



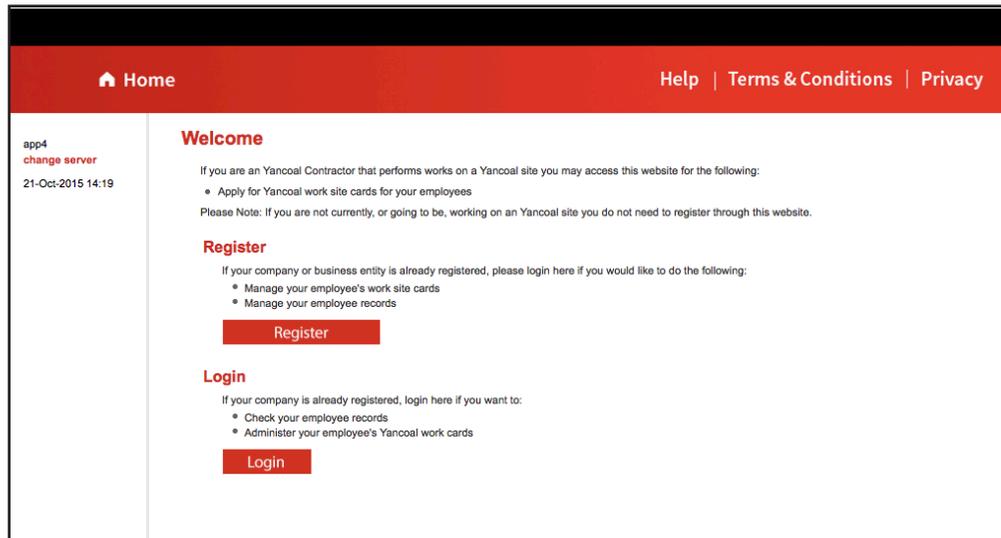
Yancoal

Contractor Management System

User Guide for Renewing Subscriptions

Yancoal Contractor Management System

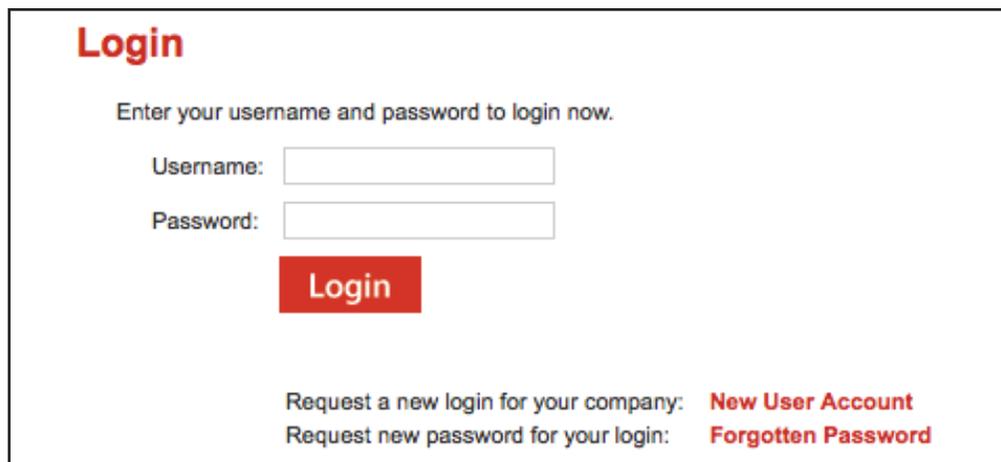
Please follow this step-by-step guide to renew subscriptions Yancoal Contractor Management System.



Step 1

Please go to <http://www.yancoalcontractors.com.au> and click on “Register/Login” 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.”

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.*

ACTION REQUIRED

1 Expiring Card Subscription (in next 60 days)

[show all 0](#)

Step 3

Under Action Required, select to show the subscriptions and compliances that require attention.

Select "Show" to view workers associated to each action.

ACTION REQUIRED

1 Expired Card Subscription

[show all 1](#)

1 Expiring Card Subscription (in next 60 days)

[show all 1](#)

7 Continuing Employee Compliances

[show all 7](#)

Expired and Expiring – allows you to renew worker subscriptions each year.

Continuing – is where details are shown if you've ordered a new card or are updating card data for a worker. If there were issues with data supplied, it would be returned and those details can be found under this function also.

Step 4

Select "Renew" to renew the subscription.

ACTION REQUIRED

1 Expired Card Subscription
 This card has been inactivated until subscription renewal.
 Subscriptions allow your employees to use their cards and maintain their data.
 Please note: Subscriptions costs are annually. Cost includes GST.

Employee	ID	Card	Subscription	Expiry Date	Since Expiry	Renewal Cost	Renewal	Renew
				08 May 15	335 days		OVERDUE	renew

[show all 1](#) (will not renew)

1 Expiring Card Subscription (in next 60 days)
 Renew early for continuity - all remaining time will be added to the new subscription.
 Cost includes GST. Subscription covers data maintenance and card use, not card supply.

Employee	ID	Card	Subscription	Expiry Date	Expires In	Renewal	Renew
				03 Jun 16	56 days	May be renewed	renew

[show all 1](#) (will not renew)

7 Continuing Employee Compliances
 [show all 7](#)



Shopping Cart		
Name	Quantity	Cost
Review	Total Cost:	

Step 5

Now the subscription has been added to your shopping cart, select "Review" to check what you are paying for.

If this description does not match what you wanted to pay for, you can click back or remove.

Review Shopping Cart

Company:	
User:	
Total:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1								
2	1								
3	1								remove
Total:									

- 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

Step 6

Review the shopping cart items, then select “Proceed to Checkout” to finalise the subscription renewal.



For questions or assistance please call 1300 663 816
or email yancoalsafetycompliance@pegasus.net.au