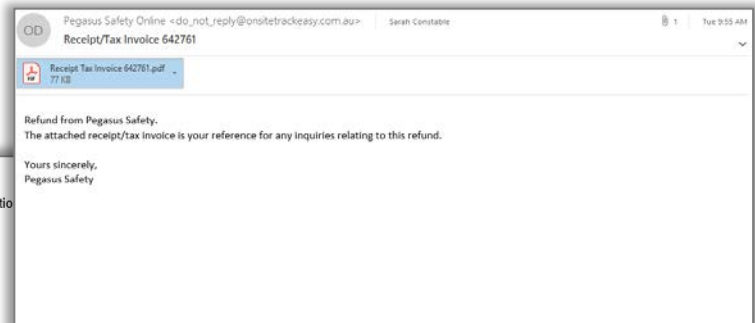
Employee: Mark
Company: Pty Limited
Approved By: Jazzie Agustin
Approved On:

For further assistance please contact Pegasus Safety Inductions.

Email: inductions@pegasus.net.au
Phone: 1300 306 384


onsite track easy
The Pegasus Safety Induction Bookings is powered by Onsite Track Easy.

Your Pegasus Safety registration includes access to Onsite Contractor Base, where you can view employee training history, contact details, expiring competencies.





FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 306 384

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