



ONSITE TRACK EASY

Yancoal Contractor Management Portal

Portal User Guide: Employee Registration and Induction Bookings



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WHERE CAN I FIND HELP?

Pegasus Safety

1300 663 816

yancoalsafetycompliance@pegasus.net.au

Yancoal Contractor Information Website

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

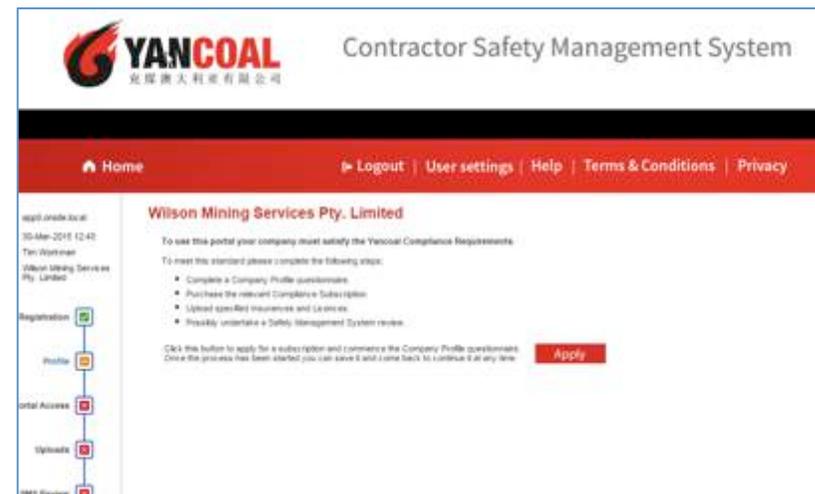
- a. If your company has an existing subscription to Onsite Track Easy, click on the **Login** button.



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

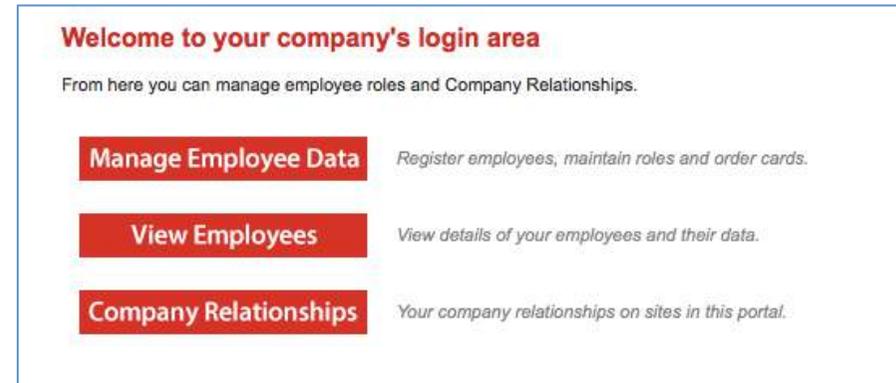


- c. Your company will be recognised and you are ready to complete the registration process by clicking on the **Apply** button.



REGISTERING EMPLOYEES & BOOKING INDUCTIONS

- a. From your company's home page, click on the **Manage Employee Data** button.



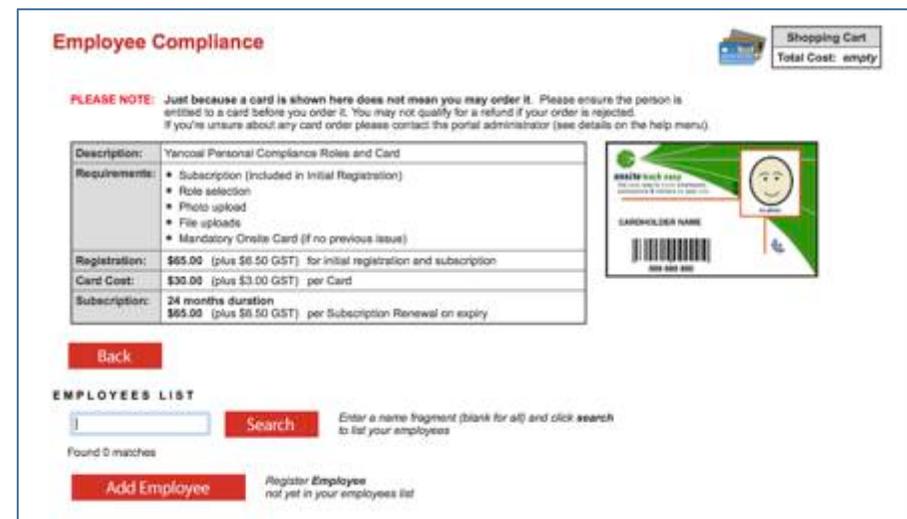
Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

- Manage Employee Data** Register employees, maintain roles and order cards.
- View Employees** View details of your employees and their data.
- Company Relationships** Your company relationships on sites in this portal.

- b. Click on the **Search** button to return a list of all the employees for your company that the Onsite system knows about. For employees with existing Onsite Track Easy cards or for employees with existing current inductions, basic employee data will already be loaded into the system.

If the system does not return the employee that you're wishing to register, click on the **Add Employee** button.



Employee Compliance

Shopping Cart
Total Cost: empty

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Yancoal Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none">• Subscription (Included in Initial Registration)• Role selection• Photo upload• File uploads• Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry

Back

EMPLOYEES LIST

Search Enter a name fragment (blank for all) and click search to list your employees

Found 0 matches

Add Employee Register Employee not yet in your employees list

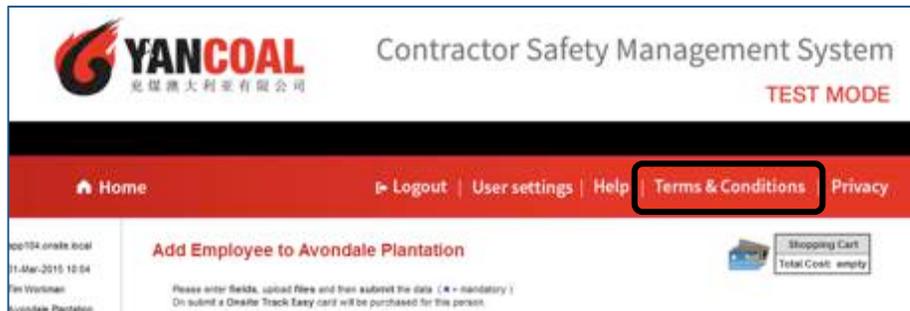
c. Complete the individual details form noting the following:

Mandatory Fields:

- First Name
- Last Name
- Date of Birth
- Gender
- Address details
- Next of Kin details

When complete, click in the box to agree with the terms and conditions and click on the **Save** button.

Note: Terms and Conditions are available at the link at the top of the page



Add Employee to Avondale Plantation

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a Onsite Track Easy card will be purchased for this person.


Shopping Cart
Total Cost: empty

1. Fields

Current Data

Added By: Tim Workman

First Name: *

Middle Name:

Last Name: *

Date of Birth: * *dd mmm yy* or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry: *dd mmm yy* or icon

Gender:

Address:

Town:

State/Province:

Post Code:

Phone: *

Email: *

Next of Kin First Name:

Next of Kin Last Name:

Next of Kin Phone:

Next of Kin Email:

Next of Kin Relationship:

Historical Data

Previous contact details

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

Declaration: * I agree with Terms & Conditions and Privacy menus

2. Identification

Please enter the required fields.
Then you can proceed if required.

3. Files

Please enter the required fields
and complete identification steps.
Then you can upload the files.

4. Submit

Please enter all the required data.
Then you will be able to submit it.

On submit a Onsite Track Easy
card will be purchased for this person.

d. Enter the employee details and click the **Submit** button.

Continue Entry of Tim Tester99

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a **Onsite Track Easy** card will be purchased for this person.

Shopping Cart
Total Cost: **empty**

Employee Status: **Started**

1. Fields

Current Data

Added By: Tim Workman

First Name: *

Middle Name:

Last Name: *

Date of Birth: *

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

Address:

Town:

State/Province:

2. Identification

No additional identification data is required.
This person will be added as a new person in Onsite.

3. Files

No file uploads are required.

4. Submit

Click submit to send the data for processing.

Submit

On submit a **Onsite Track Easy** card will be purchased for this person.

e. Your employee's registration status will appear with a data status of incomplete. Click on the **processing** link to select a role and continue with the registration process

Registration, Subscription, Roles, Card

Shopping Cart
Total Cost: **empty**

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing	YES	test	Lauren	X				\$71.50	INCOMPLETE	

✓ = Entered X = Mandatory Not Entered X = Optional Not Entered

Click link to view role data requirements: [Role Data Lookup](#)

- f. Click on the **Select Roles** button to select which roles this employee will be carrying out on Yancoal sites

Card Order

Select Roles **Mandatory; Requires valid selection**

Roles: (none)

Communicate To: *Name of person*

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

Card Shipment

Communicate To: **copy from** Card Order

Communicate By:

Email:

Mobile: in

Attention To: **copy from** Person Company

Address:

Town:

State/Province:

Postcode:

Country:

You must save these entries before you can proceed with the next step

Save

- g. You can select one or more roles from the list that appears in the pop-up dialogue box.

Note: If you select an underground role at any site, this automatically includes the requirements for a surface worker at the same site. i.e you do not have to select **Contractor – Austar Surface ONLY** and **Contractor Austar Underground** for the same employee.

Contractor – Austar Underground will automatically include the requirements for Contractor – Austar Surface ONLY.

When you have selected all roles required, click on the  button to continue.

Yancoal Portal Work Roles

Group:

Tick all required roles and click apply

<input type="checkbox"/>	Contractor - Ashton Non-mining
<input type="checkbox"/>	Contractor - Ashton Surface ONLY
<input type="checkbox"/>	Contractor - Ashton Underground
<input type="checkbox"/>	Contractor - Austar Surface ONLY
<input checked="" type="checkbox"/>	Contractor - Austar Underground
<input type="checkbox"/>	Contractor - Cameby Downs
<input type="checkbox"/>	Contractor - Donaldson Surface ONLY
<input type="checkbox"/>	Contractor - Donaldson Underground
<input type="checkbox"/>	Contractor - Moolarben
<input type="checkbox"/>	Contractor - Premier
<input type="checkbox"/>	Contractor - Stratford/Duralie
<input type="checkbox"/>	Contractor - Yarrabee
<input type="checkbox"/>	Test

Selected Roles
Contractor - Austar Underground



h. Once you have selected the appropriate role(s) required, check the following boxes:

- Agree with the terms and conditions
- Copy address details from the card order
- Copy person details from Company details

This will ensure that any card shipments will be sent to the correct address

When complete, click on the **Save** button to continue.

Select Roles Mandatory; Requires valid selection

Roles: Contractor - Austar Underground

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

Declaration: agree with the Terms & Conditions and Privacy menus

Card Shipment

Communicate To: copy from Card Order

Communicate By:

Email:

Mobile: in

Attention To: copy from Person Company

Address:

Town:

State/Province:

Postcode:

Country:

You must save these entries before you can proceed with the next step **Save**

- i. Based on the selected role, the portal will now prompt you to upload one or more files that need to be verified prior to being approved for an induction booking.

Start the process of uploading a file by clicking on the

Upload

Registration, Subscription, Roles, Card

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Info Done	Cost	Data Status	Payment
Processing ▶	YES	Test	Lauren	✓	Contractor - Ashton Non-mining, Contractor - Carleby Downs	0 of 7 ✗	0 of 0 ✓	\$71.50	INCOMPLETE	

✓ = Entered ✗ = Mandatory Not Entered ✗ = Optional Not Entered

Click link to view role data requirements: [Role Data Lookup](#)

PROCESSING: LAUREN TEST
(Registration, Subscription, Roles, Card)

Back **Add to Cart** **Terminate**

GENERAL show general

FILES hide files

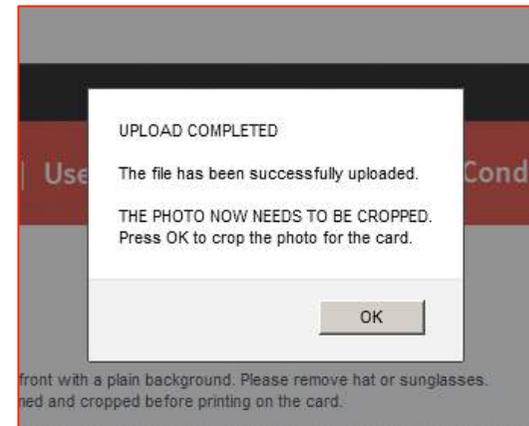
File: **Photo**
✗ Mandatory Cardholder Photo

Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

Please upload a photo of this employee

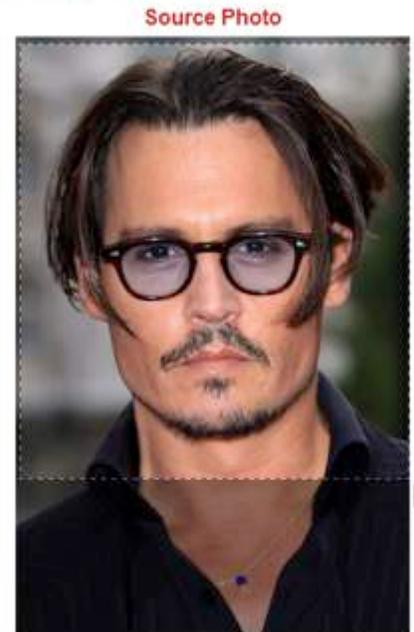
Upload

- j. When uploading a photo, you will be asked to crop the photo after it is uploaded.



- k. You can crop and rotate the photograph in this screen. When complete, click the **Apply** button.

Crop Photo For Card



Instructions

- ▶ Make final photo like a passport photo.
- ▶ The final photo initially shows the top left corner of the source photo.
- ▶ Rotate by clicking arrows if required.
- ▶ Drag out a selection frame on the source photo to define the area you want to use.
- ▶ Resize the frame with its handles.
- ▶ Reposition the frame by dragging it.

Final Photo



Apply

I. Upload the required documents for the selected role.

Edit Upload File for Tim Tester99

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 person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and card purchase will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description: **Proof of Identity**
Maximum Size: 2 Mb
Requirement: **Please upload your State or Federal issued Proof of Identity**

Existing File: *Uploaded on 31-Mar-15 at 10:42 by Tim Workman*

File to Upload: No file selected.

Name: *

Issue Date: *blank if none (must match upload file)*

Expiry Date: *blank if none (must match upload file)*

Comment:

Status:

m. When uploads are complete, the required training section will be populated with the classroom inductions required to be completed for the selected roles.

Note: If your employee already has a current induction, the requirement will appear as “Complete” and no booking will be required.

n. Click on the “Book” link against the training line item you wish to book.

TRAINING hide training

Bookings
The following table lists the training required for this employee's role selections. All Auto-Booked training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Austar	Austar Underground Induction	OUTSTANDING	Approved	\$25.00	\$2.50	1			Book

Required By Roles Legend
 1 Contractor - Austar Underground

Training Declaration
 I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

[Cancel](#) [Save](#)

TRAINING hide training

Bookings
The following table lists the training required for this employee's role selections. All Auto-Booked training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Austar	Austar Underground Induction	OUTSTANDING	Approved	\$25.00	\$2.50	1			Book

Required By Roles Legend
 1 Contractor - Austar Underground

Training Declaration
 I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

[Cancel](#) [Save](#)

- o. You will be presented with a list of available training sessions for this training type. Select the session you wish to book and click on the “Book” link.

Note: This will add the purchase price of an induction booking to your shopping cart.

Click in the box to agree to purchase outstanding training and click the **Save** button to continue

Avondale Plantation Bookings

Shopping Cart
Total Cost: empty

AVAILABLE COURSES
Sort by: Site

Click course name to view extra details or make a new booking.
All bookings must be paid for with a Credit Card.

Classroom Courses
Here are all open classes scheduled for April 2015 (change month to see other schedules)
Student numbers are limited. The Avail column shows how many places are left in each session.

Site	Course	Course #	Date	Time	Duration	Capacity	Att'ees	Avail	Cost	GST	Files	Infos	Venue
Yancoal Austar	Book	36393	Tue 07 Apr 2015	6:45 am	1 Day	10	0	10	\$25.00	\$2.50	none	none	Austar Surface
Yancoal Austar	Book	36394	Tue 14 Apr 2015	6:45 am	1 Day	8	0	8	\$25.00	\$2.50	none	none	Austar UG Training Room
Yancoal Austar	Book	36395	Tue 21 Apr 2015	6:45 am	1 Day	8	0	8	\$25.00	\$2.50	none	none	Austar UG Training Room

* Indicates course cost is paid for by the site.

[Back](#)

- p. To complete the registration and booking process, click on the **Add To Cart** button. This will return you to your company's home page and the shopping cart will now display 2 items, One Registration Fee (Onsite Card) and One Induction booking.

- q. Click on the “Review” link to continue to process your purchases.

Shopping Cart

Name	Quantity	Cost
Onsite Card	1	\$71.50
Austar Underground Induction	1	\$27.50
		Total Cost: \$99.00

[Review](#)

r. Your shopping cart line items will be displayed along with the GST inclusive costs.

Click on the **Proceed To Checkout** button to finalise your purchases

Review Shopping Cart

Company: Avondale Plantation
 User: Tim Workman
 Total: \$99.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Tim Tester99	\$25.00	\$2.50	\$25.00	\$27.50	Booking for Tim Tester99 into Auster Underground Induction. To be held at Auster Surface on Tue 07 Apr 2015, starting at 6:45 am and lasting for 1 Day	
2	1	Card Order	Tim Tester99	\$65.00	\$8.50	\$65.00	\$71.50	Online Card for Tim Tester99	remove
							Total:	\$99.00 including GST of \$8.00	

• Some course bookings cannot be removed as they are requirements for card orders.
 • Remove the relevant card orders to enable course booking removal.

Back **Proceed To Checkout**

s. Purchases can be made by credit card (Visa card or MasterCard) through Pegasus' secure on-line payment gateway.

After entering your credit card details, click on the **Continue** button to process your payment.

Checkout Shopping Cart

Company: Avondale Plantation
 User: Tim Workman
 Total: \$99.00 inc GST

PURCHASE

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

CREDIT CARD

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

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

Back **Continue**

- t. A tax invoice will be made available for download at this point. A copy will be emailed to the email address provided as the company contact during company registration.

You may now choose to process another employee registration or to log out.

When the employee's documents and training booking have been approved, a confirmation email will be sent to the company administrator email for forwarding to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



Checkout Shopping Cart

Company:	Avondale Plantation
User:	Tim Workman

Purchase Successful

- 1 person has been booked into training.
- 1 Card Purchase has been generated.

Tax Invoice/Receipt

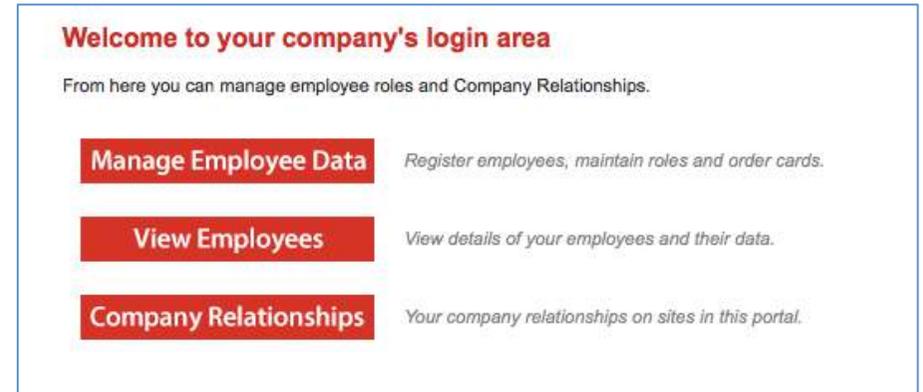
- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
138710	\$99.00	Credit Card	Download

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

BOOK AN ADDITIONAL INDUCTION FOR AN EMPLOYEE THAT IS ALREADY REGISTERED

- a. From your company's home page, click on the **Manage Employee Data** button.



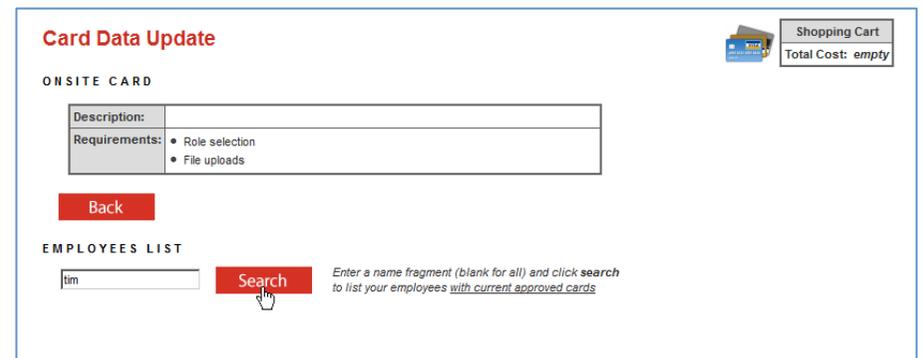
Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

- Manage Employee Data** *Register employees, maintain roles and order cards.*
- View Employees** *View details of your employees and their data.*
- Company Relationships** *Your company relationships on sites in this portal.*

- b. Type your employees name and click on the **Search** button

Note: Employees that are waiting on a card to be supplied at a site induction will not be displayed in this list. If a site induction booking is required prior to the supply of the card, please contact Pegasus Safety on 1300 663 816 to arrange to be booked in.



Card Data Update Shopping Cart
Total Cost: empty

ONSITE CARD

Description:	
Requirements:	<ul style="list-style-type: none">• Role selection• File uploads

Back

EMPLOYEES LIST

Search Enter a name fragment (blank for all) and click **search** to list your employees with current approved cards

- c. Click in the box to select the employee that you wish to update data for and click on the **Submit** button.

Card Data Update



Shopping Cart
Total Cost: empty

ONSITE CARD

Description:

Requirements:

- Role selection
- File uploads

Back

EMPLOYEES LIST

Search Enter a name fragment (blank for all) and click **search** to list your employees with current approved cards

Found 1 match

Submit Tick one or more of the **Select** boxes and then click the **Submit** button to update the data for this card

Select	Last Name	First Name	Previous Roles	Email	Card History	Reason Unavailable
<input checked="" type="checkbox"/>	Tester99	Tim	Contractor - Austar Underground	tworkman@pegasus.net.au		

- d. Your employee's record will be displayed with a data status of incomplete. Click on the **Process** link to commence the data update process.

Note: No payment is required to update data unless an additional induction is required which will incur an induction booking fee.

Data Update for Onsite Card



Shopping Cart
Total Cost: empty

CARD RECORD

Role	Employee Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	Testers	Tim	✘				\$0.00	INCOMPLETE	N/A

✓ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered

Action: Click 'Process' to continue an entry, and when complete, submit it. Each person requires General entries, then File uploads.

Click link to view role data requirements: [Role Data Lookup](#)

Back

- u. Select the new role required by clicking on the **Select Roles** button.
You can select one or more roles from the list that appears in the pop-up dialogue box.

Note: If you select an underground role at any site, this automatically includes the requirements for a surface worker at the same site. i.e you do not have to select **Contractor – Austar Surface ONLY** and **Contractor Austar Underground** for the same employee.

Contractor – Austar Underground will automatically include the requirements for Contractor – Austar Surface ONLY.

Click on the **Apply** button to continue.

The screenshot shows a web-based dialog box titled "Yancoal Portal Work Roles". At the top, there is a "Group:" dropdown menu currently set to "All Groups". Below this is a table with a header "Tick all required roles and click apply". The table lists various contractor roles with checkboxes. Two roles are selected: "Contractor - Ashton Surface ONLY" and "Contractor - Austar Underground". Below the table, there is a section titled "Selected Roles" which lists the two selected roles. A red "Apply" button is located at the bottom right of the dialog box.

Tick all required roles and click apply	
<input type="checkbox"/>	Contractor - Ashton Non-mining
<input checked="" type="checkbox"/>	Contractor - Ashton Surface ONLY
<input type="checkbox"/>	Contractor - Ashton Underground
<input type="checkbox"/>	Contractor - Austar Surface ONLY
<input checked="" type="checkbox"/>	Contractor - Austar Underground
<input type="checkbox"/>	Contractor - Cameby Downs
<input type="checkbox"/>	Contractor - Donaldson Surface ONLY
<input type="checkbox"/>	Contractor - Donaldson Underground
<input type="checkbox"/>	Contractor - Moolarben
<input type="checkbox"/>	Contractor - Premier
<input type="checkbox"/>	Contractor - Stratford/Duralie
<input type="checkbox"/>	Contractor - Yarrabee
<input type="checkbox"/>	Test

Selected Roles
Contractor - Ashton Surface ONLY, Contractor - Austar Underground

Apply

- e. Click in the box to accept the terms and conditions and click on the **Save** button to process the individuals' data changes.

CARD RECORD

Action	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	Tester99	Tim	✘				\$0.00	INCOMPLETE	N/A

✓ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered [Click link to view role data requirements: Role Data Lookup](#)

PROCESSING: TIM TESTER99
(Onsite Track Easy card)

Back **Submit** **Terminate**

GENERAL *

Card Data

Select Roles Requires valid selection

Roles: Contractor - Ashton Surface ONLY, Contractor - Austar Underground

Previous Roles: Contractor - Austar Underground

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

You must save these entries before you can proceed with the next step

Save

- f. The system will reassess the documentation requirements for the new role and prompt to upload any additional documentation required.

Note: Documents already uploaded will not need to be uploaded again.

FILES [hide files](#) ⌵

File1: * **Proof of Identity** Existing Verified

✓ Generic.Govt Licence/Authority.Proof of Identity

Mandatory for Roles: Contractor - Ashton Surface ONLY, Contractor - Austar Underground

Please upload your State or Federal issued Proof of Identity

Uploaded File:

Name	Issue	Expiry	Comment	Open	Renew
Test Document			Pre-existing current verified doc.		Renew

File2: * **Mines Rescue Underground Induction** Existing Verified

✓ Generic.Induction.Mines Rescue Underground

Mandatory for Roles: Contractor - Austar Underground

Submit all evidence assessed by an RTO that is relevant to this unit (must be current). Evidence can be linked to unit of competency listed or like Please note; the certified document that has been issued by the authorised RTO (Registered Training Organisation) must meet the following requirements to be approved.

- identifies the RTO by its national provider number from the National Training Information Service
- includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.

Uploaded File:

Name	Issue	Expiry	Comment	Open	Renew
Test Document			Pre-existing current verified doc.		Renew

- g. Any new training requirements will be listed in the training section at the bottom of the page and will be highlighted as **Outstanding**.

TRAINING hide training

Bookings

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Ashton	Ashton Surface Induction	OUTSTANDING	Approved	\$25.00	\$2.50	1			Book
Yancoal Austar	Austar Underground Induction	COMPLETE	Approved	\$25.00	\$2.50	2	Training Completed (Expires on 31 Mar 17)	Already has an open booking	

Required By Roles Legend

1 Contractor - Ashton Surface ONLY
2 Contractor - Austar Underground

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel **Save**

- h. Click on the **Submit** button to finalise the data update.

Any new induction bookings will not be finalised until the booking fee has been processed.

Data Update for Onsite Card **Shopping Cart**

Name	Quantity	Cost
Ashton Surface Induction	1	\$27.50
Review		Total Cost: \$27.50

CONTINUING WITH ...

Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Tester99	Tim	✓	Contractor - Ashton Surface ONLY; Contractor - Austar Underground	5 of 5 ✓	0 of 0 ✓	\$0.00	COMPLETE	N/A

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered

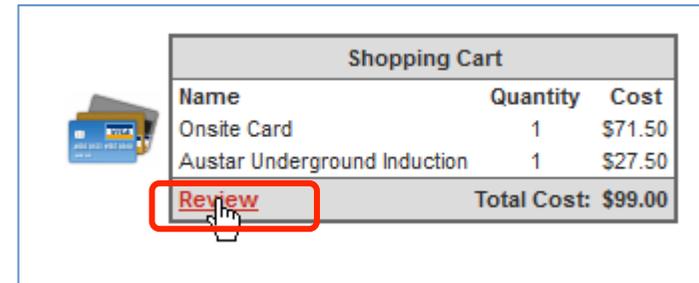
Click link to view role data requirements:
[Role Data Lookup](#)

PROCESSING: TIM TESTER99
(Onsite Track Easy card)

Back **Submit** **Terminate**

All mandatory entries for this application are complete. It may now be submitted.
If you intend to provide any more optional file uploads or information please do that first.

i. Click on the **Review** link to continue to process your purchases.



j. Your shopping cart line items will be displayed along with the GST inclusive costs.

Click on the **Proceed To Checkout** button to finalise your purchases

Review Shopping Cart

Company: Avondale Plantation
User: Tim Workman
Total: \$99.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove	
1	1	Course Booking	Tim Tester99	\$25.00	\$2.50	\$25.00	\$27.50	Booking for Tim Tester99 into Austar Underground Induction To be held at Austar Surface on Tue 07 Apr 2015, starting at 6:45 am and lasting for 1 Day		
2	1	Card Order	Tim Tester99	\$65.00	\$8.50	\$65.00	\$71.50	Onsite Card for Tim Tester99	remove	
							Total:	\$99.00	Including GST of \$9.00	

• Some course bookings cannot be removed as they are requirements for card orders.
• Remove the relevant card orders to enable course booking removal.

[Back](#) [Proceed To Checkout](#)

- k. Purchases can be made by credit card (Visa card or MasterCard) through Pegasus' secure on-line payment gateway.

After entering your credit card details, click on the **Continue** button to process your payment.

Checkout Shopping Cart

Company:	Avondale Plantation
User:	Tim Workman
Total:	\$99.00 inc GST

PURCHASE

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

Credit Card

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

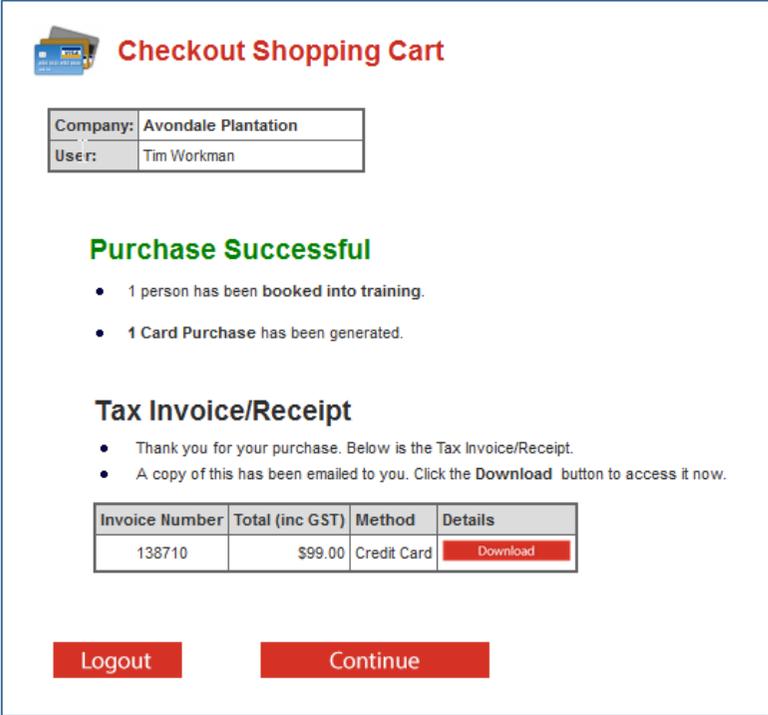
Card Number: 4444333322221111
Card Type: VISA
Card Expiry: 12 2019
Card CVV: 123
Cardholder Name: John Doe

Back **Continue**

- I. A tax invoice will be made available for download at this point. A copy will be emailed to the email address provided as the company contact during company registration.

You may now choose to process another employee registration or to log out.

When the employee's documents and training booking have been approved, a confirmation email will be sent to the company administrator email for forwarding to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



Checkout Shopping Cart

Company:	Avondale Plantation
User:	Tim Workman

Purchase Successful

- 1 person has been booked into training.
- 1 Card Purchase has been generated.

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 it now.

Invoice Number	Total (inc GST)	Method	Details
138710	\$99.00	Credit Card	Download

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

WHERE CAN I FIND HELP?

Pegasus Safety

1300 663 816

yancoalsafetycompliance@pegasus.net.au

Yancoal Contractor Information Website

www.yancoalcontractors.com.au