



**FOR A BETTER WORLD**

**Visy**

# Contractor Management System

**User Guide for Contractors**

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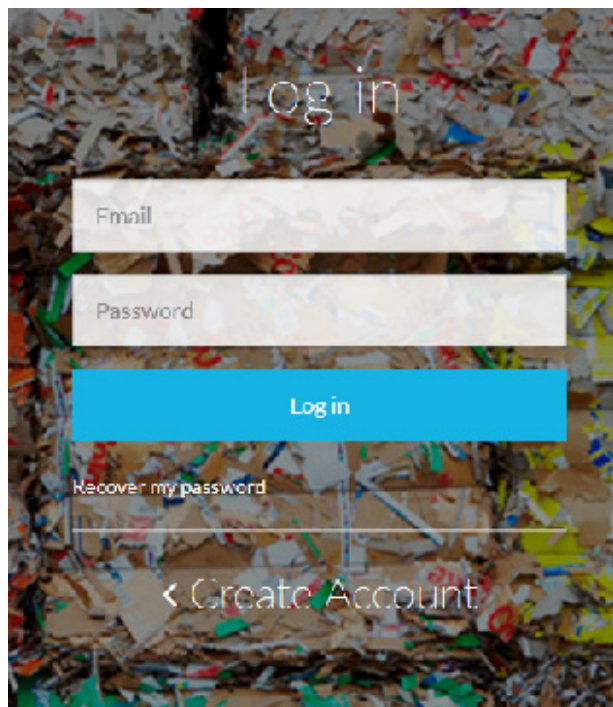
# REGISTERING AS A USER

## Visy Contractor Management System

Please follow this step-by-step guide to register your business in the Visy Contractor Management System.

### Step 1

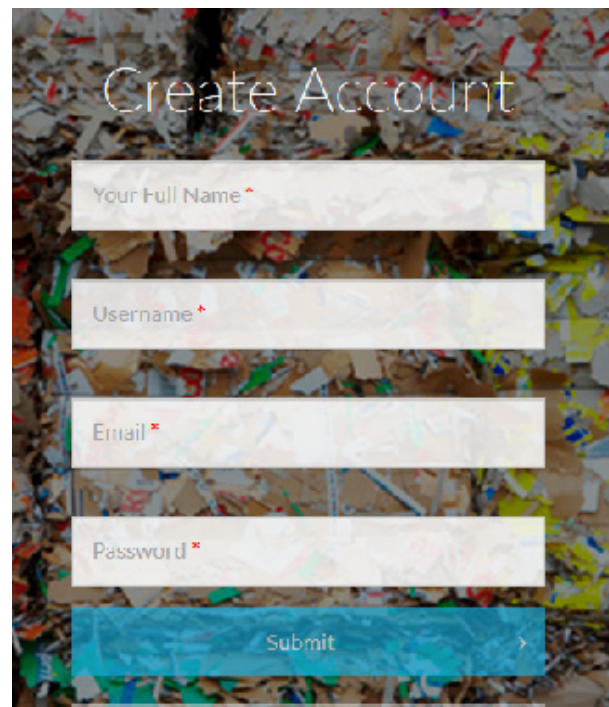
For first time users, click “Create Account.”



The screenshot shows the 'Log in' page of the Visy Contractor Management System. The background is a collage of colorful confetti. At the top, the text 'Log in' is displayed in a large, white, sans-serif font. Below this, there are two white input fields: the first is labeled 'Email' and the second is labeled 'Password'. A bright blue button with the text 'Log in' is positioned below the input fields. Underneath the button, there is a link that says 'Recover my password'. At the bottom of the page, there is a white arrow pointing left followed by the text '< Create Account'.

### Step 2

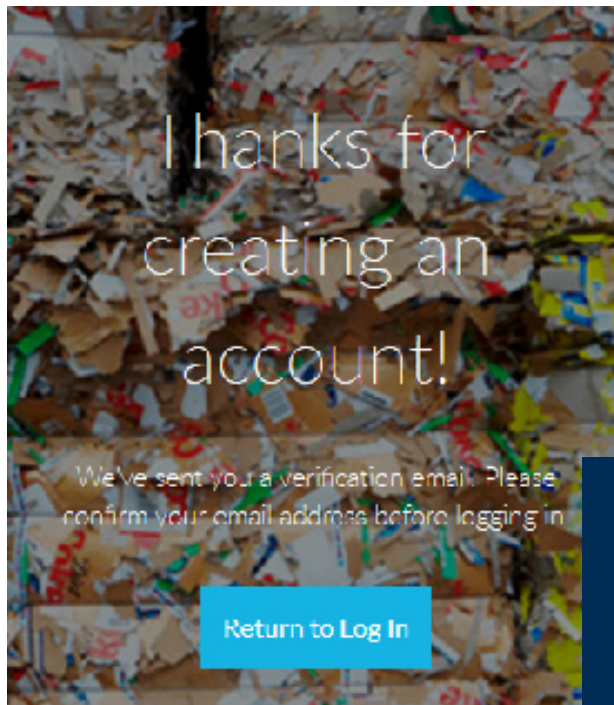
To create an account, enter a username, email address and a password. Once you have filled in the marked fields, click “Submit.”



The screenshot shows the 'Create Account' page of the Visy Contractor Management System. The background is a collage of colorful confetti. At the top, the text 'Create Account' is displayed in a large, white, sans-serif font. Below this, there are four white input fields: the first is labeled 'Your Full Name \*', the second is labeled 'Username \*', the third is labeled 'Email \*', and the fourth is labeled 'Password \*'. A bright blue button with the text 'Submit' is positioned below the input fields. The asterisks next to the labels indicate that these fields are required.

### Step 3

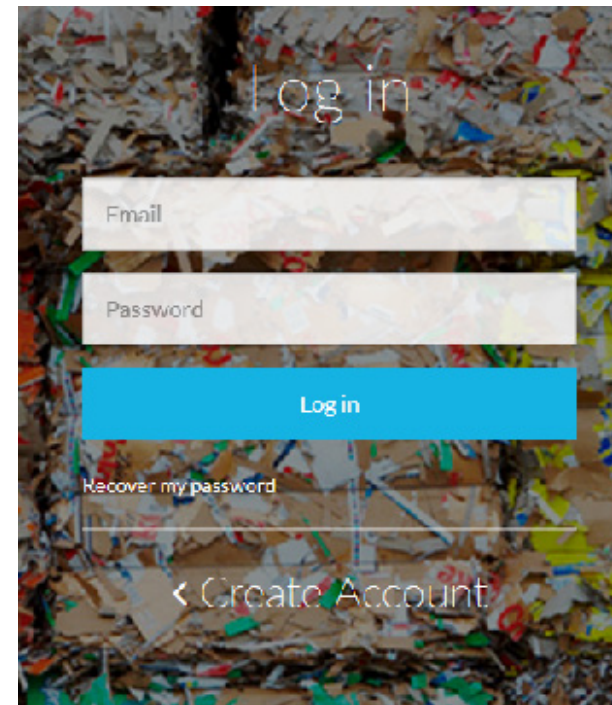
You will now be sent a verification email to the email address you provided.



**PLEASE NOTE,  
THE ACTIVATION  
LINK WILL EXPIRE  
WITHIN 2 HOURS  
OF BEING SENT.**

### Step 4

Activate your account by clicking on the link in the verification email. To sign in, enter the username and password that you created.



Community Select Authorised Contractor System  
For Questions or Assistance please call 1300 305 072

**Pegasus**  
Powered by Onsite

## User Profile

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 \***  
tester1 **Change Password**

**Email**  
testing1@maildrop.cc **Change Email**

---

**Personal Details**

**First Name**  
Tester

**Last Name**  
One

**Please note**

If the activation link you are sent expires, you will be redirected to this page. Please complete the required information to resend your account activation link.

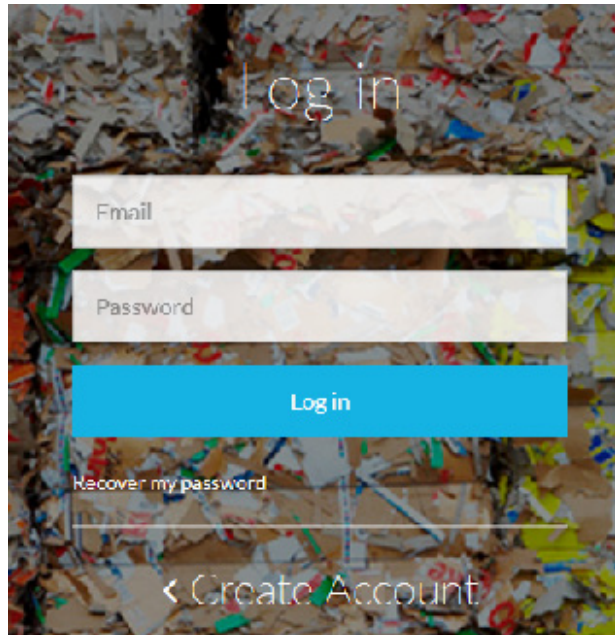
# RECOVERING YOUR PASSWORD



## RECOVERING YOUR PASSWORD

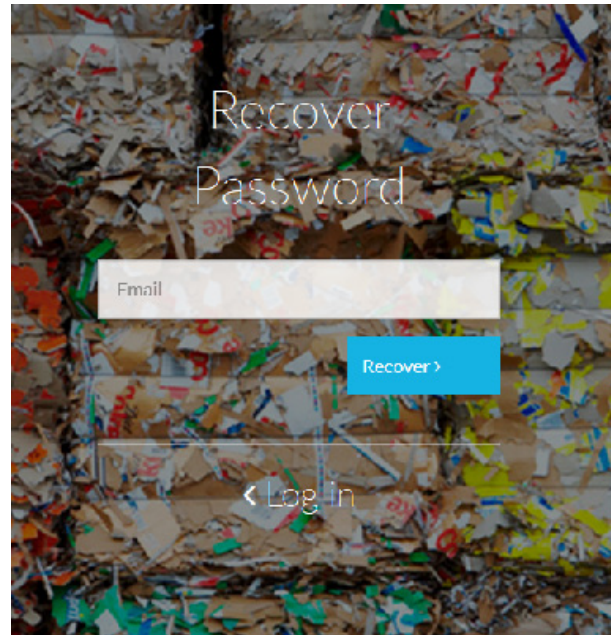
### Step 1

Click on “Recover my password.”



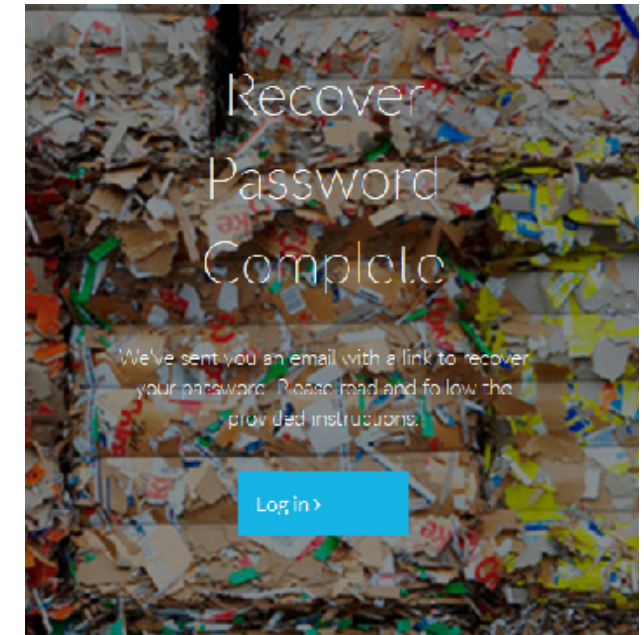
### Step 2

Type in your email and select “Recover.”



### Step 3

An automated email will be sent to you. Please remember to check your junk mail.





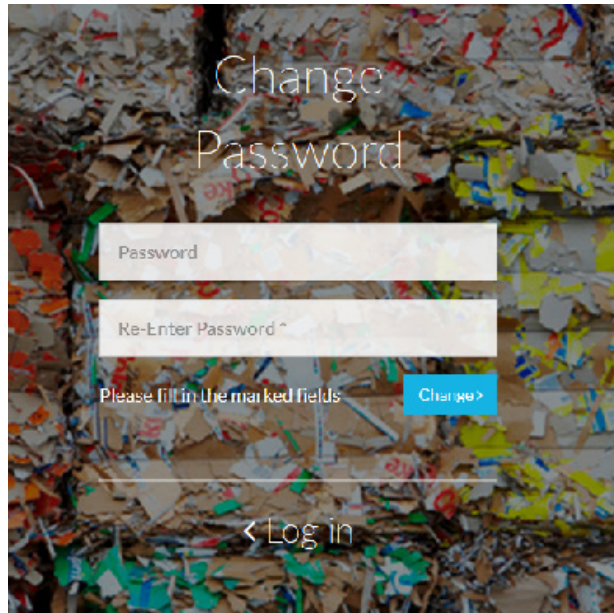


**Step 4**

Once you receive the email to reset your password, please click the link provided.

### Step 5

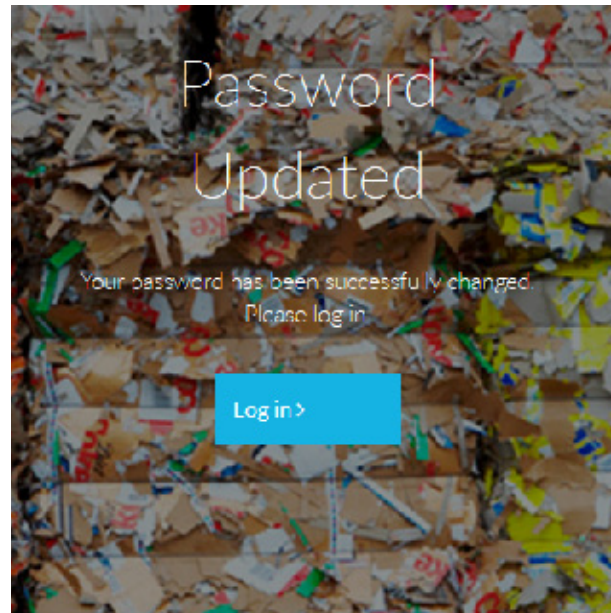
Enter your new password in both of the fields, then click “Change.”



The screenshot shows a 'Change Password' form on a background of shredded paper. The form has two input fields: 'Password' and 'Re-Enter Password'. Below the fields is a blue 'Change >' button. At the bottom left, there is a '< Log in' link. A message at the bottom reads 'Please fill in the marked fields'.

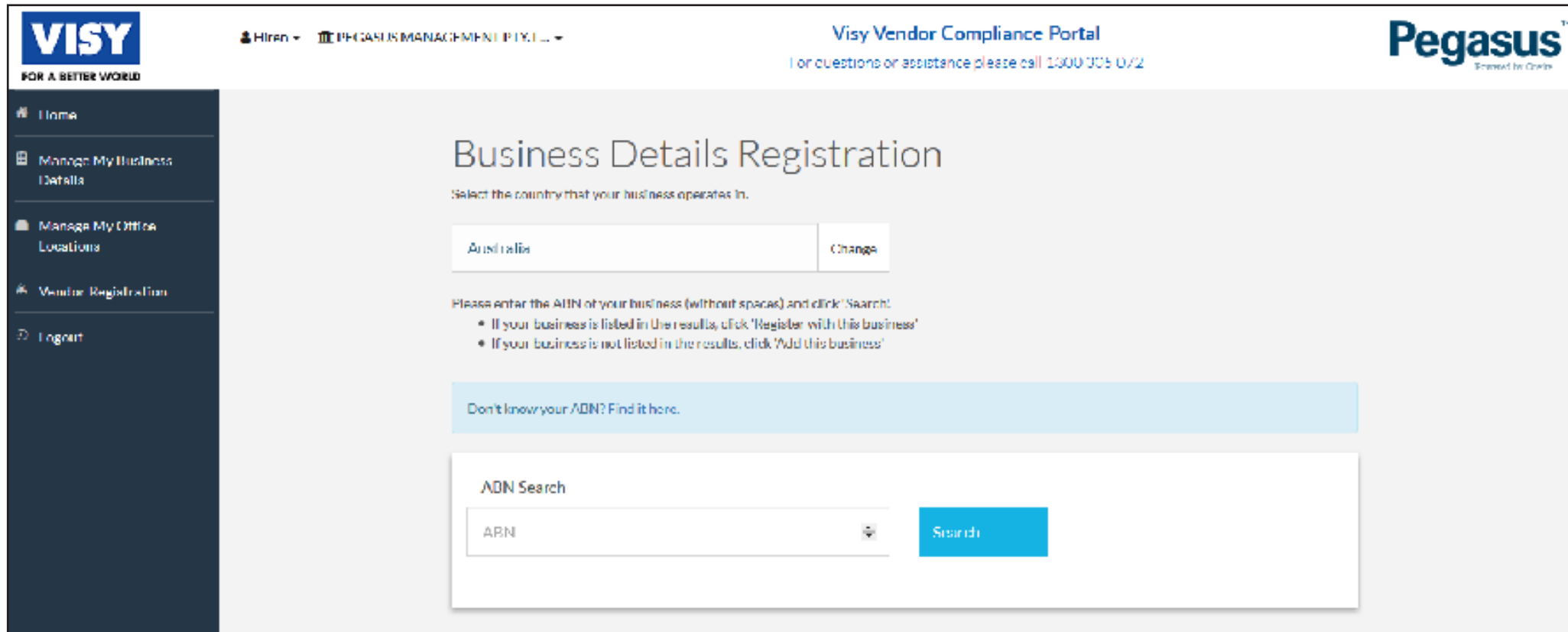
### Step 6

Your password has successfully been changed. Please login using your username and new password.



The screenshot shows a 'Password Updated' confirmation screen on a background of shredded paper. The text reads 'Your password has been successfully changed. Please log in'. Below this is a blue 'Log in >' button.

# REGISTERING AS A SUBCONTRACTOR




**Step 1**

Australian based companies enter your business ABN and click “Search.”

Companies based in countries other than Australia, select “Change” in the country field and enter the correct country. Enter your business number and click “Search.”

<b>Registered Business Name</b>	ONSITE TRACK EASY PTY LIMITED
<b>Business Name</b>	' ONSITE TRACK EASY '
<b>ASIC Number</b>	098220743

Select Preferred Business Name



- ONSITE TRACK EASY PTY LIMITED
- ' ONSITE TRACK EASY '

First **1** Last 2 Item(s)

[Add this business](#)

**Step 2**

Select your preferred business name from the list provided, then click “Add this business.”



**Step 3**

Enter the business details in the form, agree to the declaration and then click “Request Registration.”



Vendor Registration   Subscription   Document Uploads

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

1. Complete all sections of the Vendor Registration Questionnaire, including Agreements.
2. Process payment to Pegasus for the verification and administration of your registration.
3. 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.
4. Complete the Safety Management System assessment if prompted.
5. Complete a Safe Transport Assessment if prompted.

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

[Continue](#)

## Step 4

Read the Business Registration information then click “Continue.”

Vendor Registration   Subscription   Document Uploads

## Acknowledgements

Page 1 of 9   [Save Progress](#)

By completing this registration process I confirm the following:-

- I acknowledge that I am a representative of the vendor or contractor company, and am authorised to answer these questions for and on behalf of the company;
- I undertake to answer these questions truthfully, and where I am unsure, I will make the relevant enquiries with the company to ascertain the correct answer;
- I acknowledge that all personnel who perform works for Visy will complete any site specific and general inductions prior to accessing the site;
- I have read and accept the Terms and Conditions of Use of this Registration Portal; and
- I acknowledge that Visy, or Pegasus on behalf of Visy, may conduct a random audit to confirm information provided in this prequalification, and I agree to assist in this process.

I agree

## Step 5

Complete the Business Registration questions. Please note, some questions will require a typed answer.

The screenshot shows a web interface for a questionnaire summary. At the top, there are three navigation tabs: 'Vendor Registration' (highlighted in blue), 'Subscription', and 'Document Uploads'. Below the tabs is the title 'Questionnaire Summary'. The main content area consists of ten rows, each representing a different section of the questionnaire. Each row contains the section name, a link to 'Update answers', and a right-pointing chevron arrow. The sections are: Acknowledgements, Vendor Details, Visy Group, Licences Scope, Work Categories, Incident Reporting, Insurances, Accreditation, and Confirmation. At the bottom left, there is a grey button with a left-pointing chevron and the text 'Back'. At the bottom right, there is a blue button with the text 'Submit Answers'.

**Step 6**

Please review your Business Registration answers in the questionnaire summary by clicking on the arrow (>) to expand your answer. Once you are satisfied with your answers, select “Submit Answers.”

If you would like to adjust a question, click “Back.”

Once you submit you will not be able to go back and change your responses, so please do take the opportunity to review.

**ANNUAL SUBSCRIPTION**

# ANNUAL SUBSCRIPTION

Vendor Registration **Subscription** Document Uploads SMS Review - High Risk Safe Transport Assessment Safe Transport Assessment Uploads

Payments made to Pegasus are for the verification of uploaded documentation and auditing as required.  
Under no circumstances will a refund of fees be granted after the document verification process has commenced.  
If you are ready to proceed please go to the next page to make your payment by Credit Card through Paypal or via a Paypal account. Once the payment has been completed a tax invoice will be generated automatically.

[Continue](#)

## Step 1

Read the subscription details, then select “Continue.”

Vendor Registration **Subscription** Document Uploads SMS Review - High Risk Safe Transport Assessment Safe Transport Assessment Uploads

You need to purchase the following subscription(s):

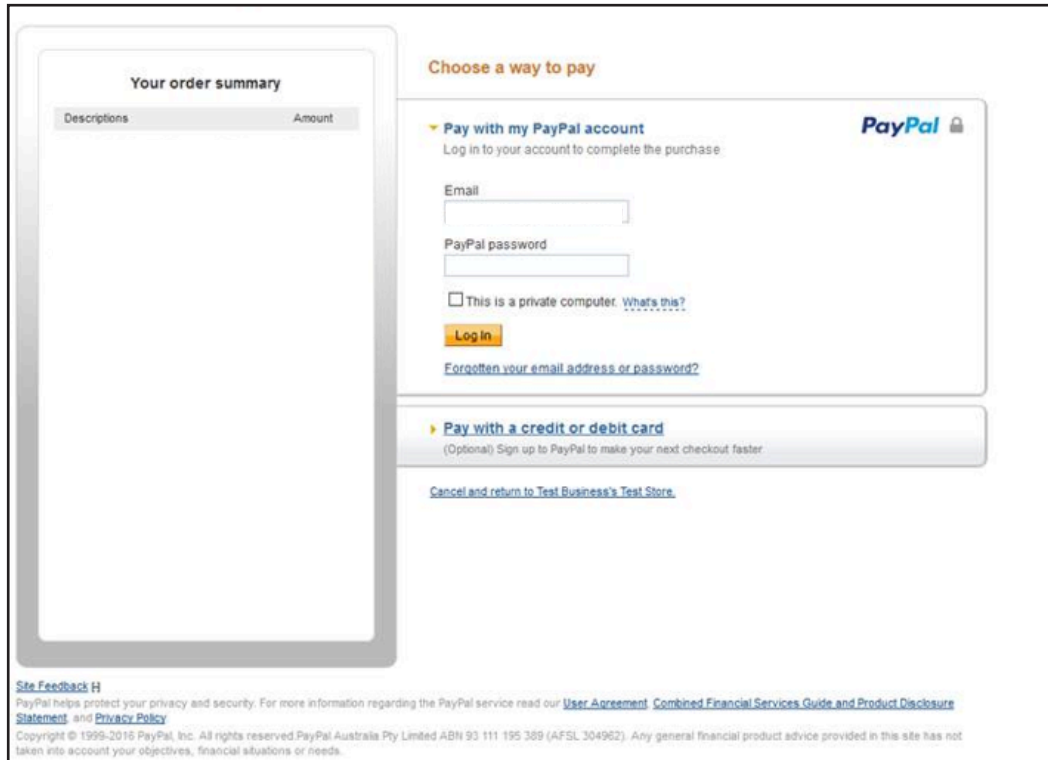
Subscription type	Duration	Expires	Cost	Tax	Total
Pegasus-subscription for Visy portal					
Subscription calculation based on: • annual-subscription	1 year	01 Jun 2018	\$100	\$10	\$110
Pegasus - SMS Visy Audit Fee					
Subscription calculation based on: • safe-transport-assessment	2 years	01 Jun 2019	\$300	\$30	\$330

Total \$440 AUD

paypal [Pay](#)

## Step 2

Your subscription type may be split into two types, the first will be your annual subscription and the second based on the category of SMS audit required. Purchase the subscription by clicking “Pay”.



### Step 3

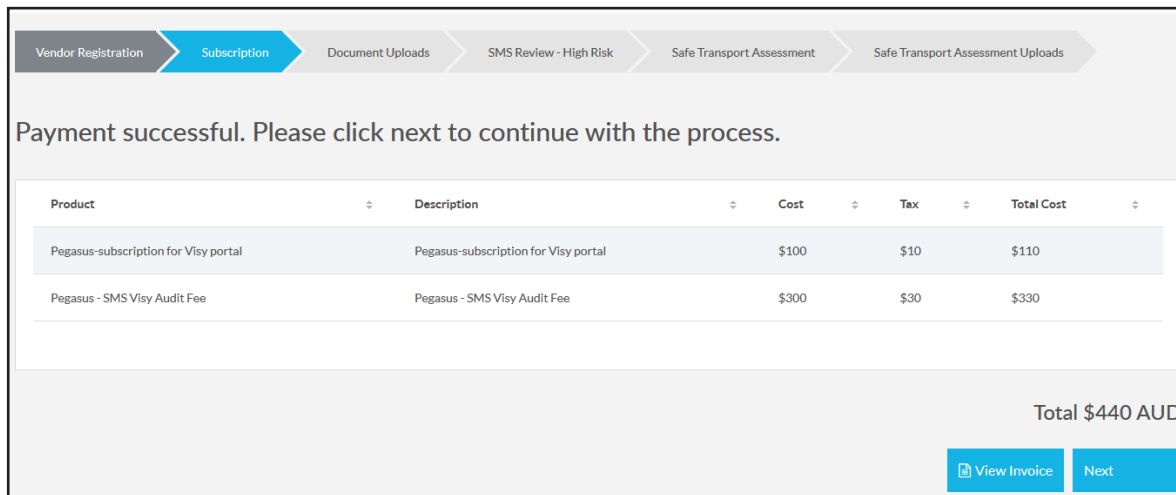
You can pay for your subscription using the following options:

1. Using an existing PayPal account.

If you choose to pay via PayPal, you have the option to save these details and create an account with PayPal.

2. Pay with Credit or Debit card.

Please note you do not need to have a PayPal account to make a payment via this method.



### Step 4

Once your payment has been executed successfully you can view and save your invoice. To continue, select "Next."

# UPLOADING DOCUMENTS



The screenshot shows a progress bar at the top with six steps: Vendor Registration, Subscription, Document Uploads (highlighted in blue), SMS Review - High Risk, Safe Transport Assessment, and Safe Transport Assessment Uploads. Below the progress bar is the 'Document Uploads' section with a heading and 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.' Below this is a table with three columns: Certificate, Documents, and Status.

Certificate	Documents	Status
Public and/or Product Liability Insurance	Upload the following document Public and/or Product Liability Insurance	Not Complete

## Step 1

Upload all of the requested documents by clicking "Upload Document."

The screenshot shows the 'Public and/or Product Liability Insurance' upload form. It has a back arrow and the title 'Public and/or Product Liability Insurance'. Under 'Upload File', there is a white rectangle with the text 'Drag a file here to add it.' and a blue 'Select File' button. Below this, it specifies 'Maximum File Size 10 MB' and 'Supported Media Types PNG Image, JPEG Image, Text File, Microsoft Word File, PDF File'. The 'Enter Additional Information' section includes three fields: 'Policy Number' (empty), 'Start Date \*' (with '1/06/2017' and a calendar icon), and 'End Date \*' (empty with a calendar icon). At the bottom is an 'Insurer' text field.

## Step 2

Click "Select File" or drag and drop the file into the white rectangle to add the file.

Fill out any mandatory fields before selecting "Submit."

The screenshot shows a multi-step process with the following steps: Vendor Registration, Subscription, Document Uploads (highlighted in blue), SMS Review - High Risk, Safe Transport Assessment, and Safe Transport Assessment Uploads. Below the progress bar, the title "Document Uploads" is displayed. A note reads: "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." Below this is a table with three columns: Certificate, Documents, and Status. The table contains one row for "Public and/or Product Liability Insurance". The "Documents" column shows a green checkmark and the text "Public and/or Product Liability Insurance". A "View Document" button is located to the right of the document name. The "Status" column shows "Pending Verification". A blue "Next" button is located at the bottom right of the interface.

Certificate	Documents	Status
Public and/or Product Liability Insurance	✓ Public and/or Product Liability Insurance	Pending Verification

### Step 3

Once all of the documents have been uploaded and their status is showing as "Pending Verification" select "Next" to continue.

Please note, the "Next" button will appear once all of the documents have been uploaded.

# SAFETY MANAGEMENT SYSTEM REVIEW

# SAFETY MANAGEMENT SYSTEM REVIEW

The screenshot shows a progress bar at the top with six steps: Vendor Registration, Subscription, Document Uploads, SMS Review - High Risk (highlighted in blue), Safe Transport Assessment, and Safe Transport Assessment Uploads. Below the progress bar, the text reads: "As a High Risk vendor or contractor, the documents you will now be asked to upload will be used to conduct a Safety Management System (SMS) review." It further explains that an SMS review is an independent desktop audit of Work Health and Safety documents. A note states that if you save and exit, your work is saved and you can resume from where you left off. A list of documents to be uploaded is provided: Risk Management Procedures, Examples of SWMS or TSE As, Training procedures including induction management, Incident Management Procedure, and Drug and Alcohol management. A link to the Pegasus SMS Knowledge Base is included. A "Continue" button is at the bottom right.

## Step 1

High Risk contractors will be required to complete a SMS Review.

Please read the SMS Review information then select "Continue".

You will be able to access the knowledge base for examples and further requirements by clicking on the hyperlink "Pegasus SMS Knowledge Base".

We recommend opening this in a new tab so you can switch between the two tabs if required.

The screenshot shows the "SMS Description" step. The progress bar at the top is the same as in Step 1. The main content area has a question: "Do you have a safety management system description that you would like to upload?" with radio buttons for "Yes" (selected) and "No". Below this is a file upload section with the text "Please upload your file here:" and a large box containing "Drag a file here to add it." and a "Select File" button. At the bottom left, it specifies "Maximum File Size: 10 MB" and "Supported Media Types: PNG Image, JPEG Image, Text File, Microsoft Word File, PDF File". At the bottom right, there are "Go to Page" and "Proceed" buttons.

## Step 2

Answer each of the questions before selecting "Proceed".

# SAFE TRANSPORT ASSESSMENT

# SAFE TRANSPORT ASSESSMENT

The screenshot shows a horizontal progress bar with six steps: Vendor Registration, Subscription, Document Uploads, SMS Review - High Risk, Safe Transport Assessment (highlighted in blue), and Safe Transport Assessment Uploads. Below the progress bar, the text reads: "As a vendor/contractor that has selected work categories that involve transportation services with heavy vehicles you will be required to complete a Safe Transport Assessment. The assessment will compare your information against legal and industry requirements to ensure your systems and documentation is meeting these obligations. If you are unable to complete the assessment in one session, your work will be saved upon exit. The next time you login, 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. If you need any further information or assistance please contact Pegasus Customer Service on 1300 305 072." A blue "Continue" button is centered at the bottom.

## Step 1

Some contractors will be required to complete a Safe Transport Assessment.

Please read the Safe Transport Assessment information then select "Continue".

The screenshot shows the "Safe Transport" assessment page. The progress bar at the top is identical to the previous screenshot. The page title is "Safe Transport". In the top right corner, there is a circular progress indicator, the text "Page 2 of 2", and a "Save Progress" button. The first question is: "Is your company accredited to operate under the National Heavy Vehicle Accreditation Scheme Mass Management module?" It has a green checkmark icon and two radio button options: "Yes" (selected) and "No". Below this, there is explanatory text: "If yes, you will be required to upload a valid copy of the company's National Heavy Vehicle Accreditation Scheme Mass Management accreditation certificate and a copy of your latest Quarterly Compliance Statement." The second question is: "When is your next National Heavy Vehicle Accreditation Scheme Mass Management Accreditation audit due to be completed by?" It has a red 'x' icon and a large empty text input field below it.

## Step 2

Answer each of the questions before selecting "Proceed".



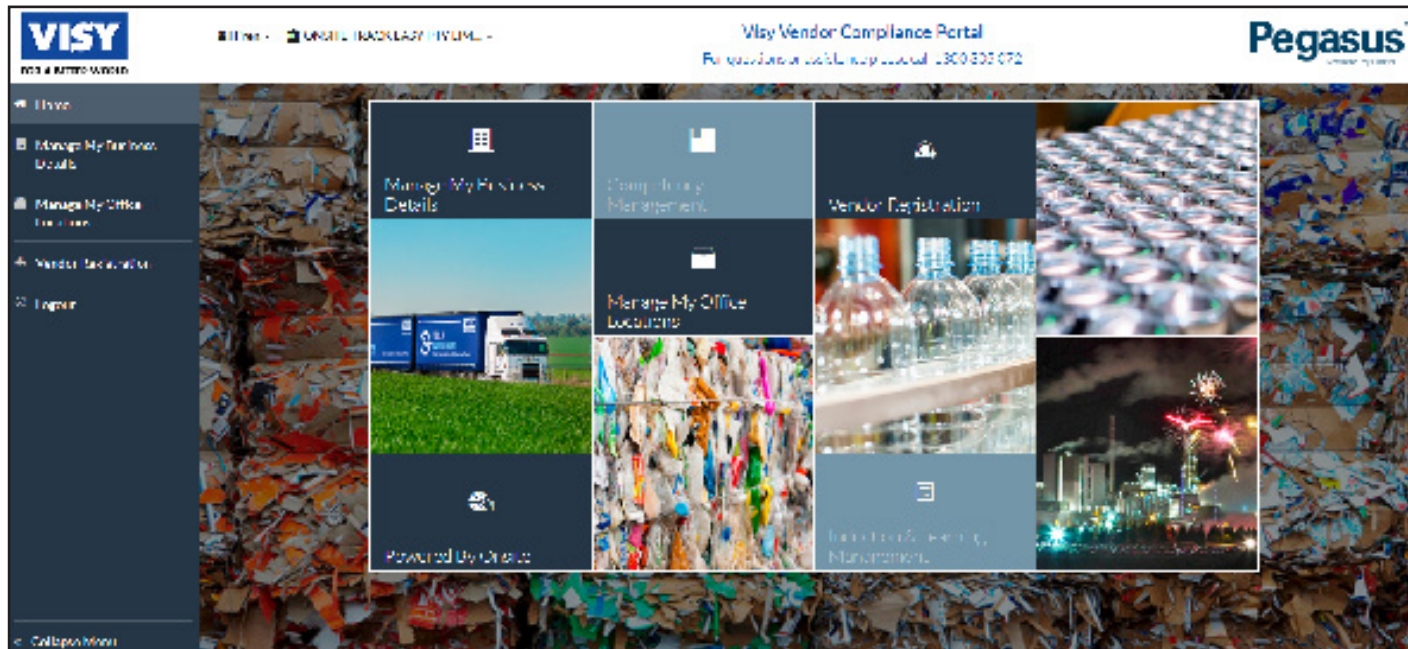
## SUBMIT BUSINESS REGISTRATION

The screenshot displays the Visy Vendor Compliance Portal interface. At the top left is the Visy logo with the tagline 'FOR A BETTER WORLD'. To its right, the user is logged in as 'Helen' and the company is identified as 'ONSITE TRACK EASY FITY LIM...'. The page title is 'Visy Vendor Compliance Portal' with a contact number '1300 305 072'. The Pegasus logo is in the top right corner. A navigation breadcrumb trail shows the steps: Vendor Registration (current), Subscription, Document Uploads, SMS Review - High Risk, Safe Transport Assessment, and Safe Transport Assessment Uploads. The main content area features a 'Thank You' heading, followed by a paragraph stating that the business profile has been created and staff will contact the user. It then provides instructions on how to proceed: clicking 'Submit' leads to verification, 'Manage My Office Locations' allows for adding more locations, and 'Manage My Business Details' allows for editing information. A large blue 'Submit' button is centered at the bottom of the text block.

### Step 3

Once you have completed your business registration, select “Submit.”

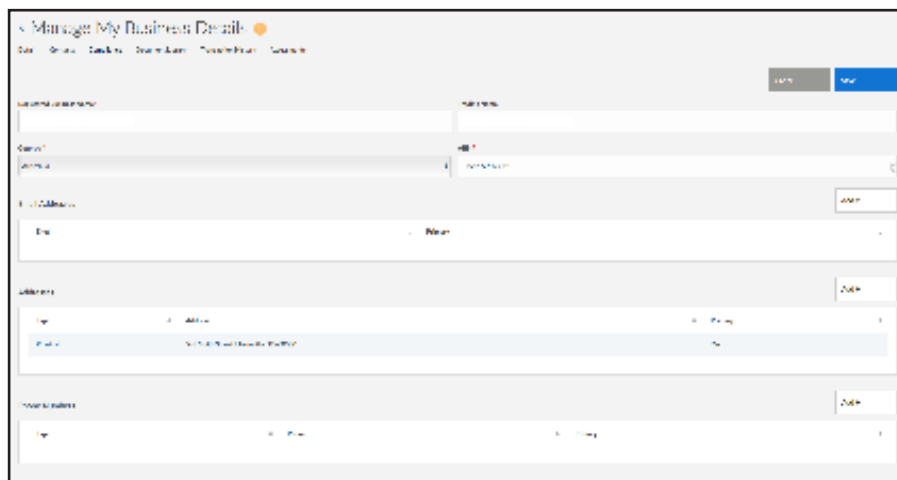
**MANAGE MY BUSINESS DETAILS**



**Step 1**

After registering your business in the Visy Contractor Management System you will need to manage your business details. This includes business information, compliance documents and transaction history.

To manage your business details from the home page, select the “Manage My Business Details” tile. You can also select “Manage my Business Details” in the menu down the left hand side of the page.




**Step 2**

To update or edit your business details ensure you have selected “Details” from the tabs under the “Manage My Business Details” header.

Make any required adjustments, then select “Save.”

## MANAGE MY BUSINESS DETAILS



< Sydney Head Office

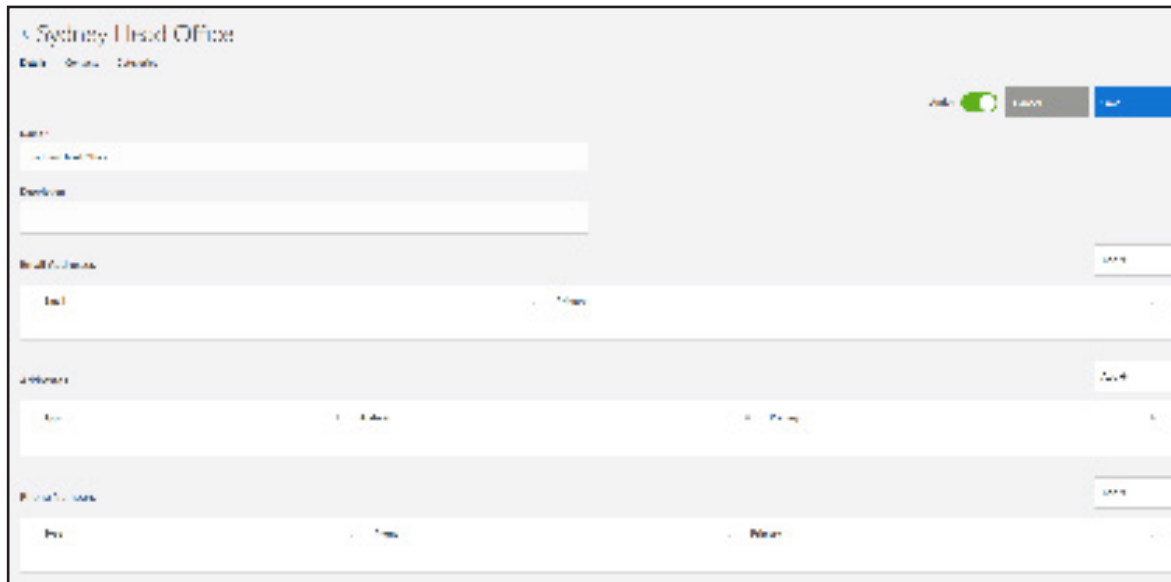
Details Contacts Categories

Search

Name	Address	Phone
Lauren Test		

### Step 3

To add a new business contact, select “Add.”



< Sydney Head Office

Details Contacts Categories

**Name**

**Display Name**

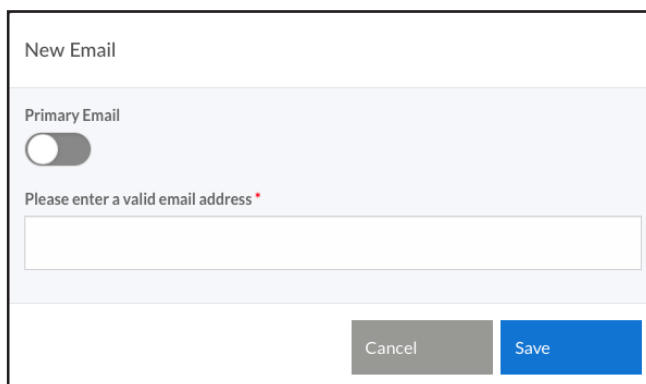
**Build / Division**

**Address**

**Phone Numbers**

### Step 4

Please select “Add” for each section of information: Email Address, Address and Phone number.



New Email

**Primary Email**

Please enter a valid email address \*

### Step 5

Enter the primary email address that you wish to associate to this business contact. You have the option to make this the primary email by sliding the “Primary Email” bar to the right.

### Step 6

Enter the new address that you wish to associate to this business contact. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type \*

Primary Address

Country \*

Australia

Address Line 1 \*

Address Line 2

City/Town \*

State/Province \* Postal/Zip Code \*

Cancel Save

### Step 7

Enter the new phone number that you wish to associate to this business contact. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type \*

Primary Phone Number

Number \*

Cancel Save

## MANAGE MY BUSINESS DETAILS

The screenshot shows a web form for 'Sydney Head Office'. At the top, there are tabs for 'Details', 'Contacts', and 'Compliance'. The form is divided into several sections: 'Name' with a search field, 'Description', 'Business Details' (with a 'Save' button), 'Attachments' (with a 'Save' button), and 'Product Lines' (with a 'Save' button). Each section contains a table with columns for 'Name', 'Description', and 'Status'.

### Step 8

Once all of the information had been added, select “Save.”

The screenshot shows the 'Manage My Business Details' page with the 'Compliance' tab selected. It features a navigation bar with 'Details', 'Contacts', 'Compliance', 'Document Library', 'Timesheet Entry', and 'Assessments'. Below the navigation bar, there are sections for 'Subscriptions' and 'Certificates', each with a search field and a table of items. The 'Assessments' section is partially visible at the bottom.

Name	Description	Issue Date	Status
Category 1	Category 1	7/30/2017	Active

Name	Status
Public & Product Liability Insurance	In Progress
Motor Vehicle Insurance	In Progress
NGW - Workers Compensation	In Progress

### Step 9

To view the business’ compliance, select “Compliance” from the tabs under the “Manage My Business Details” header. Here you can view subscriptions, certificates and other areas of compliance.

< Manage My Business Details ⓘ

Detail Contacts Compliance Document Library Transaction History Assessments

Search

Name	Description	Issue Date	Expiry Date	Status	
Motor Vehicle Insurance	Motor Vehicle Insurance	7/06/2016		Not Ready	
Motor Vehicle Insurance	Motor Vehicle Insurance	7/06/2016	31/01/2017	Submitted	<a href="#">View Document</a>
NSW - Workers Compensation	NSW - Workers Compensation	7/06/2016	29/04/2017	Submitted	<a href="#">View Document</a>
Public &/or Product Liability Insurance	Public &/or Product Liability Insurance	7/06/2016	20/05/2017	Submitted	<a href="#">View Document</a>

Total: 4

10 25 50 100

**Step 10**

You can view the details of a specific certificate by clicking on the name of the certificate that you would like to view.

< SMS Certificate

Required Documents

Upload the following document

✓ SMS Audit Report [View Document](#)

**Step 11**

You can view the document that was uploaded against this certificate by selecting the “View Document” button.

< Manage My Business Details ⓘ

Detail Contacts Compliance Document Library Transaction History Assessments

Start Date   End Date

Only Complete

Invoice No.	Type	Payment Date	Total	Complete	Invoice
3000002351	Purchase	7 Jun 2016 8:03:08 PM	\$110.00	Yes	<a href="#">View Invoice</a>

Total: 1

10 25 50 100

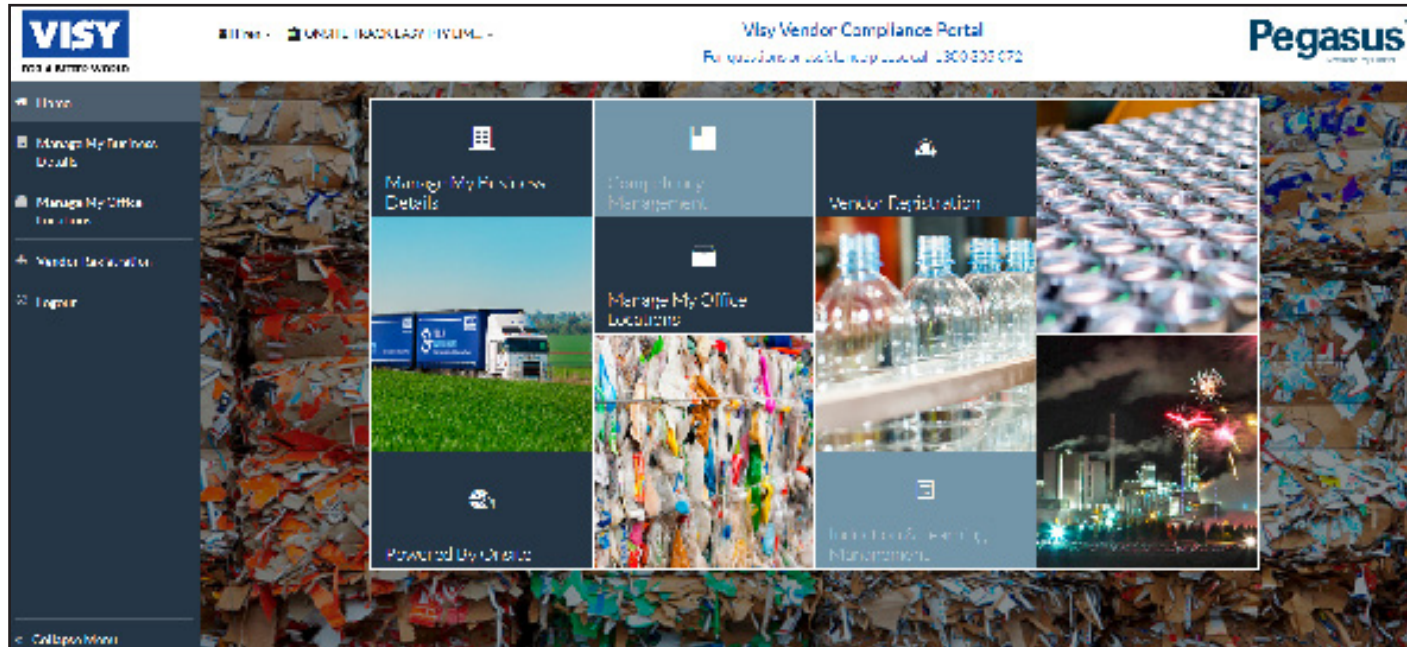
**Step 12**

To view the business’ transaction history, select “Transaction History” from the tabs under the “Manage My Business Details” header.

**MANAGE MY OFFICE LOCATIONS**



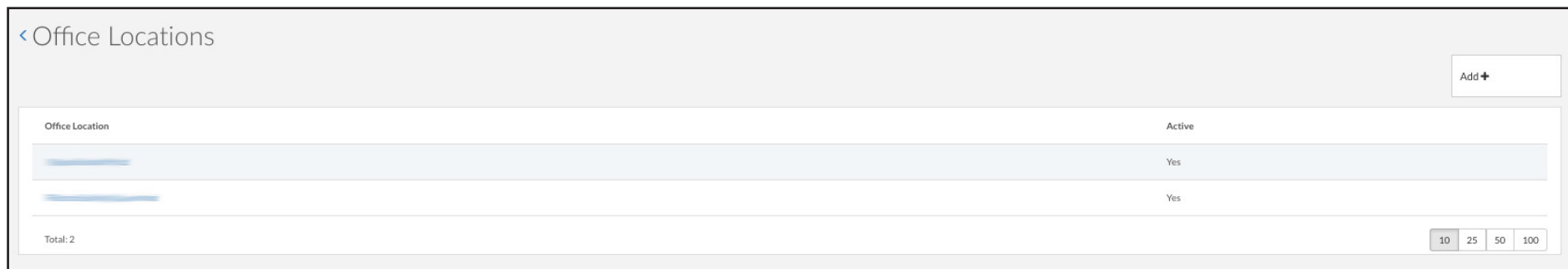
## MANAGE MY OFFICE LOCATIONS



### Step 1

After registering in the Visy Contractor Management System you will need to manage your office locations.

To manage your office locations from the home page, select the “Manage my Office Locations” tile. You can also select “Manage My Office Locations” in the menu down the left hand side of the page.



### Step 2

To add a new office location, select “Add.”

Office Location

Name \*

Description

Cancel Continue

**Step 3**

Enter the required details of the office location and select “Continue.”

< Office Locations Add +

Office Location	Active
[Redacted]	Yes
[Redacted]	Yes

Total: 2 10 25 50 100

**Step 4**

You will now need to provide contact details for the newly created office location. To do this, please click on the name of the new location.

The screenshot shows a web interface for managing office locations. At the top, there's a header with the text 'MANAGE MY OFFICE LOCATIONS' and a sub-header 'Edit | Create | Delete'. Below this, there are several input fields: 'Name', 'Description', 'Email Address', and 'Phone Number'. Each of these fields has a corresponding 'Add' button to its right. The interface is clean and modern, with a light gray background and white input fields.

### Step 5

Please select "Add" for each section of information: Email Address, Address and Phone Number.

The screenshot shows a 'New Email' dialog box. It has a title 'New Email' at the top. Below the title, there is a 'Primary Email' section with a toggle switch that is currently turned off. Underneath the toggle, there is a text prompt 'Please enter a valid email address \*' followed by an empty text input field. At the bottom of the dialog, there are two buttons: 'Cancel' (gray) and 'Save' (blue).

### Step 6

Enter the email address that you wish to associate to this business location. You have the option to make this the primary email by sliding the "Primary Email" bar to the right.

### Step 7

Enter the address that you wish to associate to this business location. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type \*

Primary Address

Country \*

Australia

Address Line 1 \*

Address Line 2

City/Town \*

State/Province \* Postal/Zip Code \*

Cancel Save

### Step 8

Enter the phone number that you wish to associate to this business location. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type \*

Primary Phone Number

Number \*

Cancel Save

The screenshot shows a web form for editing an office location. At the top, it says 'COAST P1111' and has navigation links for 'Back', 'Groups', and 'Details'. There are 'Save' and 'Cancel' buttons. The form fields include: 'Name' (with a value of 'COAST P1111'), 'Description', 'Availability' (with a toggle switch set to 'OFF'), 'Email' (with a value of 'test@coast.com.au'), 'Phone' (with a value of '08 9438 1234'), and 'Postal Code' (with a value of '2000').

### Step 9

Once all of the information has been added, select “Save.”

The screenshot shows the 'Sydney Head Office' contact list. It has tabs for 'Details', 'Contacts', and 'Categories'. There is a search bar and an 'Add+' button. The table below has columns for 'Name', 'Address', and 'Phone'. One contact is listed: 'Lauren Test'.

Name	Address	Phone
Lauren Test		

### Step 10

To view the location’s contact details select “Contacts” from the tabs under the location name header.

To edit or view the specific contact details, click on the name of the contact.

To add a new contact select “Add.”

The screenshot shows a mobile application interface for managing office locations. At the top, there is a navigation bar with a back arrow, an 'Active' toggle switch, and 'Cancel' and 'Save' buttons. Below the navigation bar is a 'Name' field. The form is divided into three main sections: 'Email Addresses', 'Addresses', and 'Phone Numbers'. Each section has an 'Add+' button. The 'Email Addresses' section has a 'Email' field and a 'Primary' toggle. The 'Addresses' section has 'Type', 'Address', and 'Primary' fields. The 'Phone Numbers' section has 'Type', 'Phone', and 'Primary' fields.

## Step 11

Please select “Add” for each section of information: Email Address, Address and Phone Number. Enter the information required, then select “Save.”

You can make any of these entries the primary information for the location by sliding the “Primary” status bar to the right.

Once all of the information has been added, select “Save”

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