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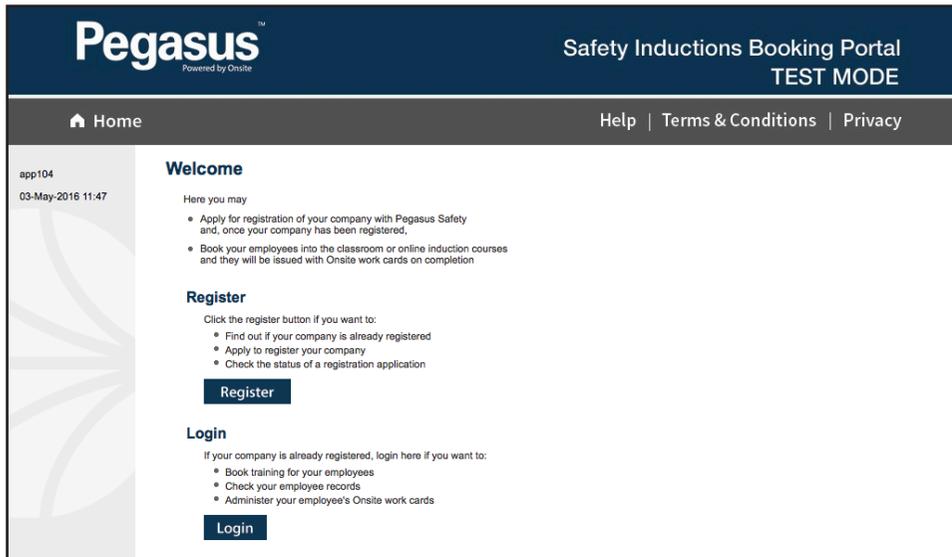
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Contractor Management System

User Guide for Company Registration

Pegasus Safety Inductions Booking Portal

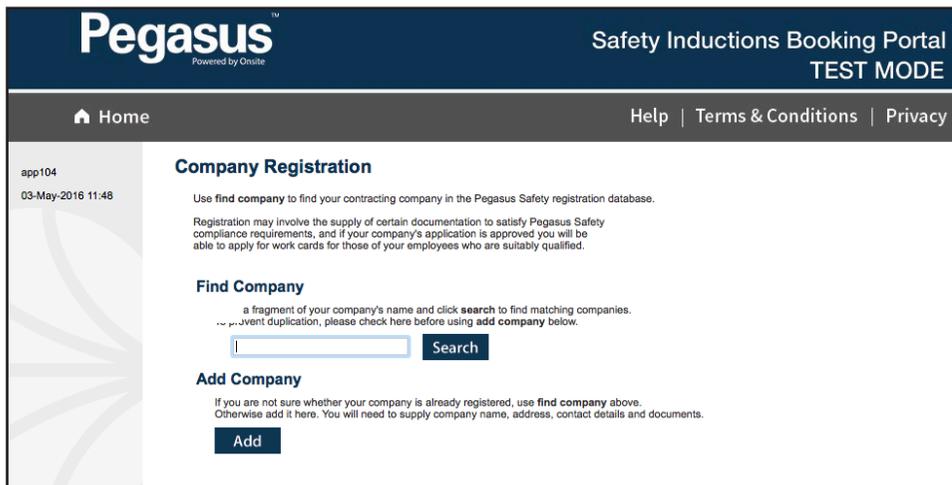
Please follow this step-by-step guide to register your company in the Pegasus Safety Inductions Booking Portal.



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.”

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Country:

ABN:

Lookup ABR

Continue

Step 3

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

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Home

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Add Company

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

Trading Name
[Redacted]
[Redacted]

Step 4

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

Add Company

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

1. Company

Name:

Country:

ABN:

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 5

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

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

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