



# Peabody

## Contractor Management System

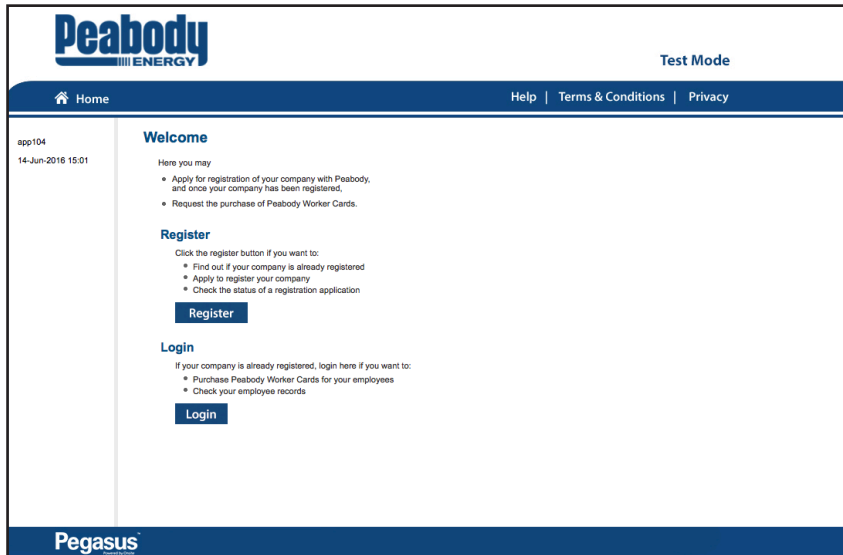
User Guide for Registering Your Company

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# Peabody Contractor Management System

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

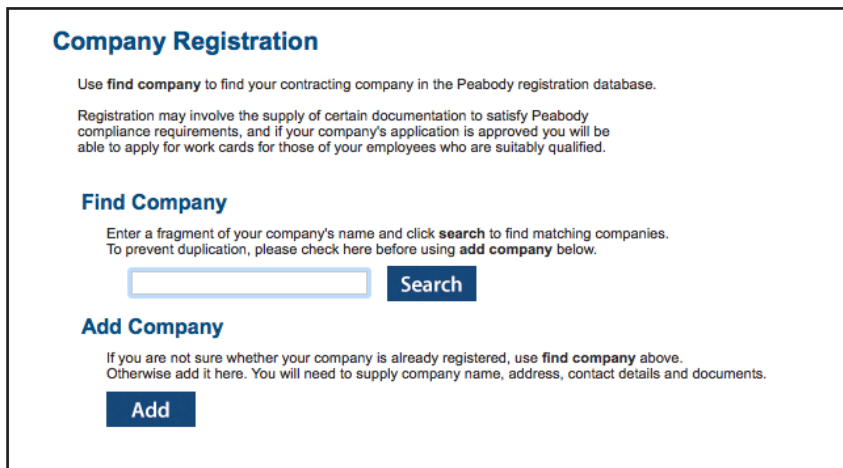


## Step 1

Please go to <http://www.peabodycontractors.com.au> and click on “Find my Site” in the top menu bar.

On the Find my Site page, select the site you work on from the provided list. Follow the link to the correct system.

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



## Step 2

Enter your company’s name in the search field, then select “Search.”

If your company is not existing in the system, please select “Add.”

**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**

**Step 3**

Enter your company's ABN, then select "Continue."

**Add Company**

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

**Main and Business Names**

Name

**Step 4**

Select your company from the list of returned companies based on the ABN you supplied.

**Add Company**

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

**1. Company**

Name: Pegasus Company Pty. Ltd.  
Country: Australia  
ABN: 19088728536  
Phone: \*  
Mobile:  
Fax:  
Website:  
**Postal Address**  
Address: \*  
Town: \*  
State/Province: \*  
Postcode: \*  
**Delivery Address**  same as postal  
Address:  
Town:  
State/Province:  
Postcode:

**2. User**

First Name: \*  
Last Name: \*  
Email: \*

**3. Declaration**

My name is: \*  
\*  I am an authorised representative of this company.

**Submit**

- ▶ When you click **submit** this information will be supplied to Pegasus Safety 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.

**Step 5**

Enter all company information and select "Submit."

**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**

**Step 6**

Your company registration application has now been submitted.

You will receive an email with login details to the Peabody Contractor Management System.

# COMPLETING YOUR COMPANY PROFILE

## COMPLETING YOUR COMPANY PROFILE

The screenshot shows the Peabody Energy website home page. The header includes the Peabody Energy logo and a 'Test Mode' indicator. A navigation bar contains 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Welcome' and includes a timestamp 'app104 14-Jun-2016 15:01'. It features a 'Register' section with a 'Register' button and a 'Login' section with a 'Login' button. The footer displays the Pegasus logo.

### 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 website login page. The header includes the Peabody Energy logo and a 'Test Mode' indicator. A navigation bar contains 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Login' and includes a timestamp 'app104 14-Jun-2016 13:24'. It features a login form with 'Username:' and 'Password:' fields and a 'Login' button. Below the form are links for 'New User Account' and 'Forgotten Password'. A note at the bottom states: 'If your company is registered with Peabody and you already have an Onsite login, you may be able to log in here.'

### Step 2

Using the details emailed to you during registration, login to the Peabody Contractor Management System.

The screenshot shows the Peabody Energy portal interface. At the top left is the Peabody ENERGY logo. Below it is a navigation bar with 'Home', 'Logout', 'User Settings', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is divided into a left sidebar and a main panel. The sidebar contains user information: 'app104', '14-Jun-2016 13:25', 'Lauren Test', and 'Pegasus Company Pty. Ltd.'. Below this is a vertical progress indicator with three items: 'Registration' (checked), 'Profile' (highlighted in blue), and 'Portal Access' (unchecked). The main panel has a heading: 'To use this portal your company must satisfy the Peabody Compliance Requirements.' Below this is a list of steps: 'To meet this standard please complete the following steps:' followed by three bullet points: 'Complete a Company Profile questionnaire.', 'Purchase the relevant Compliance Subscription.', and 'Upload specified Insurances and Licences.' Below the list is a blue 'Apply' button. To the right of the 'Apply' button is a section titled 'Suspend your subscription if:' with three bullet points: 'You no longer work for Peabody and', 'You do not want to maintain your compliance data and', and 'You do not want to be contacted or receive expiry reminders in relation to it'. Below the 'Apply' button is a note: '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.'

## Step 3

Complete the Company Profile questions by answering a series of Yes/No and multiple choice questions. The system will categorise your company based on your responses.

When answering the question about the type of work your company performs on a Peabody site, please specify the work your direct employees perform only. If you engage sub-contractors to perform work on your behalf and this work requires a license, you should not put these types of work on your profile. It is your responsibility as a head contractor to ensure your sub-contractors have the correct licenses to perform the work.

If you are a subcontractor, you will still need to register your company and induct your employees. When completing your registration please select "No" to invoicing Peabody direct.

When answering the question on which state/s you are registered for Workers Compensation Insurance, you will only need to specify the states that you have a Workers Compensation insurance policy for, as you will be prompted to provide a policy for each state you select.



Step 4

Complete the Company Profile questionnaire. Once all questions have been answered, select "Next."

Peabody ENERGY

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

app104  
14-Jun-2016 13:25  
Lauren Test  
Pegasus Company Pty. Ltd.

Registration   
Profile   
Company Profile  
Portal Access   
Uploads   
SMS Review

### Company Profile

\* Denotes Mandatory Field

1.1 \* On which Peabody sites will your company be conducting work? (136567)

- Burton
- Coppabella
- Eaglefield
- Head Office
- Metropolitan
- Millennium
- Moorvale
- North Goonyella
- Wambo
- Wilkie Creek
- Wilpinjong

Next

Pegasus  
Powered by Oracle

# COMPLETING YOUR SUBSCRIPTION

**Peabody ENERGY**

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

app104  
14-Jun-2016 13:25  
Lauren Test  
Pegasus Company Pty. Ltd.

Registration   
Profile   
Company Profile  
Portal Access   
Uploads   
SMS Review

**Done**

You have successfully completed the Company Profile and can proceed to the next step.

- You may now purchase your Subscription for the following compliance category.
- This will ensure you meet all requirements and Licences and to maintain the currency of your compliance records.

Compliance Subscription	
Type:	
Duration:	2 Years
Expires:	14 Jun 18
Cost:	

- Renewal will be required on an annual basis to update your company profile, insurances and licences.

Click the **add to cart** button to purchase this subscription.

**Add To Cart**

**Back**

Shopping Cart  
Total Cost: empty

**Step 1**

Once you have completed the Company Profile questionnaire you will be redirected to complete your subscription.

Select "Add to Cart."

**Review Shopping Cart**

Company:   
User:   
Total:

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription						Peabody Energy Company Compliance Subscription from 14 Jun 2016 to 14 Jun 2018.	remove
<b>Total:</b>								including GST of	

**Back** **Proceed To Checkout**

**Step 2**

Review the subscription details, then select "Proceed to Checkout."

**Checkout Shopping Cart**

Company:	
User:	Test Test
Total:	\$0.00

**PURCHASE**

Free Items    *No payment is required. Press **continue** to proceed.*

[Back](#) [Continue](#)

**Step 3**

No payment is required, select “Continue.”

**Checkout Shopping Cart**

Company:	
User:	

**Purchase Successful**

**Tax Invoice/Receipt**

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
		Free	<a href="#">Download</a>

[Logout](#) [Continue](#)

**Step 4**

Select “Continue.”



For questions or assistance please call 1300 365 747  
or email [peabodycompliance@pegasus.net.au](mailto:peabodycompliance@pegasus.net.au)