BHP

BHP BILLITON
Contractor Management System

User Guide for Company Registration

Pegasus™
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Pegasus Safety Inductions Booking Portal

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

Step 1
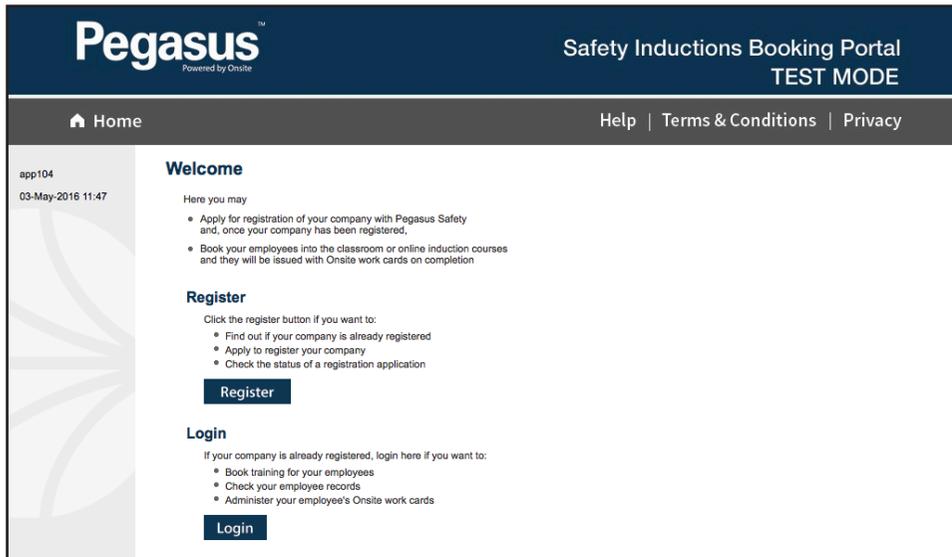
Please go to http://www.nswecinductions.com.au and click on "Register or Login" in the top menu bar.

Once on the home page for the Pegasus Safety Inductions Booking Portal, click "Register."
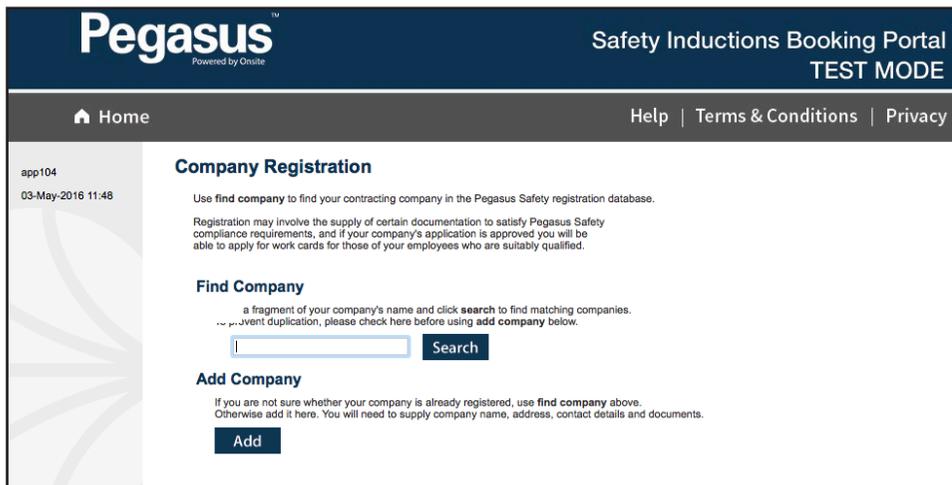
Step 2

Enter your company's name in the search field, then select "Search."

If your company is not existing in the portal, please select "Add."

Step 3

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

Step 4

Select your company from the list of returned companies based on the ABN you supplied.

Step 5

Complete the company information and select "Submit" (entering all mandatory information marked with a *).

Step 6

Your company registration application has now been submitted.

Pegasus will now complete the approval process and you will receive an email with login details to the Pegasus Safety Inductions Booking Portal. 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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For questions or assistance please call 1300 306 384
or email inductions@pegasus.net.au