



Sydney Water

Contractor Management System

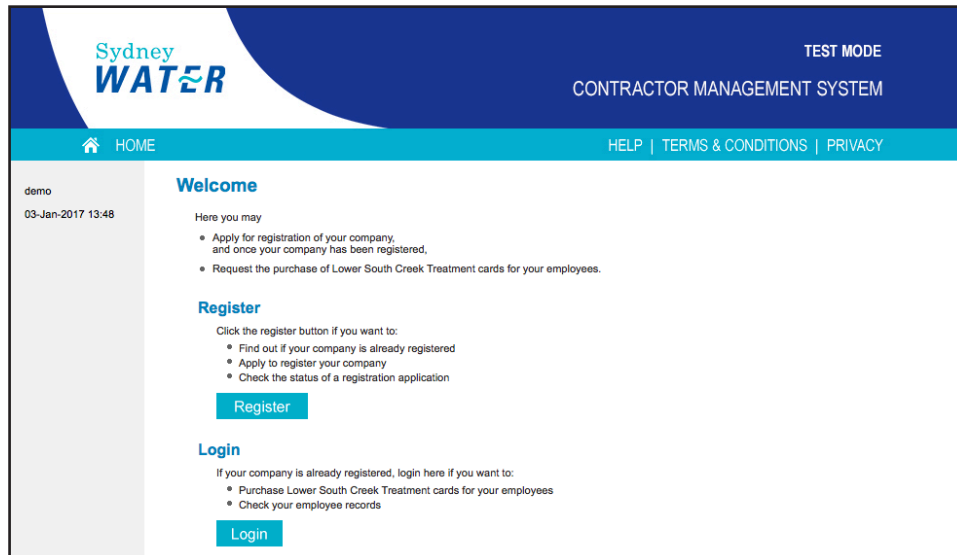
User Guide for Company Registration

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Sydney Water Contractor Management System

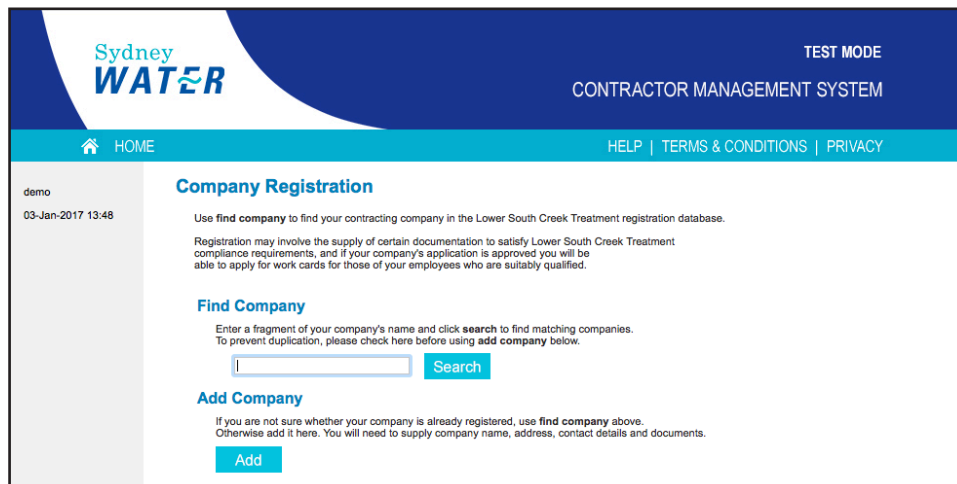
Please follow this step-by-step guide to register your company in the Sydney Water Contractor Management System.



Step 1

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

Once on the home page for the Sydney Water 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.

Lookup ABR

Country:

ABN:

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

Enter all company information and select "Submit."

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 Support 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 6

Your company registration application has now been submitted.

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

Add Company

Thank you, **Australia Pegasus Pty Ltd** 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

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE

The screenshot shows the Sydney Water Contractor Management System home page. The header includes the Sydney Water logo, 'TEST MODE', and 'CONTRACTOR MANAGEMENT SYSTEM'. A navigation bar contains 'HOME', 'HELP | TERMS & CONDITIONS | PRIVACY'. The main content area is titled 'Welcome' and includes a sidebar with 'demo' and '03-Jan-2017 13:48'. The 'Welcome' section contains a 'Here you may' list, a 'Register' section with a 'Register' button, and a 'Login' section with a 'Login' button.

Sydney WATER CONTRACTOR MANAGEMENT SYSTEM

TEST MODE

HOME HELP | TERMS & CONDITIONS | PRIVACY

demo
03-Jan-2017 13:48

Welcome

Here you may

- Apply for registration of your company, and once your company has been registered,
- Request the purchase of Lower South Creek Treatment cards for your employees.

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

Register

Login

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

- Purchase Lower South Creek Treatment cards for your employees
- Check your employee records

Login

Step 1

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

Once on the home page for the Sydney Water Contractor Management System, click “Login.”

The screenshot shows the Sydney Water Contractor Management System login page. The header includes the Sydney Water logo, 'CONTRACTOR MANAGEMENT SYSTEM', and 'TEST MODE'. A navigation bar contains 'HOME', 'HELP | TERMS & CONDITIONS | PRIVACY'. The main content area is titled 'Login' and includes a sidebar with 'demo' and '03-Jan-2017 09:55'. The 'Login' section contains a form for 'Username' and 'Password', a 'Login' button, and links for 'New User Account' and 'Forgotten Password'. A note at the bottom states: 'If your company is registered with Lower South Creek Treatment and you already have an Onsite login, you may be able to log in here.'

Sydney WATER CONTRACTOR MANAGEMENT SYSTEM

TEST MODE

HOME HELP | TERMS & CONDITIONS | PRIVACY

demo
03-Jan-2017 09:55

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 Lower South Creek Treatment and you already have an Onsite login, you may be able to log in here.

Step 2

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

Australia Pegasus Pty Ltd

To use this portal your company must satisfy the Lower South Creek Treatment 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 3

Select "Apply" to commence the Company Profile questionnaire.

Welcome

* Denotes Mandatory Field

1.1 * Welcome to the Lower South Creek Treatment Program Contractor Management 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 licences;
- Safety and Building code accreditations;

Depending on the nature of your organisation and the type of work you will be performing, the questionnaire should take between 10 and 20 minutes to complete.

Are you ready to commence the questionnaire? (170154)

I acknowledge and agree

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

Shopping Cart
Total Cost: Free

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:	LSCT Business Registration (Exempt)
Expires:	03 Jan 18
Cost:	\$0.00 (plus GST)

- The subscription will be issued immediately upon payment but it will only take effect when the additional compliance steps shown on the left have been completed.

Click the **add to cart** button to purchase this subscription. Add To Cart

Back

Step 1

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

Select "Add to Cart."

Please note, the subscription is free, however you will still be required to checkout in the shopping cart process to complete the subscription process.

Review Shopping Cart

Company:	Australia Pegasus Pty Ltd
User:	
Total:	Free

Line	Qty	Item	Person	Cost	Description	Remove
1	1	Company Compliance Subscription		Free	Sydney Water Company Compliance Subscription from 03 Jan 2017 to 03 Jan 2018.	remove
Total:			Free			

Back Continue

Step 2

Check the subscription details are correct. Next select "Proceed to Checkout."

Checkout Shopping Cart

Company:	Australia Pegasus Pty Ltd
User:	

Order Successful

Receipt

- Thank you for your order. Below is the 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
	\$0.00	FREE	Download

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

Step 3

Select "Continue" to proceed to the uploads section.

UPLOADING YOUR DOCUMENTS


UPLOADING YOUR DOCUMENTS

Step 1

Please upload any required documents by selecting "Upload."

Insurances * Denotes Mandatory Field


1.1 * Personnel Income Protection (170160)

x  **Insurance.Income Protection.Personnel Income Protection**
Please upload a copy of your organisations Personnel Income Protection documentation.

Please upload a single file

Upload

1.2 * Public and/or Product Liability Insurance (170169)

x  **Insurance.Property.Public and/or Product Liability Insurance**
Please upload a copy of your Public and/or Product Liability Insurance

Please upload a single file

Upload

Step 2

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

Upload File for Australia Pegasus 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: **Personnel Income Protection**
Requirement: Please upload a copy of your organisations Personnel Income Protection documentation.

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

Name: * Friendly name for this file after upload

Start Date: * (must match upload file) Enter start date as "dd mmm yy" or click calendar icon

End Date: * (must match upload file) 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:		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


Comment: Any comment you for the person who will process this upload


Status:


Back


► **Browse for the file and enter field values.** Then you will be able to do the upload.
► **Permitted File Types**
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.
► **Maximum File Size**
Only files up to 2 Mb in size will be accepted for upload.

Insurances * Denotes Mandatory Field

1.1 * Personnel Income Protection (170160)
 ✓  **Insurance.Income Protection.Personnel Income Protection**
 Please upload a copy of your organisations Personnel Income Protection documentation.

Name	Issue	Expiry	Comment	Open	Edit	Remove
Contractor Permit Form-2-2	04 Dec 2016	04 Dec 2017			Edit	Remove

1.2 * Public and/or Product Liability Insurance (170169)
 ✓  **Insurance.Property.Public and/or Product Liability Insurance**
 Please upload a copy of your Public and/or Product Liability Insurance

Name	Issue	Expiry	Comment	Open	Edit	Remove
Driver Day Pass	04 Dec 2016	04 Dec 2017			Edit	Remove

[Next](#)

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.

Australia Pegasus Pty Ltd

To use this portal your company must satisfy the Lower South Creek Treatment 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 ISCTContractors 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

You have a pending Subscription being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	03-Jan-17 15:37	Lauren Test	Subscription LSCT Business Registration (Exempt)
Uploads	SUBMITTED	03-Jan-17 15:51	Lauren Test	Waiting for approval.
SMS Review				

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

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. On successful verification, you will be emailed that your business registration is complete.



For questions or assistance please call 1300 305 072
or email lsct@pegasus.net.au