



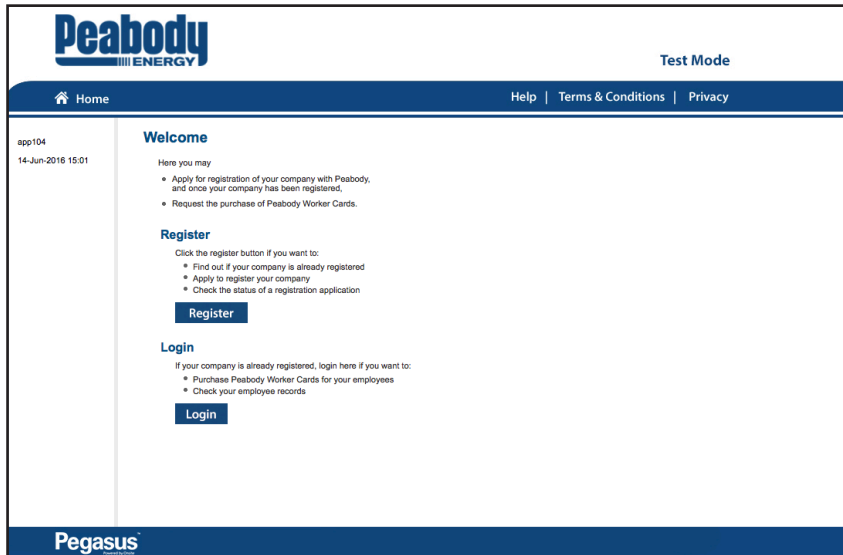
**Peabody**

Contractor Management System

**User Guide for Ordering a Replacement Card**

## Peabody Contractor Management System

Please follow this step-by-step guide to order a replacement card in the Peabody Contractor Management System.

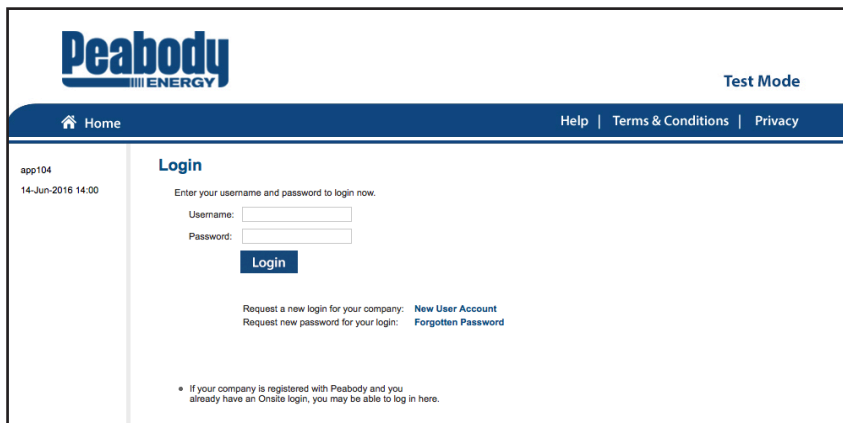


### Step 1

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 “Login.”




### Step 2

Login to the Peabody Contractor Management System by entering your username and password before selecting “Login.”

# ORDERING A REPLACEMENT CARD



**Shopping Cart**  
 Total Cost: *empty*



**Compliance Subscription**  
 You have a current subscription which expires in **365 days**.

**Suspend** your subscription if:

- You no longer work for Peabody and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

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**Welcome to your company's login area**

From here you can manage employee roles and Company Relationships.

**Manage Employee Data**

Register employees, maintain roles and order cards.

**View Employees**

View details of your employees and their data.

**Company Relationships**

Your company relationships on sites in this portal.

## Step 3

On the home page, select “Manage Employee Data.”

**PLEASE NOTE:** Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

<b>Description:</b>	Peabody Personal Compliance Roles and Card
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>Subscription (included in Initial Registration)</li> <li>Role selection</li> <li>Photo upload</li> <li>File uploads</li> <li>Information requests</li> <li>Mandatory Onsite Card (if no previous issue)</li> </ul>
<b>Registration:</b>	<b>\$75.00</b> (plus \$7.50 GST) for initial registration and subscription
<b>Card Cost:</b>	<b>\$30.00</b> (plus \$3.00 GST) per Card
<b>Subscription:</b>	<b>24 months duration</b> <b>\$75.00</b> (plus \$7.50 GST) per Subscription Renewal on expiry


**Back**

**EMPLOYEES LIST**

**Search**

Enter a name fragment (blank for all) and click **search** to list your employees

You can also select employees that have not yet been entered.



## Step 4

Enter a fragment of the employee's name, then select “Search.”

To show a list of all registered employees, leave the search field blank, then select “Search.”

Employee Compliance

Shopping Cart  
Total Cost: empty

**PLEASE NOTE:** Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

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EMPLOYEES LIST

Enter a name fragment (blank for all) and click search to list your employees

Found 59 matches

Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>			(none)		23 Aug 2016	Employee is not a Contractor
<input type="checkbox"/>	<input type="checkbox"/>			(none)		01 Feb 2016	Employee is not a Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/> Tick for card			(none)		14 Apr 2016 07 Jan 2015	

Employee Compliance

Shopping Cart  
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	YES	Test	Test	X				\$82.50	INCOMPLETE	

✓ = Entered    X = Mandatory Not Entered    X = Optional Not Entered

Click link to view role data requirements:

**Action:** Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart. Each person requires **General** entries, then **File uploads** and **Information selections**.

[Role Data Lookup](#)

Step 5

Tick the "Select" box and the "Tick for card" box. Next select "Submit."

Step 6

Select "Process."

**GENERAL\***

**Registration, Subscription, Roles, Card**

**Select Roles** Mandatory; Requires valid selection

Roles: (none)  
Previous Roles: (none)

Communicate To:  *Name of person*

Communicate By:

Email:

Mobile:  in

Declaration:  I agree with the Terms & Conditions and Privacy menus

**Card Shipment**

Communicate To:  **copy from**  Card Order

Communicate By:

Email:

Mobile:  in

Attention To:  **copy from**  Person  Company

Address:

Town:

State/Province:

Postcode:

Country:

You must save these entries before you can proceed with the next step

**Step 7**

Enter your employee's information and select "Save."  
Please ensure you enter all mandatory data marked with \*.

**TRAINING** hide training

**Bookings**

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Peabody Moorvale	MV - Operational Induction	OUTSTANDING	Approved	\$35.00	\$3.50	1			Book

**Required By Roles Legend**

1 Moorvale - Surveyor

**Training Declaration**

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

**Step 8**

Book any required training, agree to the training declaration and select "Save."

**Registration, Subscription, Roles, Card**

**Shopping Cart**

Name	Quantity	Cost
Operational Induction	1	\$38.50
<a href="#">Review</a>		<b>Total Cost: \$38.50</b>

**CONTINUING WITH ...**

Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
YES			✓	Moorvale - Apprentice	7 of 7 ✓	0 of 0 ✓	\$82.50	COMPLETE	READY

✓ = Entered    
 ✗ = Mandatory Not Entered    
 ✗ = Optional Not Entered

Click link to view role data requirements:  
[Role Data Lookup](#)

**PROCESSING: TEST TEST**  
(Registration, Subscription, Roles, Card)


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Add To Cart
Terminate

All mandatory entries are complete. **This application may now be added to your cart.**  
 If you intend to provide any more optional file uploads or information, please do that first.

**Step 9**

To complete the card order, select "Add to Cart" at the top of the page.


## ORDERING A REPLACEMENT CARD



Shopping Cart		
Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Employee Compliance	1	\$71.50
Moolarben General Induction V2	1	\$27.50
<b>Review</b>	<b>Total Cost: \$99.00</b>	

### Step 10

In the shopping cart window, select “Review” to continue to process your purchases.



### Review Shopping Cart

Company:	
User:	
Total:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Test Test	\$35.00				Booking for Test Test into Operational Induction. To be held at Moorvale Training Room on Thu 16 Jun 2016, starting at 7:00 am and lasting for 6 Hours	
2	1	Employee Compliance	Test Test	\$75.00	\$7.50	\$75.00	\$82.50	Registration, Subscription, Roles, Card for Test Test.	<a href="#">remove</a>
<b>Total:</b>							<b>\$121.00</b>	<b>including GST of \$11.00</b>	


- Some **course bookings** cannot be removed as they are requirements for card orders.
- Remove the relevant **card orders** to enable course booking removal.

[Back](#)
[Proceed To Checkout](#)

### Step 11

Review the shopping cart items, then select “Proceed to Checkout.”

## ORDERING A REPLACEMENT CARD



### Checkout Shopping Cart

Company:	
User:	
Total:	

**PURCHASE**

**Credit Card** ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number:

Card Type:

Card Expiry:

Card CVV:


Cardholder Name:

**CURRENTLY OPERATING IN TEST MODE**  
These auto populated credit card values should produce a successful payment

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

### Step 12

Enter your payment details and select “Continue.”



### Checkout Shopping Cart

Company:	
User:	

**Purchase Successful**

- 1 person has been **booked into training**.
- 1 Employee Compliance has been submitted.

**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
		Credit Card	<a href="#">Download</a>

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

### Step 13

Select “Continue” to be redirected to the home page of the system, or “Logout” to logout of the system.

Your replacement card request will be sent to Pegasus for processing. Once it has been processed it will be sent to the address specified in the card shipment details provided.





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