

PegasusTM

Powered by Onsite



COMPANY PRE-QUALIFICATION PORTAL

USER GUIDE - Company Registration

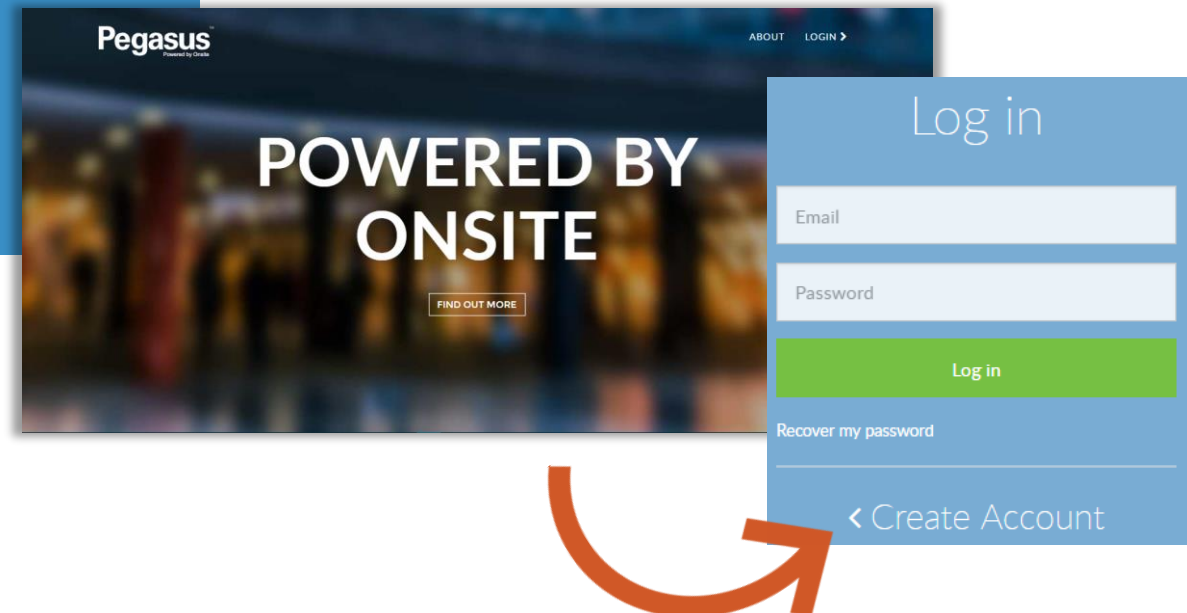
Company Registration



LOGIN / CREATE ACCOUNT

Go to poweredbyonsite.com and click “**Login**” at the top of the page.

- When you click “Login” the system will provide a “Create Account” option to complete if you have not registered previously.
- During registration, you may be asked to provide insurances, licences and / or WHS documentation. If you require clarification, click the buttons to take you to the Pegasus Contractor Business Rules and SMS (Safety Management System – desktop audit of your WHS Documents) Knowledge Base.
- You can also call the specialist team on 1300 131 194.



Company Registration



CREATE ACCOUNT

Enter your name, which will appear on the Office Locations contacts page

Enter a username (min 4 characters) of your choice, no symbols or spaces.

Enter a password, and Click "Submit".

- You will choose your own username and password. Try and use details that are accessible to more than one person, such as email addresses can be shared by multiple administrators.
- The email entered here is where all system generated emails, for example, expiry reminders, will be sent.
- When you click submit, an activation email will be sent. You will need to click on the link to activate your user profile within two hours.
- If the link has expired, login, and click User Account to resend the activation link.

Create Account

Your Full Name *

Username *

Email *

Password *

Submit

< Log in

User Profile

Sarah Constable

User Profile

Logout

Save

Account Details

Your account has not been activated. To activate you must follow the link in the activation email which was sent to you at the time your account was created. You may resend the activation email by pressing the 'Resend Account Activation Email' button

Resend Account Activation Email

Username *

TessTest

Change Password

Email

sconstable@pegasus1.net.au

Change Email

< Logout

Company Registration



LOGIN

If you have a username and password already, click “Login”

- These details are the ones you chose when creating your account.
- Remember: they are case sensitive.

Pegasus
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COMPANY REGISTRATION

Company Registration



STEP 1

Ensure the country settings are correct, click “Change” to amend if needed

Enter the ABN you are registering with and click “Search”

Choose which you want tax invoices for.

- The Australian Business Register will provide the ABN registered entity and any linked trading names.
- Choose the name you want to register by clicking “Register with this business” from the list provided by the ABR search.
- The name chosen here will be recorded on the tax invoice.

Business Details Registration

Select the country that your business operates in.

Australia

Please enter the ABN of your business (without spaces) and click 'Search'.

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

[Don't know your ABN? Find it here.](#)

ABN Search

ABN

Onsite Records

Registered Business Name	Business Number	
Pegasus Management Pty Limited Pegasus IT	91080018800	<input type="button" value="Register with this business"/>
Pegasus Management Pty Limited Pegasus Management Pty Limited	91080018800	<input type="button" value="Register with this business"/>

Total: 6

10 25 50 100

Company Registration



STEP 2

Enter all company contact details.

Click “Request Registration” at the bottom of the page.

- These items will appear on the Office Locations tab and will be used for communication purposes.
- If your business has been registered and there is an administrator email in our system, they will receive an email request for them to approve your login access.
- If your business has not been registered before, the system will automatically take you to the Business Registration section.

Business Details Registration

Please complete the business details form below.

Business Details	
Registered Business N..	FLOWER
Business Name	FLOWER
ABN	55369185210
Country	Australia

Contact Details

Name *

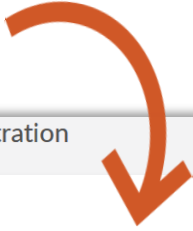
Tess Tester

Email *

sconstable@pegasus.net.au

Mobile Phone *

Australia 61 0429431189



Request Registration

Company Registration



STEP 3

Click “Continue” to answer each question.

- The questions you are given to answer will determine your company’s risk category based on the services you provide on site – high or low risk.
- The documents you upload for approval will be generated from this process. i.e. licences, insurances and WHS documentation.

Business Type | **Business Registration** | Subscription | Document Uploads

In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:

1. Complete all sections of the Company Registration Questionnaire, including Agreements.
2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register.
3. Complete the Safety Management System assessment if prompted.

Please note you will be required to complete the full contractor registration process before you are compliant.

[Continue](#)



Company Registration



STEP 4

The first step in this section is the Agreement, Confirmation of Authority to Represent the business and Pegasus Code of Conduct.

Click “Proceed”.

- All contractors are required to download and read the Pegasus Code of Conduct from this page.

The screenshot shows a web form titled "Agreement" with a progress bar at the top indicating the current step is "Business Registration". The form contains three sections, each with a red error icon and a question:

- Section 1: "Have you been engaged by Pegasus to perform works within the last 12 months?" with radio buttons for "Yes" and "No".
- Section 2: "By completing this registration process, I acknowledge and affirm that I am an authorised representative of the business that I am registering and that I am authorised to complete this questionnaire on behalf of the business." with radio buttons for "Yes" and "No".
- Section 3: "All contractors must read and accept the Code of Conduct Guidelines before you are allowed to register through the pre-qualification process with Pegasus. I acknowledge that I have read and understood the Code of Conduct guidelines and agree to comply with it at all times during the provision of goods and services as a Pegasus contractor." with a checkbox for "I acknowledge and agree".

At the top right of the form, there is a "Page 1 of 8" indicator and a "Save Progress" button. At the bottom right, there is a large orange "Proceed" button with a right-pointing arrow.

Company Registration



STEP 5

Select the category of work that best suits the services you provide.

- Each category of work will link to applicable licences for upload, for example, Plumbing = Plumbing licence, Electrical = Electrical licence.

Business Registration | Subscription | Document Uploads

Work Categories

Page 4 of 7 | Save Progress

Select one or more of the following services that your business provides.

You will be required to upload licences for high-risk services such as building, electrical, plumbing, painting, fire safety and security as an example.

ONLY select work categories you are licenced to perform.

- Air Conditioning Services
- Building Alarm Monitoring Services
- Building Manager Services
- Building Services
- Cleaning Services
- Courier Services
- Electrical Services
- Fire Safety Services
- Freight Services
- General Maintenance Services
- Glazing Services
- Hygiene Supply Services
- Locksmith Services
- Painting Services
- Pest Control Services

Company Registration



STEP 6

Upload requested insurances, including Public Liability, Professional Indemnity and Workers Compensation.

- Public and/or Product Liability must be a minimum of \$20 million and Professional Indemnity must be a minimum of \$1 million.
- Professional Indemnity definition: An indemnity is a sum paid by one person (service provider) to another (consumer) by way of compensation for a particular loss suffered by the consumer.

Insurance

⊕ All businesses that will be contracting to Pegasus are required to hold a Public and Product Liability Insurance certificate of currency to the value of **\$50M** or greater. A valid certificate of currency will need to be supplied in the Document Upload step of this process.

Please confirm that you hold a valid certificate of currency for the minimum value.

- Yes
 No

⊕ **ONLY** select the State/s and/or Territories you hold workers compensation insurance for. You will be required to upload a valid certificate of currency for **EACH** of your selections.

- Australian Capital Territory (ACT)
 New South Wales (NSW)
 Queensland (QLD)
 Northern Territory (NT)
 Western Australia (WA)
 South Australia (SA)
 Victoria (VIC)
 Tasmania (TAS)



Company Registration



STEP 7

Accreditations: if your business has completed a safety certification that is Jas-Anz certified, you can provide it by selecting the accreditation type you hold.

- Jas-Anz (Joint Accreditation System of Australia and New Zealand) provide internationally recognized safety accreditation
- Trades Monitor and CM3 certificates are not acceptable for AS/NZS4801 as they are not an accreditation but a certification.
- Accreditation – process performed by a third party recognising competence to perform specific tasks.
- Certification – conformance of an individual to certain characteristics of an object, person or organisation.
- ISO18001 is an international standard certification and therefore does not need to be Jas-Anz certified but it must be issued from an international accreditor.

Business Type Business Registration Subscription Document Uploads

Accreditations & Certifications

✖ Has your business achieved the AS/NZS 4801 accreditation standard (Safety Management System)?

Please only select "Yes" if you have been accredited. Select "No" if you do not hold this certificate or are in the process of completing the standard.

Yes
 No

✖ Has your business achieved the ISO 18001 or the ISO 45001 accreditation standard (Safety Management System)?

Please only select "Yes" if you have been accredited. Select "No" if you do not hold this certificate or are in the process of completing the standard.

Yes
 No

Company Registration



STEP 8

Processing the fee for registration, verification and contact centre support will be done on this screen. You will be given a tax invoice when the payment has been successful.

- Tax invoices are available at any time in the company portal under Manage My Business Details > Transactions
- Once the payment successful screen appears click “Next” to move to the document upload section.



Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

You need to purchase the following subscription(s):

Subscription type	Duration	Expires	Cost	Tax	Total
Subscription Type Subscription calculation based on: • sms-high-risk	3 years	05 Mar 2022	\$10.00	\$1.00	\$11.00

Select Payment Method: Total \$11.00 AUD [Pay](#)

Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

Payment successful. Please click next to continue with the process.

Product	Description	Cost	Tax	Total Cost
Subscription Type	Subscription Type	\$10.00	\$1.00	\$11.00

Total \$11.00 AUD [View Invoice](#) [Next](#)

Company Registration



STEP 9

This is the document upload section. Once all documents have been uploaded and submitted for verification, move to the final stage of registration.

- Ensure you have digital copies of licences, insurances, accreditations and WHS documentation saved to your computer.
- Enter the details for each item as prompted. Click “Next” when completed.

The screenshot shows a web interface for document uploads. At the top, there is a progress bar with four steps: Business Registration, Subscription, Document Uploads (highlighted), and SMS Review High - Category 1. Below the progress bar, the title "Document Uploads" is displayed, followed by a note: "Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once."

Certificate	Documents	Status
NSW - Glazier Licence	Upload Any of the following documents NSW - Glaziers Licence	Upload Document Not Complete
	NSW - Building Licence	Upload Document
NSW - Glazier Licence	Upload Any of the following documents NSW - Building Licence ✓ NSW - Glaziers Licence	Upload Document View Document Pending Verification
NSW - Workers Compensation Insurance	Upload the following document ✓ NSW - Workers Compensation Insurance	View Document Pending Verification
Public and Product Liability Insurance	Upload the following document ✓ Public and Product Liability Insurance	View Document Pending Verification

An orange "Next" button is located at the bottom right of the interface. A red arrow points from the "Next" button towards the Pegasus logo in the bottom right corner.

Company Registration



EMAIL COMMUNICATION EXAMPLES

Here are a few examples of the email communications you may receive regarding your company.

- Communication you receive may be reminders for expiring insurances, licences, or worker documents.
- You may also receive approval emails, and return or corrective actions emails (detailing what needs to be provided) if a document has not met business rules.

Dear The Trustee For Slaymaker Family Trust Trading As Crane Safe Services,

Thank you for submitting your documents in the ISS Procure Partner Assured Sourcing Solution (PASS).

This email is to inform you that **one or more of your documents is expiring in the next 30 days.**

Name	Expiry Date
Motor Vehicle Insurance	07/12/2017

What to do now

1. Click on the document name and login to the portal
2. Click on the Manage My Business Details tile or option on the left hand side
3. Click on the Document Library tab
4. Click on the Renew button
5. Complete the document upload and fill in all applicable details

Once all of your documents are verified, you will be listed in the ISS database.

Help or Further Clarification

If you need more information, please call 1300 305 072 during business hours, or email iss@pegasus.net.au

Kind Regards

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Kind Regards





SMS REVIEWS

SMS Reviews



STEP 1

Ensure you have all WHS Policies & Procedures uploaded to your computer.

You will be asked to supply evidence of documentation.

- Safety Management System (SMS) Reviews are a way for you to advise us of and supply the WHS Policies & Procedures you have in place.

Business Registration Subscription Document Uploads **SMS Review High - Category 1**

As a high-risk contractor, the documents you will now be asked to upload will be used to conduct a Safety Management System (SMS) review.

An SMS review is a desktop audit of your Work Health and Safety documents completed by a qualified WHS professional. The review will compare your information against legal and industry requirements to ensure your systems are meeting these obligations. You will be contacted when the SMS review is complete and you are compliant in the system. If you do not pass the SMS review, we will send you a corrective action report detailing the action we can help you take to become compliant. The pass mark is set at 80%.

If you are unable to complete the SMS Review in one session, your work will be saved upon exit. The next time you log in, you can continue from where you finished your last session. If you are part of a franchisee service then you may have documents available from your parent company.

The documents we will ask for may include, but are not limited to:

- WHS / OHS Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work process including incident management
- Drug and Alcohol management
- Emergency management
- Training procedures including induction management
- Sub-Contractor Management (if applicable)
- Continual Improvement processes

To help you complete your SMS review, we also suggest you visit the Pegasus SMS Knowledge Base which has helpful information about the types of documents you're asked to supply as part of your SMS review.

If you need any further information or assistance please contact Pegasus Customer Service on 1300 305 072 and you can also review the contractor portal.

[Continue](#)



SMS Reviews



STEP 2

Answer all questions and provide documents and evidence where requested and possible.

- You will be asked to provide documents such as WHS Policy, Risk Management Procedure, Skills Register, Induction Procedure, and SWMS. See some useful links below for assistance:

[Safe Work Method Statements overview](#)

[Pegasus Safety Management System Knowledge Base](#)

[SafeWork NSW](#)

[WorkSafe Victoria](#)

[WorkCover WA](#)

[SafeWork SA](#)

[WorkSafe Queensland](#)

[Safe Work Australia](#)

[SAI Global](#)

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

WHSMS or Site Specific Safety Management Plan

✘ Do you have a Safety Management System (SMS) have a site specific safety management plan or WHSMS that is relevant to the works to be carried out?

Yes

No



SMS Reviews



STEP 3

Upload all items requested as questions are answered

- For extra help, call the Pegasus Contact Centre on 1300 305 072.

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

WHSMS or Site Specific Safety Management Plan

✔ Do you have a Safety Management System (SMS) have a site specific safety management plan or WHSMS that is relevant to the works to be carried out?

Yes
 No

❌ Please upload a copy of your Site Specific Safety Management Plan or WHSMS.

Drag a file here to add it.

Select File

Maximum File Size 10 MB
Supported Media Types PDF File, Text File, Microsoft Word File, PNG Image, JPEG Image



SMS Reviews



STEP 4

Submit all documents for verification by the Pegasus auditing team.

- For extra help, call the Pegasus Contact Centre on 1300 305 072.

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

Questionnaire Summary

WHSMS or Site Specific Safety Management Plan Update answers	>
Risk Management Update answers	>
Procedures and Systems of Work Update answers	>
Fitness for Work Update answers	>
Training and Inductions Update answers	>
Consultation and Communication Update answers	>
Incident Management Update answers	>
Human Resources Management Update answers	>

[← Back](#) [Submit Answers](#)



SMS Reviews

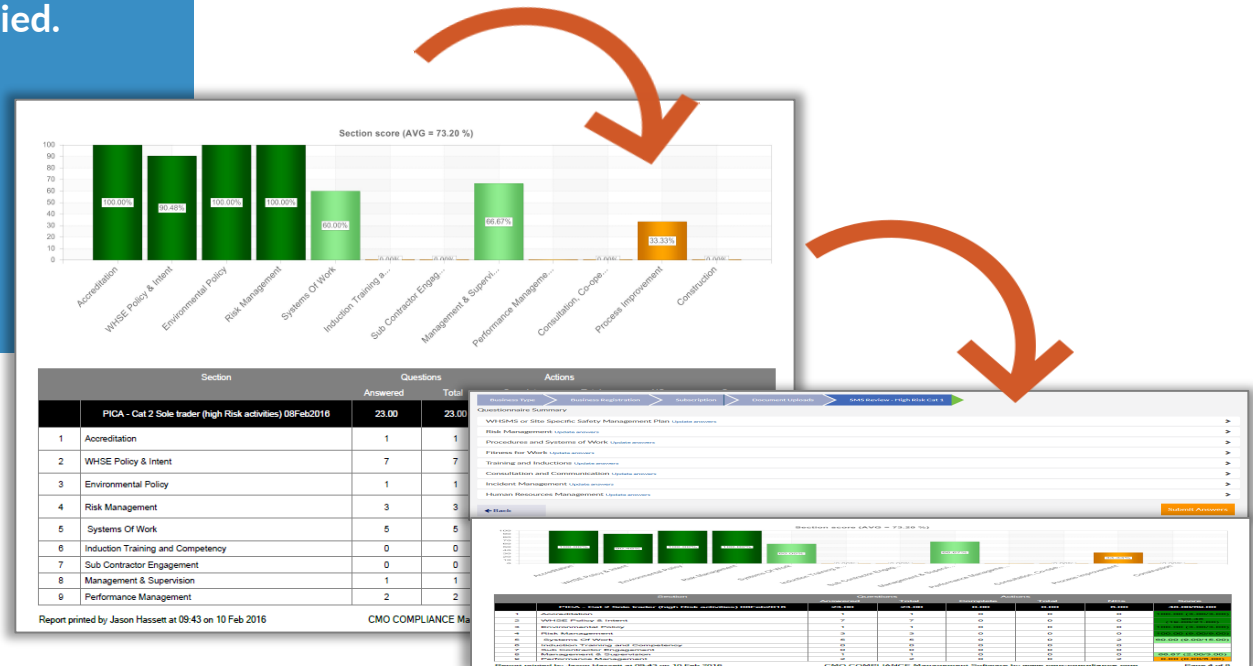


STEP 5

You may be sent corrective actions if more information is required, or if the incorrect document has been supplied.

These will be supplied with a copy of your audit report.

- In the example image, you can see there is a section that is not green. This would then include a “Corrective Action” if the score was not 80%.
- A corrective action can be a request for extra documentation or used as a means to get a company score over the minimum pass mark where they have not reached it yet.
- Below is also an example of a corrective action, in this case an environmental policy was not provided and to reach the minimum pass mark, a suggestion to consider developing one has been offered.





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL **contractors@pegasus.net.au**