



Schindler

Schindler Lifts Australia

Contractor Management System

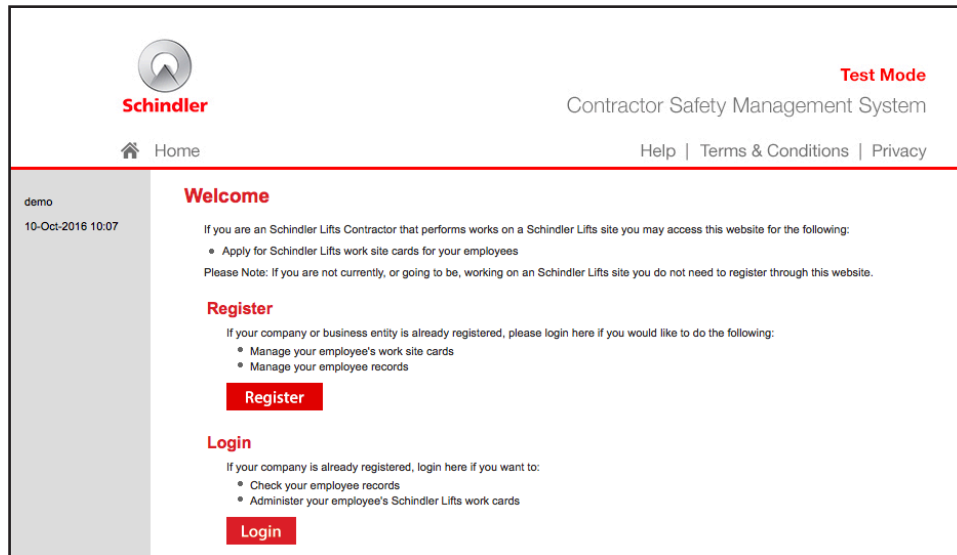
User Guide for Company Registration

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Schindler Lifts Contractor Management System

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

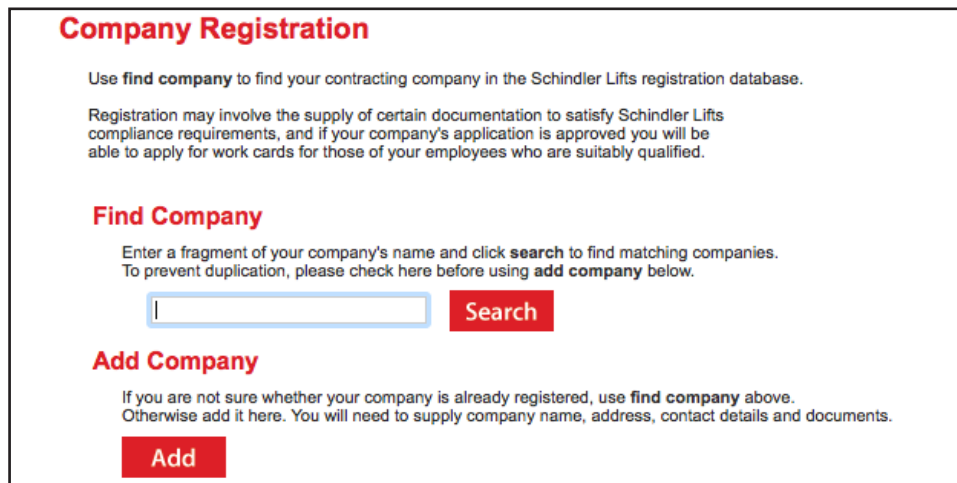


Step 1

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

Once on the home page for the Schindler Lifts Contractor Safety Management Portal, click "Register."

Please note, existing Schindler contractors have had their company name pre-loaded in the Contractor Management System. You will be emailed a user name and password to login to the system. Please proceed to page 8 of this user guide to complete the company registration.



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."

Add Company

There is 1 name for this ABN.
Please click **the name** you wish to use for this company.

Main and Business Names

| Name |
|----------------------------------|
| Pegasus Company Pty. Ltd. |

Step 4

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

Step 5

Enter all company information and select "Submit."

Add Company

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

1. Company

Name: Pegasus Company Pty. Ltd.
Country: Australia
ABN: 19 088 728 536
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 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 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.

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

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE

The screenshot shows the Schindler Contractor Safety Management System home page. The header includes the Schindler logo, 'Test Mode' status, and the system name. A navigation bar contains 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Welcome' and provides instructions for contractors. It includes a 'Register' button and a 'Login' button.

Test Mode
Contractor Safety Management System

Home Help | Terms & Conditions | Privacy

demo
10-Oct-2016 10:07

Welcome

If you are an Schindler Lifts Contractor that performs works on a Schindler Lifts site you may access this website for the following:

- Apply for Schindler Lifts work site cards for your employees

Please Note: If you are not currently, or going to be, working on an Schindler Lifts site you do not need to register through this website.

Register

If your company or business entity is already registered, please login here if you would like to do the following:

- Manage your employee's work site cards
- Manage your employee records

Register

Login

If your company is already registered, login here if you want to:

- Check your employee records
- Administer your employee's Schindler Lifts work cards

Login

Step 1

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

Once on the home page for the Schindler Lifts Contractor Safety Management Portal, click "Login."

The screenshot shows the Schindler Contractor Safety Management System home page with the 'Login' section active. It features a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the form are links for 'New User Account' and 'Forgotten Password'. A footer note mentions onsite login options.

Contractor Safety Management System

Home Help | Terms & Conditions | Privacy

demo
10-Oct-2016 08:31

Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)
Request new password for your login: [Forgotten Password](#)

• If your company is registered with Schindler Lifts and you already have an Onsite login, you may be able to log in here.

Step 2

Login to the Schindler Contractor Management System by entering the login details that were emailed to you during registration.

Pegasus Company Pty. Ltd.

To use this portal your company must satisfy the Schindler Lifts 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.

Suspend your subscription if:

- You no longer work for SchindlerLifts and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

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 3

Select “Apply” to commence the Company Profile questionnaire.

Welcome

* Denotes Mandatory Field

1.1 * Welcome to the Schindler Lifts Contractor Registration Portal

In the following sections, 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? (164791)

Yes

Next

Step 4

Answer all of the Company Profile questions.

Please note, there may be questions where you are required to upload documentation.


PURCHASING YOUR SUBSCRIPTION

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: | Category 3 - Supervised (Exempt) |
| Duration: | 1 Year |
| Expires: | 09 Oct 17 |
| Cost: | \$100.00 (plus GST) |

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

Add To Cart

Back




| |
|--------------------------|
| Shopping Cart |
| Total Cost: empty |

Step 1

Once you have completed the Company Profile questionnaire you will be redirected to purchase your subscription.

Select “Add to Cart.”

 **Review Shopping Cart**

| | |
|-----------------|---------------------------|
| Company: | Pegasus Company Pty. Ltd. |
| User: | Lauren Chock |
| Total: | \$110.00 inc GST |

| Line | Qty | Item | Person | Unit Cost | Unit GST | Cost (ex) | Cost (inc) | Description | Remove |
|---------------|-----|---------------------------------|--------|-----------|----------|-----------|-----------------|--|--------|
| 1 | 1 | Company Compliance Subscription | | \$100.00 | \$10.00 | \$100.00 | \$110.00 | Schindler Lifts Company Compliance Subscription from 09 Oct 2016 to 09 Oct 2017. | remove |
| Total: | | | | | | | \$110.00 | including GST of \$10.00 | |

Back
Proceed To Checkout

Step 2

Check the subscription details are correct. Next then select “Proceed to Checkout.”

Checkout Shopping Cart

| | |
|----------|---------------------------|
| Company: | Pegasus Company Pty. Ltd. |
| User: | |
| Total: | \$110.00 inc GST |

PURCHASE

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

Card Number: 4444333322221111

Card Type: VISA

Card Expiry: 12 2020

Card CVV: 123

Cardholder Name: John Doe

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

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

Step 3

Enter your payment details and select “Continue.”

Checkout Shopping Cart

| | |
|----------|---------------------------|
| Company: | Pegasus Company Pty. Ltd. |
| User: | Lauren Chock |

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 |
|----------------|-----------------|-------------|--------------------------|
| 286130 | \$110.00 | CREDIT_CARD | Download |

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

Step 4

Select “Continue” to proceed to the Uploads section.


UPLOADING YOUR DOCUMENTS

Step 1

Please upload any required documents by selecting "Upload."

Insurances * Denotes Mandatory Field


1.1 * Public Liability Insurance (164785)

x  **Insurance.Liability.Public Liability**
Please upload your Public Liability Insurance

Please upload a single file

Upload

1.2 * Personal Income Protection Insurance (164784)


x  **Insurance.Income Protection.Personal Income Protection Insurance**
Please upload your Personal Income Protection Insurance

Please upload a single file

Upload

Please note, existing contractors may have documents pre-loaded here. Please ensure documents are correct by clicking on the document to open it.

If the pre-loaded document is incorrect, please contact Pegasus on 1300 305 072 or email schindler@pegasus.net.au





Test Mode


Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy


Insurances * Denotes Mandatory Field

1.1 * Public Liability Insurance (164785)

  **Insurance.Liability.Public Liability**
Please upload your Public Liability Insurance

| Name | Issue | Expiry | Comment | Open |
|------------------|-------------|-------------|------------------------------------|---|
| Test_Generic_Doc | 18 Sep 2016 | 31 May 2017 | Pre-existing current verified doc. |  |


1.2 * NSW Workers Compensation (164782)

x  **Insurance.Workers Compensation.NSW**
Please upload your NSW Workers Compensation

Please upload a single file

Upload

Next

 **Upload File for Pegasus Company Pty. Ltd.**

Verified doc

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the company** shown above
- it must contain **start and end dates** which need to be entered in the fields below

If any requirement is not met, the upload and Company Compliance Subscription will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description: **Public Liability Insurance**
Requirement: Please upload your Public Liability Insurance

File to Upload: * no file selected *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

Start Date: * *Enter start date as "dd mmm yy" or click calendar icon*

End Date: * *Enter end date as "dd mmm yy" or click calendar icon*

Insurance Details

Insurer: *Insurer's name*

Policy Number:

Item: *Description of this insurance*

| Amount: | Name | Amount |
|----------------------|----------------------|--------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total: | | <input type="text" value="0"/> |

Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.


Conditions: *Conditions specified in the policy*

Step 2

To upload a document, please select "Choose File." Select the file from your computer to upload. Enter required information then select "Upload."


Insurances * Denotes Mandatory Field

1.1 * Public Liability Insurance (164785)

X  **Insurance.Liability.Public Liability**
Please upload your Public Liability Insurance

Please upload a single file

1.2 * Personal Income Protection Insurance (164784)

X  **Insurance.Income Protection.Personal Income Protection Insurance**
Please upload your Personal Income Protection Insurance

Please upload a single file

Step 3

Once all documents have been uploaded and checked, please select "Next" to continue.

Done

You have successfully completed the **Uploads** and can proceed to the next step.

- You may now submit your Uploads for validation.
- Once submitted you will be able to continue with the SMS Review.

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

Back

Step 4

Select "Submit" to finalise your uploads.

Pegasus Company Pty. Ltd.

You have a current non-compliant Subscription which expires in 364 days being processed.

| Component | Status | Timestamp | Contact | Comment |
|------------|-----------|-----------------|--------------|---|
| Profile | APPROVED | 10-Oct-16 10:49 | Lauren Chock | Subscription Category 3 - Supervised (Exempt) |
| Uploads | SUBMITTED | 10-Oct-16 10:52 | Lauren Chock | Waiting for approval. |
| SMS Review | | | | |

Each component's contact will be notified when its status changes.

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data *Register employees, maintain roles and order cards.*

View Employees *View details of your employees and their data.*

Company Relationships *Your company relationships at Schindler Lifts.*

Suspend your subscription if:

- You no longer work for SchindlerLifts and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

Step 5

Once you have submitted your uploads you will be redirected to the home page.

You have now completed and submitted your company registration which will now be sent to Pegasus for verification.



For questions or assistance please call 1300 175 307
or email schindler@pegasus.net.au