

BHP



RENEWING WORKER SUBSCRIPTIONS USER GUIDE

■ Login to the BHP Contractor Management Portal



LOGIN

Go to bhp.poweredbyonsite.com

Enter your username and password and click “Login”

BHP

Pegasus
Powered by Onsite

Welcome to the
BHP Portal

Login to manage roles and competency checks
for your company's **workers**.

Username

Password

LOGIN

Register
Recover my password

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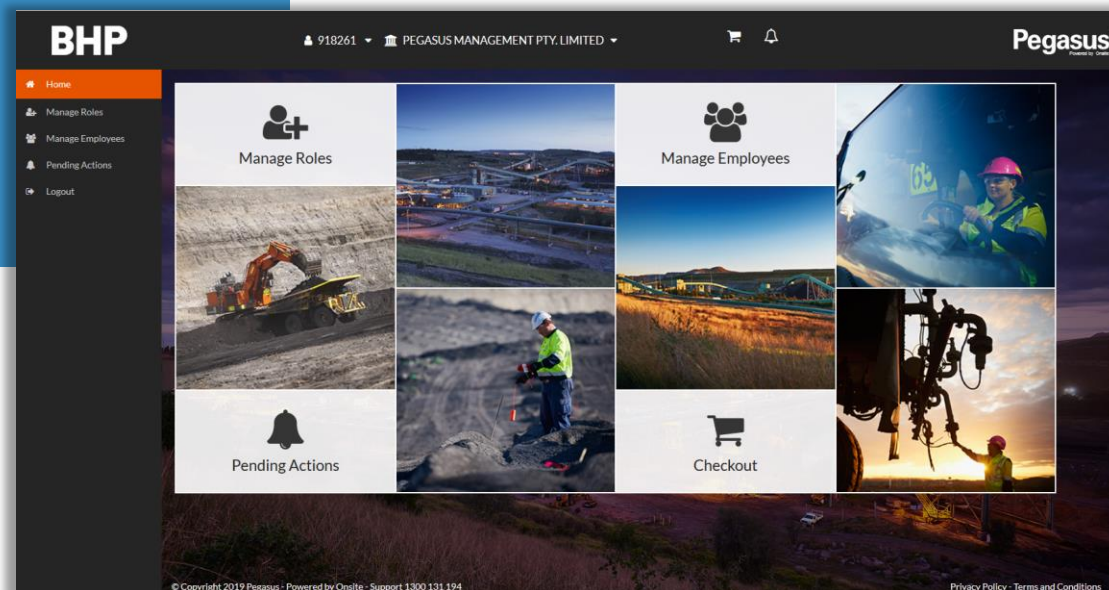
Login to the BHP Contractor Management Portal



LOGIN

After login you will be taken to the portal home page.

- This page is where you start most of functions to manage your workers.
- You can add or look up workers, manage their roles, and check “Pending Actions”.





RENEWING SUBSCRIPTIONS

Subscription Renewals



Method 1:

Click “Pending Actions”
Click “Subscription Renewals”
All expired subscriptions will be listed here.

- Multiple expired subscriptions can be renewed with one click on this page.
- Only Expired Subscriptions will show under Pending Actions > Subscription Renewals page
- Notification emails are sent to company administrators and workers 30 days prior to subscription expiry

The screenshot illustrates the user interface for managing subscription renewals. On the left, a dark sidebar contains navigation options: Home, Manage Roles, Manage Employees, Pending Actions (highlighted in orange), and Logout. A red arrow points from the Pending Actions menu item to a central panel titled "Pending Actions" with the subtitle "Please review and complete any outstanding items". This panel lists five categories: Subscription Renewals, Returned Applications, Continuing Applications, and Returned Employees. A second red arrow points from the "Subscription Renewals" category to a detailed view of the "Subscription Renewals" page. This page features an "ADD ALL TO CART" button at the top right, a search bar, and a table listing subscription details. The table has two columns: "Person:" and "Expiry Date:". The first row shows "Benjamin Test" and "30/01/2019". To the right of the table is an "Add To Cart" button with a shopping cart icon. At the bottom of the page is a prominent orange "CHECKOUT" button. A final red arrow points from the "Add To Cart" button to the "CHECKOUT" button.

Subscription Renewals



Method 2, Step 1:

Click “Manage Employees” and search for the worker. The subscription date is listed to the right.

Click “subscription” to renew.

- Use this process to renew subscriptions before they expire, or view a subscription expiry date.
- Subscriptions can be purchased at any time. The new subscription date will start from the date of purchase.

The screenshot displays the Pegasus user interface. On the left is a navigation menu with items: Home, Manage Roles, Manage Employees (highlighted in orange), Pending Actions, and Logout. The main content area is divided into two panels. The top panel, titled 'Employees', shows a search bar with 'benj' entered and a list of employees. The first entry, 'Test, Benjamin', is highlighted in orange and has a green checkmark icon. Below this is an 'ADD NEW EMPLOYEE' button. The bottom panel, titled 'Manage Employee', shows the details for 'Test, Benjamin', including his photo, ID# 2254843, and 'Approved' status. Below the photo are fields for DOB (25/12/1989), Gender (Male), Phone (0240472258), Email (gnoble@pegasus.net.au), and Address (426 King Street, Newcastle, NSW 2300 AU). At the bottom of the detail view, there are two sections: 'Subscription' with a 'Valid until 04/02/2020' date and a right arrow, and 'Work Roles' with three colored circles (green, yellow, red) and a right arrow. An orange arrow points from the 'Test, Benjamin' entry in the 'Employees' list to the 'Subscription' section in the 'Manage Employee' detail view.


Subscription Renewals



Method 2, Step 2:

Click “Renew Subscription”, then “CHECKOUT NOW” to open the Checkout page.

Click “Checkout \$” to pay.

- The items in the Shopping Cart can be paid for or removed at any time, even from a different page. If there are items in the cart, you will see this icon at the top of the screen. 
- Multiple subscriptions can be renewed at once if added to the shopping cart before you open the page to purchase them.
- Payment via credit card is the default. Purchase orders must be arranged in advance.

Card Subscription

Benjamin Test

Expires: 04/02/2020

Status: Valid

Order Replacement Card

Renew Subscription

Subscription Renewal Notifications

Success!

This card has been added to your cart. checkout now?

CHECKOUT NOW

[I don't want to checkout now](#)

Dashboard / Checkout

Shopping Cart

| Item No. | Item | Quantity | Price/unit | Total |
|----------|-------------------------------------------|----------|------------|-------------------------------------------|
| CAR010 | Card Subscription | 1 | \$30.00 | \$30.00 |
| CAR010 | Compliance Subscription for Benjamin Test | 1 | \$30.00 | ✖ Remove |

Subtotal: \$30.00

Tax (10%): \$3.00

Total: \$33.00

Dummy Dummy PO PayPal / Credit Card **Checkout \$**

Purchase Order



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

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