



Peabody

Contractor Management System

User Guide for Changing your Password as a Contractor

Overview

Peabody contractors who have an Onsite user account in their company's conco web can reset their own password in the Peabody system.

To reset their password, a contractor will need the following:

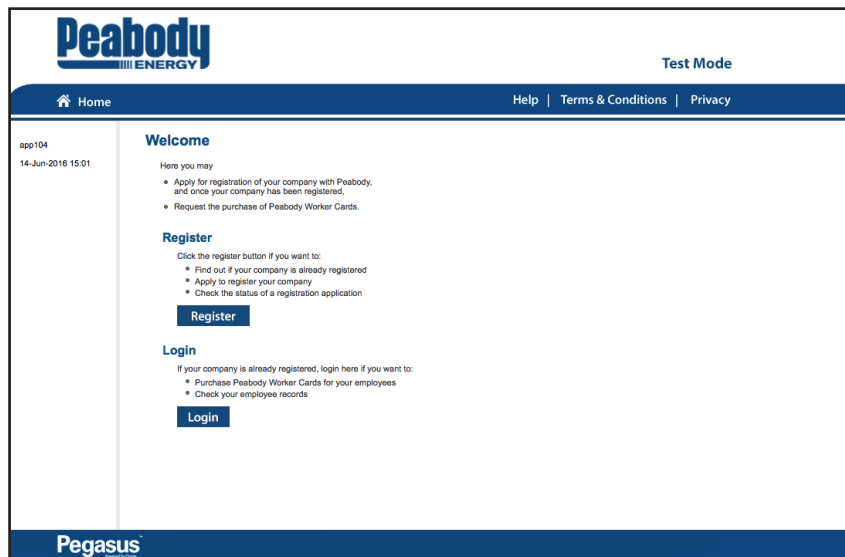
- Access to the Peabody Energy Contractor Management system
- First name, last name and email address as per their Onsite cardholder profile
- Access to the email account set as their primary email in Onsite

For questions or assistance please call **1300 365 747** or email **peabodycompliance@pegasus.net.au**.

Contractor Information Site peabodycontractors.com.au

Peabody Contractor Management System

Please follow this step-by-step guide to change your password in the Peabody Contractor Management System.

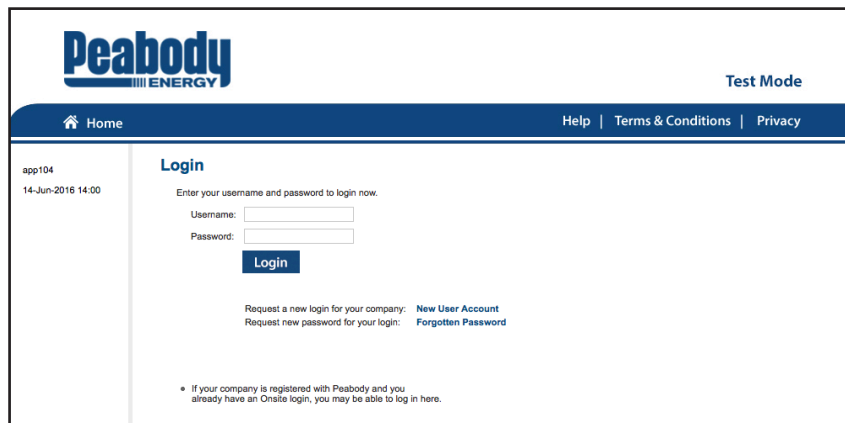


The screenshot shows the Peabody Energy Contractor Management System home page. The header includes the Peabody Energy logo, a 'Test Mode' indicator, and navigation links for Home, Help, Terms & Conditions, and Privacy. The main content area is titled 'Welcome' and includes a sidebar with user information (app104, 14-Jun-2016 15:01). The main content area lists instructions for new users to register or login, with buttons for 'Register' and 'Login'.

Step 1

Please go to <http://www.peabodycontractors.com.au> and click on “Register Now/Login” in the top menu bar.

Once on the home page for the Peabody Contractor Management System, click “Login.”



The screenshot shows the Peabody Energy Contractor Management System login page. The header includes the Peabody Energy logo, a 'Test Mode' indicator, and navigation links for Home, Help, Terms & Conditions, and Privacy. The main content area is titled 'Login' and includes a sidebar with user information (app104, 14-Jun-2016 14:00). The main content area prompts the user to enter their username and password to login now, with input fields for 'Username:' and 'Password:', and a 'Login' button. Below the login fields, there are links for 'New User Account' and 'Forgotten Password'. At the bottom, there is a note about Onsite login for registered users.

Step 2

Select “Forgotten Password.”.

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.

Step 3

Enter your first name, last name and email address. Next select "Submit."



 Home

demo

14-Dec-2016 11:04

Forgotten Password

Your **password** has been reset.

You will be notified by email of your new login details.

Return

Step 4

The system will verify the details you have entered against those in Onsite. A new password will be emailed to the primary email address in Onsite.

Select "Return" to be redirected to the home page where you can login using the login details that have been emailed to you.



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