

Peabody

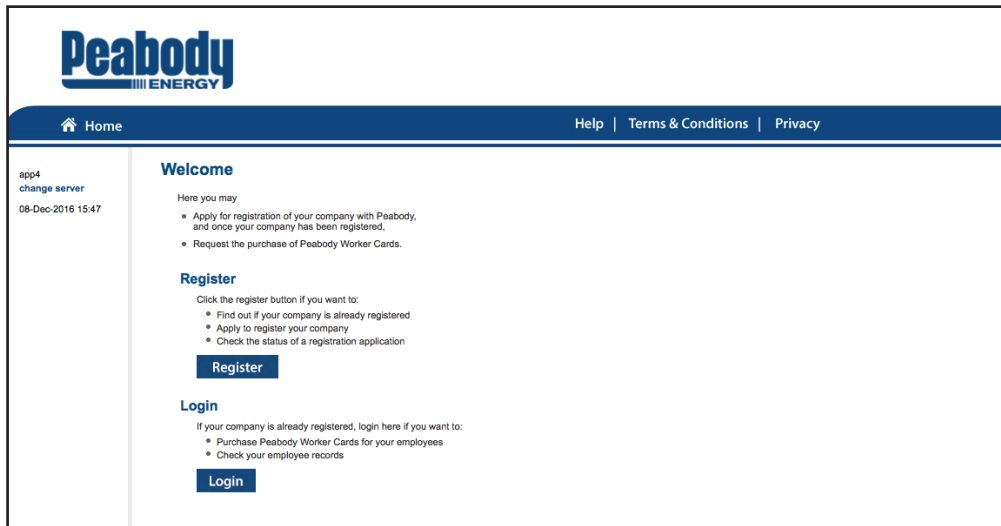
Peabody

Contractor Management System

User Guide for Updating Company Insurances and Documents

Peabody Contractor Management System

Please follow this step-by-step guide to update your company's insurance and documents in the Peabody Contractor Management System.



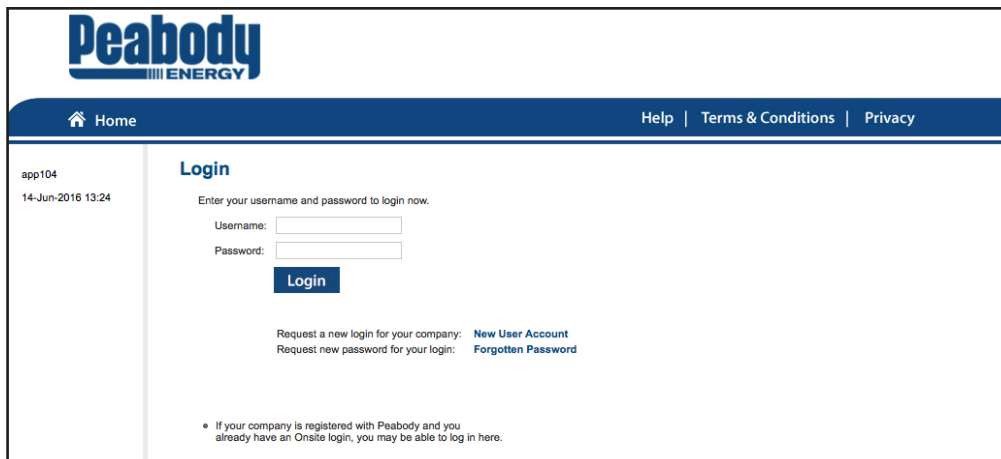
The screenshot shows the Peabody ENERGY logo at the top left. Below it is a navigation bar with a home icon, the word "Home", and links for "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Welcome" and includes a sidebar with technical details: "app4", "change server", and "08-Dec-2016 15:47". The "Welcome" section contains a list of instructions: "Apply for registration of your company with Peabody, and once your company has been registered." and "Request the purchase of Peabody Worker Cards." Below this is a "Register" section with instructions to click the register button, find out if the company is already registered, apply to register, and check the status of a registration application. A blue "Register" button is provided. The "Login" section includes instructions to login if already registered, purchase worker cards, and check employee records. A blue "Login" button is provided.

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."




The screenshot shows the Peabody ENERGY logo at the top left. Below it is a navigation bar with a home icon, the word "Home", and links for "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Login" and includes a sidebar with technical details: "app104" and "14-Jun-2016 13:24". The "Login" section contains the instruction "Enter your username and password to login now." followed by input fields for "Username:" and "Password:". A blue "Login" button is provided. Below the button are links for "Request a new login for your company: New User Account" and "Request new password for your login: Forgotten Password". At the bottom, there is a note: "If your company is registered with Peabody and you already have an Onsite login, you may be able to log in here."

Step 2

Enter your username and password, then select "Login."



Shopping Cart
Total Cost: <i>empty</i>



Compliance Subscription	
Type:	Contractor
Expires:	27 May 2017
Cost:	\$0 plus GST

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

This subscription allows you to maintain your compliance records.


Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public	126319	Current	31 Oct 16	24 days	Renew soon	renew
Insurance.Professional Indemnity.Professional Indemnity	126318	Current	31 Oct 16	24 days	Renew soon	renew
Insurance.Workers Compensation.QLD	126433	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.SA	126315	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.VIC	126316	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.WA	126317	Current	30 Jun 18	631 days	May be renewed	renew
Licence.Work Activity.Electrical Licence - QLD	126321	Past	30 Jun 16		MUST RENEW	renew

Step 3


To renew your documents or insurances, select “Renew” next to the document you are wanting to update.

Renew Certification Insurance.Workers Compensation.NSW

✘ * New South Wales Workers Compensation



Existing Verified



Insurance.Workers Compensation.NSW

Please upload your NSW Workers Compensation

Please upload a single file

Upload

Back

Step 4

Select “Upload.”

UPDATING COMPANY INSURANCES AND DOCUMENTS

Upload File for Insurance.Workers Compensation.NSW

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 company** shown above
- it must contain **start and end dates** which need to be entered in the fields below

If any requirement is not met, the upload and Company Compliance Subscription will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description: **New South Wales Workers Compensation**
Requirement: **Please upload your NSW Workers Compensation**

File to Upload: * no file selected Browse to select file for upload

Name: * Friendly name for this file after upload

Start Date: * (must match upload file) Enter start date as "dd mmm yy" or click calendar icon

End Date: * (must match upload file) Enter end date as "dd mmm yy" or click calendar icon

Insurance Details

Insurer: Insurer's name

Policy Number:

Item: Description of this insurance

Amount:	Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total: 0		

Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.

Conditions: Conditions specified in the policy

Comment: Any comment you for the person who will process this upload

Status:

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► **Permitted File Types**
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.



► **Maximum File Size**
Only files up to **2 Mb** in size will be accepted for upload.

Step 5


Upload your insurance or document by selecting "Choose File."
Enter all mandatory information, then select "Upload."

Renew Certification Insurance.Workers Compensation.NSW

✓ * New South Wales Workers Compensation

 Existing Verified  Insurance.Workers Compensation.NSW

Please upload your NSW Workers Compensation

Name	Issue	Expiry	Comment	Open
Arctick New License to Nov2016-3	02 Dec 2016	02 Dec 2017		

Step 6

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



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