



Peabody

Contractor Management System

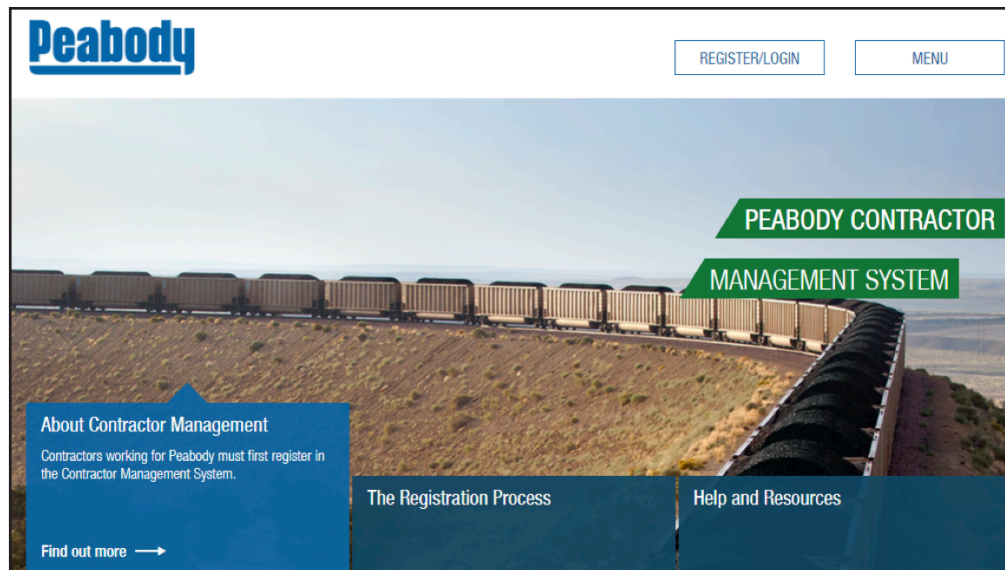
User Guide for Registering Your Company

Table of Contents

Registering your company.....	3
Completing your company profile.....	6
Completing your subscription.....	10

Peabody Contractor Management System

Please follow this step-by-step guide to register your business 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.”

The screenshot shows the 'Business Details Registration' page. At the top left is a 'Back to Login' link. The main heading is 'Business Details Registration'. Below this is a prompt: 'Select the country that your business operates in.' followed by a dropdown menu with 'Australia' selected. Below the dropdown is a prompt: 'Please enter the ABN of your business (without spaces) and click "Search".' followed by two bullet points: '• If your business is listed in the results, click "Register with this business"' and '• If your business is not listed in the results, click "Add this business"'. Below this is a light blue button that says 'Don't know your ABN? Find it here.' At the bottom is a white box with the heading 'Australian Business Number' and a text input field with 'ABN' inside. To the right of the input field is a 'Search' button with a magnifying glass icon.

Step 2

Select Australia from the drop down menu

Enter you business' Australian Business Number (ABN) or search for it using the ABN Lookup page.

Confirm your business name to continue.

REGISTERING YOUR COMPANY

Business Details Registration

Please complete the business details form below.

Business Details

Country *	Australia
Business Number *	13537963641
Registered Name *	Elby

Contact Details

First Name *	Peabody
Last Name *	UserGuide
Email *	peabodycompliance@pegasus.net.au

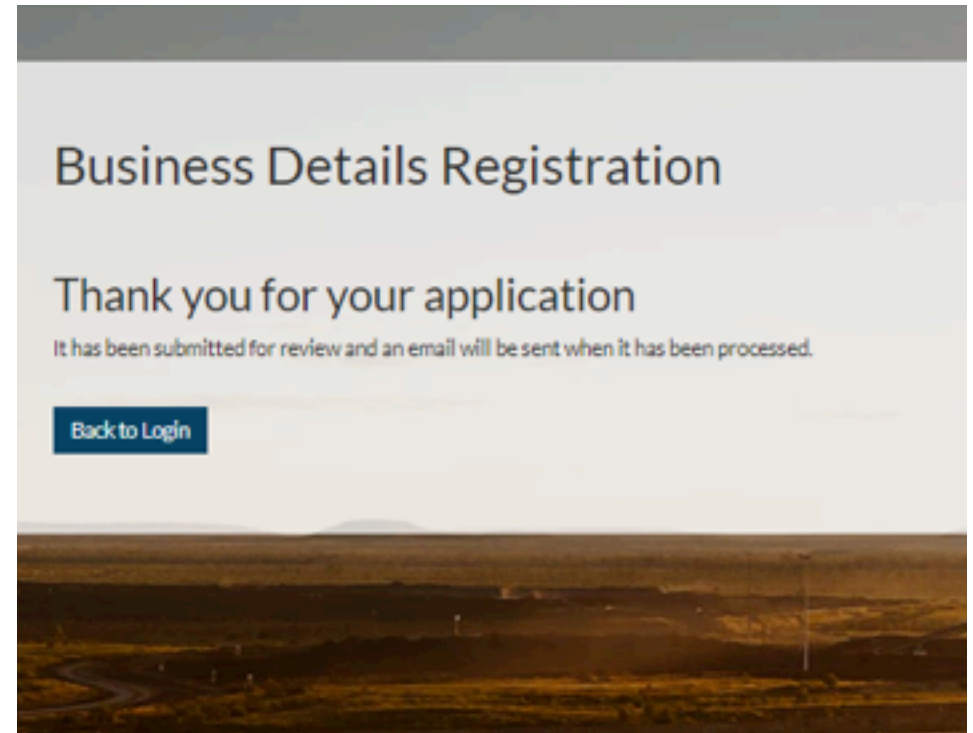
Physical Address

Address *	Head Office - 100 Melbourne Street
Town/City *	South Brisbane
State/Province *	QLD
ZIP/Postcode *	4101

Step 3

Enter your business details in the registration form.

Select the declaration and click “Request Registration.”



Step 4

Once you have successfully registered your business, you will receive an email confirming your registration and a second email containing your login credentials.



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