



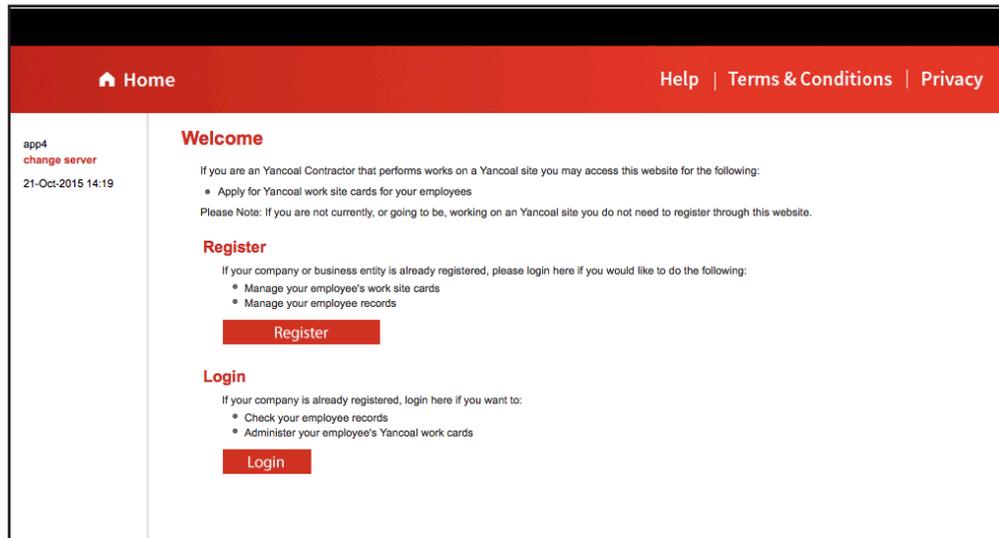
# Yancoal

## Contractor Management System

User Guide for Updating Company Insurances and Documents

## Yancoal Contractor Management System

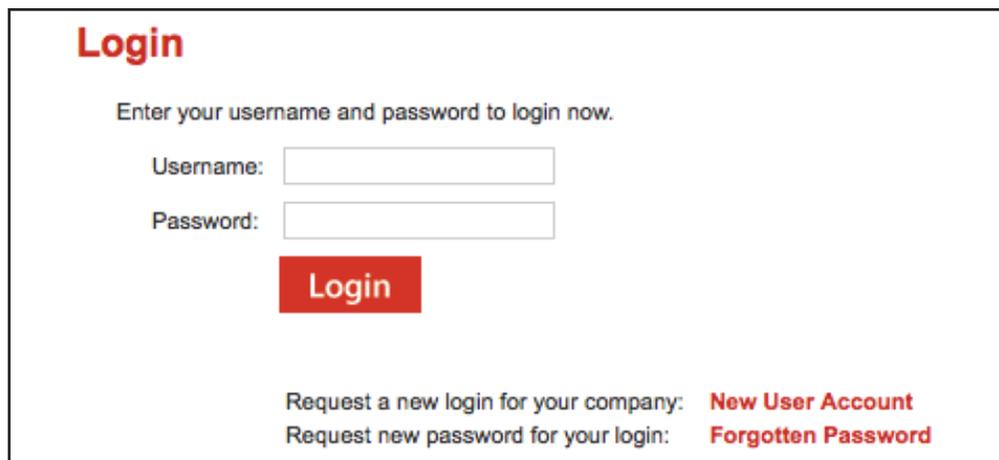
Please follow this step-by-step guide to update your company's insurance and documents in the Yancoal Contractor Management System.



### 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 Management System, click "Login."



### Step 2

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

**Step 3**

To renew your documents or insurances, select “Renew” next to the document you are wanting to update.



**Compliance Subscription**

You have a current subscription which expires in **33 days**.

Renew

**Renew your subscription.** New subscription will commence from expiry of the current subscription on 09 Nov 2016.

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This subscription allows you to maintain your compliance records.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public	126319	Current	31 Oct 16	24 days	Renew soon	renew
Insurance.Professional Indemnity.Professional Indemnity	126318	Current	31 Oct 16	24 days	Renew soon	renew
Insurance.Workers Compensation.QLD	126433	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.SA	126315	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.VIC	126316	Past	30 Jun 16		MUST RENEW	renew
Insurance.Workers Compensation.WA	126317	Current	30 Jun 18	631 days	May be renewed	renew
Licence.Work Activity.Electrical Licence - QLD	126321	Past	30 Jun 16		MUST RENEW	renew

**Step 4**

Select “Upload.”

Renew Certification Insurance.Liability.Public

x \* Public Liability Insurance

 Existing Verified
  Insurance.Liability.Public

Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

Please upload a single file

Upload

Back

# UPDATING COMPANY INSURANCES AND DOCUMENTS

## Step 5

Upload your insurance or document by selecting “Choose File.”  
Enter all mandatory information, then select “Upload.”

 **Upload File for Insurance.Liability.Public**

**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 Liability Insurance**  
Requirement: Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

File to Upload: \*  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" value="0"/>

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:

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► **Permitted File Types**  
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.

► **Maximum File Size**  
Only files up to **2 Mb** in size will be accepted for upload.

## Step 6

Select “Submit,” to submit your document for verification.

**Renew Certification Insurance.Liability.Public**

 \* Public Liability Insurance

 Existing Verified  **Insurance.Liability.Public**

Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

Name	Issue	Expiry	Comment	Open
WorkCover Insurance Certificate of Currency 22 Jun 2016	07 Oct 2016	07 Oct 2017		



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