



## **ONSITE TRACK EASY**

### **NCIG Contractor Management Portal Portal User Guide: Company Registration**



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## WHERE CAN I FIND HELP?

**Pegasus Safety**

1300 306 384  
[ncig@pegasus.net.au](mailto:ncig@pegasus.net.au)

**NCIG Contractor Information Website**

<http://www.ncigcontractors.com.au>

# OVERVIEW

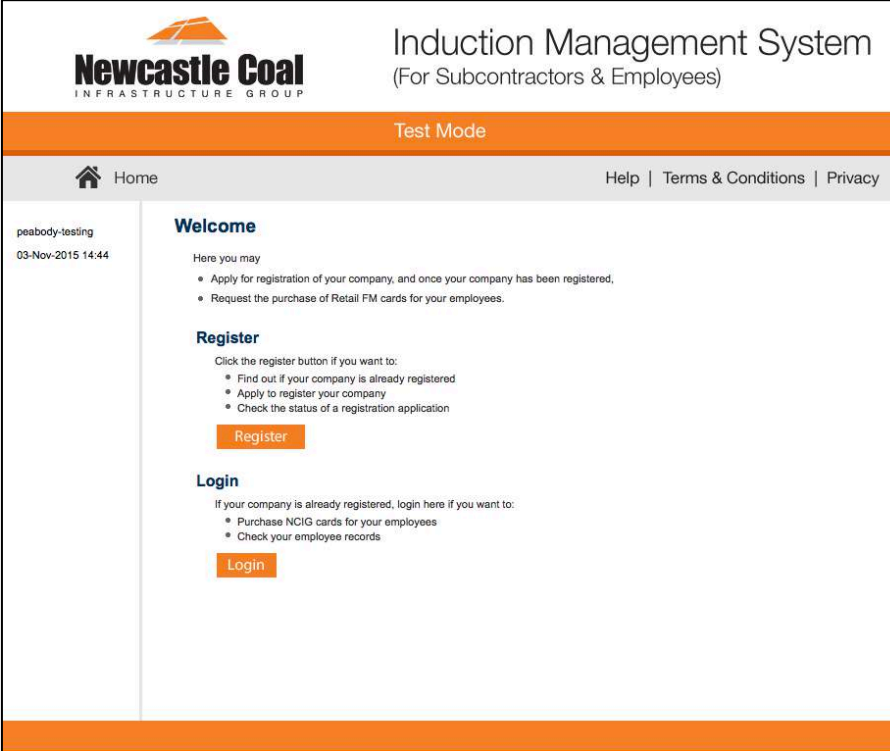
The NCIG Contractor Safety Management System portal is the gateway for contractors to register and meet the safety compliance requirements of NCIG. This portal allows the nominated personnel of the contracting company to:

- Register their Company or Business Entity
- Complete the Company Profile Questions
- Upload and maintain relevant company licences and insurances
- Complete the Safety Management System review process
- Register their employees
- Select and upload role requirements
- Upload employee photos for efficient card production
- Book their employees into an induction
- Track employee induction and card status

# LOGIN (FOR EXISTING COMPANIES)

a. Go to the Portal [Login](#) page.

b. Click  to access the portal.



The screenshot displays the Newcastle Coal Induction Management System interface. At the top left is the Newcastle Coal logo with the tagline 'INFRASTRUCTURE GROUP'. To the right, the page title reads 'Induction Management System (For Subcontractors & Employees)'. Below the title is an orange bar with 'Test Mode' text. A navigation bar contains a home icon, 'Home', and links for 'Help | Terms & Conditions | Privacy'. The main content area is divided into a left sidebar and a main panel. The sidebar shows the user 'peabody-testing' and the timestamp '03-Nov-2015 14:44'. The main panel features a 'Welcome' section with instructions and a list of actions: 'Apply for registration of your company, and once your company has been registered,' and 'Request the purchase of Retail FM cards for your employees.' Below this is a 'Register' section with instructions to click the register button and a list of actions: 'Find out if your company is already registered', 'Apply to register your company', and 'Check the status of a registration application'. A 'Register' button is provided. The 'Login' section follows, with instructions to login if already registered and a list of actions: 'Purchase NCIG cards for your employees' and 'Check your employee records'. A 'Login' button is also present.

c. Enter username and password and click

**Login**

This will bring you to the home screen.

If you have forgotten your password click on  
Forgotten Password and go to step D.

## Login

Enter your username and password to login now.

Username:

Password:

**Login**

Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

- If your company is registered with NCIG and you already have an Onsite login, you may be able to log in here.

- d. Enter first name and last name and click

**Submit**

Your login details will be sent your email address (please be sure to check your junk mail as it is an automated email). If you do not receive an email, please contact the help desk on **1300 306 384**.

## Forgotten Password

Please enter your first name, last name and email address.

First Name:

Last Name:

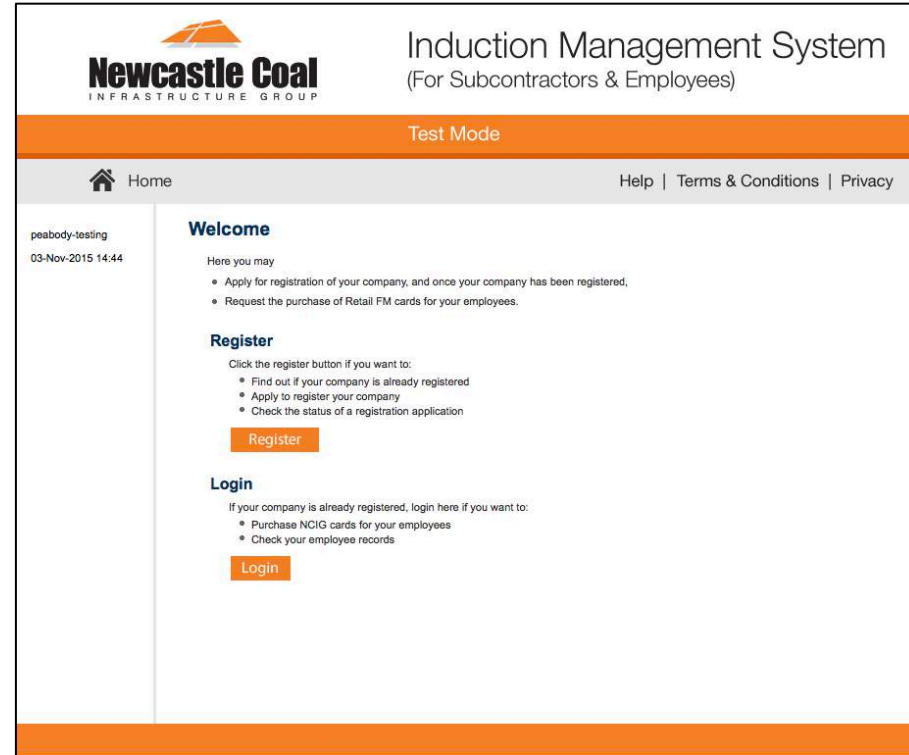
Email Address:

**Submit**

You must enter the **exact spelling** used when you set up your user account. If these details are correct the password will be sent to your email address.

# REGISTER YOUR COMPANY (FOR NEW COMPANIES TO SITE)

e. Go to the Portal [Login](#) page.



f. First time setup – click [Register](#) to enrol your company.

g. Click on **Add** to register your company.

### Company Registration

Use **find company** to find your contracting company in the NCIG registration database.

Registration may involve the supply of certain documentation to satisfy NCIG compliance requirements, and if your company's application is approved you will be able to apply for work cards for those of your employees who are suitably qualified.

#### Find Company

Enter a fragment of your company's name and click **search** to find matching companies. To prevent duplication, please check here before using **add company** below.

**Search**

#### Add Company

If you are not sure whether your company is already registered, use **find company** above. Otherwise add it here. You will need to supply company name, address, contact details and documents.

**Add**

h. Enter your company's ABN or Lookup ABR for ABN, then click **Continue**

### 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. **Lookup ABR**

Country:

ABN:

**Continue**



- i. Click on your **Company name**

## Add Company

There is 1 trading name for this ABN.  
Please **click the name** you wish to use for this company.

Trading Name

**Vcb Promotions Limited**

j. Complete the template and select all mandatory data marked with \*)

**Submit**

(entering

### Add Company

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

**1. Company**

Name:

Country:

ABN:

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.

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**Submit**

- ▶ When you click **submit** this information will be supplied to Pegasus Safety 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.

k. You will receive notification that your company details have been sent to Pegasus for approval

**Please note:** additional users can be setup at log in.

l. Pegasus will complete the approval process and you will be emailed when registration is complete (**you will receive a separate email containing your user name and password**).

## Add Company

Thank you for this application.

It has been submitted for review and an email will be sent to when it has been processed.


[Return](#)

# COMPLETE THE COMPANY PROFILE QUESTIONS

- a. Once you complete the registration and your company has been approved, you can to the portal.

Login

The screenshot shows the Newcastle Coal Induction Management System portal. At the top left is the Newcastle Coal logo with the tagline 'INFRASTRUCTURE GROUP'. To the right, the page title is 'Induction Management System (For Subcontractors & Employees)'. Below the title is an orange bar with 'Test Mode' written in white. A navigation bar contains a home icon and 'Home' on the left, and 'Help | Terms & Conditions | Privacy' on the right. The main content area is divided into two columns. The left column shows a user session for 'peabody-testing' on '03-Nov-2015 14:44'. The right column has a 'Welcome' section with a list of actions: 'Apply for registration of your company, and once your company has been registered,' and 'Request the purchase of Retail FM cards for your employees.' 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'. An orange 'Register' button is provided. The 'Login' section follows, with instructions to login if your company is already registered, followed by a list: 'Purchase NCIG cards for your employees' and 'Check your employee records'. An orange 'Login' button is provided at the bottom.

- b. Click  to start the company Profile Questionnaire
- c. Complete the Company Profile questions by answering a series of Yes/No and multiple choice questions. The system will categorise your company based on the NCIG Contractor Safety Management System.
- d. When answering the question about the type of work your company performs on a NCIG site, please specify the work your direct employees perform only. If you engage sub-contractor to perform work on your behalf and this work requires a license, eg. plumbing or electrical trade licenses, you should **not** put these types of work on your profile. **It is your responsibility as a head contractor to ensure your sub-contractors have the correct licenses to perform the work.**
- e. If you are a subcontractor, you will still need to register your company and induct your employees. When completing your registration please select **no** to invoicing NCIG direct.
- f. When answering the question on which state/s you are registered for Workers Compensation Insurance, you will only need to specify the states that you have a Workers Compensation insurance policy for, as you will be prompted to provide a policy for each state you select.

## Australia Pegasus Pty Ltd

To use this portal your company must satisfy the NCIG 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.



- g. Once you have answered all questions, you may need to pay for the registration. The cost will depend on the Category you are assigned. Click on **Add To Cart** to start the payment process.


## Done



**Shopping Cart**  
 Total Cost: **empty**

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:	Category 3
Duration:	5 Years
Expires:	05 Nov 20
Cost:	\$0.00 (plus GST)

- Renewal will be required on an annual basis to update your company profile, insurances and licences.
- 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**

Back

- h. Review the cost and details of the registration, and click on **Proceed To Checkout**



## Review Shopping Cart

Company:	Australia Pegasus Pty Ltd						
User:	Lauren Chock						
Total:	\$0.00						

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription		\$0.00	\$0.00	\$0.00	\$0.00	NCIG Company Compliance Subscription from 05 Nov 2015 to 05 Nov 2020.	remove
<b>Total:</b>							<b>\$0.00</b>	<b>Including GST of \$0.00</b>	

Back
Proceed To Checkout

i. Enter credit card details and click

**Continue**

**Checkout Shopping Cart**

Company:	Australia Pegasus Pty Ltd
User:	Lauren Chock
Total:	\$0.00

**PURCHASE**

Free Items *No payment is required. Press **continue** to proceed.*

**Back** **Continue**

j. Click **Continue** to proceed to the File Upload section

**Checkout Shopping Cart**

Company:	Australia Pegasus Pty Ltd
User:	Lauren Chock

**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
187838	\$0.00	Free	<b>Download</b>

**Logout** **Continue**

# UPLOAD INSURANCES AND LICENSES

- a. You are now required to provide any Insurances and Licenses needed to perform your duties on a NCIG site.



If you have existing Insurances/Licenses, the system will recognise these and you will not be required to upload again.

For any new Insurances/Licenses that we have not previously collected, you must upload them


by clicking 

## Insurances \* Denotes Mandatory Field

1.1 \* Public and /or Products Liability



  Insurance.Liability.Public & Product  
Please upload a copy of your Public and /or Products Liability

*Please upload a single file*




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1.2 \* Personal Income Protection/Accident Insurance

  Insurance.Workers Compensation.Personal Accident, Injury & Sickness  
Please upload a copy of your Personal Income Protection/Accident Insurance

*Please upload a single file*



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- b. Browse to the relevant electronic version of the Insurance or License that you are prompted for and Select **Upload** ;
- enter the **Start Date** and **End Date** for the Licence/Insurance,
  - Enter as much information from the insurance policy as possible.

**Please Note:** This information must match the details in the document you are uploading.

## Upload File for Australia Pegasus 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: **Personal Income Protection/Accident Insurance**

Requirement: **Please upload a copy of your Personal Income Protection/Accident Insurance**

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

Name: \*  *Friendly name for this file after upload*

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

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

**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"/>
	Total: 0	

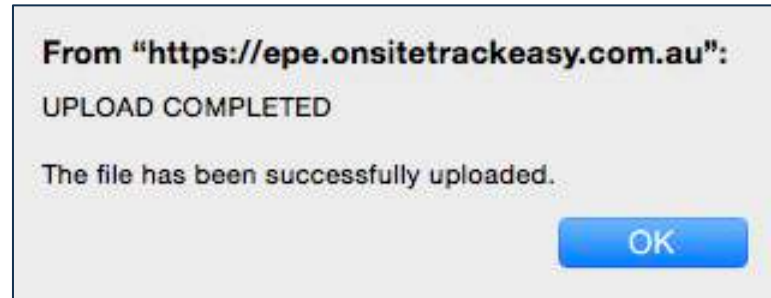
*Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.*

Conditions:  *Conditions specified in the policy*

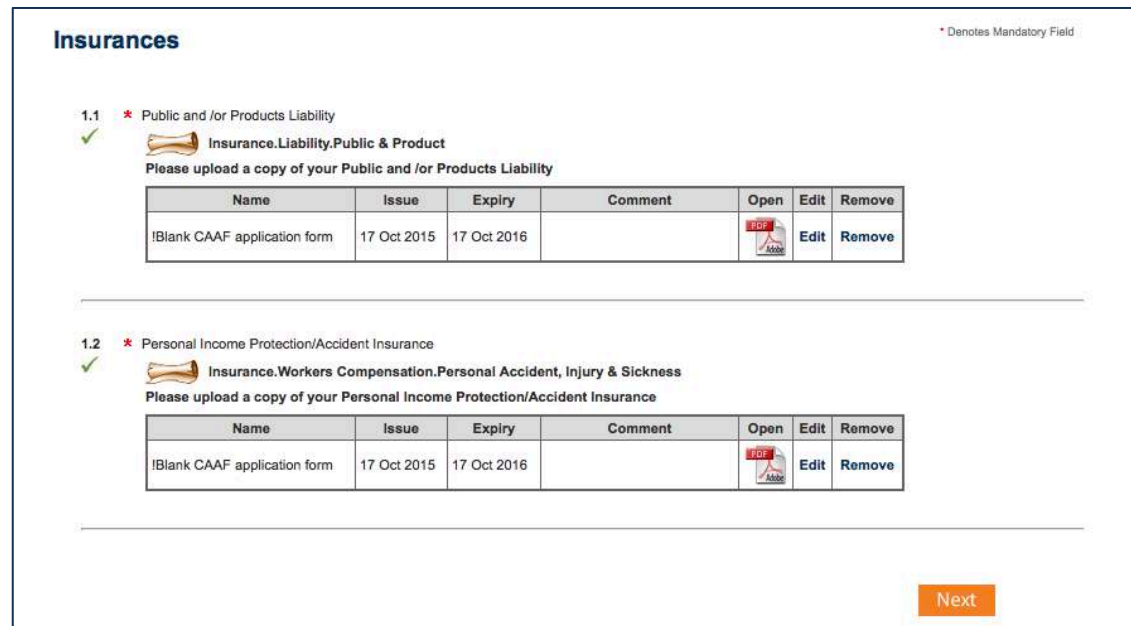
Comment:  *Any comment you for the person who will process this upload*

Status:


c. Click **OK** when the below message appears





a. Once you have completed uploading all the requested files, click **Next**




**Insurances** \* Denotes Mandatory Field

1.1 \* Public and /or Products Liability  
✓  Insurance.Liability.Public & Product  
Please upload a copy of your Public and /or Products Liability

Name	Issue	Expiry	Comment	Open	Edit	Remove
!Blank CAAF application form	17 Oct 2015	17 Oct 2016			Edit	Remove

1.2 \* Personal Income Protection/Accident Insurance  
✓  Insurance.Workers Compensation.Personal Accident, Injury & Sickness  
Please upload a copy of your Personal Income Protection/Accident Insurance

Name	Issue	Expiry	Comment	Open	Edit	Remove
!Blank CAAF application form	17 Oct 2015	17 Oct 2016			Edit	Remove

**Next**

b. If you are required to upload licence continue the above process and move on to the next section

c. If you are required to upload acknowledgements you will first need to click on the downloadable file, complete the acknowledgement and upload

- d. Once all uploads are complete click **Submit**
- e. Pegasus will review and approve the documents you have provided, and you will receive email notification of approval.

**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**

# COMPLETE SAFETY MANAGEMENT SYSTEM REVIEW

Depending on the answers you provided in the Company Profile section, you may be required to complete a Safety Management System review. This section will be different for each company, as it will prompt you for information based on the answers you provided to certain questions in the Company Profile.

You may be asked to upload evidence and examples of your Safety Management System, so please have these available when you complete this review.

- a. To start the Safety Management System Review, please select **Yes**, and then click

Next

- b. Please answer all questions and upload documents as required.


### Acknowledgement

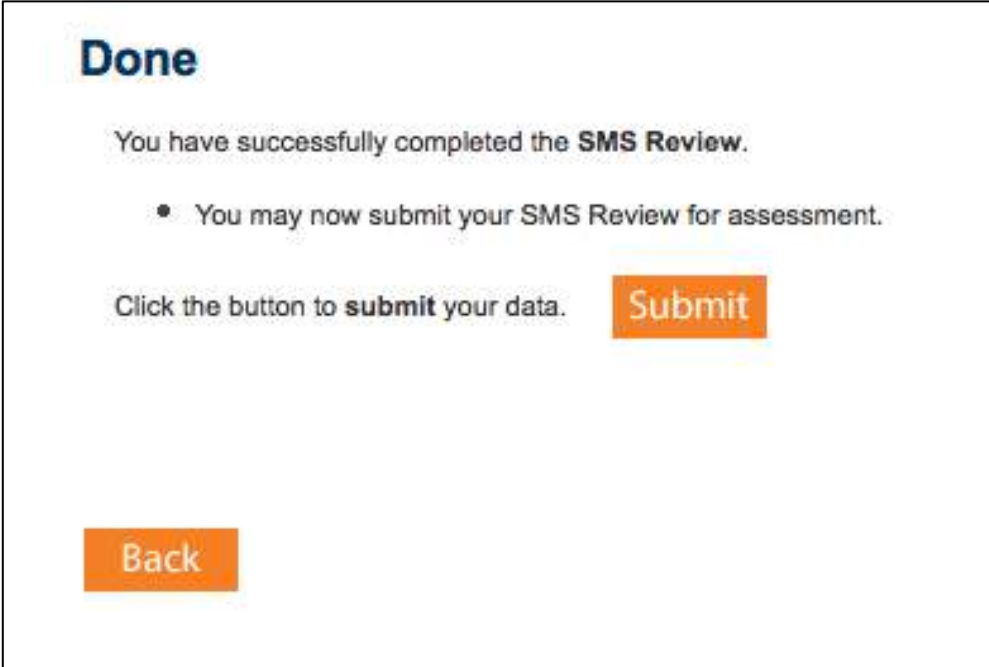
\* Denotes Mandatory Field

1.1 \* Do you acknowledge that you MAY be contacted by Pegasus in order to arrange a site audit of your safety management system and that will cooperate with this arrangement?

Yes

Next


- c. When you have completed the Safety Management System Review, click 
- d. Pegasus will review the answers and documented evidence you have provided and will provide you with feedback and any Corrective Actions that you need to address




**Done**

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

- You may now submit your SMS Review for assessment.

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



## WHERE CAN I FIND HELP?

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