



John Holland

Contractor Management System

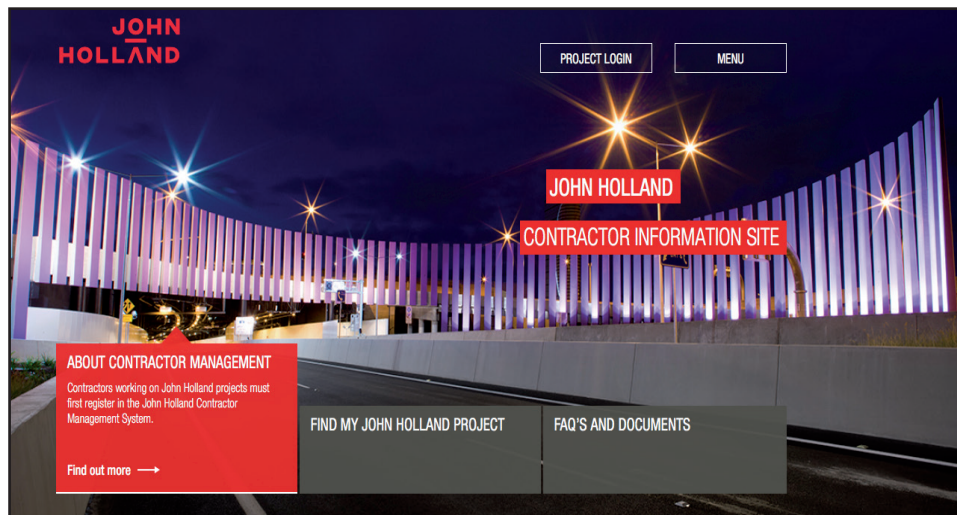
User Guide for Business Registration

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John Holland Contractor Management System

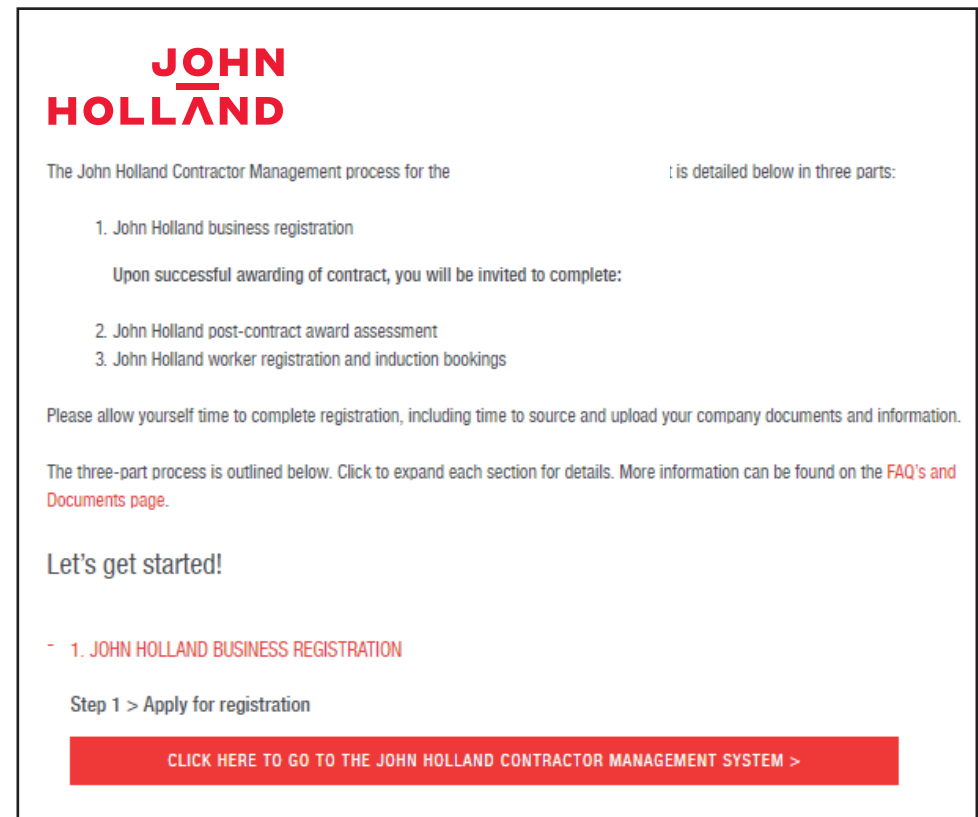
Please follow this step-by-step guide to register in the John Holland Contractor Management System.



Step 1

Please go to <http://www.johnhollandcontractors.com.au> and click on “Find my Project” in the top menu bar.

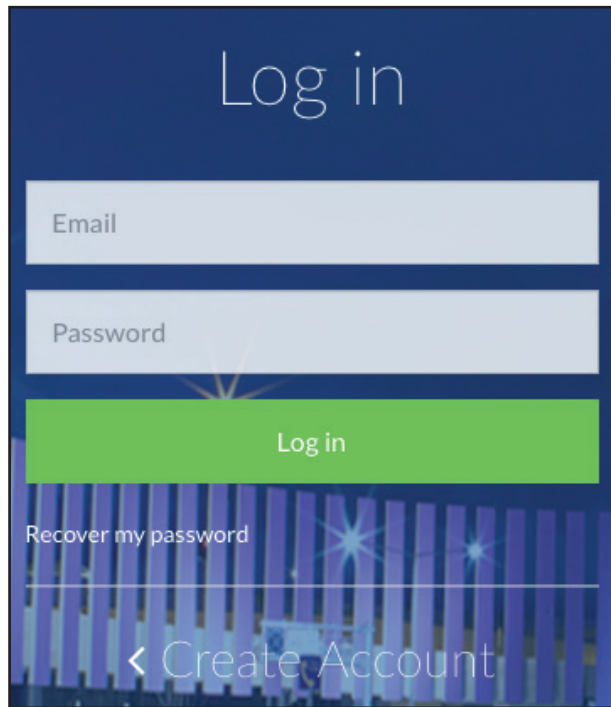
Select your relevant John Holland project.



Step 2

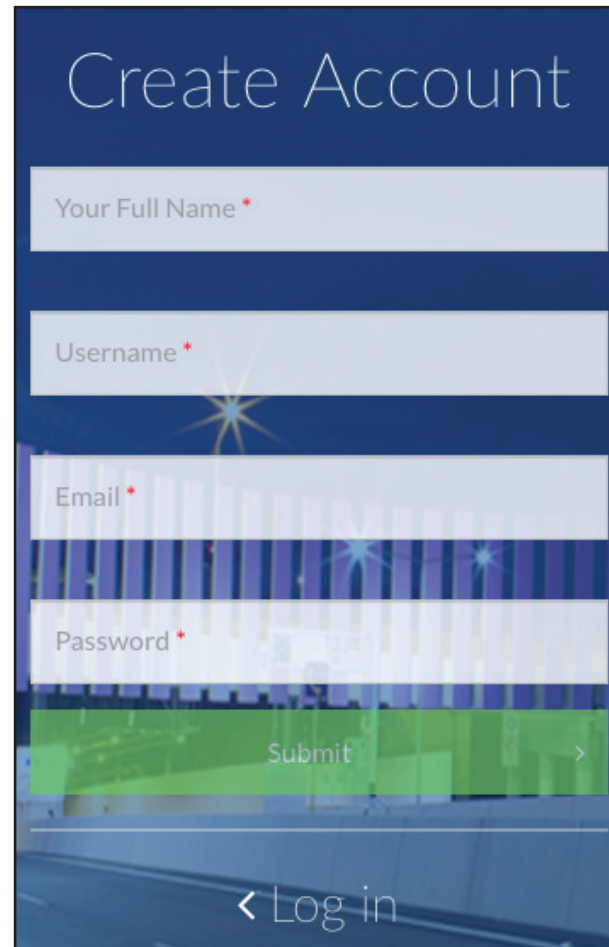
Scroll to “Let’s get Started!” and click to expand the John Holland Business Registration section.

Select the “Click here to go to the John Holland Contractor Management System” button.



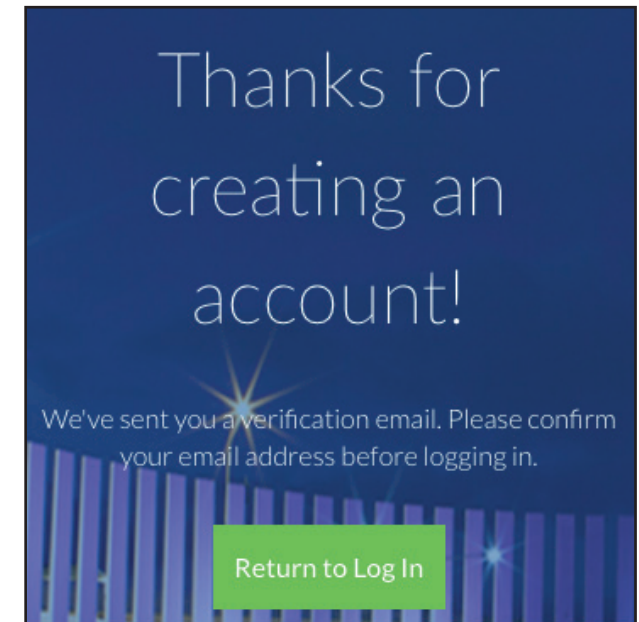
Step 3

Once on the login page for the John Holland Contractor Safety Management Portal, click "Create Account."



Step 4

Create an account by entering your full name, username, email and password. Next select "Submit."



Step 5

Select "Return to Login."

Business Details Registration

Select the country that your business operates in.

Please enter the ABN of your business (without spaces) and click 'Search'.

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

Don't know your ABN? [Find it here.](#)

ABN Search

Step 6

Enter your ABN and select “Search.”

Business Details Registration

Select the country that your business operates in.

Please enter the ABN of your business (without spaces) and click 'Search'.

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

Don't know your ABN? [Find it here.](#)

ABN Search

Registered Business Name

JOEL ALMOND

Select Preferred Business Name

Search

☒ JOEL ALMOND

☐ The Testing Co

First 1 Last

2 Item(s)

Step 7

Select your company from the list of returned companies based on the ABN you supplied. Once you have selected the preferred business name, select “Add this Business.”

Business Details Registration

Please complete the business details form below.

Business Details	
Registered Business Na...	JOEL ALMOND
ABN	30601871400
Business Name	The Testing Co
Country	Australia

Contact Details

Name *

Email *

kdundas@pegasus.net.au

Mobile Phone *

Australia 61

Physical Address

Address Line 1 *

Address Line 2

ZIP/Postal code *

☐ The business's postal address is different to its physical address.

Phone & Fax Details

Business Phone *	Business Fax
Australia 61	Australia 61

☐ I declare that I am the administrator of this company

Request Registration

Step 8

Enter all company information, agree to the declaration and select "Submit."

BUSINESS REGISTRATION QUESTIONNAIRE

Business Registration

Business Registration Subscription

Business Registration Document Uploads

In order to become a registered contractor, you must meet the criteria set by John Holland and satisfactorily complete the following steps:

1. Complete all sections of the Contractor Management questionnaire
2. Process payment to Pegasus for the verification and administration of your registration
3. Upload all relevant insurances as requested. You must upload current documents that can be verified against your ABN/NZBN.

John Holland will only work with contractors that are compliant in this Contractor Management System. For your company to achieve compliance, you must meet these minimum requirements as follows:

- Answer all questions as prompted during the application process
- Read and accept the John Holland code of conduct statements
- Hold a current certificate of currency for Public/Product Liability Insurance to the minimum coverage of \$20M AUD or equivalent
- Maintain Workers Compensation for regions that you can service, or if a Sole Trader, you will need to have income protection insurance
- Submit copies of your Safety Management System (SMS), environmental, quality and sustainability policies where applicable
- Complete and upload the Building Code Declaration form to support your compliance with Building Code 2016.

Please Note: Payments made to Pegasus are for the verification of uploaded insurances and licenses. You will be prompted with automatic email notifications when documents are expiring to ensure you remain compliant in the system.

Under no circumstance will a refund of fees be granted after the document verification process has started.

Continue

Step 9

To begin the Business Registration questionnaire, select “Continue.”

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Welcome

Page 1 of 11

Save Progress

✖ 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?

☐ I acknowledge and agree

← Back

Go to Page ↩

Proceed →

Step 10

Complete the Business Registration questions. Please note, some questions will require a typed answer.

BUSINESS REGISTRATION QUESTIONNAIRE

The screenshot displays the 'Business Registration Questionnaire' interface. At the top, there are three tabs: 'Business Registration' (highlighted in red), 'Business Registration Subscription', and 'Business Registration Document Uploads'. Below the tabs is the 'Questionnaire Summary' section, which lists ten items, each with a title, a link to 'Update answers', and a right-pointing arrow (>). The items are: Welcome, Acknowledgements, Business Details, Insurances & Licences, Accreditations, Sustainability, Code of Business Conduct, Diversity, Workforce Development, and Staff Development. At the bottom of the list is 'Confirmation of Business Registration'. At the bottom of the interface, there are two buttons: a grey '← Back' button on the left and a green 'Submit Answers' button on the right.

Section	Update answers	Action
Welcome	Update answers	>
Acknowledgements	Update answers	>
Business Details	Update answers	>
Insurances & Licences	Update answers	>
Accreditations	Update answers	>
Sustainability	Update answers	>
Code of Business Conduct	Update answers	>
Diversity	Update answers	>
Workforce Development	Update answers	>
Staff Development	Update answers	>
Confirmation of Business Registration	Update answers	>

← Back

Submit Answers

Step 11

Please review your Business Registration answers in the questionnaire summary by clicking on the arrow (>) to expand your answer. Once you are satisfied with your answers, select “Submit Answers.”

If you would like to adjust a question, click “Back.”

Once you submit you will not be able to go back and change your responses, so please do take the opportunity to review.

PURCHASING YOUR SUBSCRIPTION

PURCHASING YOUR SUBSCRIPTION

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Payments made to Pegasus are for the verification of uploaded documentation.

Under no circumstances will a refund of fees be granted after the document verification process has commenced.

If you are ready to proceed please go to the next page to make your payment by Credit Card through Paypal or via a Paypal account.

Once the payment has been completed a tax invoice will be generated automatically.

Continue

Step 12

Read the subscription details, then select “Continue.”

Business Registration

Business Registration Subscription

Business Registration Document Uploads

You need to purchase the following subscription(s):

Subscription type	Duration	Expires	Cost	Tax	Total
Company Registration					
Subscription calculation based on:	1 year	18 Apr 2018	\$100	\$10	\$110
• subscription					

Total \$110 AUD

paypal

Pay

Step 13

Purchase the subscription by choosing your payment method and clicking “Pay”.

PURCHASING YOUR SUBSCRIPTION

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Payments made to Pegasus are for the verification of uploaded documentation.
Under no circumstances will a refund of fees be granted after the document verification process has commenced.
If you are ready to proceed please go to the next page to make your payment by Credit Card through Paypal or via a Paypal account.
Once the payment has been completed a tax invoice will be generated automatically.

Continue

Payment successful. Please click next to continue with the process.

Product	Description	Cost	Tax	Total Cost
---------	-------------	------	-----	------------

Total \$0 AUD

View Invoice

Next

Step 14

Once your payment shows as successful, download your invoice, then select "Next."

Your invoice will also be emailed to the company contact.

BUSINESS REGISTRATION DOCUMENT UPLOADS

BUSINESS REGISTRATION DOCUMENT UPLOADS

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Please upload the required documentation.

All uploads must be clear, concise and current.

Please allow up to 3 business days for document verification.

Continue

Step 15

To begin uploading your business registration documents, select "Continue."

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents		Status
Personnel Income Protection	Upload the following document		
	Personnel Income Protection	Upload Document	Not Complete
Public and/or Product Liability Insurance	Upload the following document		
	Public and/or Product Liability Insurance	Upload Document	Not Complete

Step 16

Upload each required document by selecting "Upload Document."

Business Registration

Business Registration Subscription

Business Registration Document Uploads

< Personnel Income Protection

Upload File

Drag a file here to add it.

Select File

Maximum File Size 10 MB
Supported Media Types Text File, PDF File, Microsoft Word File, JPEG Image, PNG Image

Enter Additional Information

Policy Number

Start Date *

End Date *

Insurer

Item

Amount	Amount
Name <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total 0

Conditions

Comment

History >

Step 17

In the document upload section, click “Select File.” Choose the file from your computer, enter all required information, then select “Submit.”

BUSINESS REGISTRATION DOCUMENT UPLOADS

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
Personnel Income Protection	Upload the following document ✓ Personnel Income Protection	View Document Pending Verification
Public and/or Product Liability Insurance	Upload the following document ✓ Public and/or Product Liability Insurance	View Document Pending Verification

Next

Step 18

Once you have uploaded all the required documents and their status shows as “Pending Verification,” select “Next.”

Business Registration

Business Registration Subscription

Business Registration Document Uploads

Thank You

Your business profile has now been created. If we have any questions regarding your application or documentation one of our friendly staff will contact you using the details you have provided.

By clicking on the submit button on this page, your profile and documents will be lodged for verification, and you will be returned to the home page. From here you can continue with the next step in the process by creating additional office locations and contacts.

Clicking on the Manage My Office Locations tile will allow you to create additional office locations and enter address and contact details for these locations.

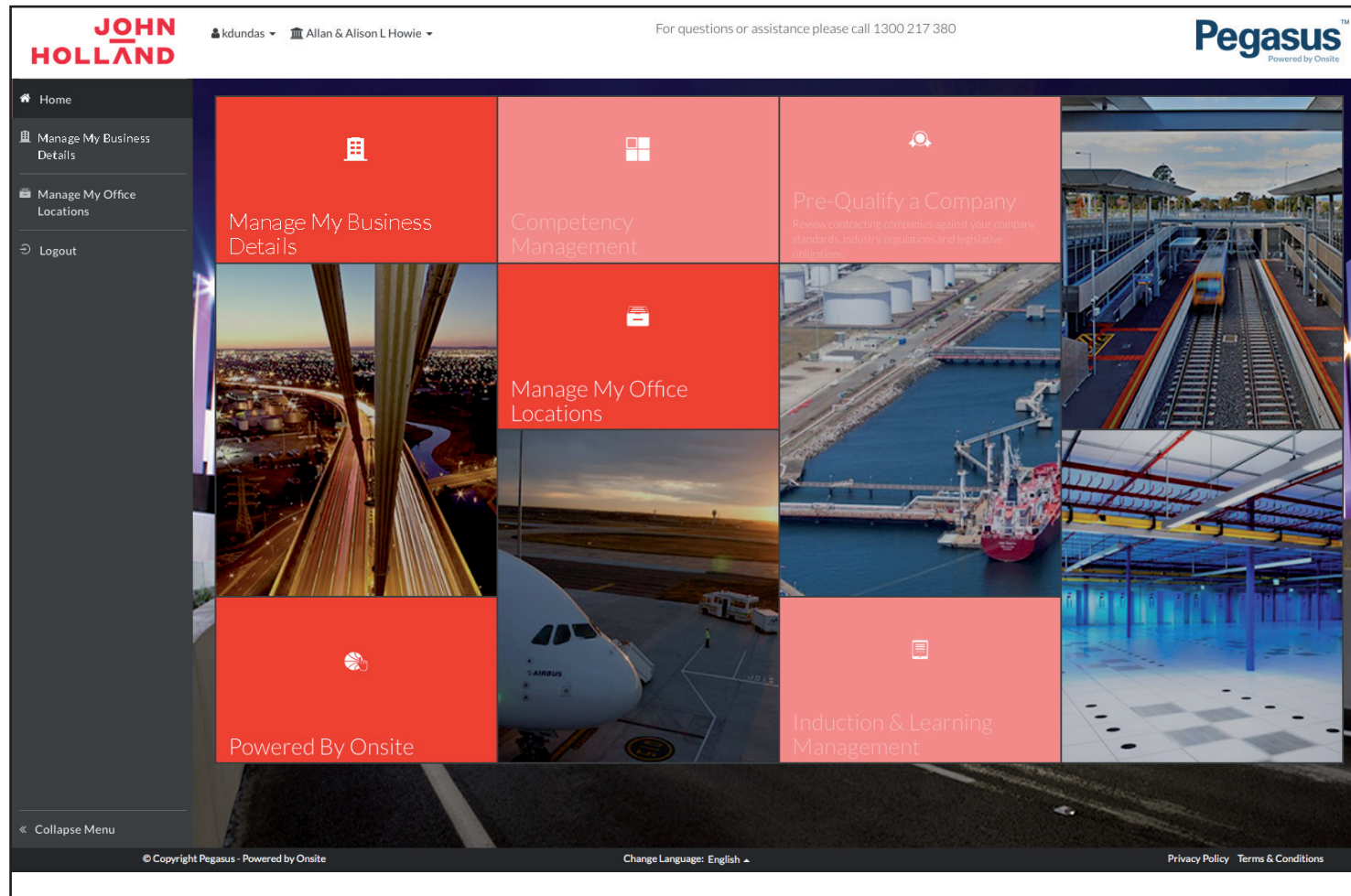
Clicking on the Manage My Business Details tile will allow you to edit your business information and edit or create new contact details.

Submit

Step 19

Select “Submit” to finalise your business registration and document uploads.

REGISTERING YOUR BUSINESS



Step 20

You will be redirected to the dashboard of the system.

Now you have successfully completed your application, please return to the John Holland Contractor Management System (accessed on page 3), and proceed onto the next phase of the registration process.



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