

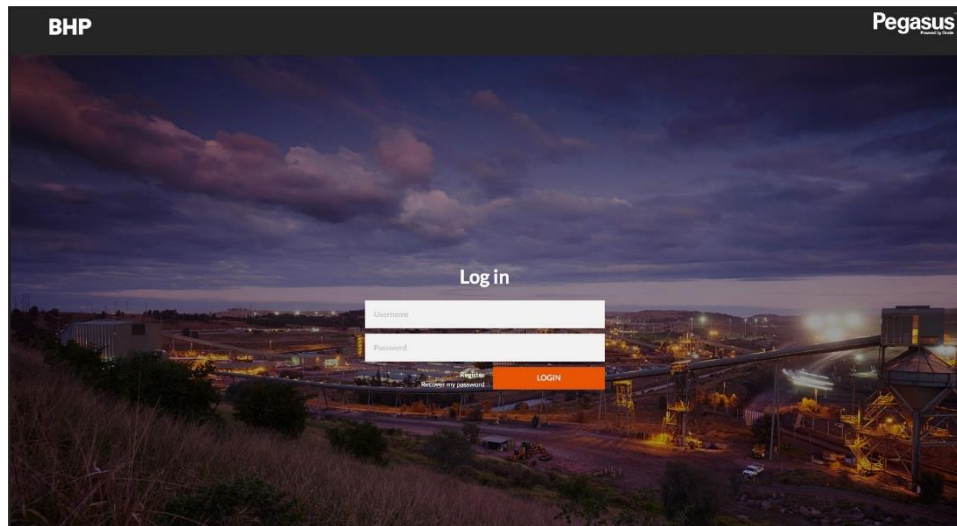
BHP

Mt Arthur Coal Contractor Management System

User Guide for Registering your Employees

BHP Mt Arthur Coal Contractor Management System

Please follow this step-by-step guide to register your contractors in the Contractor Management System.

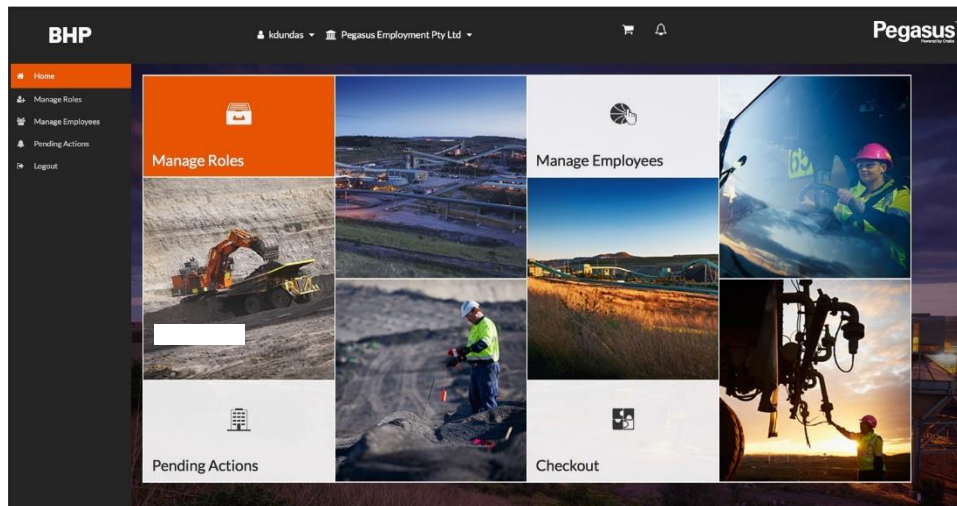


Step 1

Please go to <http://www.nswecinductions.com.au> and click on "Login" in the top menu bar.

Once on the home page for the BHP Contractor Management System, click "Login."

If prompted, enter your business name and click "Select"



Step 2

Select "Manage Employees" from the main dashboard or the menu on the left.

REGISTERING YOUR EMPLOYEES

kdundas Pegasus Employment Pty Ltd

Home Manage Roles Manage Employees Pending Actions Logout

Dashboard / Employees

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

[Employee Placeholder 1] [Employee Placeholder 2] [Employee Placeholder 3] [Employee Placeholder 4] [Employee Placeholder 5] [Employee Placeholder 6]

Step 3

Select "Add New Employee."

Personal Details

Create a new employee

Person

First Name * First Name

Middle Name Middle Name

Last Name * Last Name

Gender

DOB * dd/mm/yyyy

Phone * e.g. 0412341234

Email * Email

Address

Address Address

Town/City Town/City

State


Back to List Employees SAVE & CLOSE

Step 4

Enter your employee's details, select the declaration agreeing to the terms and conditions, then select "Save & Close."

Manage Employee

Manage a selected employee



Guide, User
ID# 1577315
Submitted

Personal Details

Gender:
DOB: 01/01/1984
Name: User Guide
Address: , AU
Phone: 0478852357
Email: nhallam@pegasus.net.au

Subscription Not Issued - Add To Cart >

Work Roles 0 0 0 >

Step 5

Select "Work Roles," then "Manage Roles."

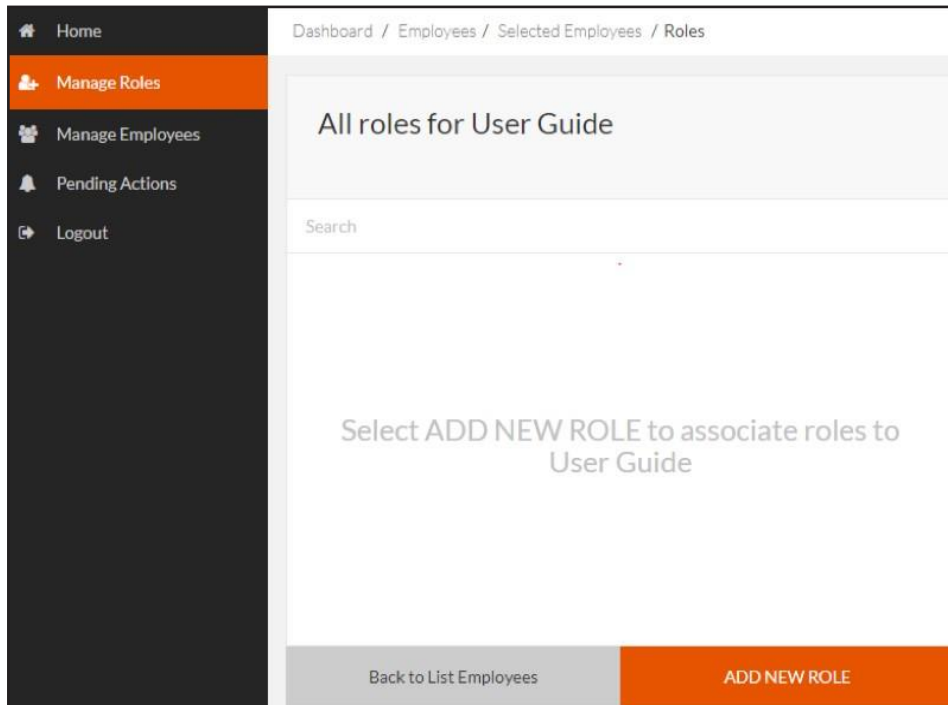
Edit Card Shipping Address

Attention to *	User Guide	PERSON
Address *	1 King Street	COMPANY
Town/City *	New Farm	CLEAR
State *	QLD	
Postcode *	2400	
Country *	Australia	
Method	Email	
Email *	nhallam@pegasus.net.au	

CANCEL NEXT

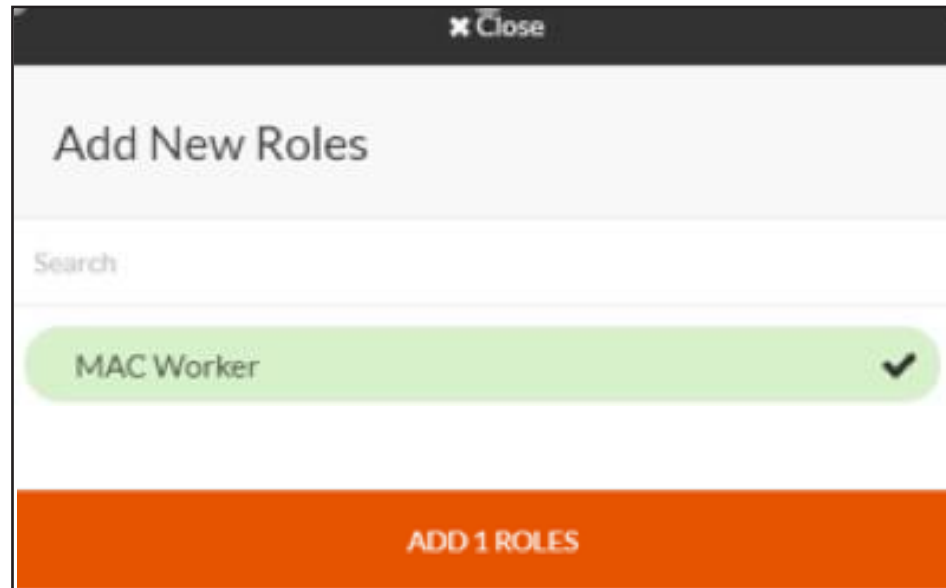
Step 6

Verify the shipping details by selecting "Company" or "Person," ensure the details are correct, then select "Next" and "Confirm."



Step 7

Select "Add New Role."

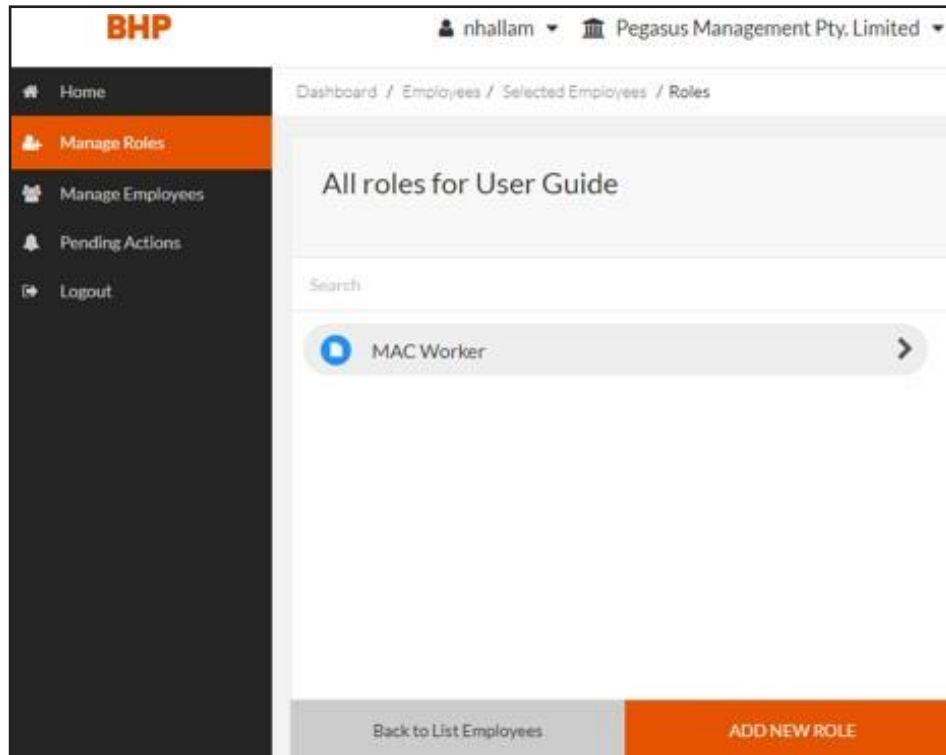


Step 8

Select your employee's role/s from the provided list.

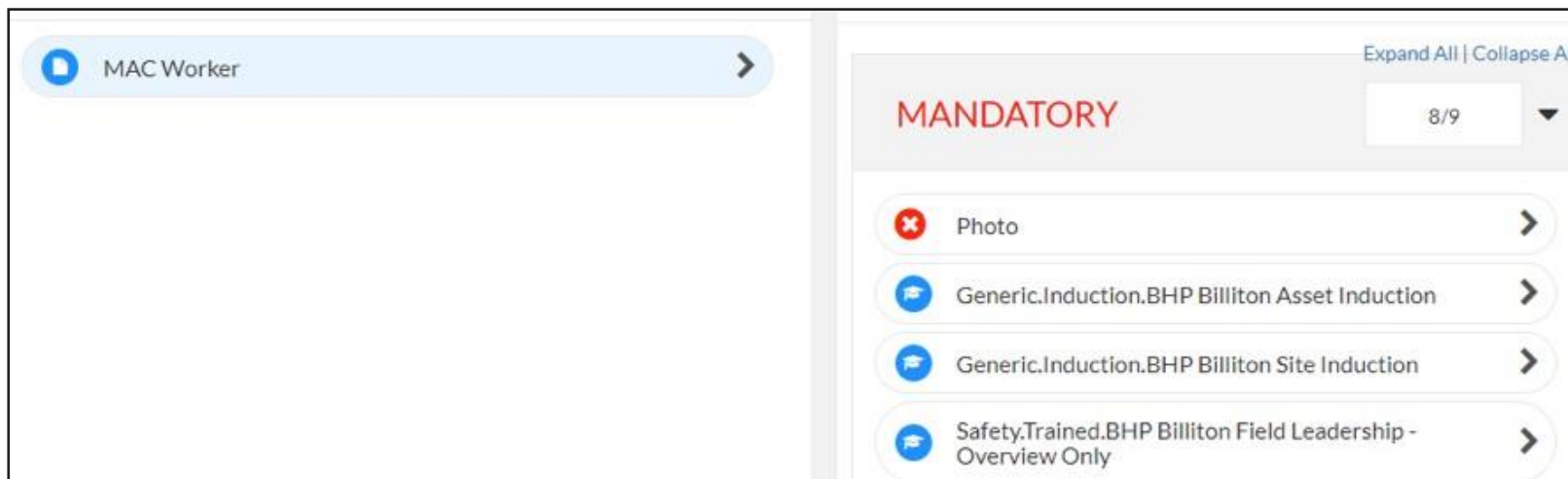
Once all roles have been selected select "Add # Role/s."

REGISTERING YOUR EMPLOYEES



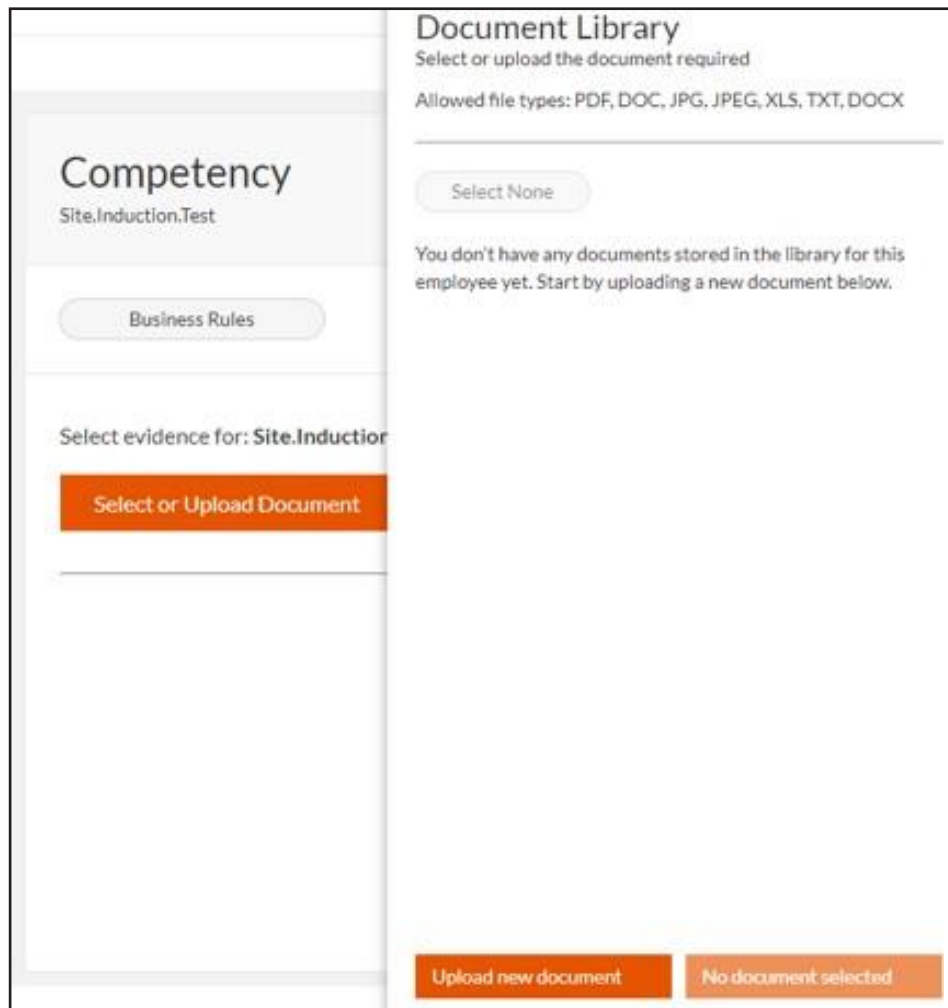
Step 9

Click on the role name to display the competencies associated with it.



Step 10

Click the competency to add the mandatory documentation.



Step 11

Use the document library to upload and assign documents to each competency.

To upload documents to the library, click on "Select or Upload Document" Choose a document from your document library or select "Upload New Document" to upload a document from your computer.

You can upload a PDF with multiple pages. These pages will be displayed individually; however, you may upload more than one page per competency.

Please note, documents will only remain in the document library for the duration of your logged in session.

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$1.00	\$1.00 ▲
CAR007	Registration, Subscription, Roles for Nicole Hallam.	Edit	1	\$1.00	✖ Remove

Subtotal:	\$1.00
Tax (10%):	\$0.10
Total:	\$1.10

PayPal / Credit Card

Purchase Order

Checkout \$

Back


Step 12

Choose your payment method, then select "Checkout."

On successful payment you will be emailed the invoice, however you may also download your invoice before selecting "Continue Processing Employees."


Manage Employee

Manage a selected employee



Approved

Personal Details



Subscription Valid until 14/12/2022 >

Work Roles 0 0 1 >

Step 13

Once you have met all the role criteria, the employee's status will change to green.

Work Role Status

- Red:** Working towards; competency documentation or information is required
- Amber:** One or more competency/s is nearing an expiry date
- Green:** Role is compliant



For questions or assistance please call 1300 306 384
or email mtarthurcoal@pegasus.net.au