Visy

Contractor Management System

User Guide for Contractors

Pegasus™

Powered by Onsite

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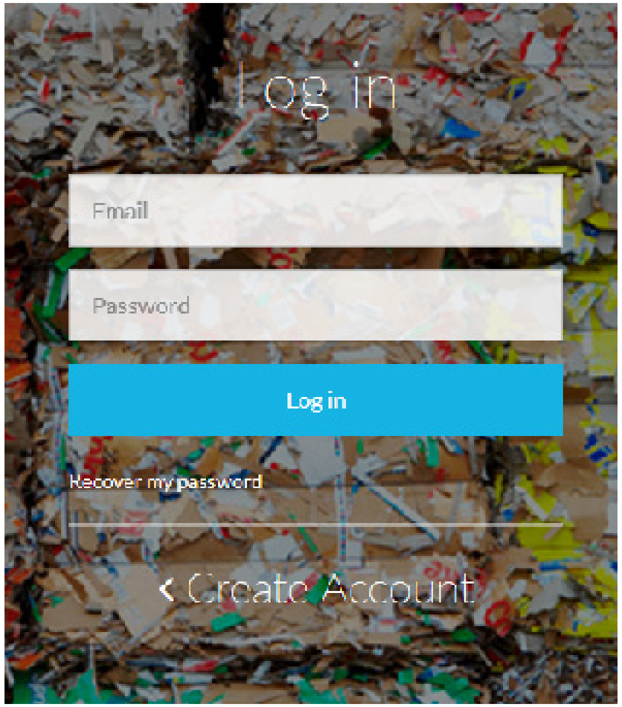
REGISTERING AS A USER

Visy Contractor Management System

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

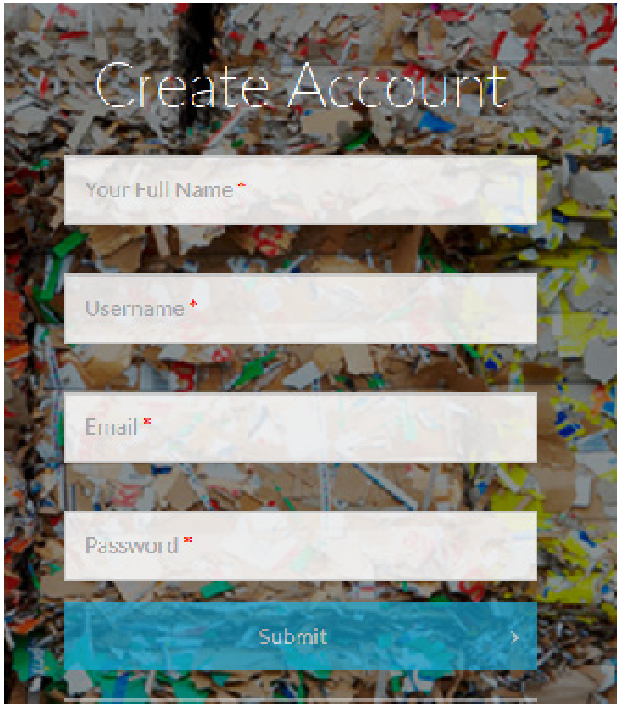
Step 1

For first time users, click “Create Account.”



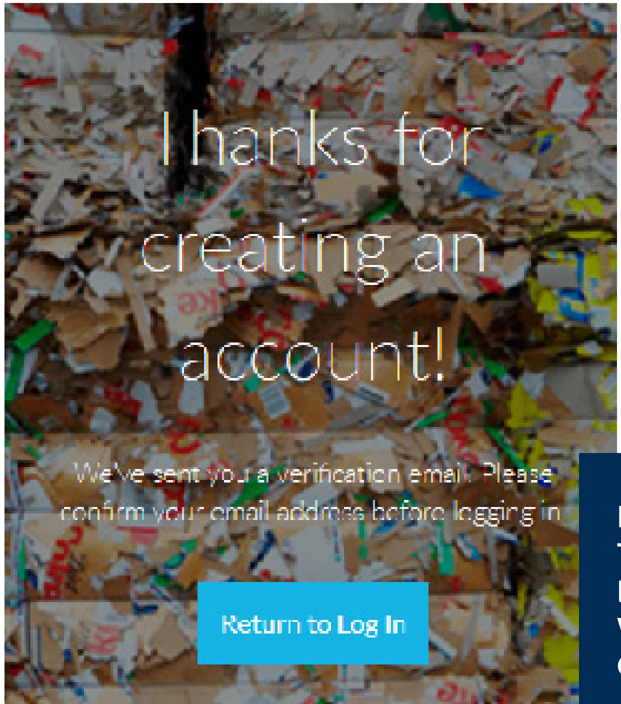
Step 2

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



Step 3

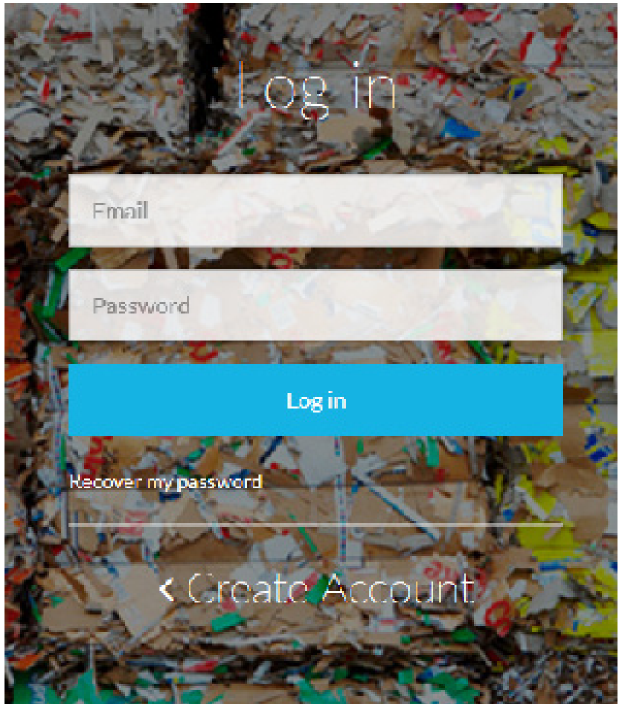
You will now be sent a varification email to the email address you provided.

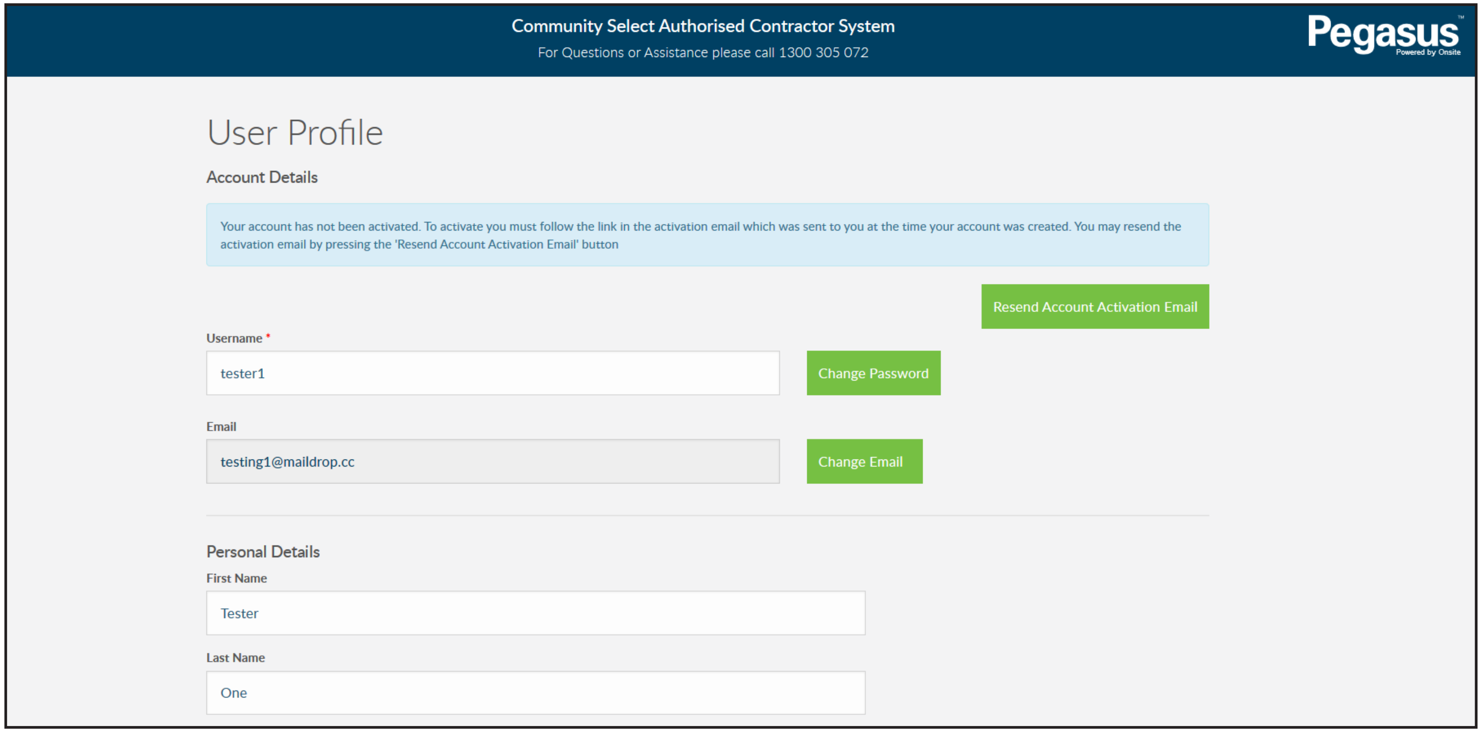


PLEASE NOTE, THE ACTIVATION LINK WILL EXPIRE WITHIN 2 HOURS OF BEING SENT.

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.





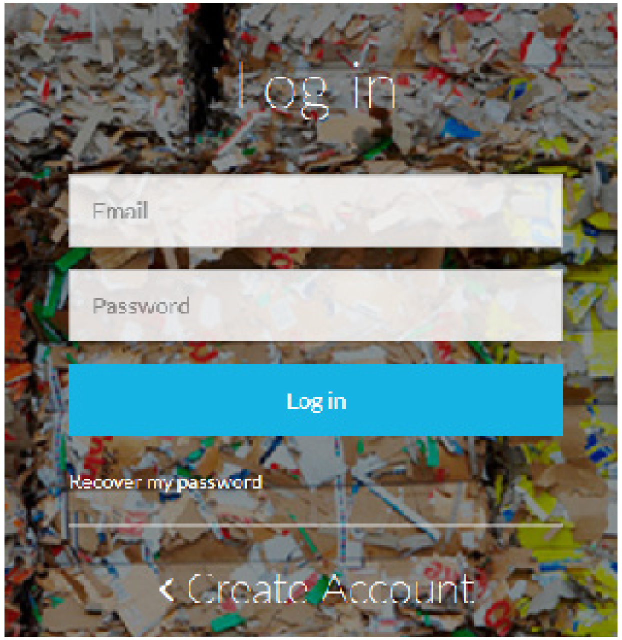
Please note

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

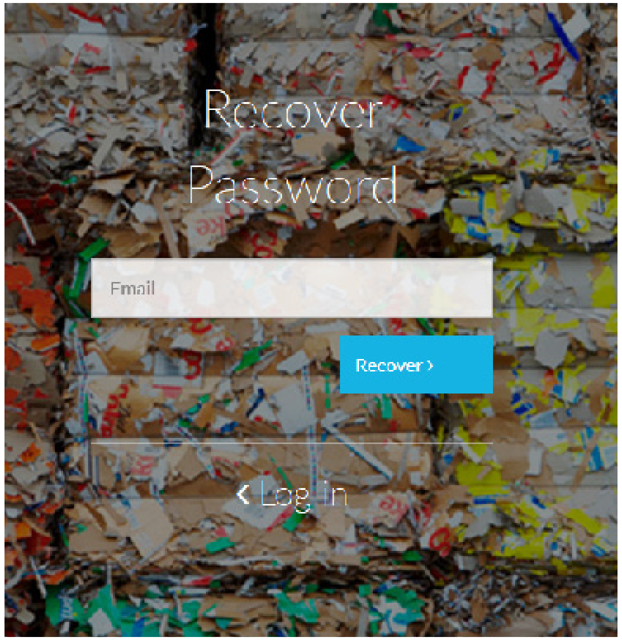
Step 1

Click on "Recover my password."



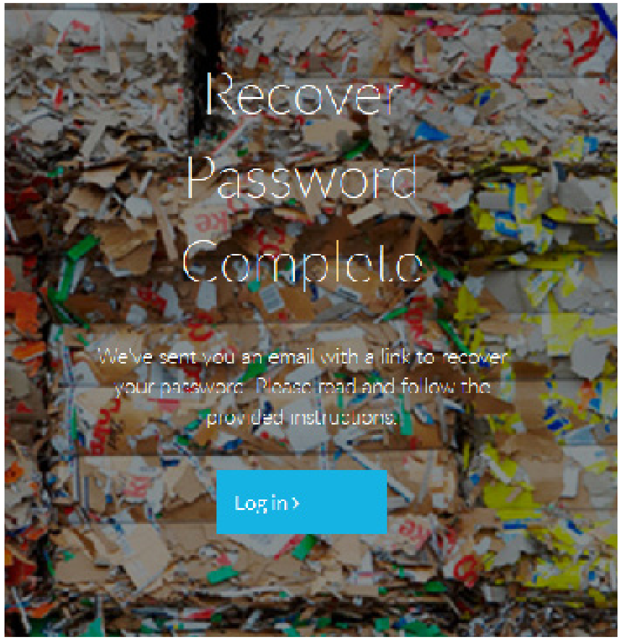
Step 2

Type in your email and select "Recover."



Step 3

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

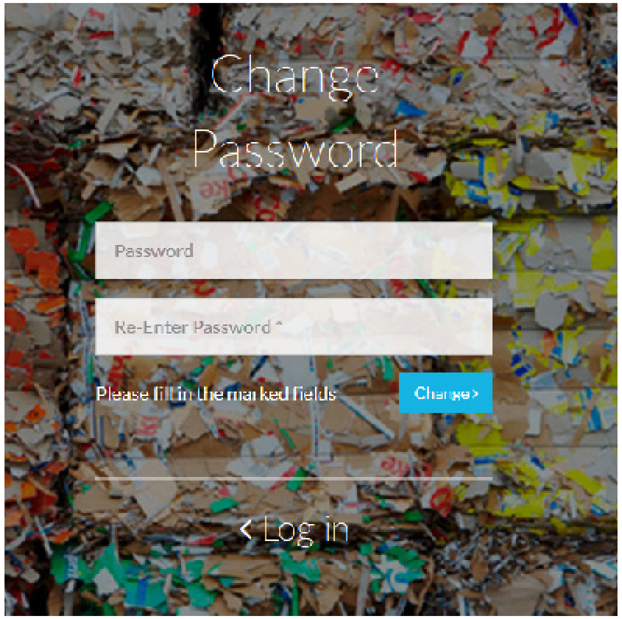


Step 4

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

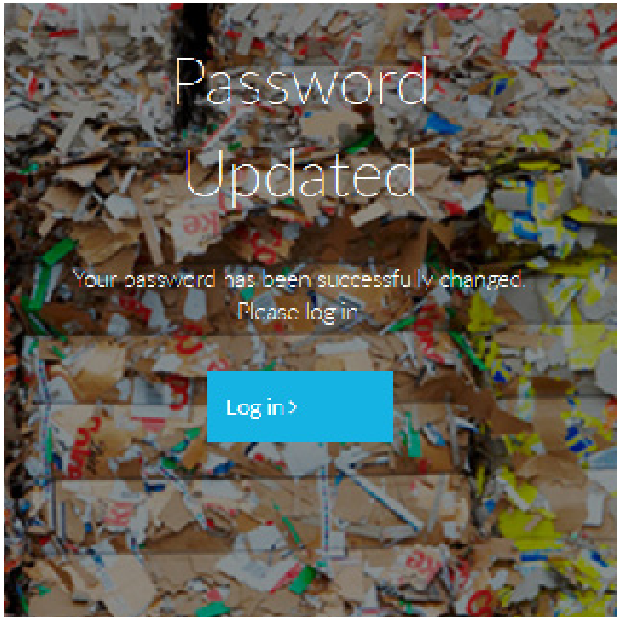
Step 5

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

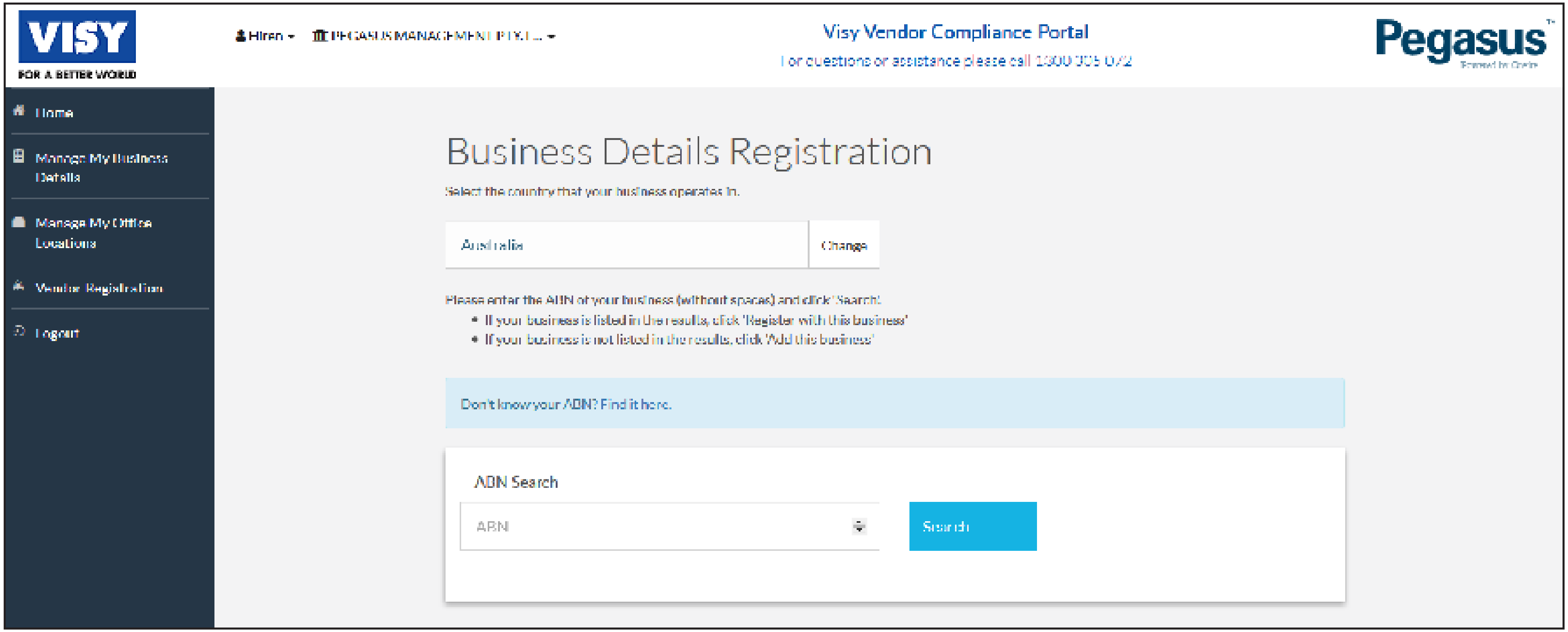


Step 6

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



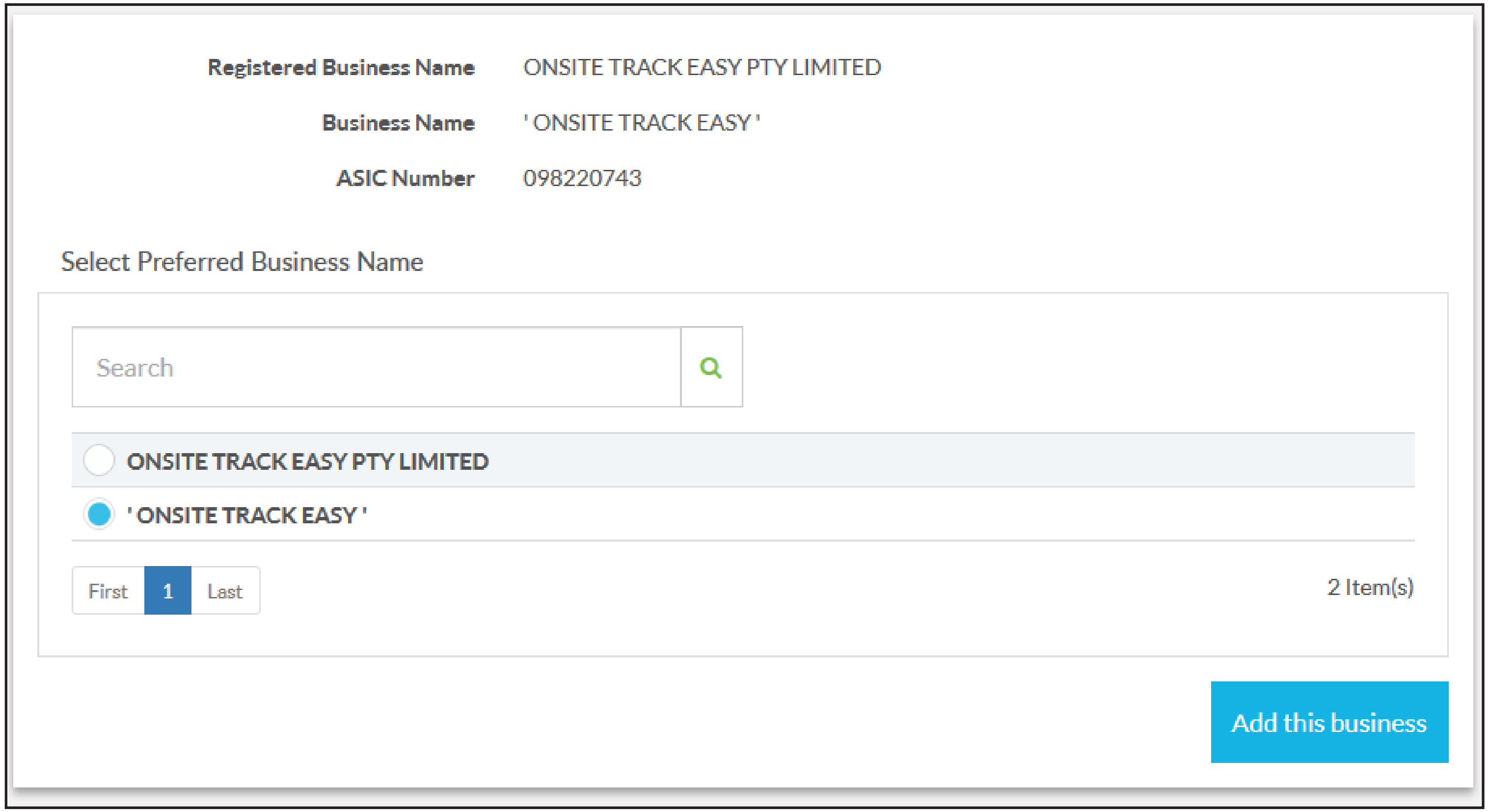
REGISTERING AS A SUBCONTRACTOR



Step 1

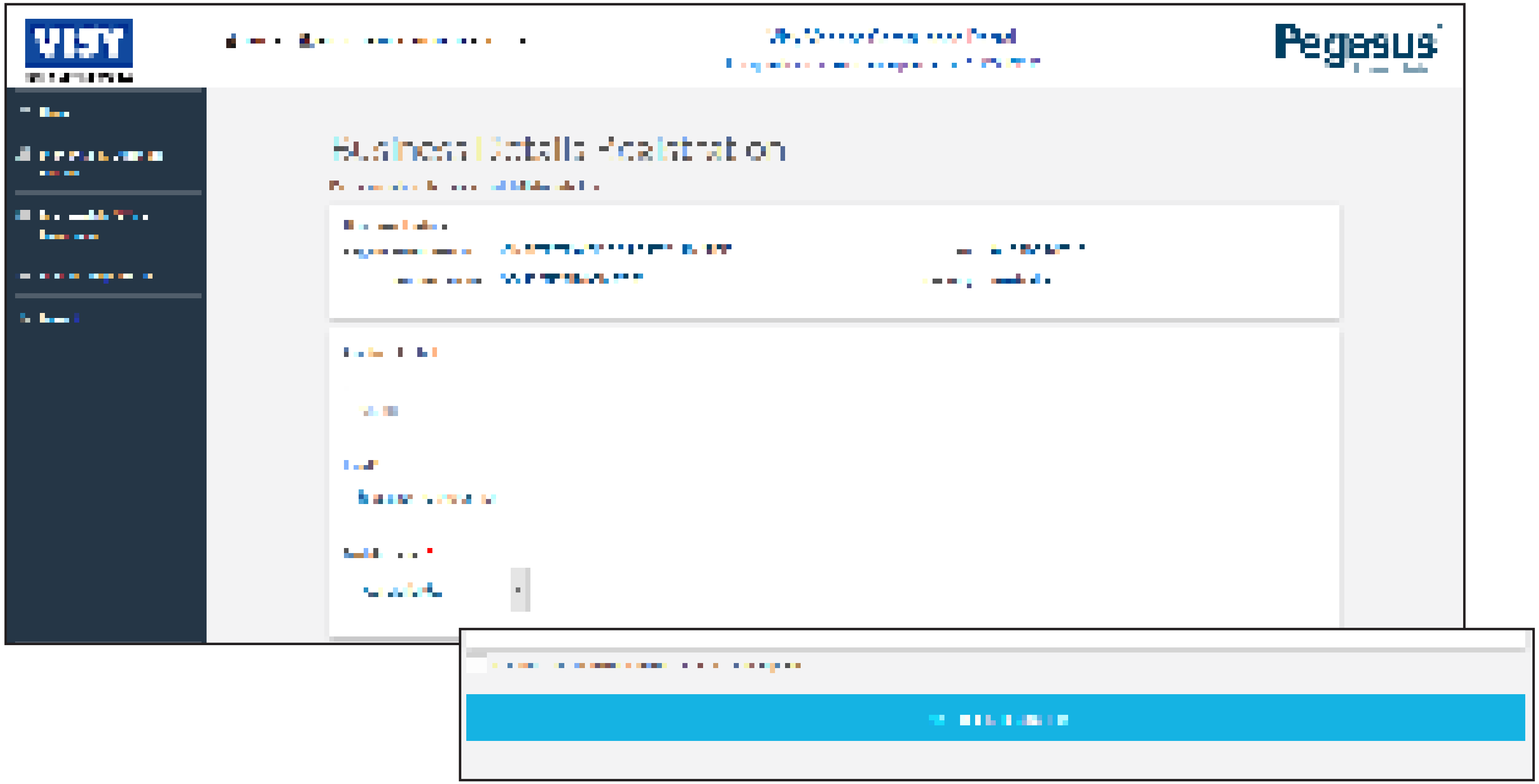
Australian based companies enter your business ABN and click “Search.”

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



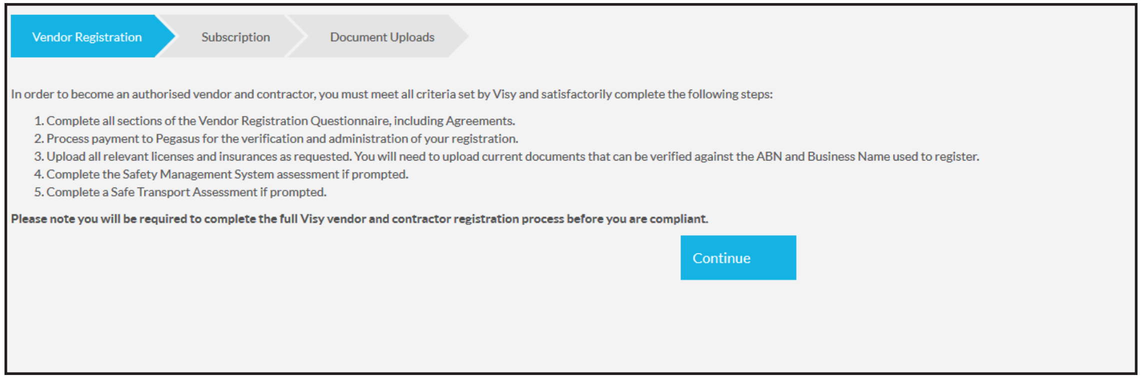
Step 2

Select your preferred business name form the list provided, then click “Addthis business.”



Step 3

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

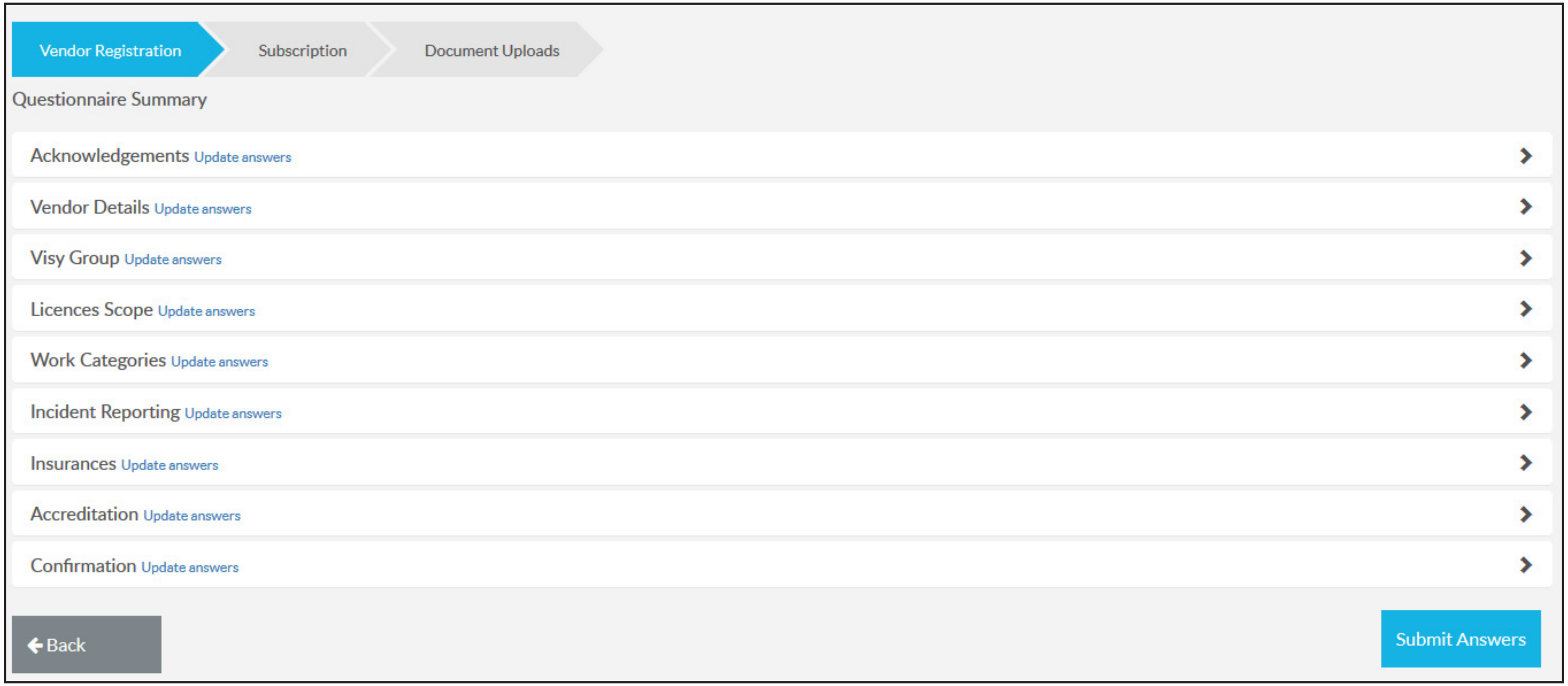


Step 4

Read the Business Registration information then click "Continue."

Step 5

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



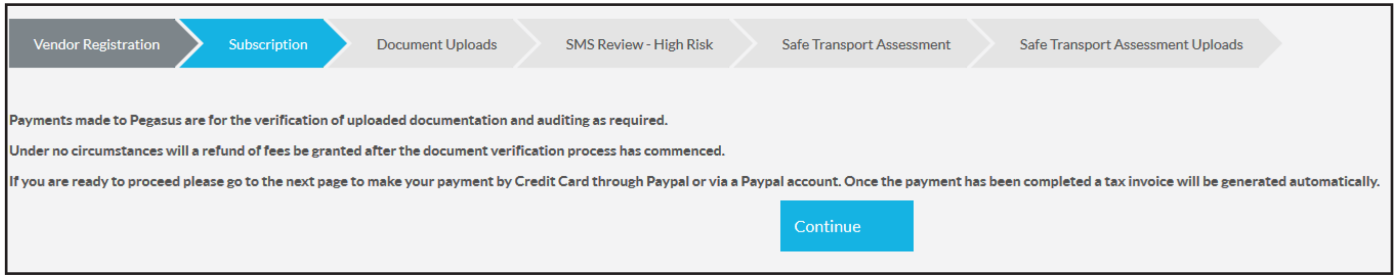
Step 6

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."

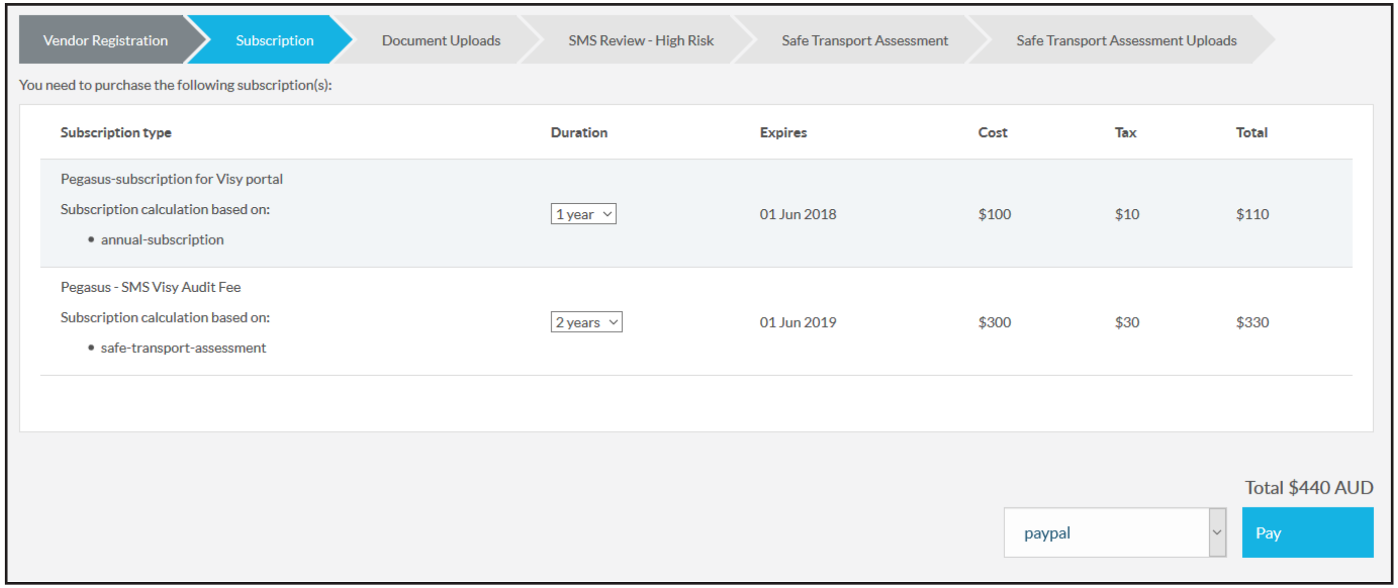
Once you submit you will not be able to go back and change your responses, so please do take the opportunity to reveiw.

ANNUAL SUBSCRIPTION



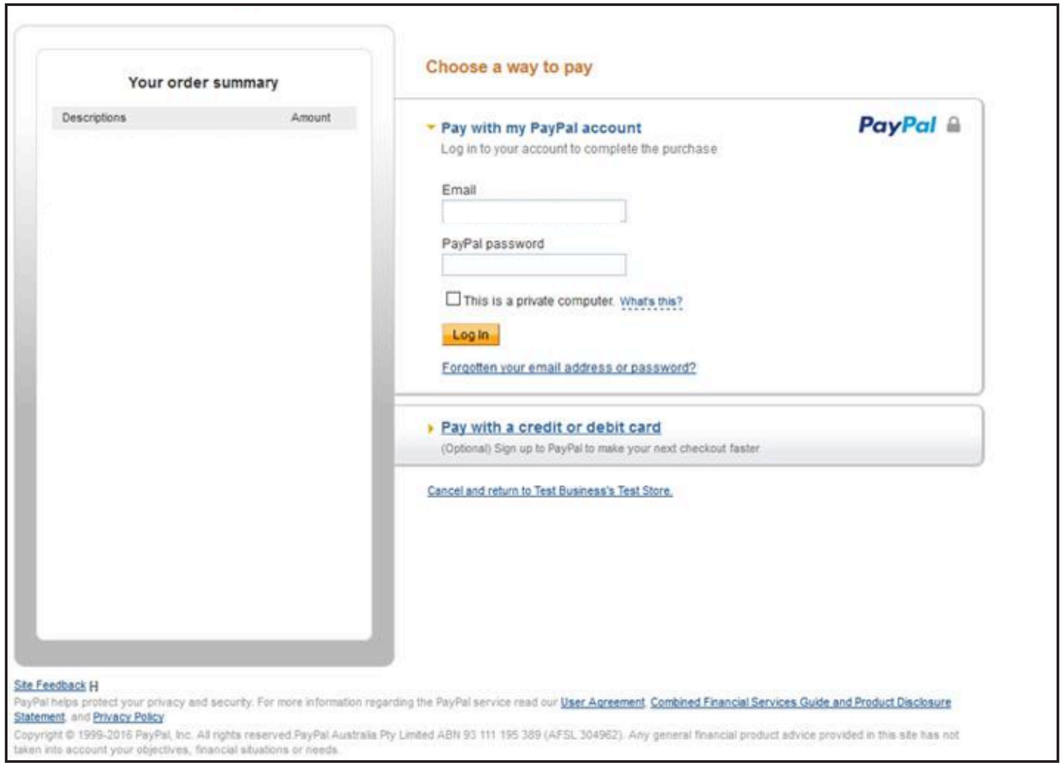
Step 1

Read the subscription details, then select "Continue."



Step 2

Your subscription type may be spilt 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

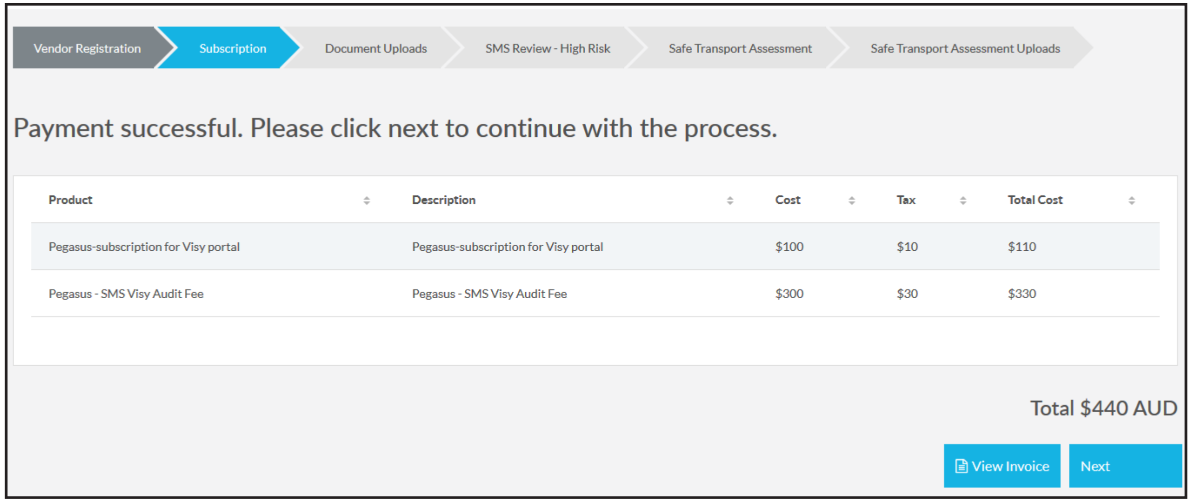
You can pay for your subscription using the following options:

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.

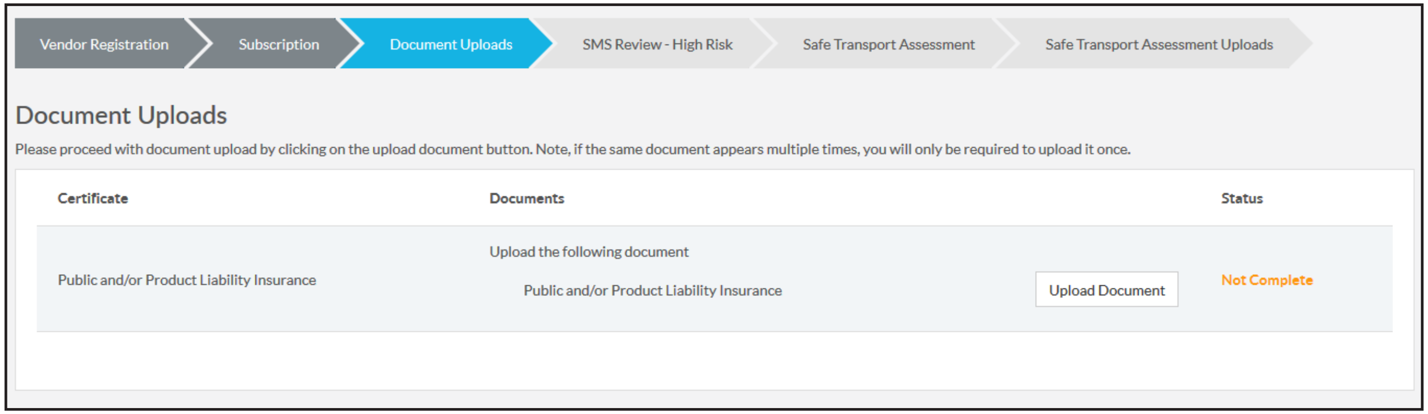
Please note you do not need to have a PayPal account to make a payment via this method.



Step 4

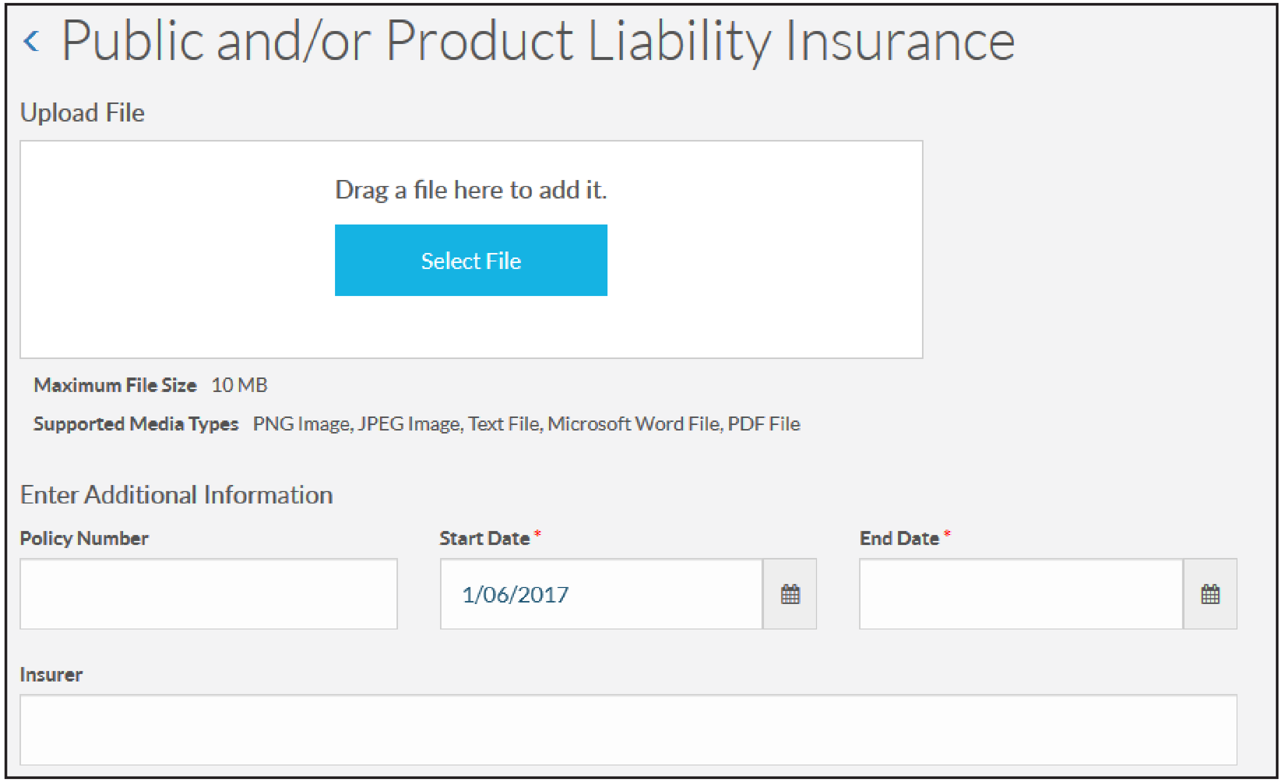
Once your payment has been executed successfully you can view and save your invoice. To continue, sleect “Next.”

UPLOADING DOCUMENTS



Step 1

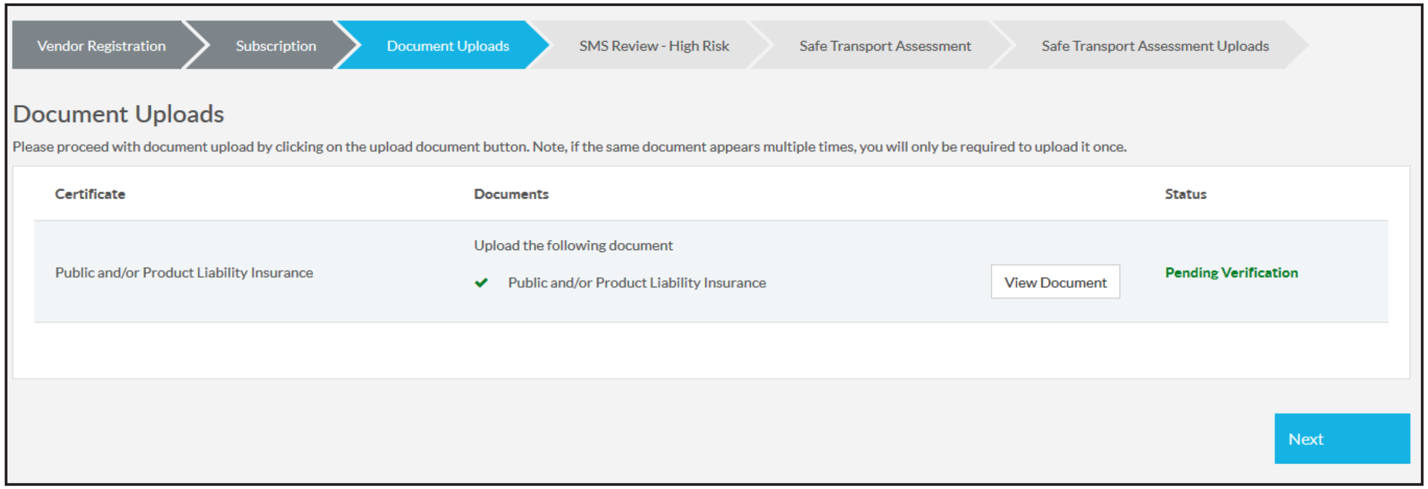
Upload all of the requested documents by clicking "Upload Document."



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."

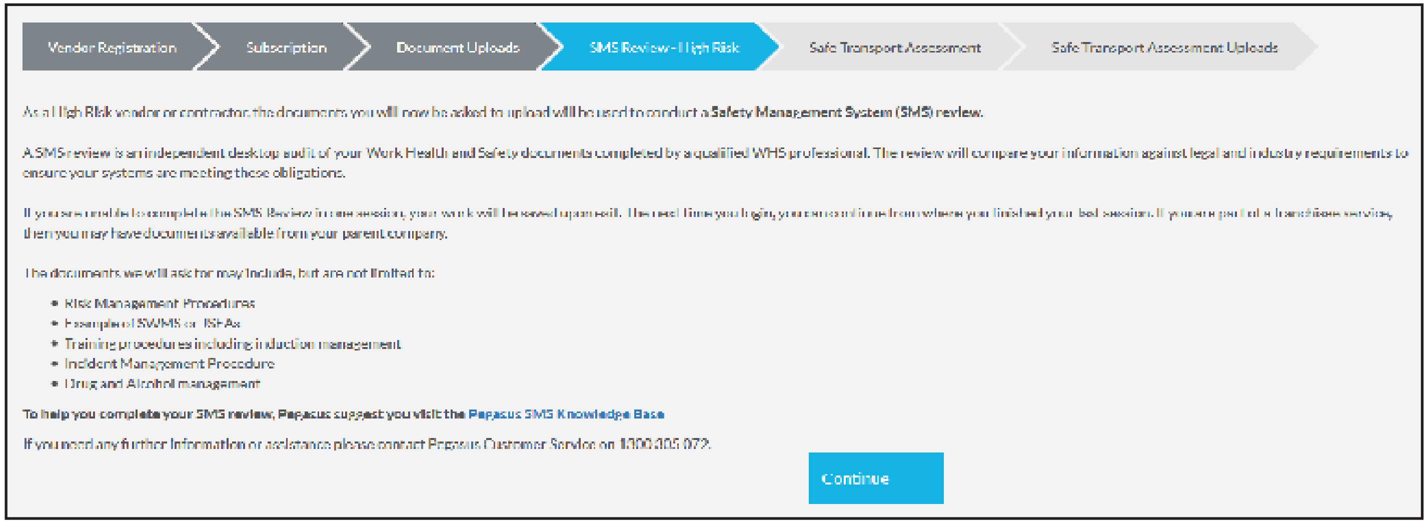


Step 3

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



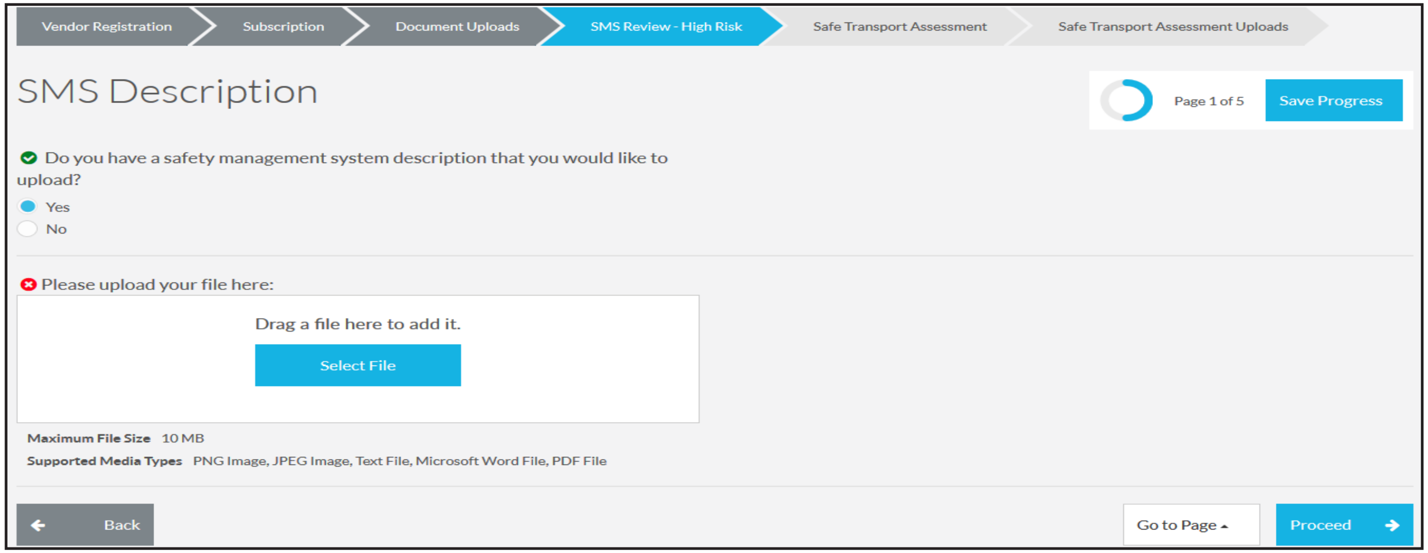
Step 1

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”.

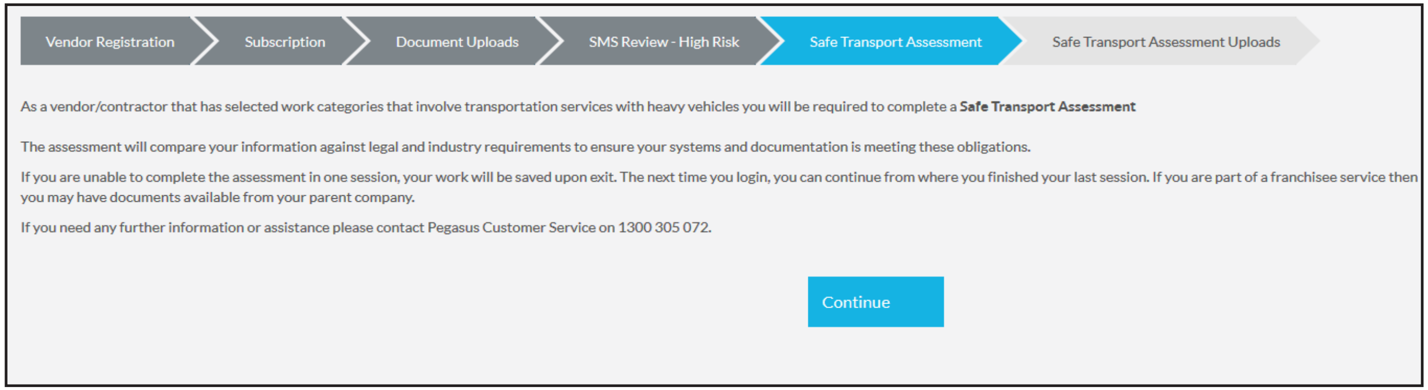
We recommend opening this in a new tab so you can switch between the two tabs if required.



Step 2

Answer each of the questions before selecting “Proceed”.

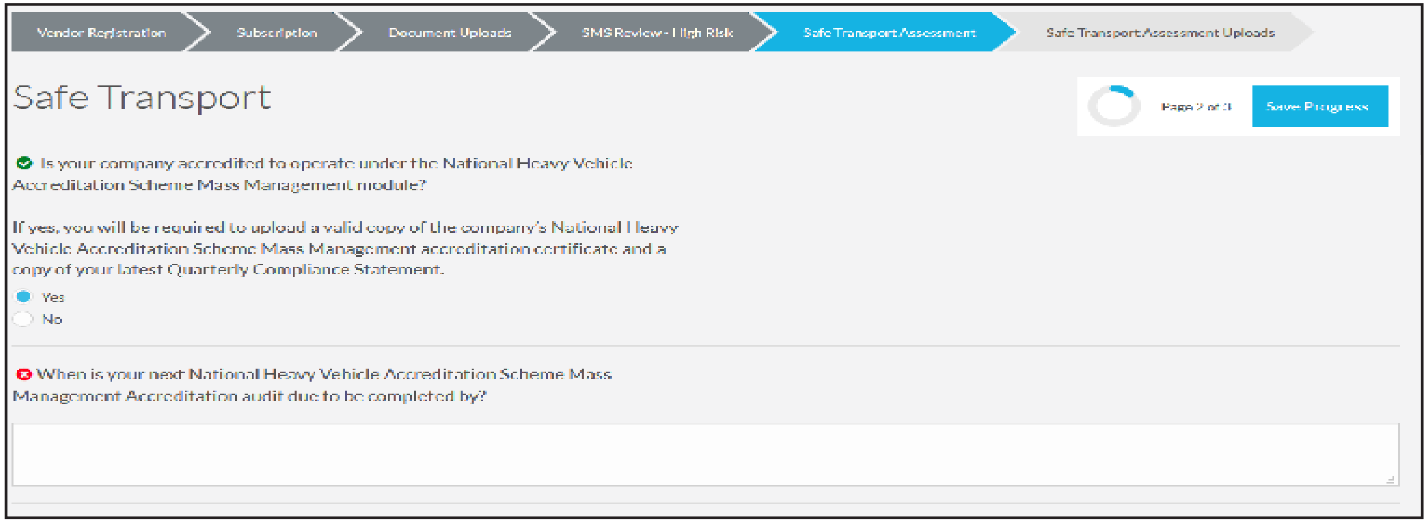
SAFE TRANSPORT ASSESSMENT



Step 1

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

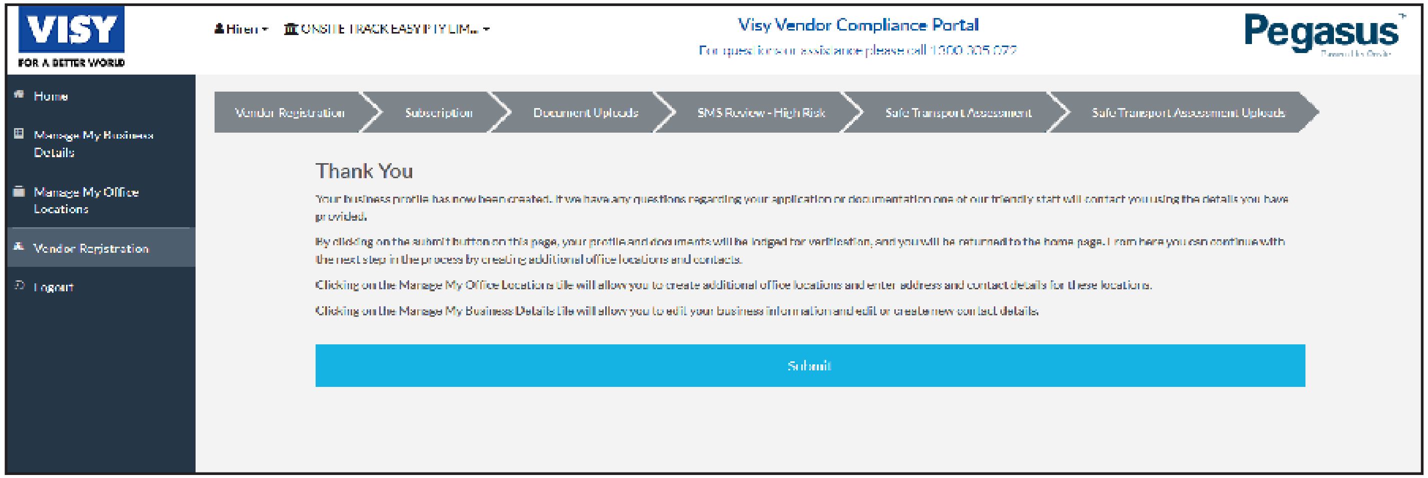
Please read the Safe Transport Assessment information then select “Continue”.



Step 2

Answer each of the questions before selecting “Proceed”.

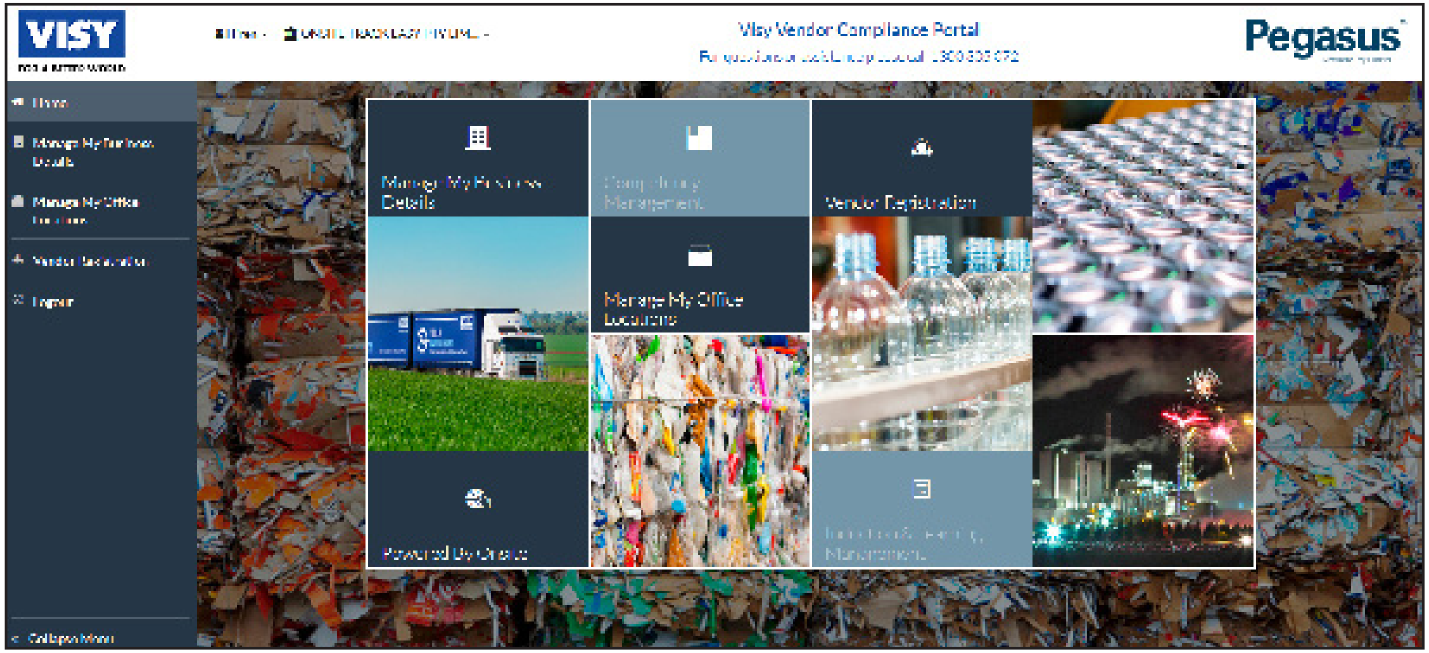
SUBMIT BUSINESS REGISTRATION



Step 3

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

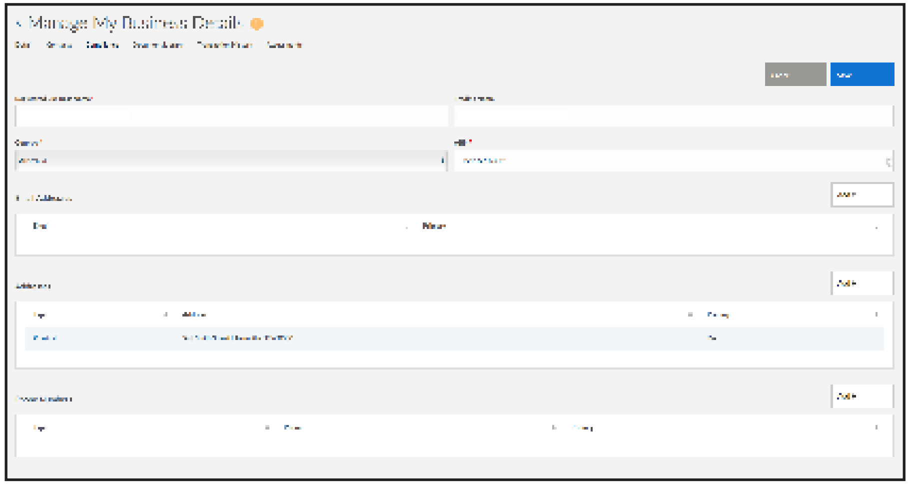
MANAGE MY BUSINESS DETAILS



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.

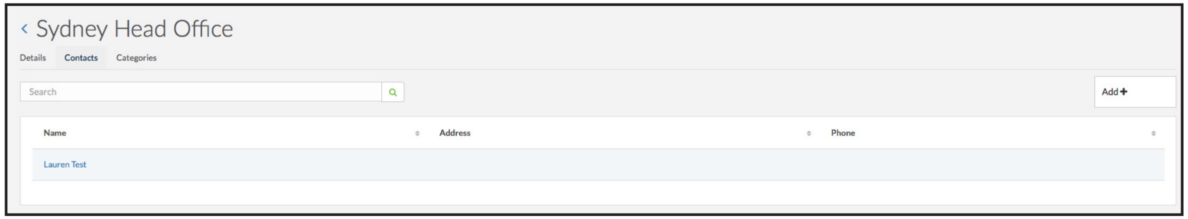
To manage your business details from the home page, select the "Manage My Business Details" tile. You can also select "Manage my Business Details" in the menu down the left hand side of the page.



Step 2

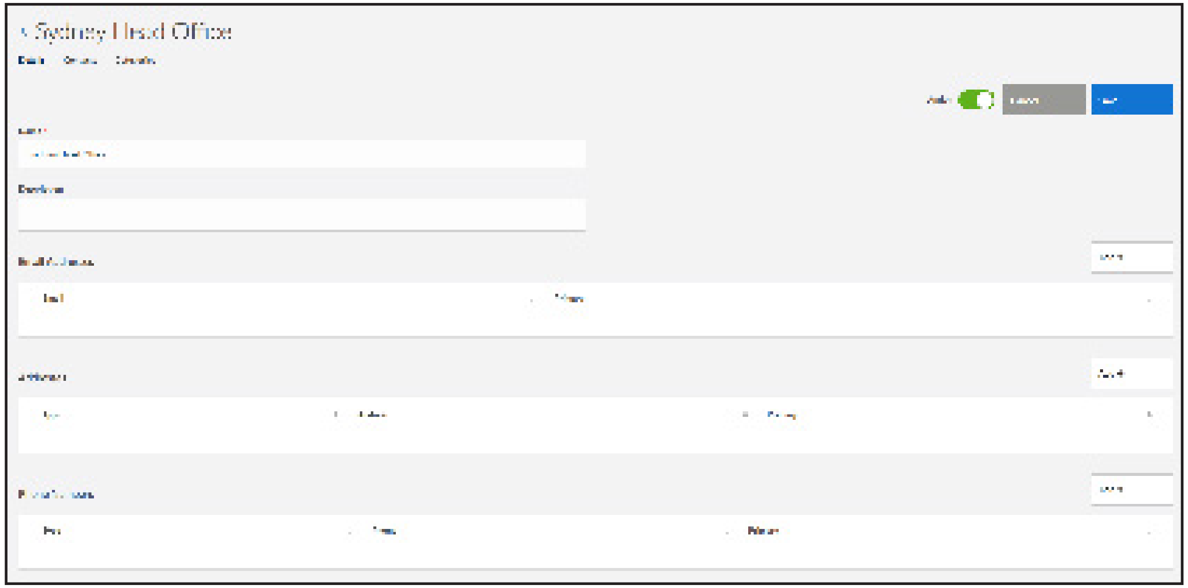
To update or edit your business details enseure you have selected "Details" from the tabs under the "Manage My Business Details" header.

Make any required adjustments, then select "Save."



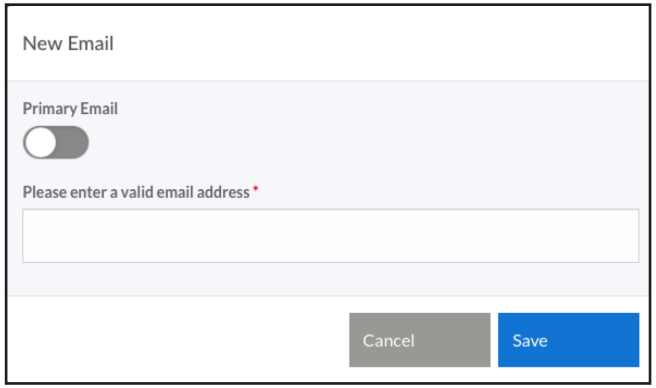
Step 3

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



Step 4

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

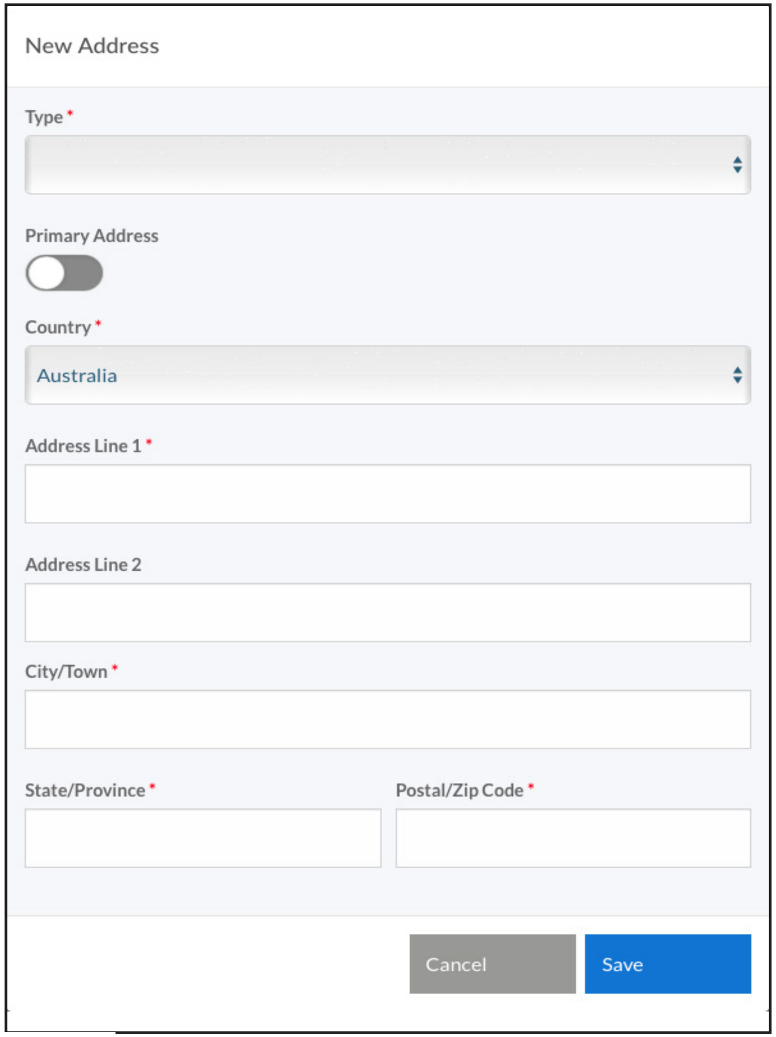


Step 5

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.

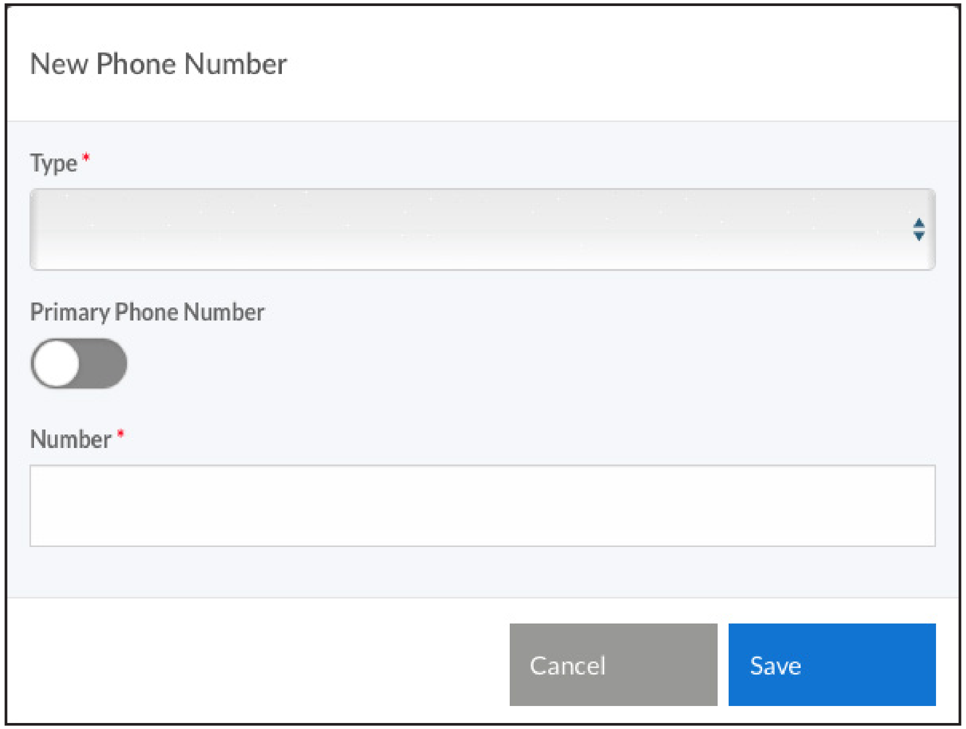
Step 6

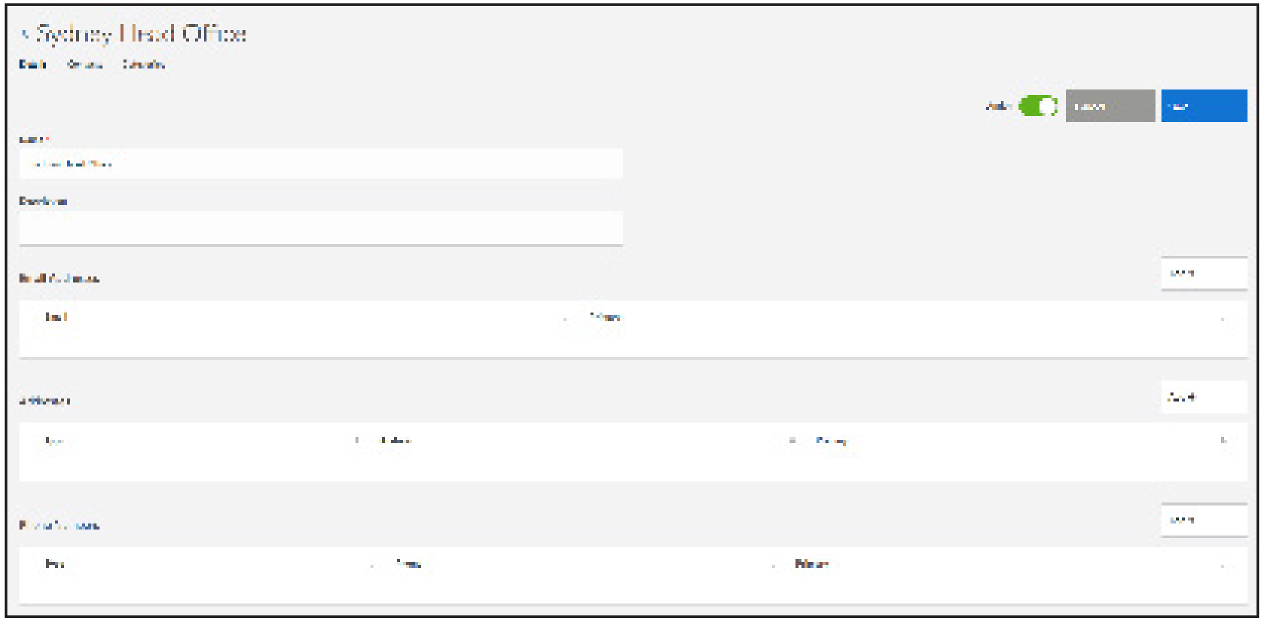
Enter the new address that you wish to associate to this business contact. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.



Step 7

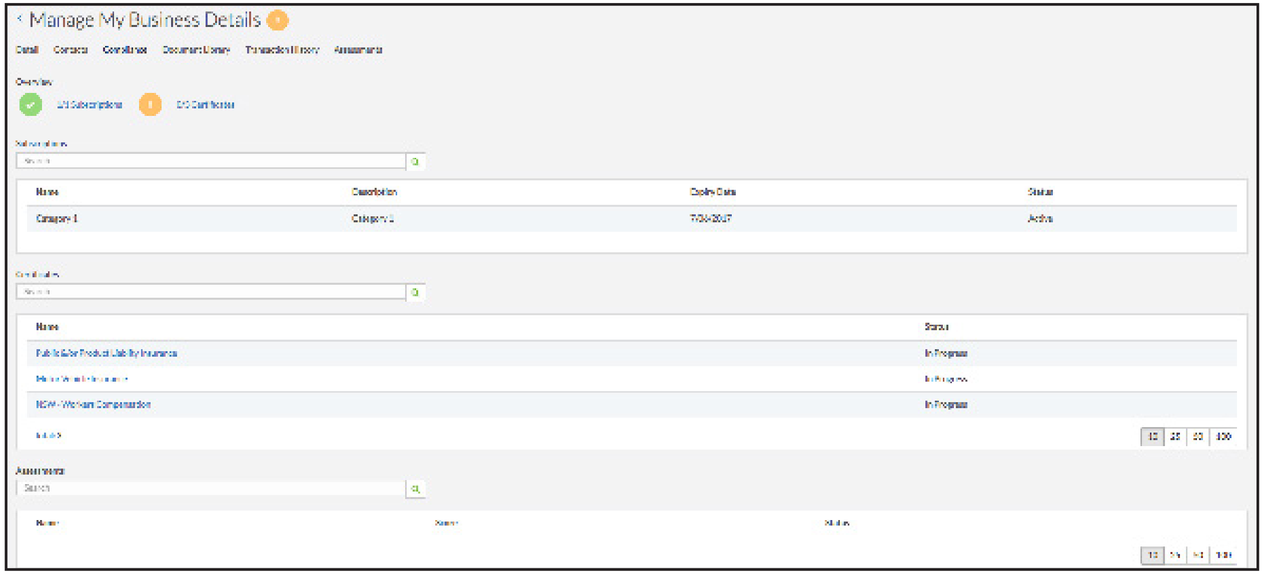
Enter the new phone number that you wish to associate to this business contact. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.





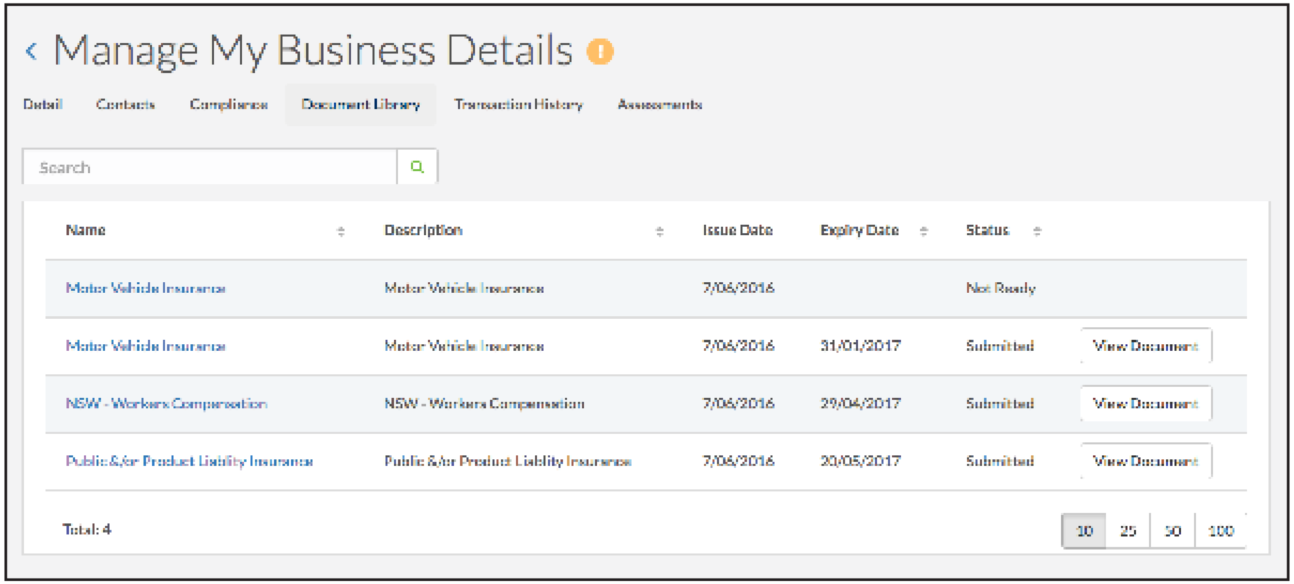
Step 8

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



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.

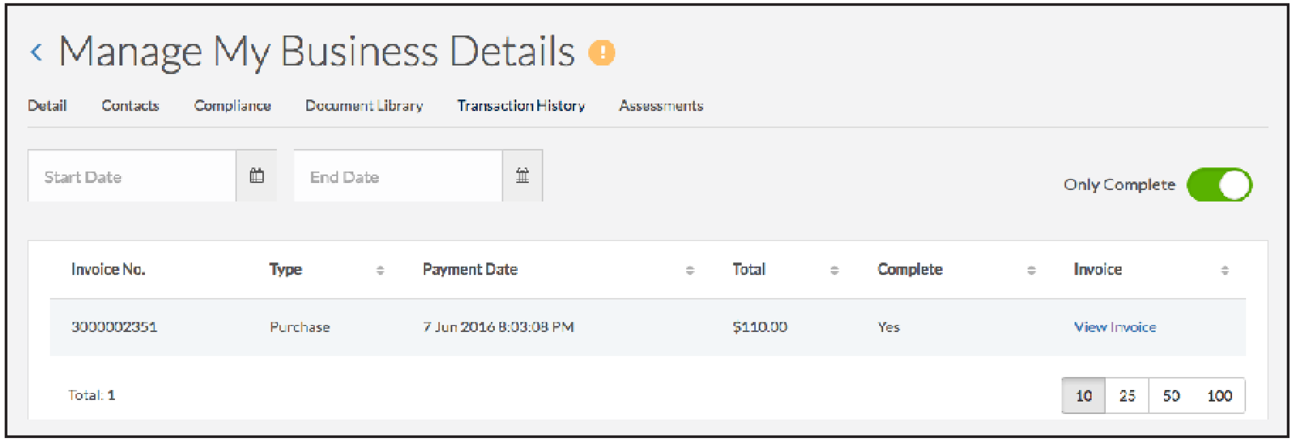


Step 10

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

Step 11

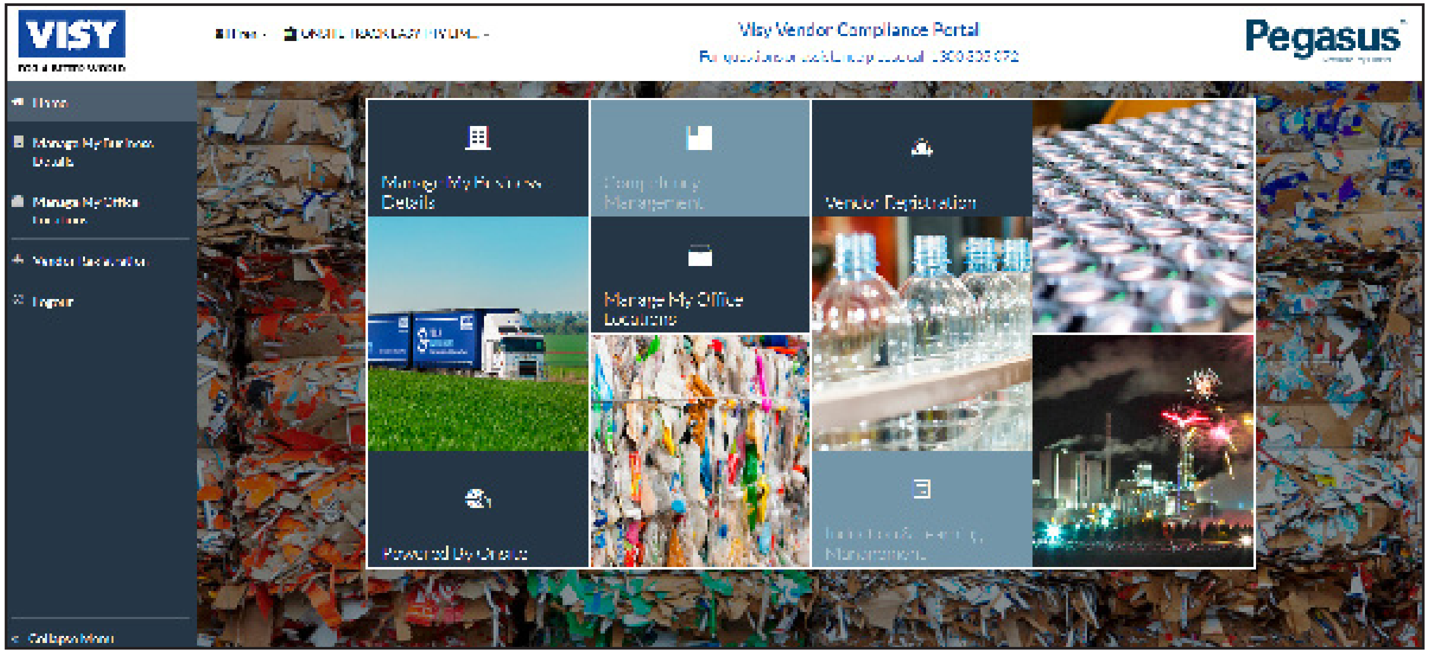
You can view the document that was uploaded against this certificate by selecting the "View Document" button.



Step 12

To view the business' transaction history, select "Transaction History" from the tabs under the "Manage My Business Details" header.

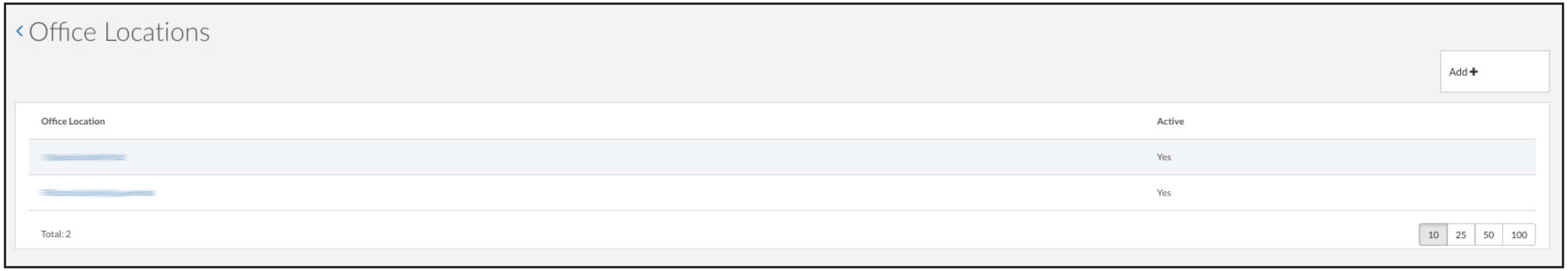
MANAGE MY OFFICE LOCATIONS



Step 1

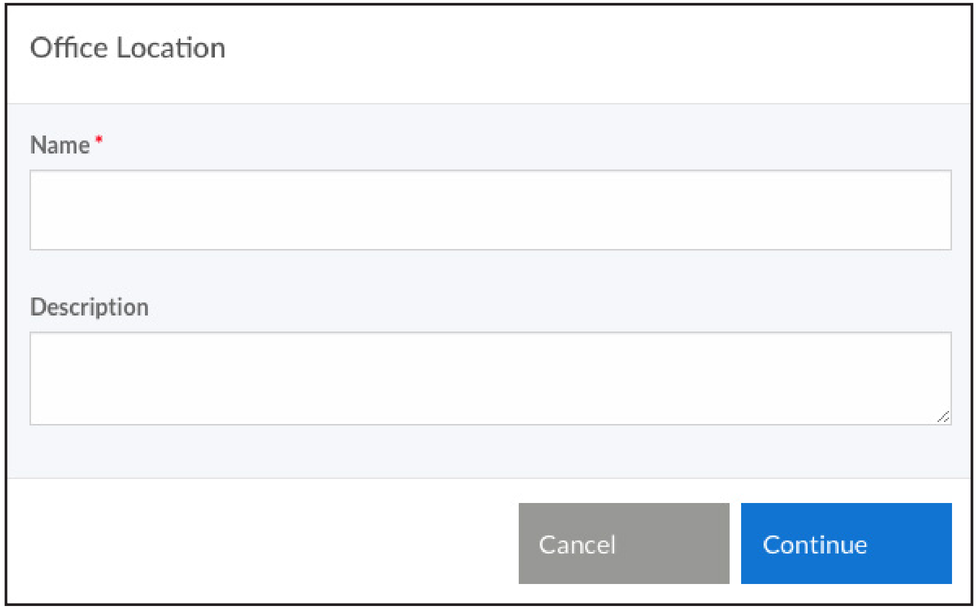
After registering in the Visy Contractor Management System you will need to manage your office locations.

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.



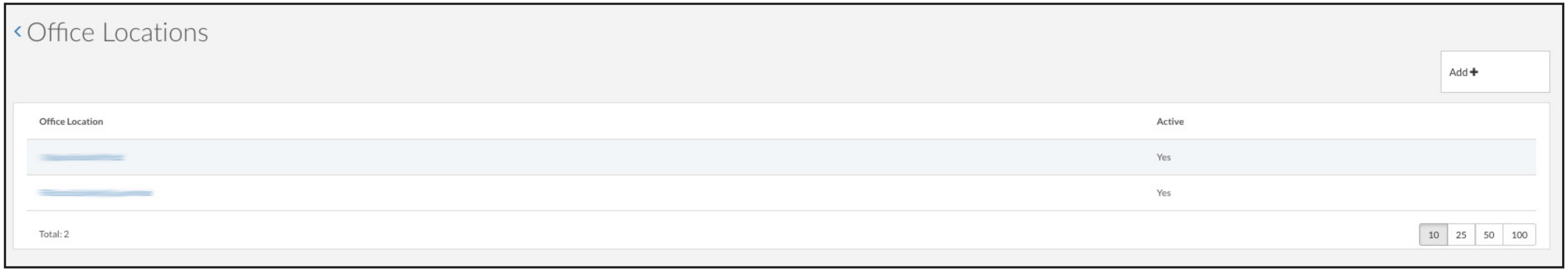
Step 2

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



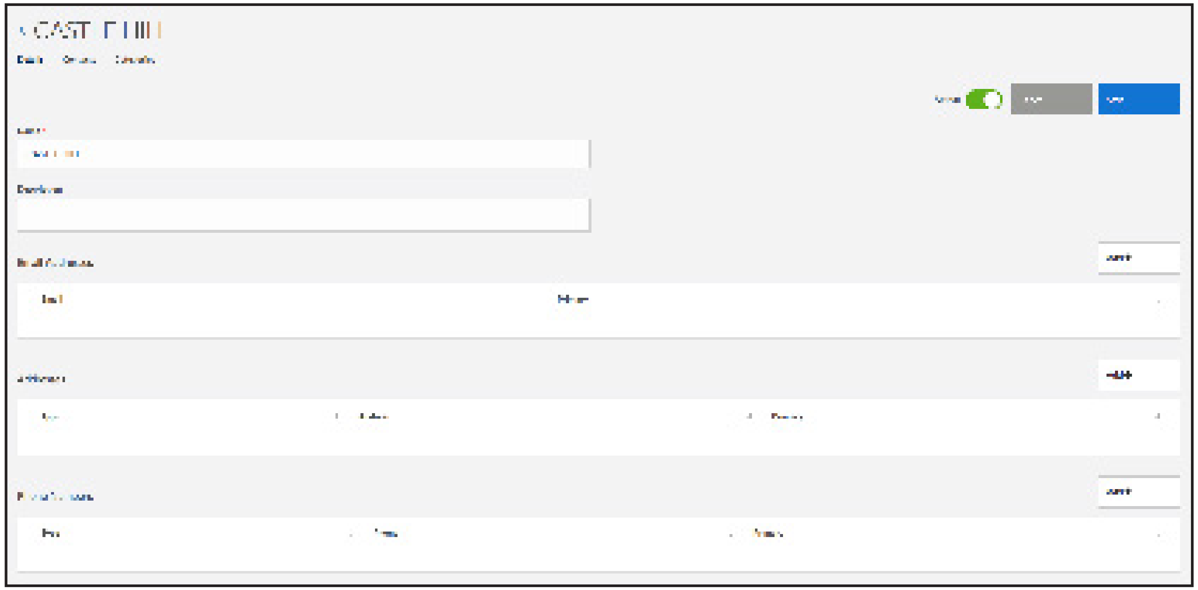
Step 3

Enter the required details of the office location and select "Continue."



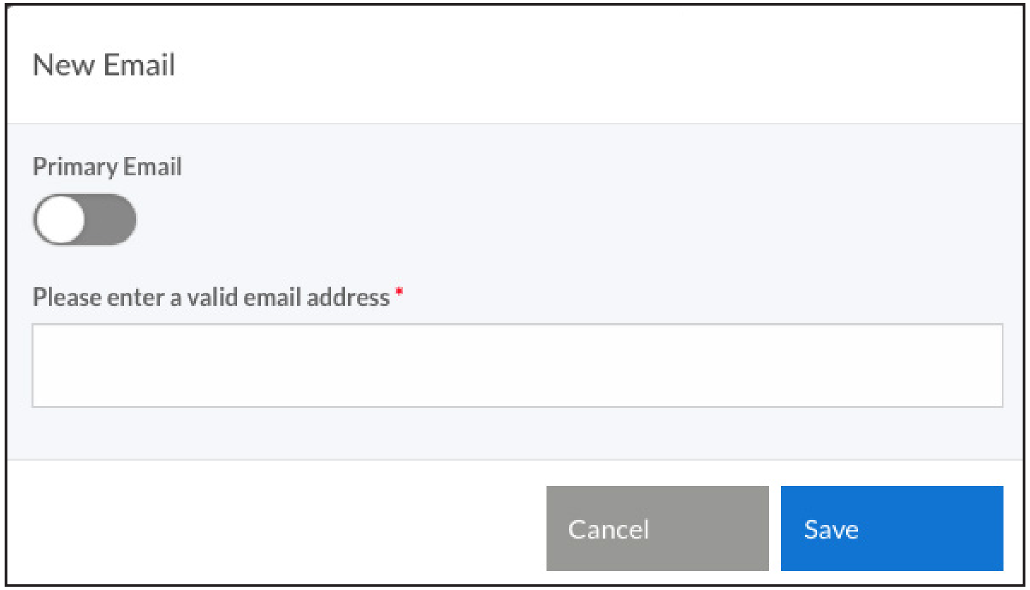
Step 4

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.



Step 5

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

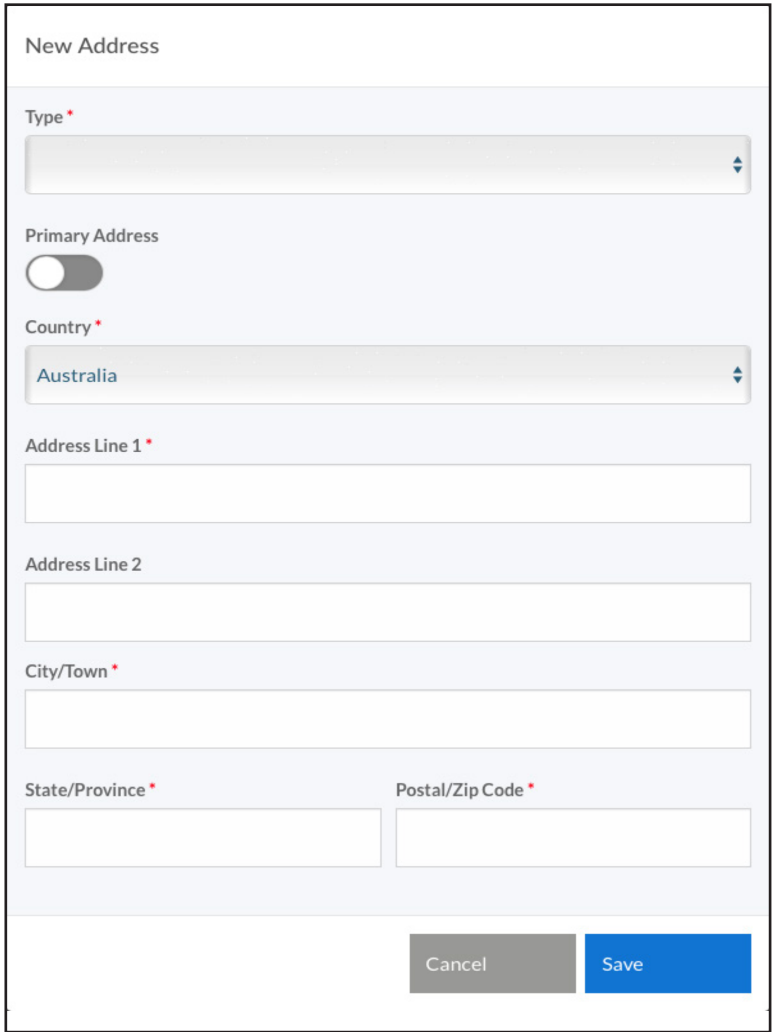


Step 6

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.

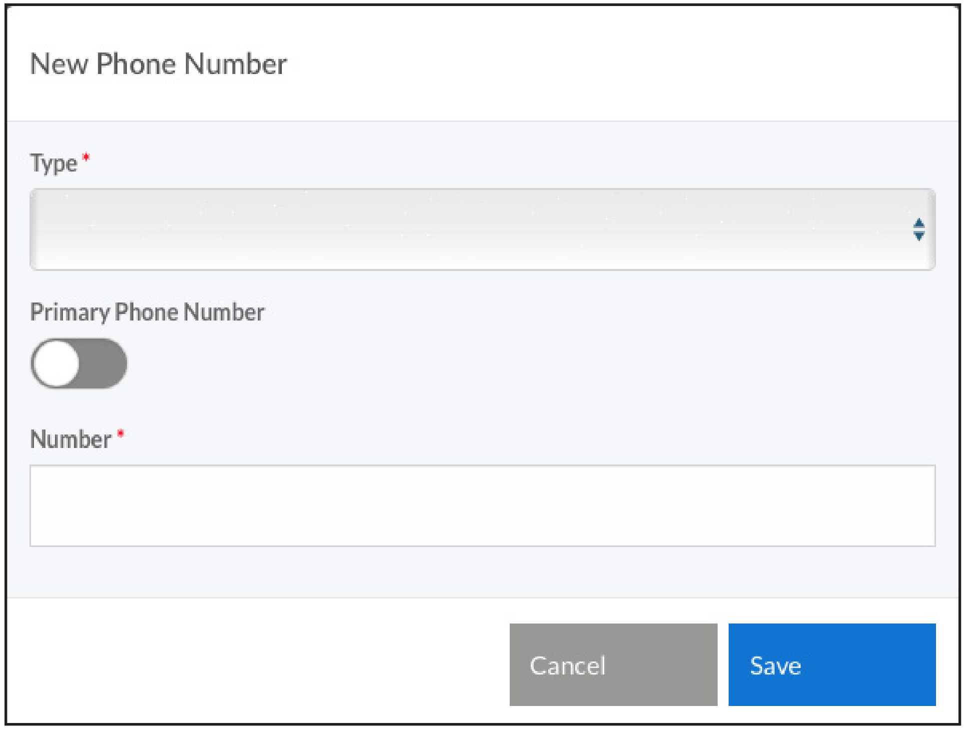
Step 7

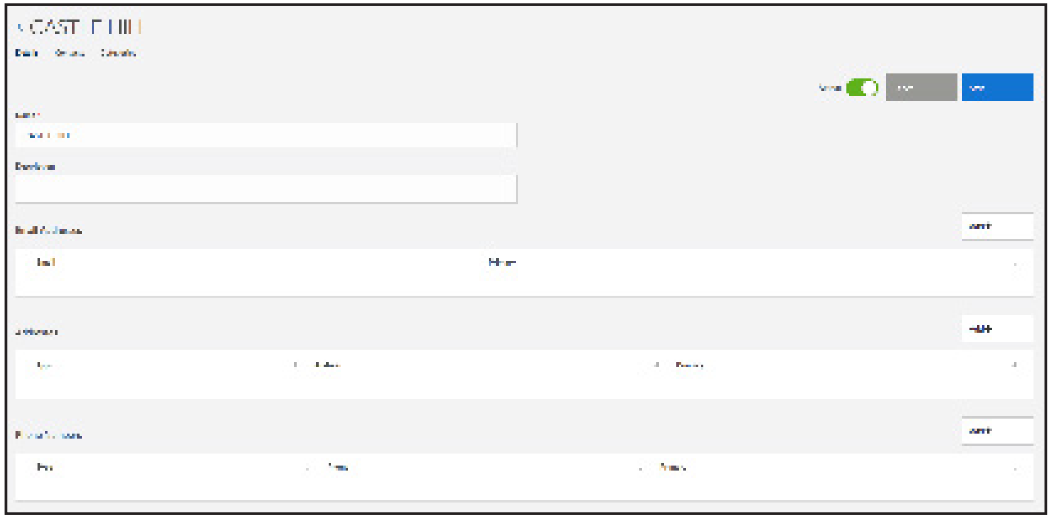
Enter the address that you wish to associate to this business location. You have the option to make this the primary address by sliding the "Primary Address" bar to the right.



Step 8

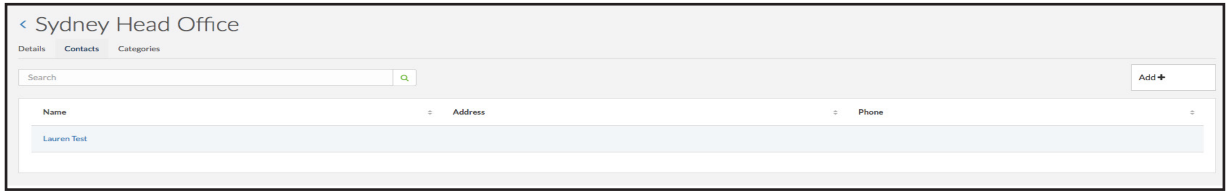
Enter the phone number that you wish to associate to this business location. You have the option to make this the primary phone number by sliding the "Primary Phone Number" bar to the right.





Step 9

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

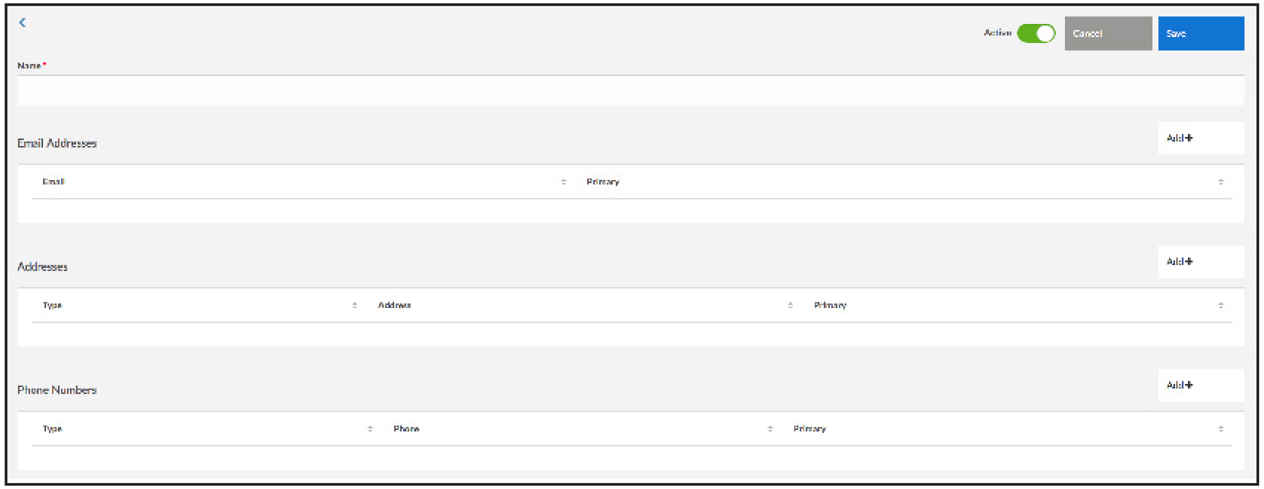


Step 10

To view the location’s contact detials 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.”



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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For questions or assistance please call 1300 217 382
or email visy@pegasus.net.au