



John Holland

Contractor Management System

User Guide for Company Registration

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John Holland Contractor Management System

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

The screenshot shows the 'Login' page of the John Holland Contractor Management System. At the top left is the John Holland logo. The page title is 'CONTRACTOR MANAGEMENT SYSTEM'. A red navigation bar contains 'HOME', 'HELP | TERMS & CONDITIONS | PRIVACY', and a user ID 'app104' with the date '17-Nov-2016 08:05'. The main content area is titled 'Login' and includes the instruction 'Enter your username and password to login now.' There are two input fields for 'Username:' and 'Password:', followed by a red 'Login' button. Below the button are links for 'Request a new login for your company: New User Account' and 'Request new password for your login: Forgotten Password'. A small note at the bottom states: '• If your company is registered with John Holland Corporate and you already have an Onsite login, you may be able to log in here.'

Step 1

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

Once on the home page for the John Holland Contractor Safety Management Portal, click "Register."

The screenshot shows the 'Company Registration' page of the John Holland Contractor Management System. At the top left is the John Holland logo. The page title is 'CONTRACTOR MANAGEMENT SYSTEM'. A red navigation bar contains 'HOME', 'HELP | TERMS & CONDITIONS | PRIVACY', and a user ID 'app104' with the date '17-Nov-2016 08:06'. The main content area is titled 'Company Registration' and includes the instruction 'Use find company to find your contracting company in the John Holland Corporate registration database.' It also states: 'Registration may involve the supply of certain documentation to satisfy John Holland Corporate 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.' There are two sections: 'Find Company' with a search input field and a red 'Search' button, and 'Add Company' with a red 'Add' button. A note for 'Add Company' says: '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.'

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
Biztopia
Black Pegasus Pty Ltd

Step 4

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

Add Company

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

1. Company	2. User
Name: <input type="text" value="Black Pegasus Pty Ltd"/>	First Name: * <input type="text"/>
Country: <input type="text" value="Australia"/>	Last Name: * <input type="text"/>
ABN: <input type="text" value="48 065 354 458"/>	Email: * <input type="text"/>
Phone: * <input type="text"/>	
Mobile: <input type="text"/>	
Fax: <input type="text"/>	
Website: <input type="text"/>	
Postal Address	3. Declaration
Address: * <input type="text"/>	My name is: * <input type="text"/>
Town: * <input type="text"/>	* <input type="checkbox"/> I am an authorised representative of this company.
State/Province: * <input type="text"/>	
Postcode: * <input type="text"/>	
Delivery Address <input type="checkbox"/> same as postal	
Address: <input type="text"/>	
Town: <input type="text"/>	
State/Province: <input type="text"/>	
Postcode: <input type="text"/>	

Submit

- ▶ When you click **submit** this information will be supplied to John Holland Contractor Management Support 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 5

Enter all company information and select "Submit."

Add Company

Thank you, **Black Pegasus Pty Ltd** 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

Step 6

Your company registration application has now been submitted.

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

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE

The screenshot shows the John Holland Contractor Management System home page. The header includes the John Holland logo, the text "TEST MODE", and "CONTRACTOR MANAGEMENT SYSTEM". A red navigation bar contains "HOME", "HELP | TERMS & CONDITIONS | PRIVACY". The main content area is titled "Welcome" and includes a "Register" button.

app104
17-Nov-2016 08:19

Welcome

If you are a contractor that performs works on a John Holland Corporate site you may access this website for the following:

- Apply for John Holland Corporate training for your employees

Please Note: If you are not currently, or going to be, working on a John Holland site you do not need to register through this website.

Register

If your company or business entity is already registered, please login here if you would like to do the following:

- Manage your employee's training
- Manage your employee records

Register

Login

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

- Check your employee records
- Manage your employee's training

Login

Step 1

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

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

The screenshot shows the John Holland Contractor Management System home page with the "Login" section active. It includes a "Login" button and links for "New User Account" and "Forgotten Password".

app104
17-Nov-2016 08:19

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 John Holland Corporate and you already have an Onsite login, you may be able to log in here.

Step 2

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

Black Pegasus Pty Ltd

To use this portal your company must satisfy the John Holland Corporate 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 John Holland Contractor Registration 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? (167923)

- I acknowledge and agree

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:	John Holland Corporate (Exempt)
Expires:	17 Nov 17
Cost:	\$100.00 (plus GST)

- 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:	Black Pegasus Pty Ltd
User:	Lauren Test
Total:	\$110.00 inc GST

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	John Holland Corporate Company Compliance Subscription from 17 Nov 2016 to 17 Nov 2017.	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:	Black Pegasus Pty Ltd
User:	Lauren Test
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:	Black Pegasus Pty Ltd
User:	Lauren 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.

Invoice Number	Total (inc GST)	Method	Details
295522	\$110.00	CREDIT_CARD	Download

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

UPLOADING YOUR DOCUMENTS

Insurances * Denotes Mandatory Field

1.1 * Workers Compensation NSW (167933)

X **Insurance.Workers Compensation.Workers Compensation NSW**
Please upload a copy of your New South Wales Workers Compensation policy

Please upload a single file

Upload

1.2 * Public and/or Product Liability Insurance (167931)

X **Insurance.Property.Public and/or Product Liability Insurance**
Please upload a copy of your Public and/or Product Liability Insurance policy

Please upload a single file

Upload

Step 1

Please upload any required documents by selecting “Upload.”

Upload File for Black 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: **Workers Compensation NSW**
Requirement: Please upload a copy of your New South Wales Workers Compensation policy

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:	<input type="text"/>	<input type="text"/>	<small>Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.</small>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	Total: 0		

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.


Step 2

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


Insurances * Denotes Mandatory Field


1.1 * Workers Compensation NSW (167933)

✓  **Insurance.Workers Compensation.Workers Compensation NSW**
Please upload a copy of your New South Wales Workers Compensation policy

Name	Issue	Expiry	Comment	Open	Edit	Remove
Driver Day Pass	18 Nov 2015	25 Nov 2017			Edit	Remove

1.2 * Public and/or Product Liability Insurance (167931)

✓  **Insurance.Property.Public and/or Product Liability Insurance**
Please upload a copy of your Public and/or Product Liability Insurance policy

Name	Issue	Expiry	Comment	Open	Edit	Remove
Driver Day Pass	02 Nov 2016	10 Nov 2017			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.

Black Pegasus Pty Ltd

To use this portal your company must satisfy the John Holland Corporate 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 John Holland Corporate 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	17-Nov-16 08:41	Lauren Test	Subscription John Holland Corporate (Exempt)
Uploads	SUBMITTED	17-Nov-16 08:49	Lauren 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 you will be redirected to the home page.

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

PegasusTM
Powered by Onsite

For questions or assistance please call 1300 217 380
or email johnholland@pegasus.net.au