BHP Billiton - Mt Arthur Inductions
Pegasus Safety Inductions Booking Portal User Guide
Company Registration

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Safety Inductions Booking Portal

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Welcome

Here you may

- Apply for registration of your company with Pegasus Safety and, once your company has been registered,

- Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register]

Login

If your company is already registered, login here if you want to:

- Book training for your employees
- Check your employee records
- Administer your employee's Onsite work cards

[Login]

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For questions or assistance:

inductions@pegasus.net.au
1300 306 384

BHP Billiton Asset Induction Information Website >>
http://www.nswecinductions.com.au

Overview

Contractors who wish to work at BHP Mt Arthur must complete an online Asset Induction before coming to site. The online BHP Billiton Asset induction (Electrical, Mechanical or Other Contractor) replaces the previous face-to-face Mt Arthur Coal Surface Induction for new contractors.

This induction costs $110 per person and is booked through the Pegasus Safety Inductions Booking Portal. Once the administrator has booked their employees into the induction through the portal, the employee will be emailed a link to complete it online.
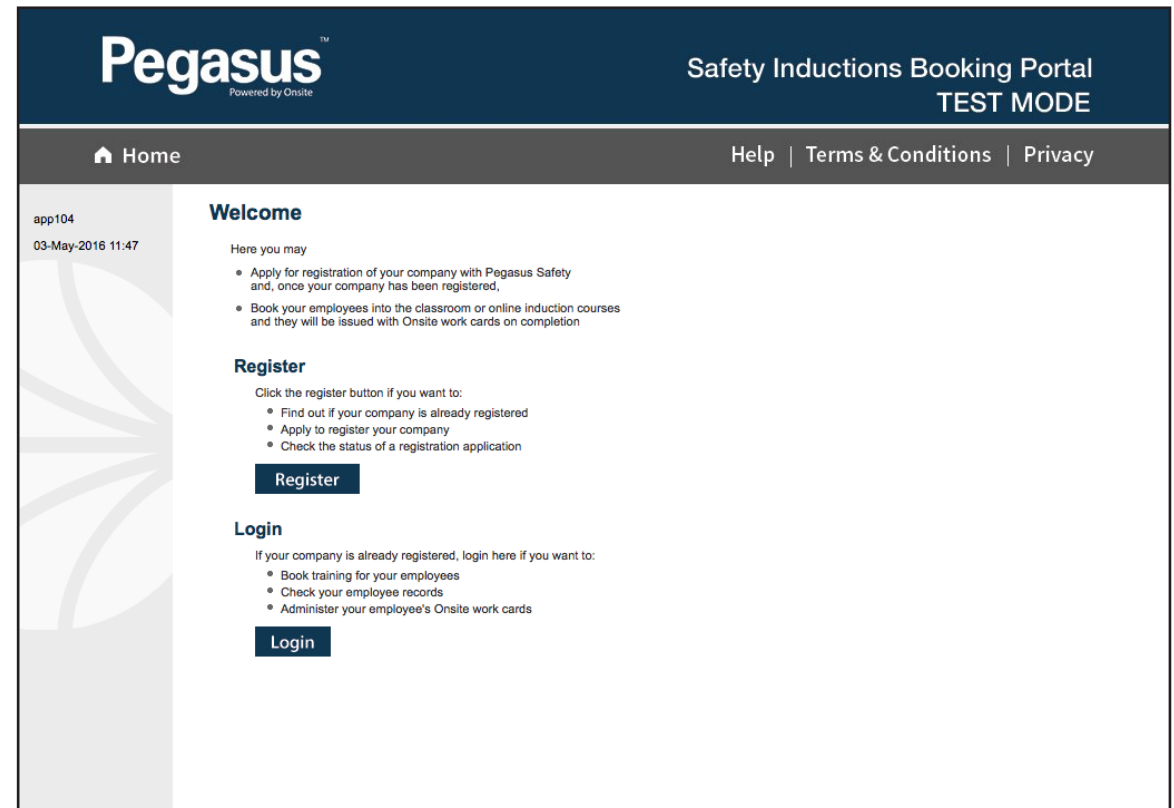
At the successful completion of the training, the employee will be issued the induction competency, now visible on their profile in the portal.

Registering a Company

BHP Billiton
Mt Arthur Inductions
Pegasus Safety Inductions
Booking Portal

Please follow this step-by-step guide to first register your company in the Pegasus Safety Inductions Booking Portal.

Start in the system here >

Step 1>
First time setup – click "Register" to register your company.

Step 2>

Click on "Add" to register your company.

Step 3>

Enter your company's ABN, then click "Continue." You can search the ABN registery by selecting "Lookup ABR."

Add Company

There are 2 trading names for this ABN.
Please **click the name** you wish to use for this company.

Trading Name

Add Company

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

1. Company

Name:	Black Pegasus Pty Ltd
Country:	Australia
ABN:	48 065 354 458
Phone: *****	
Mobile:	
Fax:	
Website:	

Postal Address

Address: *****	
Town: *****	
State/Province: *****	
Postcode: *****	

Delivery Address ☐ same as postal

Address:	
Town:	
State/Province:	
Postcode:	

2. User

First Name: *****	
Last Name: *****	
Email: *****	

3. Declaration

My name is: ***** |

* ☐ I am an authorised representative of this company.

Submit

▶ When you click **submit** this information will be supplied to Pegasus Safety Inductions 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.

Step 4>
Select your company's name.

Step 5>
Complete the company information and select "Submit" (entering all mandatory data marked with *).

Add Company

Thank you for this application.

It has been submitted for review and an email will be
sent to when it has been processed.

Return

Step 6>
You will receive notification that your company details have been sent to Pegasus for approval.

Please note: additional users can be setup at log in.

Step 7>
Pegasus will complete the approval process and you will be emailed when your company registration is complete (you will receive a separate email containing your user name and password).

Once you have received your username and password, you may login to the Pegasus Safety Inductions Booking Portal and book your employees into the induction.

Please refer to the BHP Billiton Booking Inductions Portal User Guide to complete this process.

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