



ONSITE TRACK EASY

Peabody Contractor Management Portal Portal User Guide: Company Registration



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WHERE CAN I FIND HELP?

Pegasus Safety	1300 365 747 peabodycompliance@pegasus.net.au
Peabody Contractor Information Website	http://peabody.wp.onsitetrackeasy.com.au

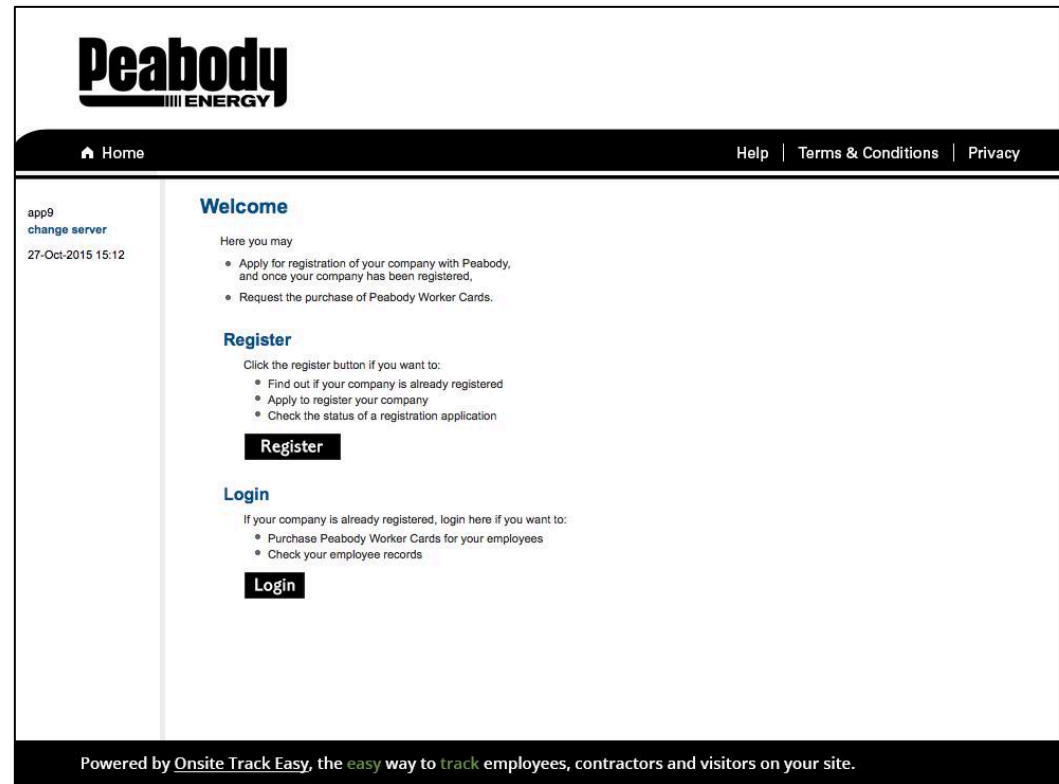
OVERVIEW

The Peabody Contractor Management Portal is the gateway for contracting companies to register their employees and meet the Peabody role requirements. This portal allows the nominated personnel of the contracting company to:

- Register their Company or Business Entity
- Complete the Company Profile Questions
- Register their employees
- Select and upload role requirements
- Upload employee photos for efficient card production
- Book their employees into an induction
- Track employee induction and card status

LOGIN (FOR COMPANIES EXISTING COMPANIES)

- a. Go to <https://secure.onsitetrackeasy.com.au/portal/peabody/welcome.jsp>



- b. Click **Login** to access the portal.

- c. Enter username and password and click on **Login**. This will bring you to the home screen. If you have forgotten your password click on **forgotten password** and go to step d.

Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

• If your company is registered with Peabody and you already have an Onsite login, you may be able to log in here.

- d. Enter first name and last name and click on **Submit**. Your login details will be sent your email address (please be sure to check your junk mail as it is an automated email). If you do not receive an email, please contact the help desk on 1300 365 747.

Forgotten Password

Please enter your first name, last name and email address.

First Name:

Last Name:

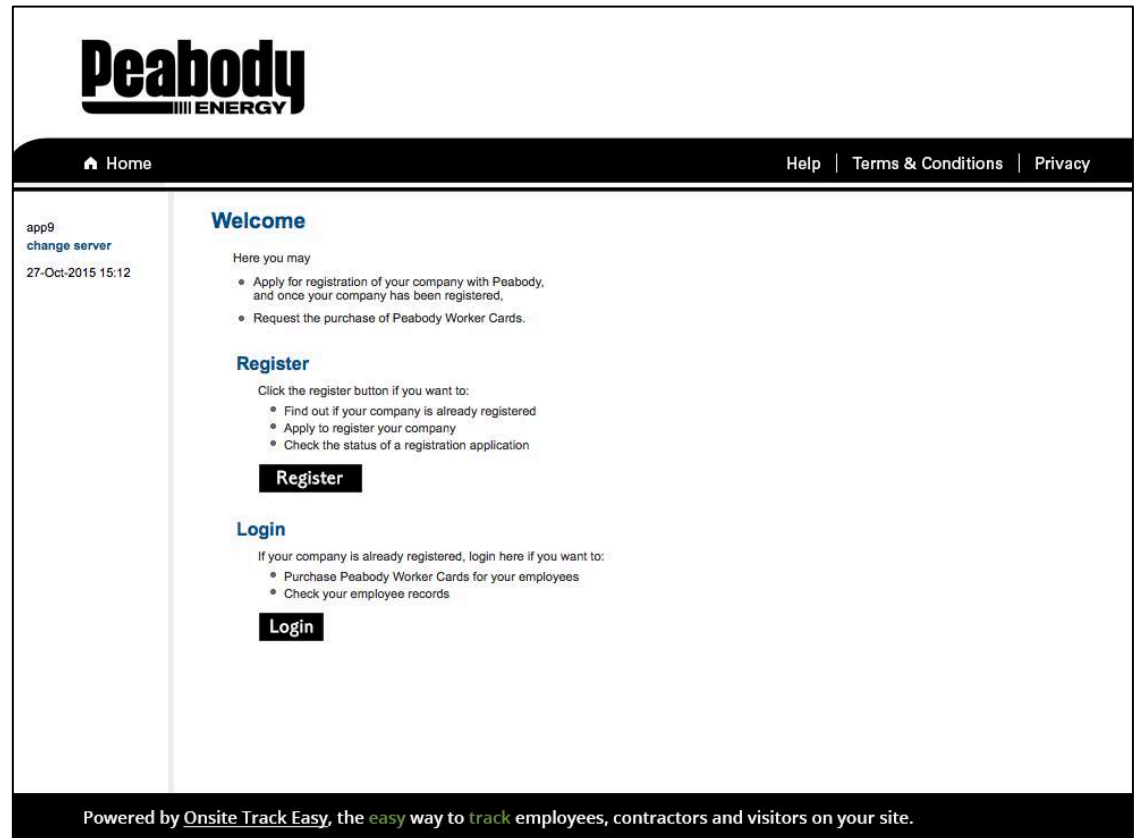
Email Address:

Submit

You must enter the **exact spelling** used when you set up your user account. If these details are correct the password will be sent to your email address.

REGISTER YOUR COMPANY (FOR NEW COMPANIES TO SITE)

- a. Go to <https://secure.onsitetrackeasy.com.au/portal/peabody/welcome.jsp>
- b. First time setup – click **Register** to enrol your company.



- c. Click on **Add** to register your company

Company Registration

Use **find company** to find your contracting company in the Peabody registration database.

Registration may involve the supply of certain documentation to satisfy Peabody compliance requirements, and if your company's application is approved you will be able to apply for work cards for those of your employees who are suitably qualified.

Find Company

Enter a fragment of your company's name and click **search** to find matching companies. To prevent duplication, please check here before using **add company** below.

× **Search**

Add Company

If you are not sure whether your company is already registered, use **find company** above. Otherwise add it here. You will need to supply company name, address, contact details and documents.

Add

- d. Enter your company's ABN or Lookup ABR for ABR, then click **Continue**

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Lookup ABR

Country:

ABN:

Continue

e. Click on your **company name**

Add Company

There is 1 trading name for this ABN.
Please click the name you wish to use for this company.

Trading Name

Australia Pegasus Pty Ltd

f. Complete the template and select **Submit** (entering all mandatory data marked with *)

Add Company

To register your company please provide the following (* = mandatory).

1. Company

Name: Australia Pegasus Pty Ltd

Country: Australia

ABN: 27 160 166 414

Phone: * 02 4949 1212

Mobile:

Fax:

Website:

Postal Address

Address: * 1 Smith Street

Town: * Newcastle

State/Province: * NSW

Postcode: * 2300

Delivery Address ☒ same as postal

Address: 1 Smith Street

Town: Newcastle

State/Province: NSW

Postcode: 2300

2. User

First Name: * Rhiannon

Last Name: * Manning

Email: * rmanning@pegasus.net.au

3. Declaration

My name is: * Rhiannon

* ☒ I am an authorised representative of this company.

Submit

- ▶ When you click **submit** this information will be supplied to Jasmine Sylavong who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

- g. You will receive notification that your company details have been sent to Pegasus Safety for approval

Please note: additional users can be setup at log in.

Add Company

Thank you for this application.

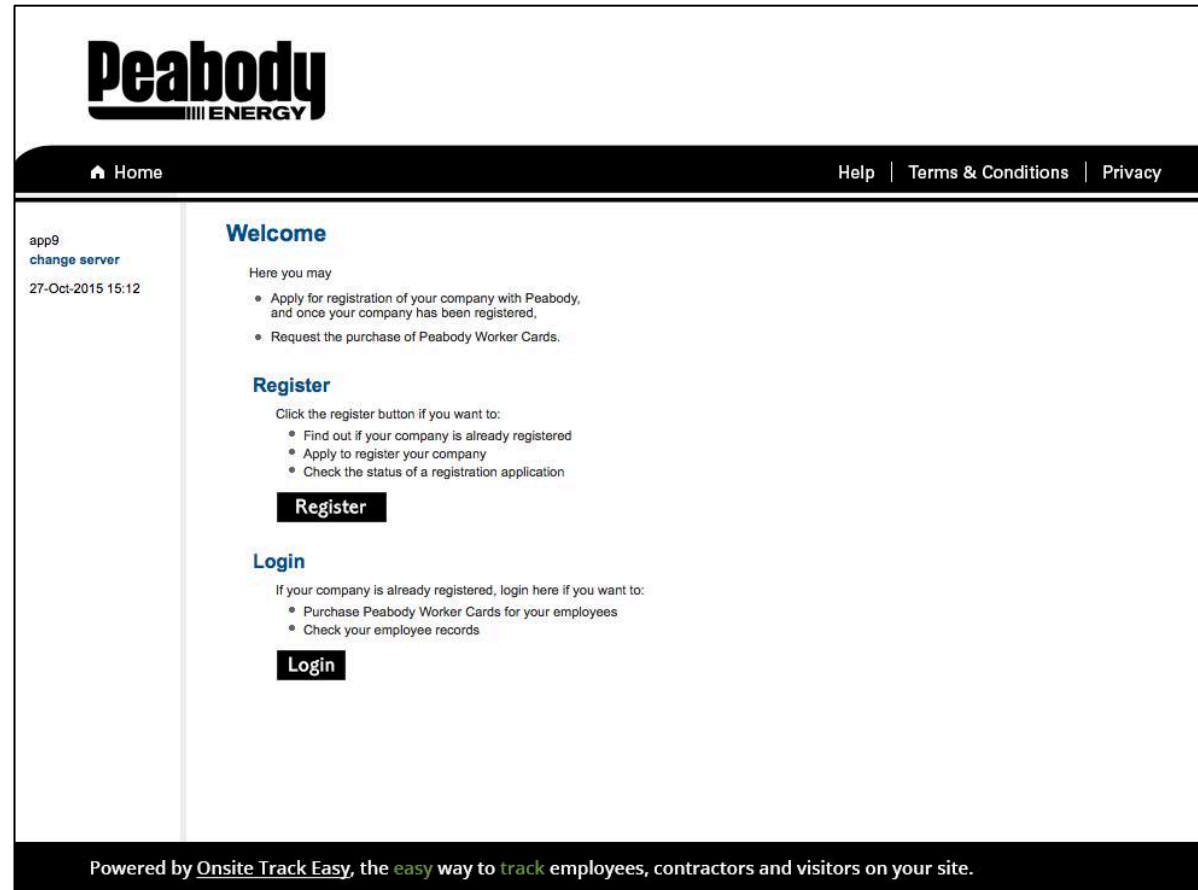
It has been submitted for review and an email will be sent to when it has been processed.

Return

- h. Pegasus Safety will complete the approval process and upon approval you be emailed that registration is complete (**you will receive a separate email containing your user name and password**).

COMPLETE THE COMPANY PROFILE QUESTIONS

- a. Once you complete the registration and your company has been approved, you can **Login** to the portal



- b. Click **Apply** to start the company Profile Questionnaire

Peabody ENERGY Test Mode

Home Logout User settings Help Terms & Conditions Privacy

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25-Jun-2015 08:54
Rhiannon Manning
Pegasus Training Pty Ltd

Registration ☒
Profile ☐
Portal Access ☒
Uploads ☒
SMS Review ☒

Pegasus Training Pty Ltd

To use this portal your company must satisfy the Peabody Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Click this button to apply for a subscription and commence the Company Profile questionnaire. Once the process has been started you can save it and come back to continue it at any time.

Apply

- c. Complete the Company Profile questions by answering a series of Yes/No, and multiple choice questions to enable the system to categorise your company based on the Peabody Contractor Safety Management System.
- d. Once you have answered all questions, you may be required to pay for a registration and provide supporting documentation.
- e. Once this process is complete you will be able to move onto registering your employees.

WHERE CAN I FIND HELP?

Pegasus Safety

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