

John Holland

Contractor Management System

User Guide for Company Registration

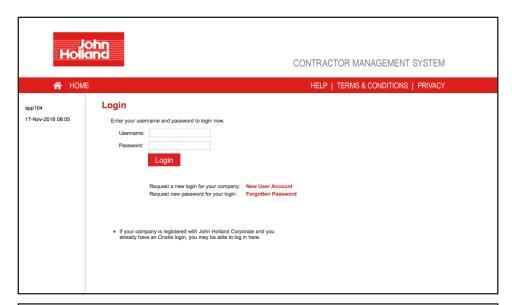


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John Holland Contractor Mangement System

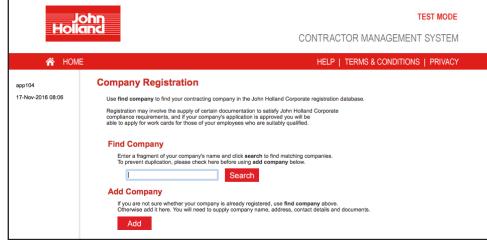
Please follow this step-by-step guide to register your company in the John Holland Contractor Management System.



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."

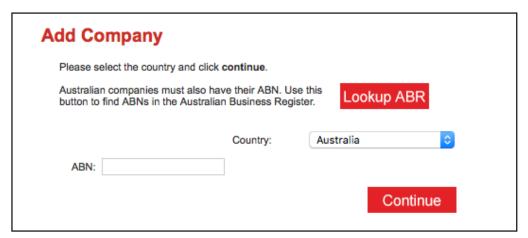


Step 2

Enter your company's name in the search field, then select "Search."

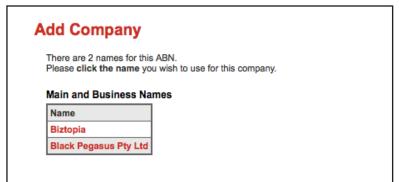
If your company is not existing in the portal, please select "Add."

REGISTERING YOUR COMPANY



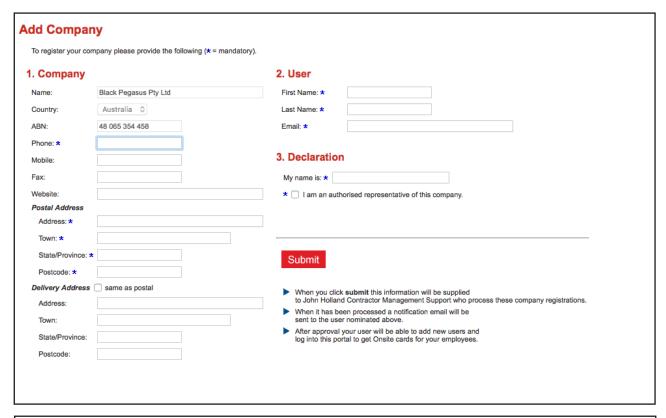
Step 3

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



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

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

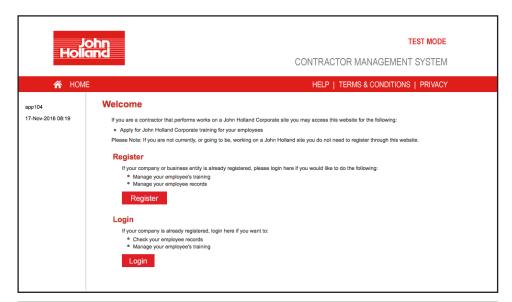
Step 6

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



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."



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.



* Denotes Mandatory Field

Step 3

Select "Apply" to commence the Company Profile questionnaire.

Welcome

1.1 * Welcome to the John Holland Contractor Registration Portal

In the following sections, your 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 your 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

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



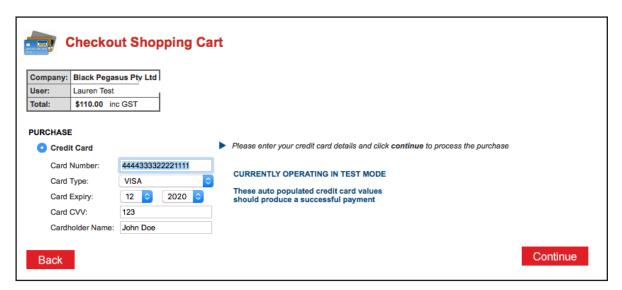
Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	(inc) Description	
1	1	Company Compliance Subscription		\$100.00	\$10.00	\$100.00	\$110.00	John Holland Corporate Company Compliance Subscription from 17 Nov 2016 to 17 Nov 2017.	remove
	Total: \$11			Total:	\$110.00	including GST of \$10.00			

Back

Proceed To Checkout

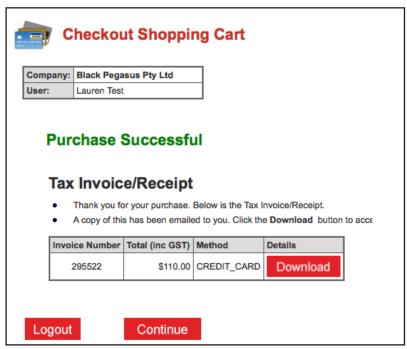
Step 2

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



Step 3

Enter your payment details and select "Continue."

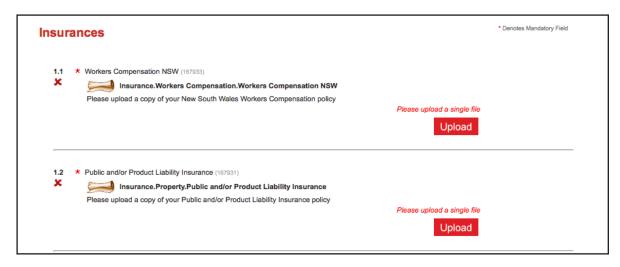


Step 4

Select "Continue" to proceed to the Uploads section.

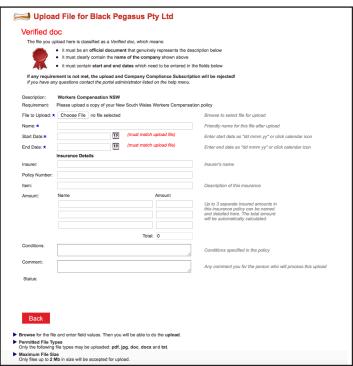
UPLOADING YOUR DOCUMENTS

PURCHASING YOUR SUBSCRIPTION



Step 1

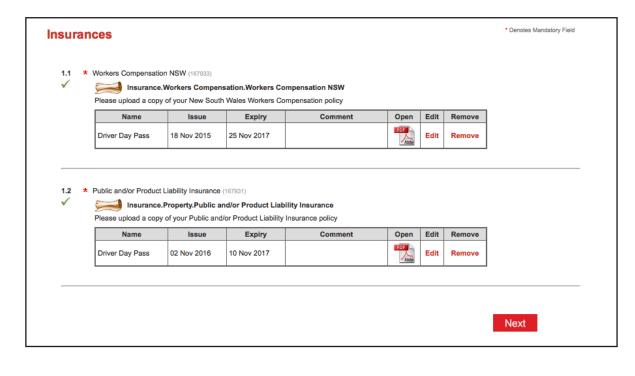
Please upload any required doucments by selecting "Upload."



Step 2

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

PURCHASING YOUR SUBSCRIPTION



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.



Suspend your subscription if:

You no longer work for johnHollandCorporate 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

Back

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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)
1	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 4

Select "Submit" to finalise your uploads.

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.



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