**VISY**

**FOR A BETTER WORLD**

# Visy

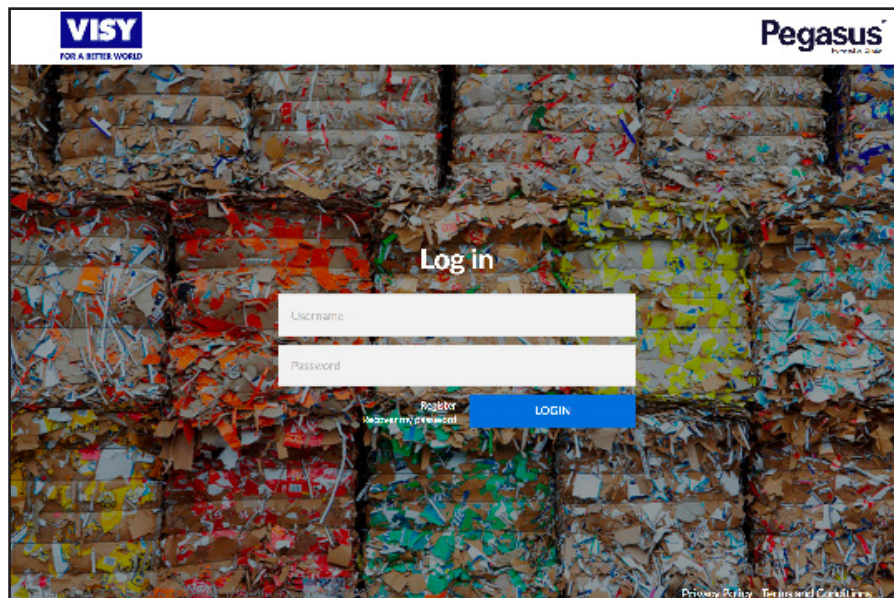# Contractor Management System

**User Guide for Registering Employees**

**Pegasus**
™
Powered by Onsite

# Table of Contents

# Visy Contractor Management System
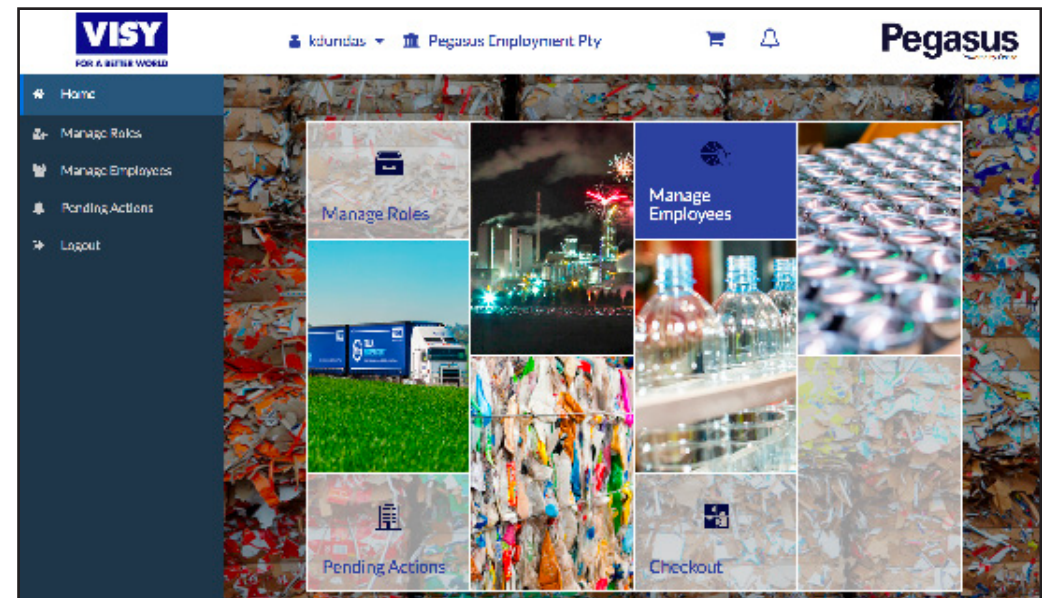
Please follow this step-by-step guide to register new employees in the Visy Contractor Management System.



### Step 1

Please go to https://visy.poweredbyonsite.com and click on "Login" in the top menu bar.

Once on the home page for the Visy Contractor Management System, enter your login details and click "Login."



### Step 2

On the home page, select "Manage Employees" from the dashboard tiles or the side menu.

## Step 3

Select "Add New Employee."



## Step 4

Enter all of the employee's details.

## Step 5

Most businesses registering will only be required to agree to the terms and conditions and then select "Save and Close". If you are also registered as an employer at the site, you will also be asked to confirm whether the employee is a contractor.



## Step 6

Select "Checkout."

## Step 7

Select "Checkout."



## Step 8

Download your invoice, then select "Continue Processing Employees."

## Step 9

Select "Continue" to add roles to your employee.



## Step 10

Select "Add New Role."
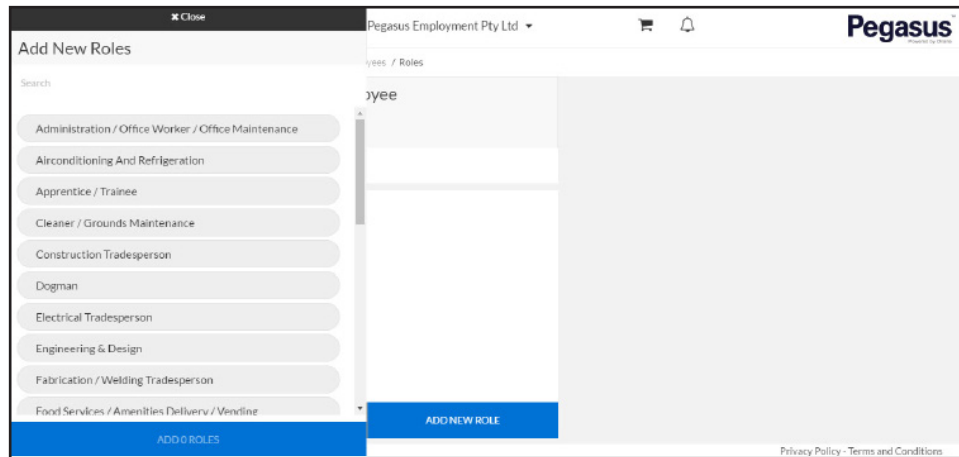
### Step 11

Select the role from the list, then select "Add # Roles."
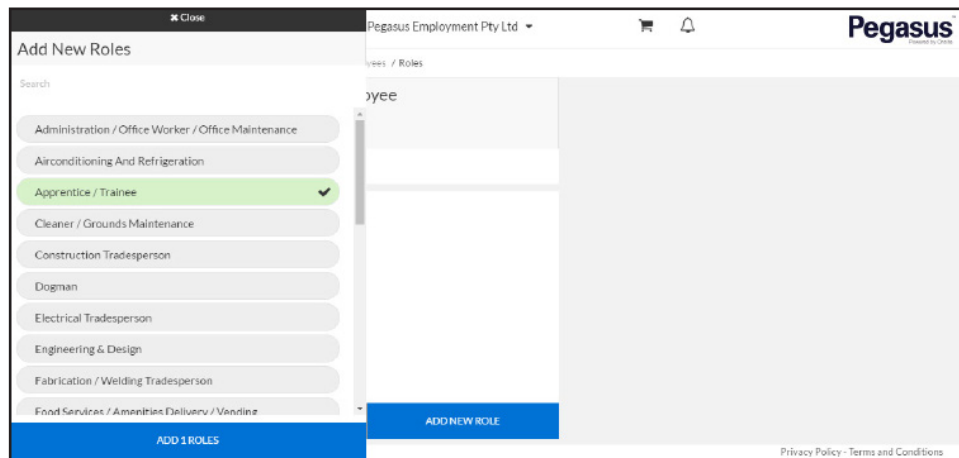


### Step 12

Select "Add # Roles."

## Step 13

Click on the role to add the mandatory documentation for the competency.



## Step 14

To upload each required document, select the name of the document from the column on the right.

### Step 15

Click "Select or Upload Document."



### Step 16

Select "Upload New Document" to upload your documents to the Document Library.

### Step 17

Enter the details for the document uploaded. These must match the information in the documentation.



### Step 18

After uploading the photo, select "Crop."

### Step 19

Use the crop box to crop the photo. Once finished, select "Done" and then "Save and Next."



### Step 20

Once you have uploaded all of the required documents, select "Submit."
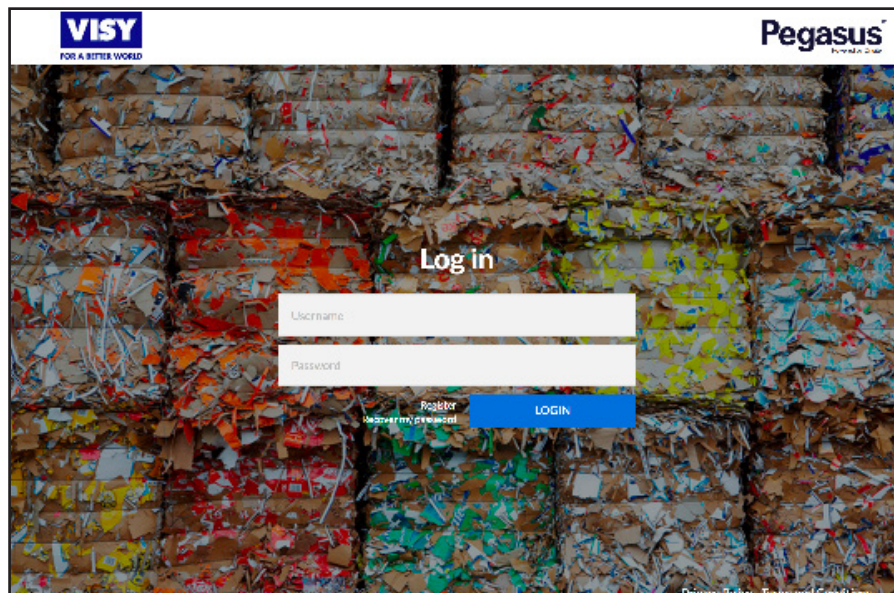
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

Pegasus will now validate the documents you've uploaded for your employees during registration. You'll be emailed if there are any issues and given a chance to action them. Upon document approval, the roles will be applied to your employees in the system.

# UPDATING EMPLOYEE DATA

# Visy Contractor Management System

Please follow this step-by-step guide to update employee data in the Visy Contractor Management System.





## Step 1

Please go to http://visy.poweredbyonsite.com and click on "Login" in the top menu bar.

Once on the home page for the Visy Contractor Management System, enter your login details and click "Login."
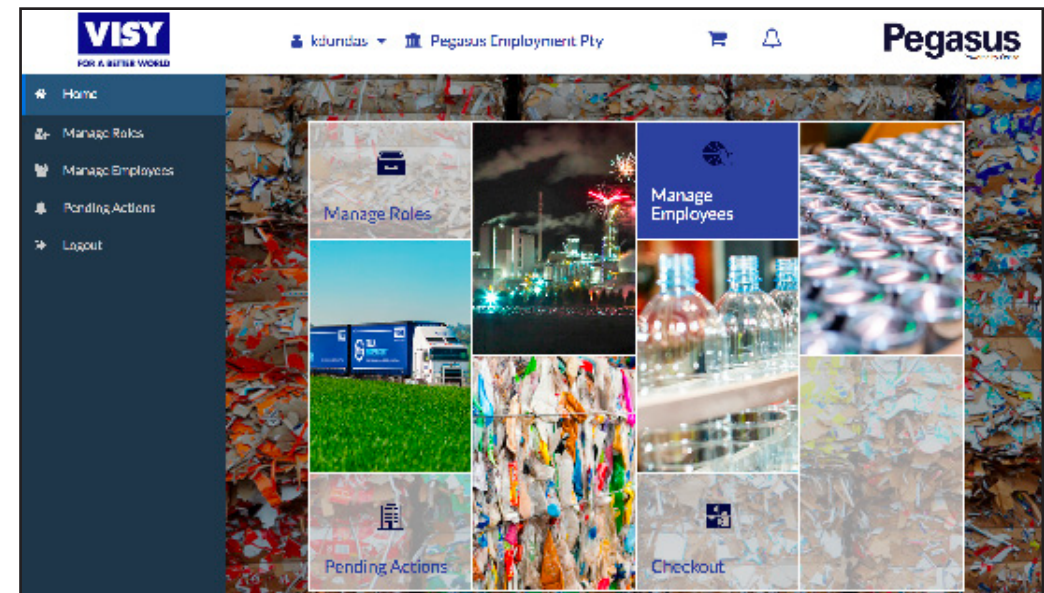
## Step 2

On the home page, select "Manage Employees" from the dashboard tiles or the side menu.
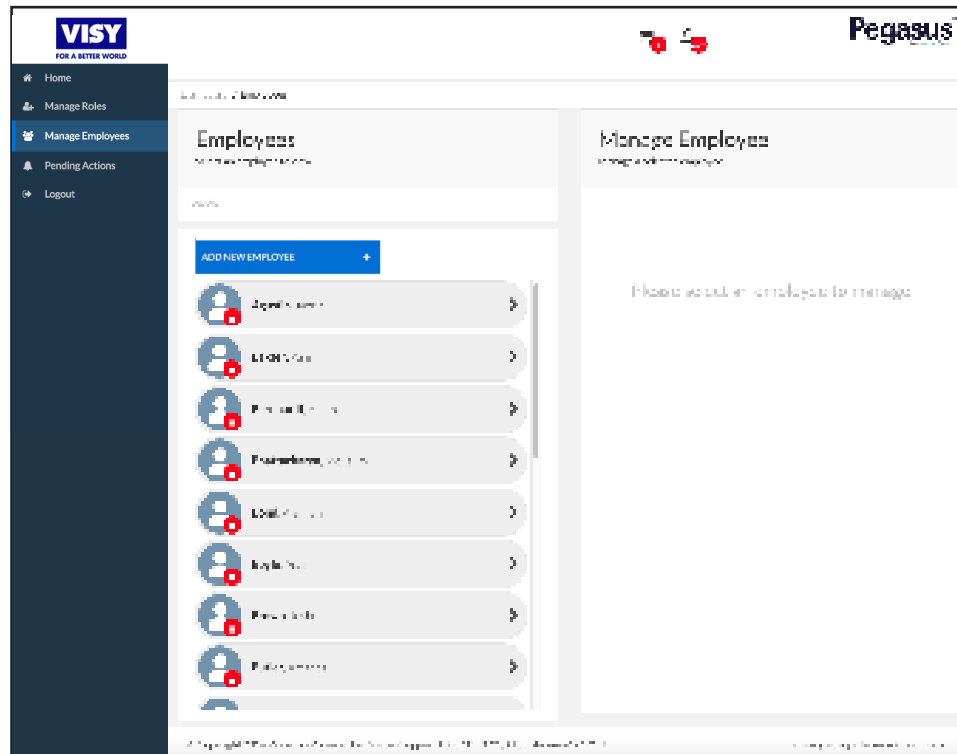
## Step 3

Find the employee you wish to update details for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.

## Step 4

Update your employee's data by clicking the edit icon in the Personal Details section.

## Personal Details
Edit Matthew Krevs's details

### Person

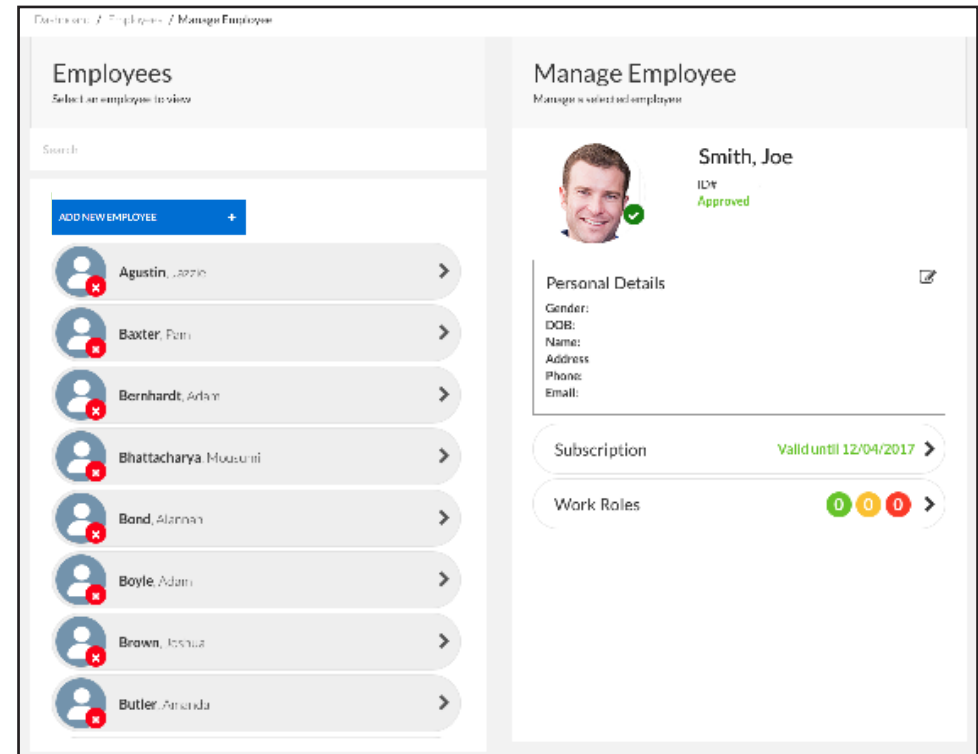| | |
|---|---|
| First Name * | Matthew |
| Middle Name | Middle Name |
| Last Name * | Krevs |
| Gender | ▼ |
| DOB * | dd/mm/yyyy 📅 |
| Phone | e.g. 0412341234 |
| Email | Email |

### Address

| | |
|---|---|
| Address | Address |

| Back to Manage Employees | SAVE & CLOSE |
|---|---|

### Step 5

Update Personal Details, then select "Save and Close."

# Pegasus

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