



**Newcastle Coal**  
INFRASTRUCTURE GROUP



# CONTRACTOR MANAGEMENT PORTAL

USER GUIDE- Company Registration

# Company Registration



## LOGIN

Go to [ncigcontractors.com.au](https://ncigcontractors.com.au) and click the “**Register**” button at the top of the page.

- This is the information website for NCIG contracting companies.
- This site provides detailed steps to register, answers to FAQ’s, Statement of Competency forms, and NCIG business rules.
- If you have not previously registered your business, please follow all the steps in this user guide.
- Upon business registration, you will register your workers. Please refer to the Worker Registration user guide for help.



# Company Registration



## LOGIN

Click 'Login' then enter your username and password

- This is the main login and register screen, accessed from the Contractor Information website.
- Bookmark this page to login each time you need to access the system.

**Newcastle Coal**  
INFRASTRUCTURE GROUP

Induction Management System  
(For Subcontractors & Employees)

Test Mode

Home | Help | Terms & Conditions | Privacy

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### Welcome

Here you may

- Apply for registration of your company, and once your company has been registered,
- Request the purchase of cards for your employees.

### Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

### Login

If your company is already registered, login here if you want to:

- Purchase cards for your employees
- Check your employee records

[Login](#)

### 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.



# COMPANY REGISTRATION

# Company Registration



## STEP 1

Enter a portion of your company name to ensure you are not creating a second profile.

If no results are found, click “Add” and enter your ABN, then click “Continue”.

- If your company has been registered previously (even for another site or project), you can use your existing details to login and won't need to register again.
- If you have not registered before, simply follow the steps on the following pages.

### Find Company

Enter a fragment of your company's name and click **search**.

**Search**

Found 0 matches

**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.

**Lookup ABR**

Country:

ABN:

**Continue**

# Company Registration



## STEP 2

Click your company name from the search results.

- The system will pick your ABN-registered name for the company profile. If you need to change this to a registered trading name, contact Pegasus.

### Add Company

There are 3 names for this ABN.  
Please click the name you wish to use for this company.

#### Main and Business Names

Name
Flower Boutique
Flower Emporium



# Company Registration



## STEP 3

Enter company details; \*fields marked with an asterisk are mandatory.

Click “Submit” when all fields are complete.

- The information entered here will be displayed in your Pegasus company profile.
- Contact details (email, phone, address) can be amended or updated in the Onsite Track Easy database.
- The user details entered will receive all email and phone communications for your company from Pegasus.

**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.

**Submit**

**Add Company**

Thank you, Flower Emporium has been approved and you may now log into this portal.

An email has been sent to [sconstable@pegasus.net.au](mailto:sconstable@pegasus.net.au) with your login details.

Press continue to log in now.

**Continue**

# Company Registration



## STEP 4

Click “Apply” to move through the company details questions.

- The questions you are given to answer will determine your company’s risk category based on the services you provide on site - high, medium or low risk.

**Newcastle Coal**  
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Home | Logout | User Settings | Help | Terms & Conditions | Privacy

10-Jan-2019 22:28  
Sarah Commins  
Flower Emporium

Registration [X] Profile [X] Uploads [X] SMS Review [X] Portal Access [X]

**Flower Emporium**

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

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurance 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**

**Company Details** \* Denotes Mandatory Field

1.1 ★ Do you acknowledge that you are a direct contractor to NCG? (100320)

☐ Yes

1.2 ★ Does your company provide consulting or advisory services to NCG? (100322)

☐ Yes ☐ No

1.3 ★ Which of the following represents your business type? (100323)

☐ Sole Trader  
☐ Company, Joint Venture/Alliance, Trust, Partnership

1.4 ★ Who is your NCG site contact/ Contract owner? (100324)

☐ Naomi Dockrill  
☐ Anthony Richards



# Company Registration



## STEP 5

The Work Activity section lists the current service activity types for contracting companies.

The next screen will be the subscription details.

- Work activities are set by the site. If you cannot find an activity that matches the services you provide, contact Pegasus.
- The subscription box will list your risk category, expiry date, and cost (if any). It will also provide notes regarding subscription renewals if required.

### Work Activity

\* Denotes Mandatory Field

2.1 Please identify the type/s of work your company will perform by selecting one or more of the following activities: (100000)

- ☐ Air conditioning
- ☐ Coal Sampling
- ☐ Consultant
- ☐ Crane/CWP
- ☐ Delivery/Suppliers
- ☐ Electrical
- ☐ General Civil Works
- ☐ Government Body
- ☐ Hydraulics
- ☐ Materials Handling
- ☐ Mechanical
- ☐ Other
- ☐ Pest Control
- ☐ Plumbing
- ☐ Rail Provider
- ☐ Refrigeration
- ☐ Security
- ☐ Vessel Services
- ☐ Volunteer

Back Next

### 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:	Category 3
Expires:	14 Jan 24
Cost:	\$0.00 (plus GST)
Note:	A renewal fee of \$0 will be required on an annual basis to maintain your compliance, update your company profile, insurances and licenses.

• 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

# Company Registration



## STEP 6

You will be prompted to review the shopping cart to ensure the details are correct. Click “Proceed”.

Complete the process on the checkout screen and click “Continue”.

- If an entry is missing from the shopping cart, click “Back” to add it.
- If an entry appears in the shopping cart but wasn’t selected, click “Remove”.
- If there is a cost associated to your company registration, enter your credit / debit card details here. If there is no cost, simply click “Continue” to generate your tax invoice for record keeping.

**Review Shopping Cart**

Company: Flower Emporium  
User: Sarah Constable  
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 14 Jan 2019 to 14 Jan 2024.	remove
Total:							\$0.00	Including GST of \$0.00	

Back Proceed To Checkout

**Checkout Shopping Cart**

Company: Flower Emporium  
User: Sarah Constable  
Total: \$0.00

**PURCHASE**

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

Back Continue

# Company Registration



## STEP 7

Once the checkout process has been completed, download your tax invoice.

Click “Continue” to move to the document upload section.

- You will be emailed your tax invoice (even if there was no charge) to the address entered at the company details section, and you can also download a copy.
- The document upload section (next step) will require you to provide copies of insurances and/or trade licences. All documentation must meet the [site business rules](#).

**Checkout Shopping Cart**

Company: Flower Emporium  
User: Sarah Constable

**Purchase Successful**

**Tax Invoice/Receipt**

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

Invoice Number	Total (Inc GST)	Method	Details
582417	\$0.00	FREE	<a href="#">Download</a>

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

**Insurances** \* Denotes Mandatory Field

1.1 \* Public and/or Products Liability (199520)  
**X** **Insurance.Liability.Public & Product**  
Click [here](#) for a list of NCIG Business Rules.  
Please upload a single file  
[Upload](#)

1.2 \* NSW Workers Compensation (199520)  
**X** **Insurance.Workers Compensation.NSW**  
Click [here](#) for a list of National Business Rules.  
Please upload a single file  
[Upload](#)

[Next](#)

# Company Registration



## STEP 8

You will be directed to a separate screen to upload your documents.

Select the document from your computer, complete the mandatory fields and click “Upload”.

- Scan and save insurances and licences to your computer to upload them.
- You will see a pop up notification advising that your upload was successful. Click “OK” to be returned to the upload section.
- Once all insurances have been uploaded, click “Next” to upload any trade licences on the next page.

**Upload File for Flower Emporium**

**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 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 based on the help menu.

Description: NSW Workers Compensation  
Requirement: Click here for a list of National Business Rules

File to Upload:   Remember to select the file to upload!

Name:  Friendly name for this file after upload

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

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

Insurance Details

Insurer:  Insurer's name

Policy Number:  Description of this insurance

Item:  Up to 3 separate insurances and detailed here. The total will be automatically calculated.

Amount: 

Name	Amount
PPA	10000000
Total	10000000

Conditions:  Any comment you wish to add

Comment:

Status:

secure.onsitetrackeasy.com.au says

UPLOAD COMPLETED

The file has been successfully uploaded.

OK

# Company Registration



## STEP 8

You will see a “Done” pop up notification when all documentation has been uploaded and you can proceed. Click “Submit”.

The Safety Management System (SMS) Review is the final stage of your application.

- Pegasus will review and verify your uploaded documents. If there are any discrepancies to the business rules, Pegasus will return the document and inform you of corrective actions.
- Confirm the Safety Management System review acknowledgement and “Continue”. On the next screen, click “Submit” to complete your company registration.
- Your business registration will be verified by Pegasus. On approval you can register your workers. Please refer to the Worker Registration user guide for help.

### 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**

### Acknowledgement

\* Denotes Mandatory Field

1.1 \* Do you acknowledge that you may be contacted by Pegasus to arrange a site audit of your safety management system and will cooperate with this arrangement? (1988529)

☐ Yes

### 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**

**Next**

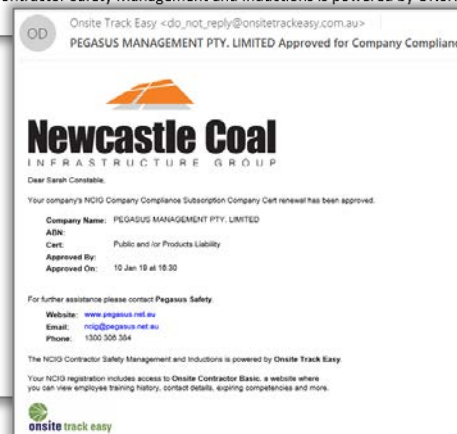
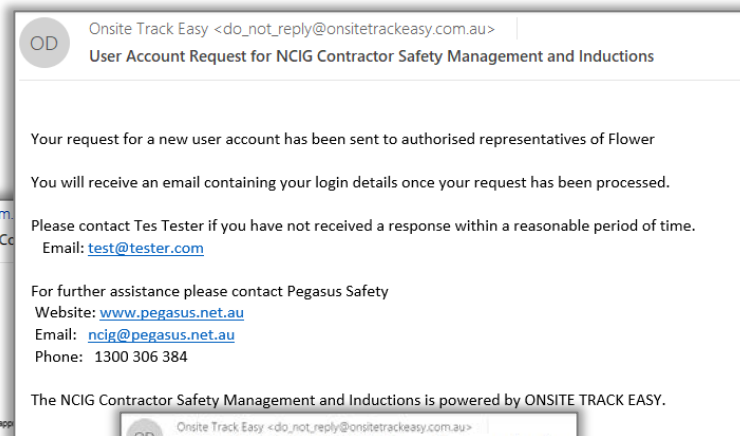
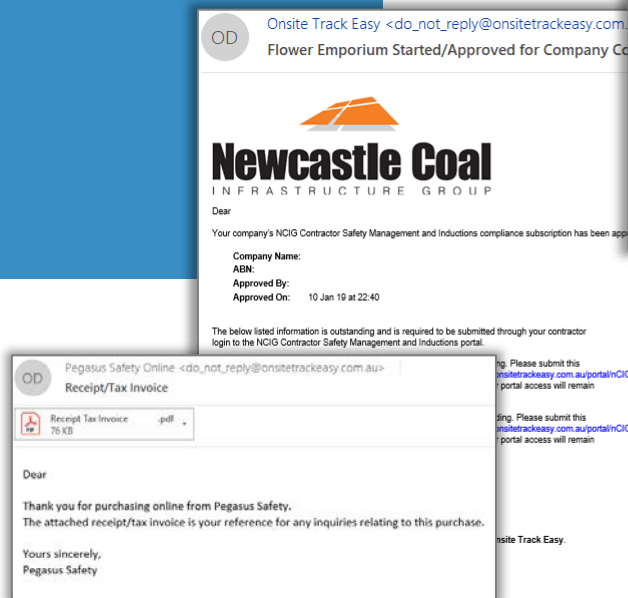
# Company Registration



## EMAIL COMMUNICATION EXAMPLES

Here are a few examples of the email communications you may receive regarding your company.

- Communication you receive may be reminders for expiring insurances, licences, or worker documents.
- You may also receive induction details, approval emails, and return or corrective actions emails (detailing what needs to be provided) if a document has not met business rules.





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 306 384**

OR EMAIL **[ncig@pegasus.net.au](mailto:ncig@pegasus.net.au)**