



Newcastle Coal
INFRASTRUCTURE GROUP



CONTRACTOR MANAGEMENT PORTAL

USER GUIDE - Renewing Company Insurances

Updating Company Insurances and Documents



LOGIN

[Click to find the system](#), and click “Login”.

- Follow this guide if you are registered in the Contractor Management System and need to update your existing insurances and licences for your company to remain compliant.

Home | Help | Terms & Conditions | Privacy

aic-staging
15-Jan-2019 22:02

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](#)

Updating Company Insurances and Documents



LOGIN

Click 'Login' then enter your username and password

- If you do not have an account, please follow the *Register Company* user guide to create one.

Newcastle Coal
INFRASTRUCTURE GROUP

Induction Management System
(For Subcontractors & Employees)

Test Mode

Home | Help | Terms & Conditions | Privacy

app104
10-Jan-2019 22:08

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.



UPDATING COMPANY INSURANCES AND DOCUMENTS

Updating Company Insurances and Documents



Documents that need to be renewed will be displayed at the top of the page after logging in.

- This example shows two documents that require renewing. One is past the expiry date, the other is made inactive.
- Click “renew” to progress.

PEGASUS MANAGEMENT PTY. LIMITED



Compliance Subscription

Type:	Restricted Access Wharf
Expires:	22 Aug 2019
Cost:	\$0 plus GST

[View SMS Review Results](#)

Suspend your subscription if:

- You no longer work for NCIG 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

This subscription allows you to maintain your records so you may continue to use this portal.
Your portal use depends on the following compliance records being kept current.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public & Product	246097	Past	30 Nov 18		MUST RENEW	renew
Insurance.Workers Compensation.NSW	239052	Inactive	30 Jun 19		MUST RENEW	renew

Renewal: **MUST RENEW** This expired compliance record is preventing portal use. Renew to restore Portal Access.

Updating Company Insurances and Documents



STEP 1

Click “Renew” to open the file upload page, where you will provide and submit your renewed insurance or licence for validation.

- Upload a new document by clicking “renew”. You will not be able to edit the expired file.
- “Renew soon” will display next to documents close to expiring.

Renew Certification Insurance.Liability.Public & Product

x * Public and /or Products Liability
Insurance.Liability.Public & Product
[Click here for a list of NCIG Business Rules](#)

Please upload a single file

Upload

Compliance Subscription

Type: Category 3
Expires: 29 Aug 2019
Cost: \$0 plus GST

View SMS Review Results

Suspend your subscription if:

- You no longer work for NCIG 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

This subscription allows you to maintain your records so you may continue to use this portal.
Your portal use depends on the following compliance records being kept current.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public & Product	258427	Current	30 Sep 19	258 days	May be renewed	renew
Insurance.Workers Compensation.NSW	258216	Past	30 Jun 19		MUST RENEW	renew

Updating Company Insurances and Documents



STEP 2

Enter the relevant details regarding the insurance or licence you are uploading, and click "Upload".

You will see the **UPLOAD COMPLETED** pop up when the file has been uploaded correctly.

- Take care when renewing your insurances. Ensure you have selected the correct file, that it lists your company name and ABN as registered in the system.
- Insurer and policy number (including issue and expiry dates) should be visible.
- Next to *Requirement*, you can click to view the Business Rules, which specify the requirements of the documents you upload.

Upload File for Insurance.Workers Compensation.NSW

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: **NSW Workers Compensation**
Requirement: [Click here for a list of National Business Rules](#)

File to Upload: NSW Workers Compensation Files.pdf Browse to select file for upload

Name: Friendly name for this file after upload

Start Date: Enter start date as "dd mmm yy" or click calendar icon

End Date: Enter end date as "dd mmm yy" or click calendar icon

Insurance Details

Insurer: Insurer's name

Policy Number: Description of this insurance

Item:

Name	Amount
NSW Employee Compensation	10000000
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total	\$10,000,000

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:

UPLOAD COMPLETED

The file has been successfully uploaded.

Updating Company Insurances and Documents



STEP 3

Documents are submitted to Pegasus for verification.

- Once all the required and updated files are uploaded, you will see they are now "Submitted" on the home page of the system.

PEGASUS MANAGEMENT PTY. LIMITED



Compliance Subscription

Type:	Restricted Access Wharf
Expires:	22 Aug 2019
Cost:	\$0 plus GST

[View SMS Review Results](#)

Suspend your subscription if:

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- 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

This subscription allows you to maintain your records so you may continue to use this portal.
Your portal use depends on the following compliance records being kept current.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public & Product	246097	Past	30 Nov 18		Submitted	
Insurance.Workers Compensation.NSW	239052	Inactive	30 Jun 19		Submitted	

Renewal: **Submitted** This renewal has been submitted for review. You will be notified when it has been processed.

Updating Company Insurances and Documents



STEP 4

Email confirmation shows when files have been verified.

Document status can be viewed on the system home page.

- You will receive an email notification advising when your document has been approved by Pegasus.
- The document will be 'current' on the home page, with the new expiry date.
- The status of any other submitted documents will be displayed.

Onsite Track Easy <do_not_reply@onsitetrackeasy.com.au>
PEGASUS MANAGEMENT PTY. LIMITED Approved for Company Compliance Subscription by NCIG Contractor Safety Management and Inductions

Newcastle Coal

INFRASTRUCTURE GROUP

Dear Damien Challen,

Your company's NCIG Company Compliance Subscription Company Cert renewal is now approved.

Company Name: PEGASUS MANAGEMENT PTY. LIMITED
ABN: 91 080 018 800
Cert: Public and /or Products Liability
Approved By: Damien
Approved On: 11 Jan 19 at 11:03

For further assistance please contact **Pegasus Safety**.
Website: www.pegasus.net.au
Email: ncig@pegasus.net.au
Phone: 1300 306 384

The NCIG Contractor Safety Management and Inductions is powered by Onsite Track Easy.

Your NCIG registration includes access to **Onsite Contractor Basic**, a website where you can view employee training history, contact details, expiring competencies and more.

PEGASUS MANAGEMENT PTY. LIMITED

Shopping Cart
Total Cost: empty

Compliance Subscription

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- You do not want to be contacted or receive expiry reminders in relation to it

[View SMS Review Results](#)

This subscription allows you to maintain your records so you may continue to use this portal.
Your portal use depends on the following compliance records being kept current.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance Liability Public & Product	262450	Current	01 Jan 20	355 days	May be renewed	renew
Insurance Workers Compensation NSW	262449	Current	31 Jan 20	385 days	May be renewed	renew

onsite track easy

Powered by Onsite



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 306 384

OR EMAIL ncig@pegasus.net.au