



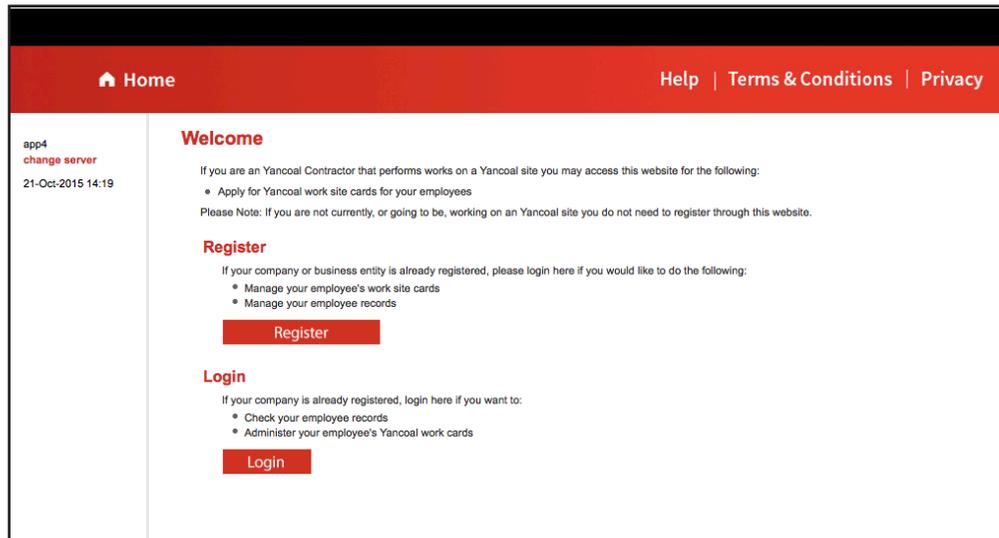
# Yancoal

## Contractor Management System

**User Guide for Updating Employee Documents**

## Yancoal Contractor Management System

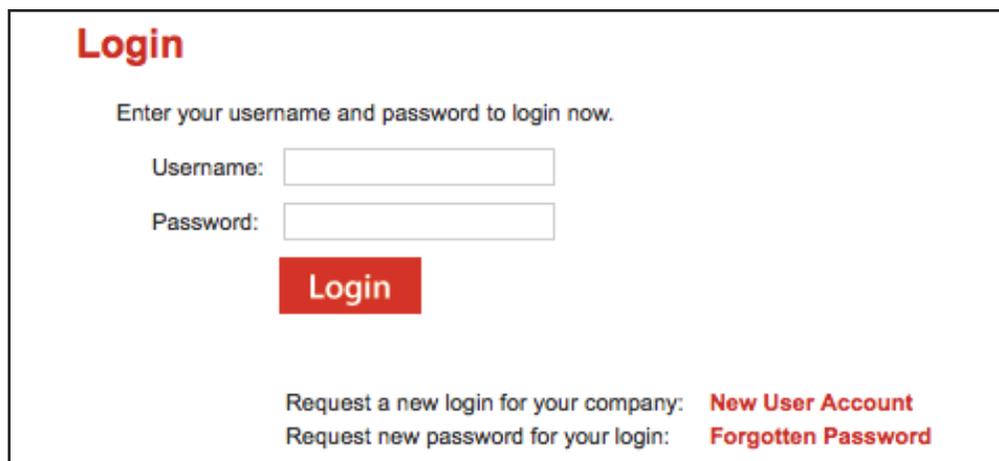
Please follow this step-by-step guide to update your employee's documents in the Yancoal Contractor Management System.



### Step 1

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

Once on the home page for the Yancoal Contractor Safety Management System, click "Login."



### Step 2

Enter your username and password, then select "Login."

## 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.*

### Step 3

To renew your employee documents, select “Manage Employee Data.”

## 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).

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

### Step 4

Enter a fragment of your employee’s name in the search field and click “Search.”

**Submit**

*Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection*

Add Employee

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input checked="" type="checkbox"/>	<input type="checkbox"/> <span style="color: red;">Tick for card</span>			Contractor - Donaldson Underground (incl. Surface)		08 Jul 2013 07 Jun 2013 29 Feb 2012	

**Step 5**

Click the tickbox in the select column in line with the Employee's name, then select "Submit."

Employee Compliance

Shopping Cart

Total Cost: *empty*

**SELECTION**

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	no			X				\$0.00	INCOMPLETE	N/A

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

**Action:** Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart.

Each person requires **General entries**, then **File uploads**.

Click link to view role data requirements:

[Role Data Lookup](#)

**Step 6**

Select "Process."

**Step 7**

Tick the Declaration stating “I agree with the Terms & Conditions and Privacy menus.”

Next select “Save.”

**Roles**

**Select Roles** **Mandatory; Requires valid selection**

Roles: (none)

Previous Roles: Contractor - Donaldson Underground (incl. Surface)

Communicate To:  *Name of person*

Communicate By:

Email:

Mobile:  in

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

**Save**

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

**File3: \* Mechanical Trade Qualifications**  Existing Verified

  (GRP) Mechanical.-.Trade Qualification

**Mandatory** for Roles: Auster Surface - Mechanical Tradesperson

**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 (Type)	Issue	Expiry	Comment	Open	Renew
Craft Certificate - B Dobson (Generic.Certificate.Trade)	08 Jan 1995		Pre-existing current verified doc.		<b>Renew</b>

**Step 8**

To renew a document, scroll to find the file. Next select “Renew” next to the document you would like to renew.

**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 cardholder compliance will be rejected!**

Various documents satisfy this upload requirement. [Select your Document Type](#) below.  
*If you have any questions contact the portal administrator listed on the help menu.*

Description: **Mechanical Trade Qualifications**  
Maximum Size: 2 Mb  
Requirement: **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.

Document Type:  \* Nominate which document you are uploading

File to Upload:  test pic.JPG Browse to select file for upload

Name: \*  Friendly name for this file after upload

Issue Date:  19 blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date:  19 blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

## Step 9

To upload the document from your computer, select "Browse. Once the file has uploaded, select "Upload."

## Step 10

Select "Submit."

The document/s will now be submitted to the Pegasus Data Administration team for processing.



For questions or assistance please call 1300 663 816  
or email [yancoalsafetycompliance@pegasus.net.au](mailto:yancoalsafetycompliance@pegasus.net.au)