



GWMWater

Contractor Management System

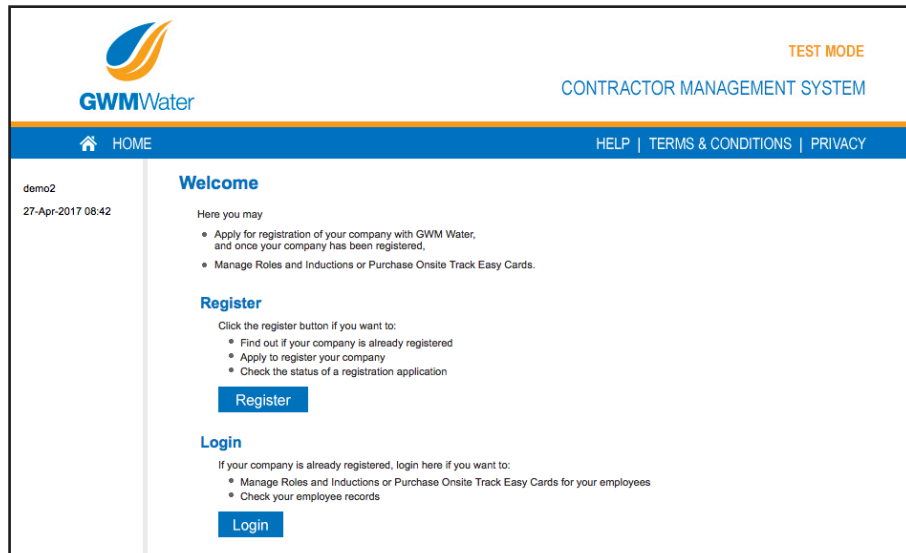
User Guide for Company Registration

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GWMWater Contractor Management System

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

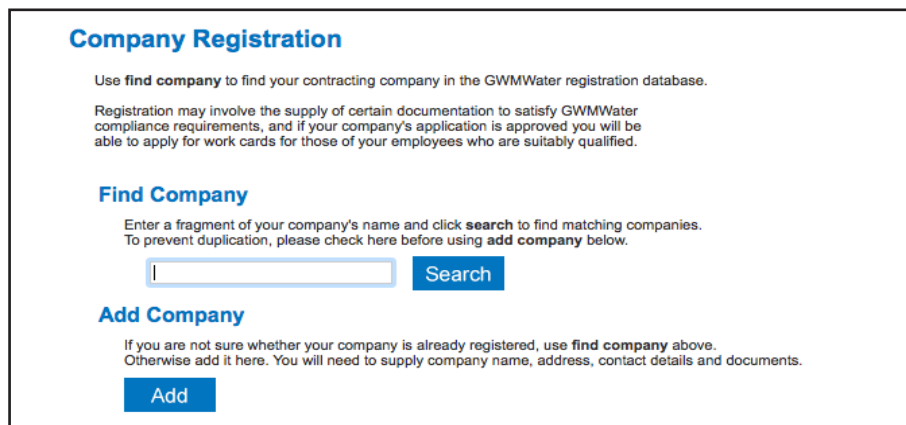


The screenshot shows the GWMWater Contractor Management System home page. At the top left is the GWMWater logo. To the right, it says "TEST MODE" and "CONTRACTOR MANAGEMENT SYSTEM". Below this is a navigation bar with "HOME", "HELP", "TERMS & CONDITIONS", and "PRIVACY". The main content area is titled "Welcome" and includes a "demo2" session identifier. It lists actions for users: "Apply for registration of your company with GWM Water, and once your company has been registered," and "Manage Roles and Inductions or Purchase Onsite Track Easy Cards." There are sections for "Register" and "Login", each with a list of actions and a corresponding button.

Step 1

Please go to <http://contractors.gwmwater.org.au> and click on “Register/Login” in the top menu bar.

Once on the home page of the System, click “Register.”



The screenshot shows the "Company Registration" page. It includes instructions on how to find a company in the database and how to register. There are sections for "Find Company" and "Add Company", each with a search field and a button.

Step 2

Enter your company’s name in the search field, then select “Search.”

If your company is not existing in the portal, please select “Add.”

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Country:

ABN:

[Lookup ABR](#)

[Continue](#)

Step 3

Enter your company's ABN, then select "Continue."

Add Company

There are 2 names for this ABN.
Please **click the name** you wish to use for this company.

Main and Business Names

Name
Pegasus Club
Pegasus Club 5th Aviation Regiment

Step 4

Select your company from the list of returned companies based on the ABN you supplied.

Step 5

Enter all company information and select "Submit."

Add Company

To register your company please provide the following (* = mandatory).

1. Company

Name: Pegasus Club
Country: Australia
ABN: 16 858 870 605
Phone: *
Mobile:
Fax:
Website:
Postal Address
Address: *
Town: *
State/Province: *
Postcode: *
Delivery Address same as postal
Address:
Town:
State/Province:
Postcode:

2. User

First Name: *
Last Name: *
Email: *

3. Declaration

My name is: *
* I am an authorised representative of this company.

Submit

- ▶ When you click **submit** this information will be supplied to Shane Schwarz who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

Step 6

Your company registration application has now been submitted.

You will receive an email with login details to the GWMWater Contractor Management System.

Add Company

Thank you, **Pegasus Club** has been approved and you may now log into this portal.

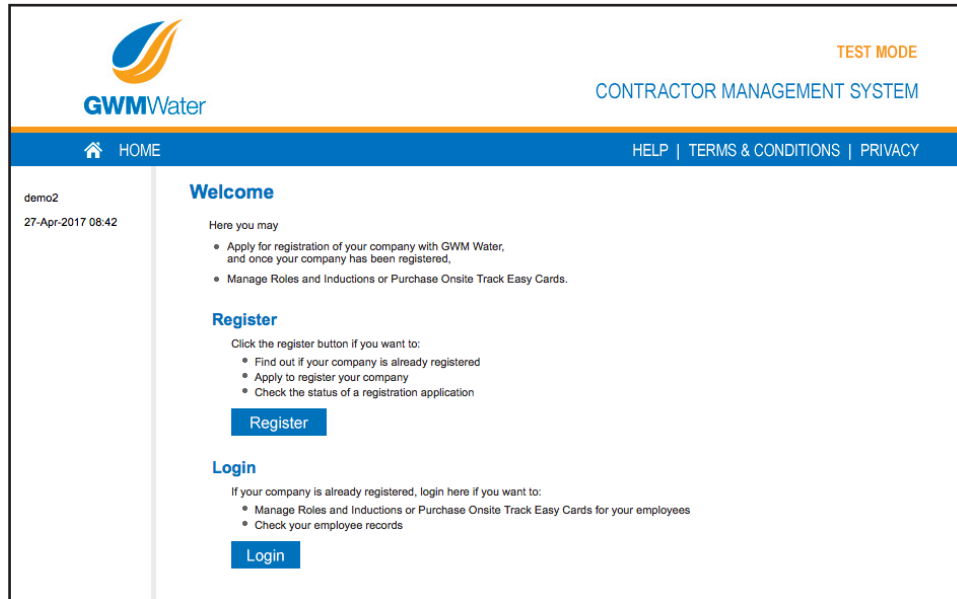
An email has been sent to with your login details.

Press **continue** to log in now.

Continue

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE

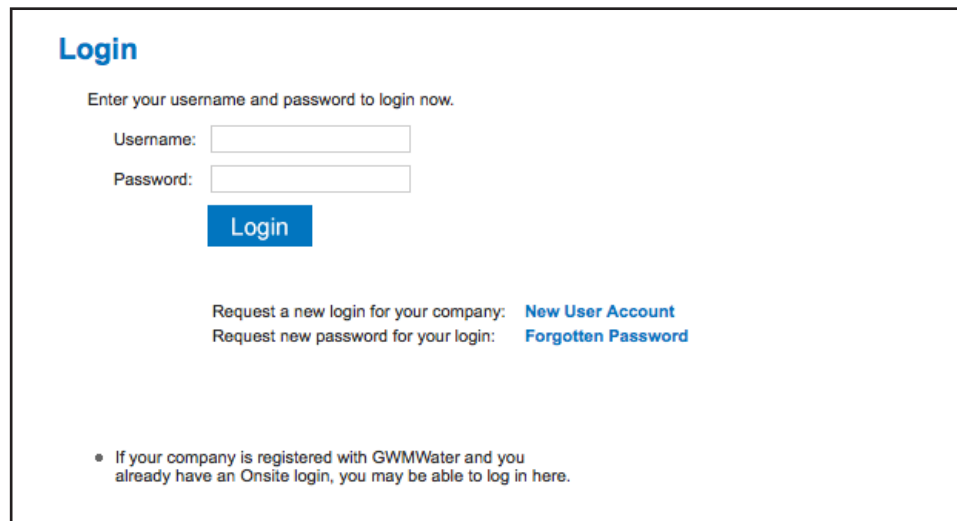


The screenshot shows the GWMWater Contractor Management System home page. At the top left is the GWMWater logo. At the top right, it says "TEST MODE" and "CONTRACTOR MANAGEMENT SYSTEM". Below this is a navigation bar with "HOME", "HELP | TERMS & CONDITIONS | PRIVACY". The main content area is titled "Welcome" and includes a "demo2" session identifier and a timestamp "27-Apr-2017 08:42". Under "Welcome", there is a "Here you may" section with a list of actions: "Apply for registration of your company with GWM Water, and once your company has been registered," and "Manage Roles and Inductions or Purchase Onsite Track Easy Cards." Below this is a "Register" section with instructions to click the register button if you want to, followed by a list: "Find out if your company is already registered", "Apply to register your company", and "Check the status of a registration application". A blue "Register" button is provided. The "Login" section follows, with instructions to login here if your company is already registered, followed by a list: "Manage Roles and Inductions or Purchase Onsite Track Easy Cards for your employees" and "Check your employee records". A blue "Login" button is provided.

Step 1

Please go to <http://www.contractors.gwmwater.org.au> and click on "Register/Login" in the top menu bar.

Once on the home page for the GWMWater Contractor Management System, click "Login."



The screenshot shows the login page of the GWMWater Contractor Management System. The title is "Login". Below the title, it says "Enter your username and password to login now." There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. At the bottom of the page, there are two links: "Request a new login for your company: [New User Account](#)" and "Request new password for your login: [Forgotten Password](#)". At the very bottom, there is a bullet point: "If your company is registered with GWMWater and you already have an Onsite login, you may be able to log in here."

Step 2

Login to the GWMWater Contractor Management System by entering the login details that were emailed to you during registration.

Pegasus Biz Pty Ltd

To use this portal your company must satisfy the GMMWater Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Click this button to apply for a subscription and commence the Company Profile questionnaire. Once the process has been started you can save it and come back to continue it at any time.

Apply

Step 3

Select "Apply" to commence the Company Profile questionnaire.

Welcome

* Denotes Mandatory Field

1.1 * Welcome to the GMMWater Contractor Management Portal

In the following sections, you will be asked to answer a number of questions pertaining to:-

- Your organisation type;
- The type of work your company conducts;
- Relevant insurances and licences;
- Safety and Building code accreditations;

Depending on the nature of your organisation and the type of work you will be performing, the questionnaire should take between 10 and 20 minutes to complete.

Are you ready to commence the questionnaire? (177268)

Yes

Next

Step 4

Answer all of the Company Profile questions.


Please note, there may be questions where you are required to upload documentation.

PURCHASING YOUR SUBSCRIPTION

Done

You have successfully completed the Company Profile and can proceed to the next step.

- You may now purchase your Subscription for the following compliance category.
- This will allow you to upload Insurances and Licences and to maintain the currency of your compliance records.



Compliance Subscription


Type:

Expires:

Cost:

- The subscription will be issued immediately upon payment but it will only take effect when the additional compliance steps shown on the left have been completed.

Click the **add to cart** button to purchase this subscription. Add To Cart




Shopping Cart

Total Cost: *empty*

Step 1

Once you have completed the Company Profile questionnaire you will be redirected to purchase your subscription.

Select “Add to Cart.”

 **Review Shopping Cart**

Company:

User:

Total:

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription		\$100.00	\$10.00	\$100.00	\$110.00	GWMWater Company Compliance Subscription from 01 May 2017 to 01 May 2018.	remove
Total:							\$110.00	including GST of \$10.00	

Back
Proceed To Checkout

Step 2

Check the subscription details are correct. Next select “Proceed to Checkout.”

Step 3

Enter your payment details and select “Continue.”

Checkout Shopping Cart

Company:
 User:
 Total: **\$110.00** inc GST

PURCHASE

Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number:
 Card Type:
 Card Expiry:
 Card CVV:
 Cardholder Name:

CURRENTLY OPERATING IN TEST MODE
 These auto populated credit card values should produce a successful payment

[Back](#) [Continue](#)

Step 4

Select “Continue” to proceed to the Uploads section.

Checkout Shopping Cart

Company: Pegasus Biz Pty Ltd
 User: Test Test

Purchase Successful

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
342792	\$110.00	CREDIT_CARD	Download

[Logout](#) [Continue](#)

UPLOADING YOUR DOCUMENTS

UPLOADING YOUR COMPANY DOCUMENTS


Step 1

Please upload any required documents by selecting "Upload."

Business Details

* Denotes Mandatory Field

1.1 * Personnel Income Protection (177269)

X  **Insurance.Income Protection.Personnel Income Protection**
Please upload a copy of your Personnel Income Protection policy

Please upload a single file

Upload

Next

Step 2

To upload a document, please select "Choose File." Select the file from your computer to upload. Enter required information then select "Upload."

Upload File for Pegasus Biz Pty Ltd

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: **Personnel Income Protection**
Requirement: Please upload a copy of your Personnel Income Protection policy

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

Name: * Friendly name for this file after upload

Start Date: * 19 Enter start date as "dd mmm yy" or click calendar icon
(must match upload file)

End Date: * 19 Enter end date as "dd mmm yy" or click calendar icon
(must match upload file)

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:

Back


► **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.

Business Details * Denotes Mandatory Field

1.1 * Personnel Income Protection (177269)

✓  **Insurance.Income Protection.Personnel Income Protection**

Please upload a copy of your Personnel Income Protection policy

Name	Issue	Expiry	Comment	Open	Edit	Remove
ARC Ref Trading Licence-3-2	03 Apr 2017	24 Feb 2018			Edit	Remove

[Next](#)

Step 3

Once all documents have been uploaded and checked, please select “Next” to continue.

Done

You have successfully completed the **Uploads** and can proceed to the next step.

- You may now submit your Uploads for validation.
- Once submitted you will be able to continue with the SMS Review.

Click the button to **submit** your data. [Submit](#)

[Back](#)

Step 4

Select “Submit” to finalise your uploads.

Depending on your answers provided in the Company Profile Questionnaire, you may now be required to complete a SMS Review. If so, you will be directed there upon clicking “Submit.”

To follow the process of the SMS Review, continue to page 16.

Pegasus Biz Pty Ltd

To use this portal your company must satisfy the GWMWater Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Suspend your subscription if:

- You no longer work for gWMWater 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.

You have a pending Subscription being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	01-May-17 14:22	Test Test	Subscription Exempt (Exempt)
Uploads	SUBMITTED	01-May-17 14:23	Test Test	Waiting for approval.
SMS Review				

Each component's contact will be notified when its status changes.

Step 5

Once you have submitted your uploads, and you are **not** required to complete a SMS Review, you will be redirected to the home page.

You have now completed and submitted your company registration which will be sent to Pegasus for verification.

COMPLETING THE SMS REVIEW

COMPLETING THE SMS REVIEW

Policy * Denotes Mandatory Field

1.1 * You are now required to complete the SMS review.

You are required to provide information relevant to your Safety Management System (SMS). Depending on the risk category assigned to your company as part of the profiling, you may be required to provide documented evidence of your SMS. Please ensure you have your SMS documentation available while completing this section. These documents may include, but are not limited to:

- SMS Policy
- SMS Procedures
- High Risk Activity Procedures, e.g. Hot works, Working at Heights.
- Examples of relevant evidence e.g. inductions, Organisation Charts, Safety Observations.

If you are unable to complete the SMS Review in one session press Save before exiting, then the next time you login, you will be able to continue on from where you finished your last session. You can only submit the SMS review once ALL documentation has been provided.

Are you ready to start the SMS Review? (177267)

Yes

1.2 * Do you have a Safety Management System (SMS), appropriate to the nature of your business, authorised by senior management that has been reviewed within the last 3 years? (177259) Yes No

1.3 * Do you have a WHS policy, appropriate to the nature of your business, authorised by senior management that has been reviewed within the last 3 years? (177261)

Yes - uploaded here as a separate document

Yes - included in the SMS previously uploaded

No

Next

Step 1

Make your way through the SMS Review by answering the questions, then selecting "Next."

Safety Performance Review * Denotes Mandatory Field

2.1 * Please provide the size of your company in full time equivalent employees (FTE's) (177275)

2.2 * Please provide your company's TRIFR for each year for the last 3 years. (177278)

2.3 * Please provide your company's Severity Rate. (177277)

2.4 * Please provide the Workers Compensation Rate for your Industry. (177276)

2.5 * Please provide your company's Workers Compensation Rate for each year for the last 3 years. (177279)

2.6 * Has your company been successfully prosecuted or does your company have any pending prosecutions for any scope of work performed during the last 3 years? (177271) Yes No

2.7 * Has your company recorded any workplace fatalities in the last 3 years? (177272) Yes No

Back **Next**

Step 2

Some questions may require you to type answers and upload documentation.

Done

You have successfully completed the **SMS Review**.

- You may now submit your SMS Review for assessment.

Click the button to **submit** your data. Submit

Back

Step 3

Select "Submit" to finalise your SMS Review.

Pegasus Nsw Pty Ltd

To use this portal your company must satisfy the GWMWater Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Suspend your subscription if:

- You no longer work for gWMWater 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

You have a pending Subscription being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	02-May-17 07:45	Test Test	Subscription High Risk
Uploads	SUBMITTED	02-May-17 07:46	Test Test	Waiting for approval.
SMS Review	SUBMITTED	02-May-17 07:47	Test Test	Waiting for approval.

Each component's contact will be notified when its status changes.

Step 4

Once you have submitted your SMS Review, you will be redirected to the home page.

You have now completed and submitted your company registration which will be sent to Pegasus for verification.



For questions or assistance please call 1300 305 072
or email gwmwater@pegasus.net.au