



## ONSITE TRACK EASY

### Yancoal Contractor Management Portal Portal User Guide: Company Registration



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## WHERE CAN I FIND HELP?

**Pegasus Safety**

1300 663 816

[yancoalsafetycompliance@pegasus.net.au](mailto:yancoalsafetycompliance@pegasus.net.au)

**Yancoal Contractor Management Website**

[www.yancoalcontractors.com.au](http://www.yancoalcontractors.com.au)

# NAVIGATE TO THE YANCOAL CONTRACTOR MANAGEMENT PORTAL

- a. Navigate to the Yancoal Contractor Management Portal by entering the following URL into your web browser:

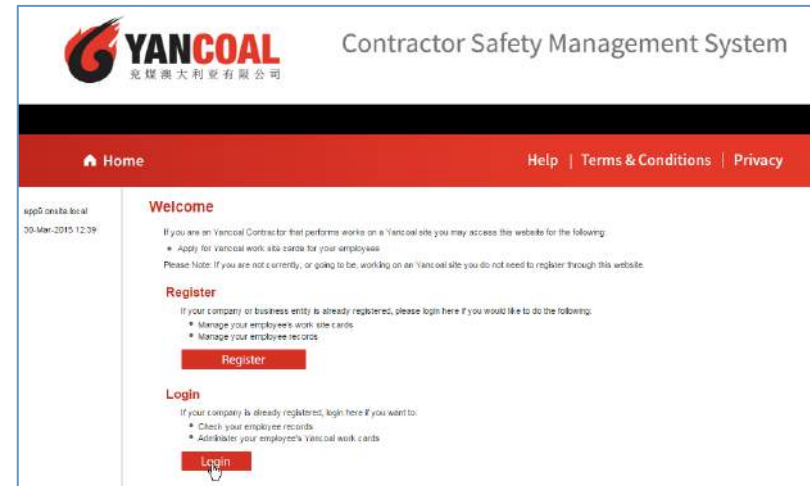
<https://secure.onsitetrackeasy.com.au/portal/yancoal>

The Yancoal Portal Log-in screen will be presented.

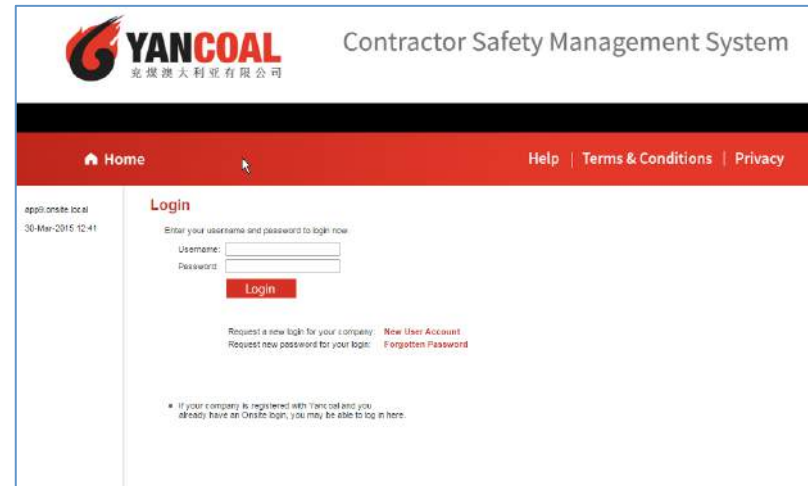


# LOG IN FOR EXISTING ONSITE TRACK EASY USERS

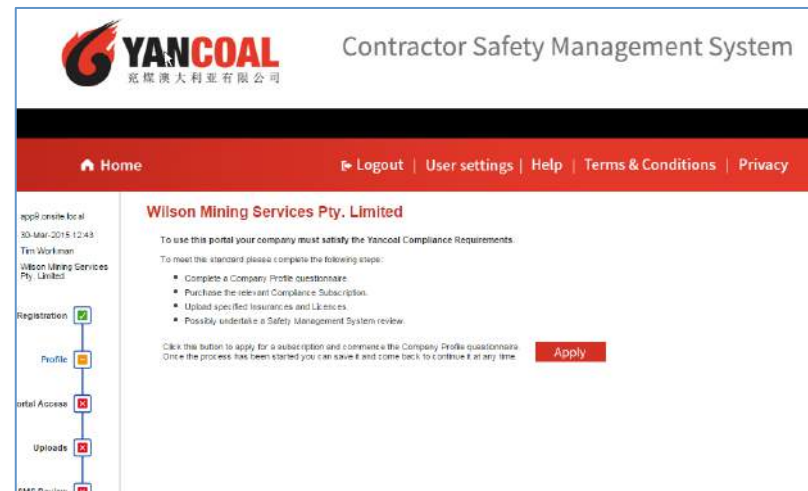
- a. If your company has an existing subscription to Onsite Track Easy, click on the **Login** button.



b. Enter your company's Onsite Track Easy username and password (your username and password will be recognised in the Yancoal portal)

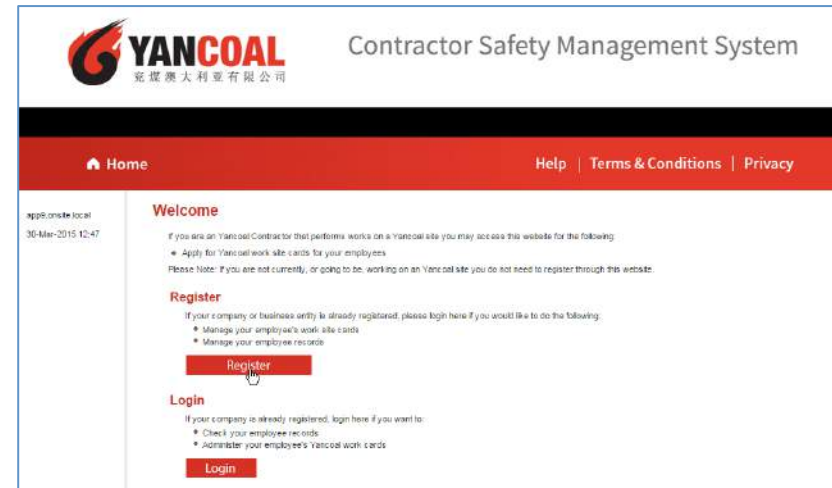


c. Your company will be recognised and you are ready to complete the registration process by clicking on the **Apply** button.



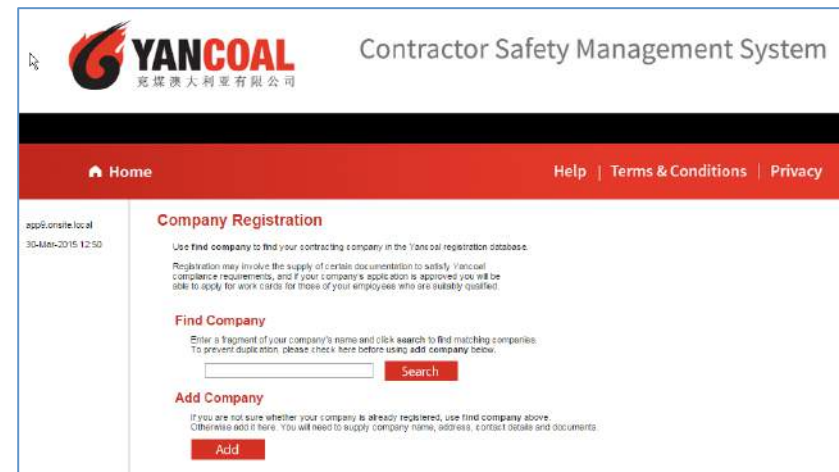
## Registration for new Onsite Track Easy users

- a. If your company does not have an existing subscription to Onsite Track Easy or you are unsure, click on the **Register** button.



- b. You can search for your company in our database by typing a fragment of your company's name in the search box and clicking on the **Search** button.

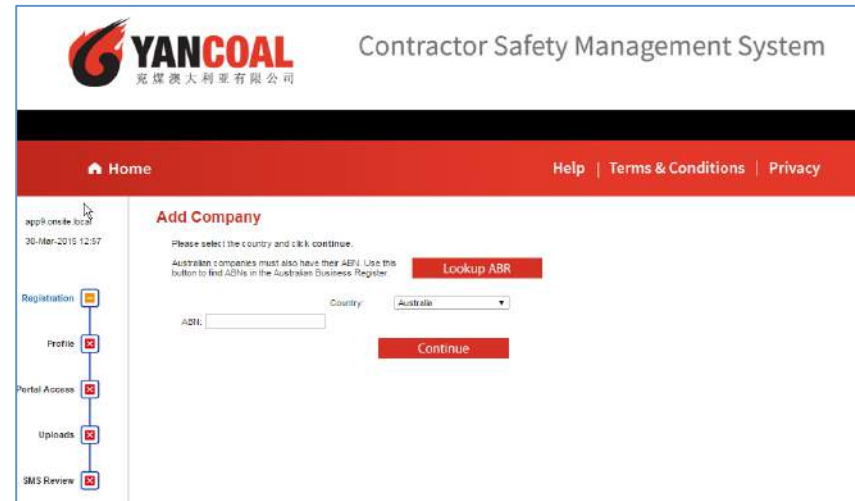
The portal will return the results of your search in a table. If your company name is in the list you can click on your company's name and request a new log-in.



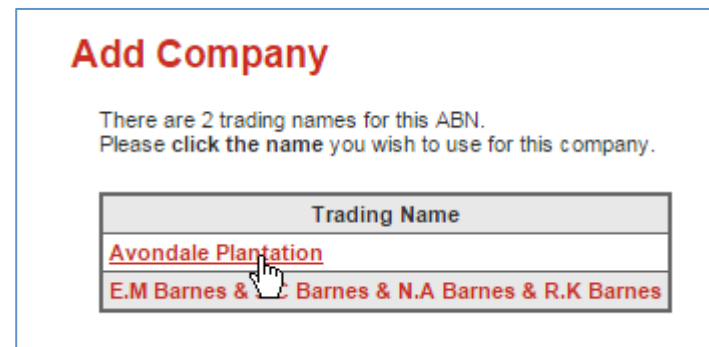
- c. You can register your company by clicking on the **Add** button.

In the screen to the right, you can enter your company's ABN (if known) or you can click on the **Lookup ABR** button to be redirected to the Australian Business Register where you can search for an ABN by business name.

Enter your company's ABN in the field provided and click on the **Continue** button.



- d. The portal will return a list of valid names for the ABN supplied. Select the correct company name by clicking on it in the table




e. Complete the company registration page.

*Note: The following fields are mandatory:*

- *Company Name*
- *Country*
- *ABN*
- *Phone Number*
- *Postal Address*

Provide User Details. The details provided here will be used to create a portal user account. Please provide a valid email address

Complete the declaration and click on the  button.

**Add Company**

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

<b>1. Company</b>	<b>2. User</b>
Name: <input type="text" value="Avondale Plantation"/>	First Name: * <input type="text"/>
Country: <input type="text" value="Australia"/>	Last Name: * <input type="text"/>
ABN: <input type="text" value="68 129 252 359"/>	Email: * <input type="text"/>
Phone: * <input type="text"/>	
Mobile: <input type="text"/>	
Fax: <input type="text"/>	
Website: <input type="text"/>	
<b>Postal Address</b>	<b>3. Declaration</b>
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"/>	
<b>Delivery Address</b> <input type="checkbox"/> same as postal	
Address: <input type="text"/>	
Town: <input type="text"/>	
State/Province: <input type="text"/>	
Postcode: <input type="text"/>	

- ▶ When you click **submit** this information will be supplied to Yancoal 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.

f. An email will be sent to the email address specified earlier in the process with log-in ID and a password.

These details can be changed after your first login to the portal.

Dear Tim Workman,

Thank you for your registration with Yancoal Contractor Management System. You have been given the following login to represent **Avondale Plantation**.

**Username:** 793806  
**Password:** RFX4510

This allows you to access both the Yancoal portal and the Onsite Track Easy website.

  
YANCOAL  
兗煤澳大利亚有限公司

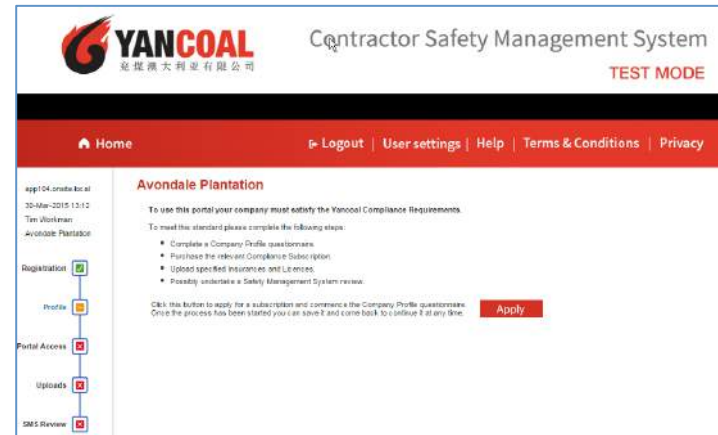
Login to register your employees with the Yancoal Contractor Management System.  
**Login at:** <https://epe.onsitetrackeasy.com.au:443/portal/yancoal>

To change your username and password, login and click User Settings in the menu. For further assistance please contact **Yancoal Contractor Management Support**.

**Email:** [yancoalsafetycompliance@pegasus.net.au](mailto:yancoalsafetycompliance@pegasus.net.au)  
**Phone:** 1300 663 816



- g. Use the emailed user credentials to login to the portal. You are now ready to complete the registration process by clicking on the **Apply** button.



# COMPLETE THE REGISTRATION PROCESS

- a. Click on the **Apply** button to start the process
- b. Answer the questions on the Company Details Page:
  - 1.1 Identify all Yancoal sites where your company conducts work
  - 1.2 Does your company contract directly to Yancoal or does it subcontract to a principle contractor?
  - 1.3 Details of subcontractors you engage are required including Company name, ABN and contact phone number
  - 1.4 Is your organisation a company or a sole trader
  - 1.5 If you are a company, in which Australian state is your company registered for Workers Compensation Insurance?
  - 1.6 Does your company engage in consulting work?
  - 1.7 Will your company's vehicles be driven on Yancoal sites in operational areas?

Click on the **Next** button to continue

app104.onika.local  
30-Mar-2016 13:16  
Tim Workman  
Avondale Plantation

Registration   
Profile   
Company Details   
Work Activity   
Safety Management System   
Portal Access   
Uploads   
SMS Review

### Company Details

1.1 \* On which Yancoal sites will your company be working?

- Ashton
- Asstar
- Cameby Downs
- Conlatton/Abel
- Moolarben
- Premier
- Strattford/Durate
- Yarrabee

1.2 \* Will your company invoice Yancoal directly? Yes No

1.3 \* Will your company be employing sub-contractors? Yes No

1.4 \* How is your organisation characterised?

- Company/Joint Venture/Alliance
- Sole Trader

1.5 \* Will your company be engaged in consulting work? Yes No

1.6 \* Will your employees be driving your company's vehicles on a Yancoal site in an operational area? Yes No

Next

c. From the list select any work activities that your company will engage in whilst working on Yancoal sites.

**Work Activity** \* Denotes Mandatory Field

2.1 Does your company, or will your company carry out any of the following work types:

- Air-conditioning
- Asbestos Inspection
- Asbestos Removal &/or Disposal
- Bitumen Placement
- Brick/Block Laying
- Building Construction, Repairs & Maintenance
- Carpentry & Joinery
- Cleaning Services
- Concreting
- Demolition
- Ducting & Mechanical Ventilation
- Electrical Work (LV and HV)
- Excavation
- Fencing
- Fire Protection / Sprinkler Installation & Maintenance
- Glazing
- Painting
- Pest Control Services
- Plastering
- Plumbing & Draining
- Roof Plumbing
- Scaffolding
- Security Services
- Sewerage works
- Solar Power Installation &/or Maintenance
- Tiling
- None of the above

**Back** **Next**

d. The portal will ask you to provide your company's safety management documentation. This may consist of

- a Safety Management Plan;
- Safe Work Method Statement(s); or
- An exemption signed by your Yancoal contract owner.

**Safety Management System** \* Denotes Mandatory Field

3.1 \* Does your company have a Safety Management Plan for the work you carry out on Yancoal sites?

Yes  No

**Back** **Next**

e. The portal will calculate the subscription type your company qualifies for and will display the details.

Proceed to the next step by clicking on the **Add To Cart** button.

**NOTE:** This is the last point at which you can go back and amend any of the details you have provided.

**Done**

You have successfully completed the Company Profile and can proceed to the next step.

Shopping Cart  
Total Cost: empty

- 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:	Contractor (Exempt)
Duration:	2 Years
Expires:	30 Mar 17
Cost:	\$125.00 (plus GST)

Renewal will be required on an annual basis to update your company profile, insurances and licences.

Click the add to cart button to purchase this subscription.

**Add To Cart**

**Back**

f. The portal will provide you with an opportunity to review your shopping cart. Proceed to the next step by clicking on the **Proceed To Checkout** button

**Review Shopping Cart**

Company: Avoedale Plantation  
User: Tim Workman  
Total: \$137.50 (inc. GST)

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription		\$125.00	\$12.50	\$125.00	\$137.50	Yancoel Australia Company Compliance Subscription from 30 Mar 2016 to 30 Mar 2017.	remove
Total:							\$137.50	Including GST of \$12.50	

**Back** **Proceed To Checkout**

- g. Enter your credit card details (Visa or MasterCard) to purchase your company's subscription using Pegasus' secure online purchase gateway.

Click on the **Continue** button to proceed with your purchase.

**Note:** Companies with a current Onsite Track Easy subscription will not be required to complete this step as no purchase will be required until the current subscription is due for renewal.

**Checkout Shopping Cart**

Company: Avondale Plantation  
 User: Tim Workman  
 Total: \$137.50 inc. GST

**PURCHASE**

Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number: 444433332221111  
 Card Type: VISA  
 Card Expiry: 12 2019  
 Card CVV: 123  
 Cardholder Name: John Doe

CURRENTLY OPERATING IN TEST MODE  
 These auto populated credit card values should produce a successful payment

**Back** **Continue**

- h. A tax Invoice will be sent to the email address specified in step 3.5 or your Onsite administrators email address. A copy is also provided for download when the purchase transaction has been successfully completed.

**ONLINE PURCHASE** **Pegasus**

Company: Avondale Plantation  
 Contact: Tim Workman  
 Address: 427 King Street  
 Newcastle West New South Wa  
 Australia

**TAX INVOICE**

Invoice Number: 138705  
 Date: 30 Mar 2015  
 Pegasus Safety & Training Pty Ltd  
 ABN 77 128 372 883  
 6 Castlereagh St  
 Singleton NSW 2330  
 Phone: 02 6571 8801  
 yancoosafetycompliance@pegasus.net.au  
 www.pegasus.net.au

Line	Item	Person	Description	Quantity	AUD Cost
1	Company Compliance Subscription		Purchase Yancoo Australia Company Compliance Subscription from 30 Mar 2015 to 30 Mar 2017.	1	\$125.00
<b>Sub Total:</b>					\$125.00
<b>GST:</b>					\$12.50
<b>Total (inc GST):</b>					\$137.50

**Payment Details**

Payment Method	Reference	Date / Time	AUD Amount
Credit Card	243330	30 Mar 2015 13:35	\$137.50


**GENERAL TERMS & CONDITIONS**

Pegasus Safety terms and conditions including our cancellation and refund policy can be found at <https://ise.onsiteeasy.com.au/443/portal/yancoo/lo/termsAndConditions.js>, and our privacy statement can be found at <https://ise.onsiteeasy.com.au/443/portal/yancoo/lo/privacy.js>


- i. Based on the answers provided to the questions during the registration process, the portal will now guide you through the upload of required documentation.

Start the process of uploading a file by clicking on the **Upload** button.

### Insurances \* Denotes Mandatory Field

1.1 \* Public and /or Products Liability  
**x**  Insurance.Liability.Public & Products  
Please upload your Public and /or Products Liability *Please upload a single file*  
**Upload**

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1.2 \* New South Wales Workers Compensation  
**x**  Insurance.Workers Compensation.NSW  
Please upload your New South Wales Workers Compensation *Please upload a single file*  
**Upload**

**Next**

j. In this case, the system requires an electronic copy of the company's Public and Products Liability Insurance policy.

Click on the **browse** button to locate the scanned copy of this document and upload it to the portal.

Additional information is required to be entered after the file has been located including:

- Name (will be automatically populated with the file name but can be edited)
- Start Date (Mandatory)
- End Date (Mandatory)
- Details of Insurance.

Click on the **Upload** button to upload the document and proceed to the next upload.

**Tips for successful uploads:**

- Unless otherwise noted, PDF file format is the preferred format
- File size is limited to a maximum of 2Mb
- For photos, a head and shoulders shot of the employee against a light coloured background will deliver best results. No hats or sunglasses please.
- One document per file

**Upload File for Avondale Plantation**

**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: **Public and /or Products Liability**

Requirement: **Please upload your Public and /or Products Liability**

File to upload: \* **Browse...** 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:	Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Total: <input type="text"/>

*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:


**Back**


k. When you have uploaded all required insurance documents click on the **Next** button to proceed to the upload page for Company Licenses (if applicable).

When you have completed uploading any company licenses, clicking the **Next** button will take you to the upload page for Safety Management documentation.


**Insurances** \* Denotes Mandatory Field


1.1 \* Public and /or Products Liability

✓  Insurance.Liability.Public & Products  
Please upload your Public and /or Products Liability

Name	Issue	Expiry	Comment	Open	Edit	Remove
IBlank CAAF application form	04 Oct 2015	15 Jan 2016			Edit	Remove

1.2 \* Personal Income Protection/Accident Insurance

✓  Insurance.Income Protection.Personal Income Protection  
Please upload your Personal Income Protection/Accident Insurance

Name	Issue	Expiry	Comment	Open	Edit	Remove
IBlank CAAF application form	11 Oct 2015	31 Oct 2015			Edit	Remove

**Next**

l. Click on the **Submit** button to submit your documentation for review and approval by Pegasus Staff.

When your documents have been reviewed and verified, you will receive an email informing you that your documents have been approved.

Once you have reached this point you can commence the process of registering individuals and booking inductions. (See Section 5)

**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**



- m. Your company's portal home page will change to reflect the approved status of your subscription and document approvals.
- This is the screen from which you can update your renewed insurances and licenses (See Section 6)

**Lauren**

To use this portal your company must satisfy the Yancoal 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.

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You have a pending Subscription being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	26-Oct-15 11:56	Lauren Chock	Subscription Contractor (Exempt)
Uploads	SUBMITTED	26-Oct-15 12:02	Lauren Chock	Waiting for approval.
SMS Review				

Each component's contact will be notified when its status changes.

# RENEW YOUR COMPANY'S INSURANCES AND LICENSES

- a. From your company's home page, click on the **Renew** link next to the compliance document you wish to renew.

**Avondale Plantation** Shopping Cart  
Total Cost: empty

**Compliance Subscription**  
You have a current subscription which expires in 365 days.

This subscription allows you to maintain your compliance records.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public & Products	104125	Current	01 Mar 16	335 days	May be renewed	<a href="#">renew</a>
Insurance.Workers Compensation.NSW	104126	Current	01 Mar 16	335 days	May be renewed	<a href="#">renew</a>
Licence.Work Activity.Electrical Contractor	104127	Current	26 Mar 16	360 days	May be renewed	<a href="#">renew</a>
System.Safety Management.Safe Work Method Statement	104128	Current	26 Mar 16	360 days	May be renewed	<a href="#">renew</a>

- b. Follow the process detailed in Section 4.10 to upload your renewed compliance document.

**Renew Certification Insurance.Liability.Public & Products**

✘ \* Public and /or Products Liability

Existing Verified Insurance.Liability.Public & Products

Please upload your Public and /or Products Liability

Please upload a single file

[Back](#) [Upload](#)

- c. The status of your renewed document will remain as “Renew Soon” until your existing compliance document expires. The new document will then come into effect and the status will revert to “current”