



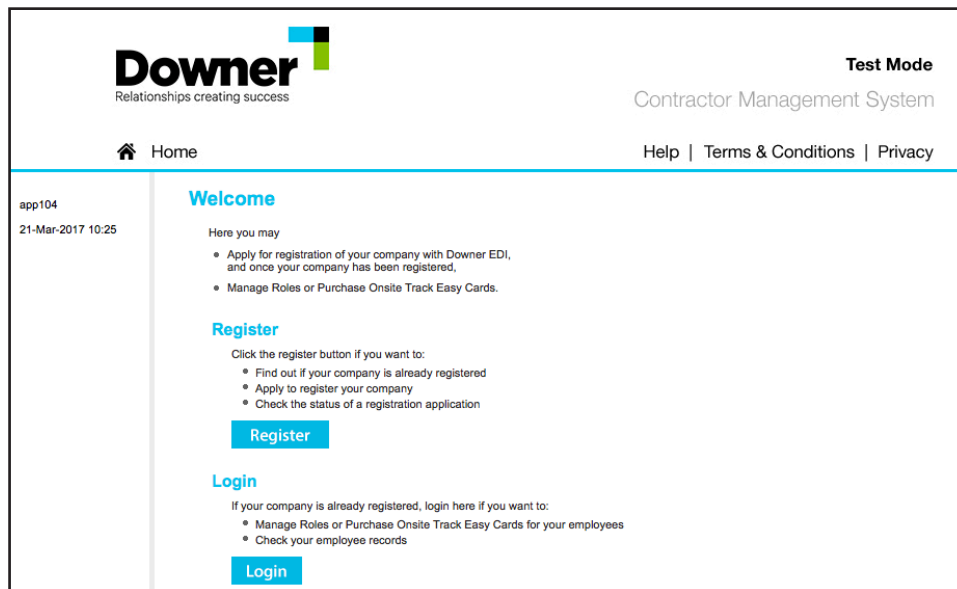
Downer

Contractor Management System

User Guide for Registering Your Company

Downer Contractor Management System

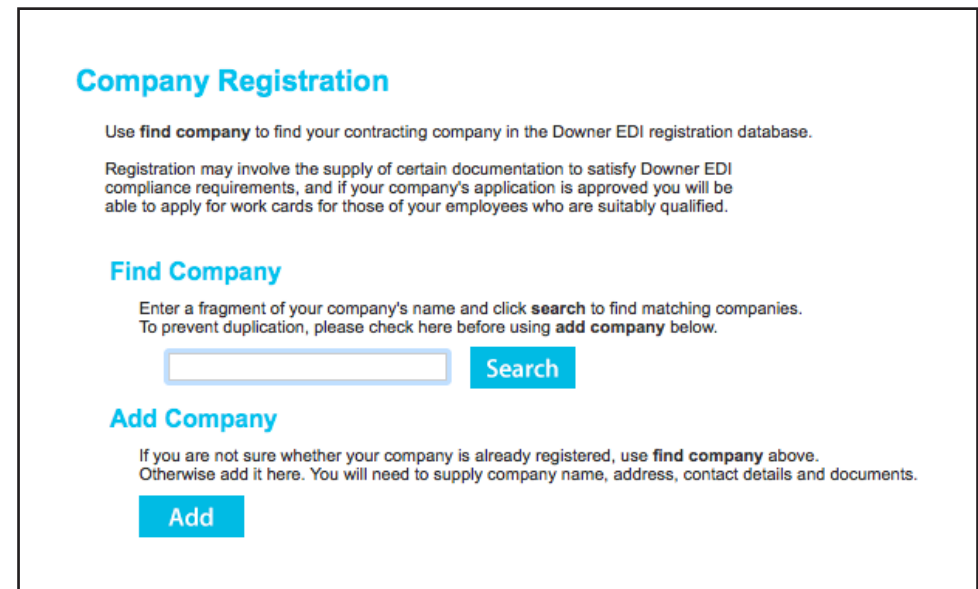
Please follow this step-by-step guide to register your company in the Downer Contractor Management System.



Step 1

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

Once on the home page for the Downer Contractor Management System, 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.

ABN:

Country:

Lookup ABR

Continue

Step 3

Enter your company's ABN, then select "Continue."

Add Company

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

Main and Business Names

Name

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." Please ensure you enter all mandatory data marked with *.

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 Downer EDI Safety Compliance 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.

Add Company

Thank you, _____ has been approved and you may now log into this portal.

An email has been sent to _____ with your login details.

Press **continue** to log in now.

Continue

Step 6

Your company registration application has now been submitted.

You will receive an email with login details to the Downer Contractor Management System.

Please note: additional users can be setup at login.

Pegasus Company Pty. Ltd.

To use this portal your company must satisfy the Downer EDI Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Click this button to apply for a subscription and commence the Company Profile questionnaire. Once the process has been started you can save it and come back to continue it at any time.

Apply

Step 7

Select "Apply" to begin the company profile questionnaire.

Welcome

* Denotes Mandatory Field

1.1 * Welcome to the Downer EDI Contractor Registration Portal

In the following questionnaire you will be asked to answer a number of questions pertaining to:

- Your organisation type;
 - The type of work your company conducts;
 - Relevant insurances; and
 - Details of the Safety Management System your organisation will be working under.
- Depending on the nature of your organisation and the type of work you are performing, the questionnaire should take between 10 and 20 minutes to complete. Are you ready to commence the questionnaire? (172429)

Yes

Next


Step 8

The company profile questionnaire will require you to answer a range of questions. Progress your way through the company profile questionnaire by ticking the correct answer, then selecting "Next."

Done

You have successfully completed the Company Profile and can proceed to the next step.

- You may now purchase your Subscription for the following compliance category.
- This will allow you to upload Insurances and Licences and to maintain the currency of your compliance records.




Compliance Subscription	
Type:	AS4801 Certified Contractor (Exempt)
Expires:	21 Mar 18
Cost:	\$0.00 (plus GST)

Click the **add to cart** button to purchase this subscription.

[Add To Cart](#)

[Back](#)




Shopping Cart
Total Cost: <i>empty</i>

Step 9

Once you have completed the company profile questionnaire, you will be directed through the subscription process.

Select “Add to Cart” to begin purchasing your company subscription.

 **Review Shopping Cart**

Company:	Pegasus Company Pty. Ltd.
User:	Test Test
Total:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription						Downer Group Company Compliance Subscription from 21 Mar 2017 to 21 Mar 2018.	remove
Total:									including GST of

[Back](#) [Proceed To Checkout](#)

Step 10

Review the items in your shopping cart, then select “Proceed to Checkout.”

Checkout Shopping Cart

Company:
 User:
 Total:

PURCHASE

Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number:
 Card Type:
 Card Expiry:
 Card CVV:
 Cardholder Name:

CURRENTLY OPERATING IN TEST MODE
 These auto populated credit card values should produce a successful payment

[Back](#) [Continue](#)

Step 11

Enter your payment details, then select “Continue.”

Checkout Shopping Cart

Company: **Pegasus Company Pty. Ltd.**
 User: Test Test

Purchase Successful

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
329371			Download

[Logout](#) [Continue](#)


Step 12

Select “Download” to download a copy of your receipt. This will also be emailed to the company contact.

Select “Continue” to begin uploading your company insurances, management system certificates and all other required documents.

Insurances * Denotes Mandatory Field

1.1 * Electrical Contractors Licence

x  **Electrical.Contractors.Licence**
Please upload a copy of your Electrical.Contractors.Licence.

Please upload a single file

Upload

Next

Step 13

Select “Upload” for each document that you are required to provide.

Select the document from your computer, enter the issue date and the expiry date, then select “Upload.”

Once you have uploaded all of the required documents, select “Next.”

Done

You have successfully completed the **Uploads**.

- You may now submit your Uploads for validation.

Click the button to **submit** your data. **Submit**

Back

Step 14

Once you have finished uploading all of your documents, select “Submit.”

Your company profile questionnaire and document uploads will now need to be validated by Pegasus.

You will be notified by email once your company has been approved.



For questions or assistance please call 1300 217 380
or email downeredi@pegasus.net.au