

# Peabody

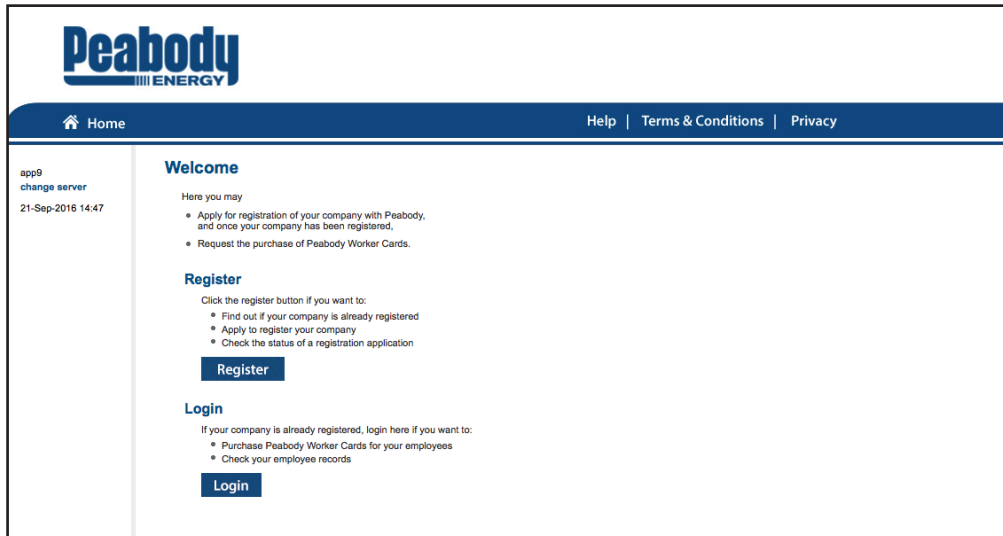
## Peabody

# Contractor Management System

User Guide for Updating Employee Documents

# Peabody Contractor Management System

Please follow this step-by-step guide to update your employee’s documents in the Peabody Contractor Management System.

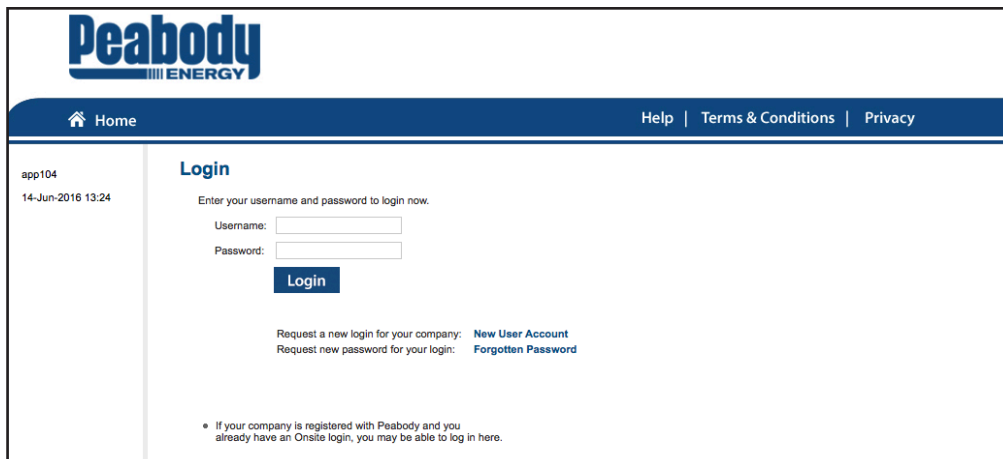


## Step 1

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

Enter your username and password, then select “Login.”

# UPDATING EMPLOYEE DOCUMENTS



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

**Total Cost: empty**

**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


To renew your employee documents, select “Manage Employee Data.”

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

app104  
14-Jun-2016 13:27  
Lauren Test  
Pegasus Company Pty. Ltd.

- Registration
- Profile
- Portal Access
- Uploads
- SMS Review

## 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).

<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>	\$75.00 (plus \$7.50 GST) for initial registration and subscription
<b>Card Cost:</b>	\$30.00 (plus \$3.00 GST) per Card
<b>Subscription:</b>	24 months duration \$75.00 (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. Please click search first to make sure the person is not already in your employees list. Then an Add Employee button will be provided.



onsite track easy  
the most way to track employees  
contracts & visitors on your site

CARDHOLDER NAME  
No photo

000 000 000

## Step 4

Enter a fragment of your employee’s name in the search field and click “Search.”

**EMPLOYEES LIST**

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

Found 53 matches


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

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>			(none)		22 Apr 2016	Employee is not a Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/> <i>Tick for card</i>			(none)		14 Dec 2012 02 Aug 2012 02 Apr 2012 15 Aug 2011	
<input type="checkbox"/>	<input type="checkbox"/>			(none)		16 Aug 2010 15 Dec 2008	Already started, <a href="#">click to continue</a>

**Step 5**

Click the tickbox in the select column in line with the Employee's name, then select "Submit."

**Employee Compliance**

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

**SELECTION**

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

= Entered   
  = Mandatory Not Entered   
  = Optional Not Entered

**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**.

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

**Back**

**Step 6**

Select "Process."

**Step 7**

Tick the Declaration stating “I agree with the Terms & Conditions and Privacy menus.”

Next select “Save.”

**GENERAL \***

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**Registration, Subscription, Roles**

**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

**Save**

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

**File3: \* Mechanical Trade Qualifications**  Existing Verified


  (GRP) Mechanical.-.Trade Qualification

**Mandatory** for Roles: Austar Surface - Mechanical Tradesperson

Submit all evidence assessed by an RTO that is relevant to this unit (must be current). Evidence can be linked to unit of competency listed or like  
Please note; the certified document that has been issued by the authorised RTO (Registered Training Organisation) must meet the following requirements to be approved.

- identifies the RTO by its national provider number from the National Training Information Service
- includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.

**Uploaded File:**

Name (Type)	Issue	Expiry	Comment	Open	Renew
Craft Certificate - B Dobson (Generic.Certificate.Trade)	08 Jan 1995		Pre-existing current verified doc.		<b>Renew</b>

**Step 8**

To renew a document, scroll to find the file. Next select “Renew” next to the document you would like to renew.

**Verified doc**

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

**If any requirement is not met, the upload and cardholder compliance will be rejected!**

Various documents satisfy this upload requirement. [Select your Document Type](#) below.  
*If you have any questions contact the portal administrator listed on the help menu.*

Description: **Electrical Qualified**  
Maximum Size: 2 Mb  
Requirement: Please upload your Electrical Worker/Filter/Mechanical Licence or Trade Cert

Document Type:  \*

File to Upload:  test pic.JPG

Name: \*

Issue Date:  19 *blank if none (must match upload file)*

Expiry Date:  19 *blank if none (must match upload file)*

Comment:

Status:

*Nominate which document you are uploading*  
*Browse to select file for upload*  
*Friendly name for this file after upload*  
*Enter issue date as "dd mmm yy" or click calendar icon*  
*Enter expiry date as "dd mmm yy" or click calendar icon*

### Step 9

Upload your insurance or document by selecting "Choose File."

Enter all mandatory information, then select "Upload."

### Step 10

Select "Submit," to submit your document for verification.



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