



Campbell Arnott's

Contractor Management System

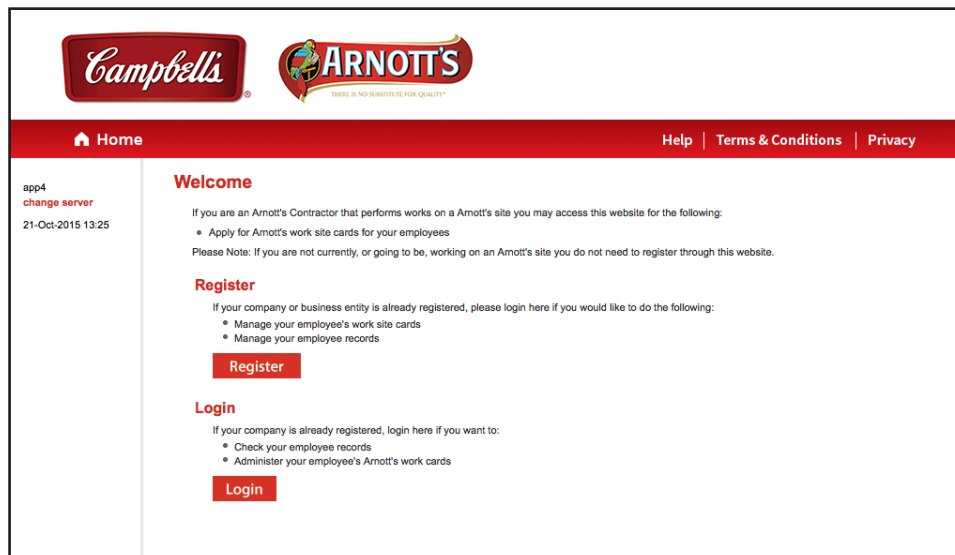
User Guide for Registering Your Company

Table of Contents

Registering your company.....	3
Completing your company profile.....	6
Purchasing your subscription	9
Uploading company documents	12
Completing the Safety Management System Review	16

Campbell Arnott's Contractor Management System

Please follow this step-by-step guide to register your company in the Campbell Arnott's Contractor Management System.

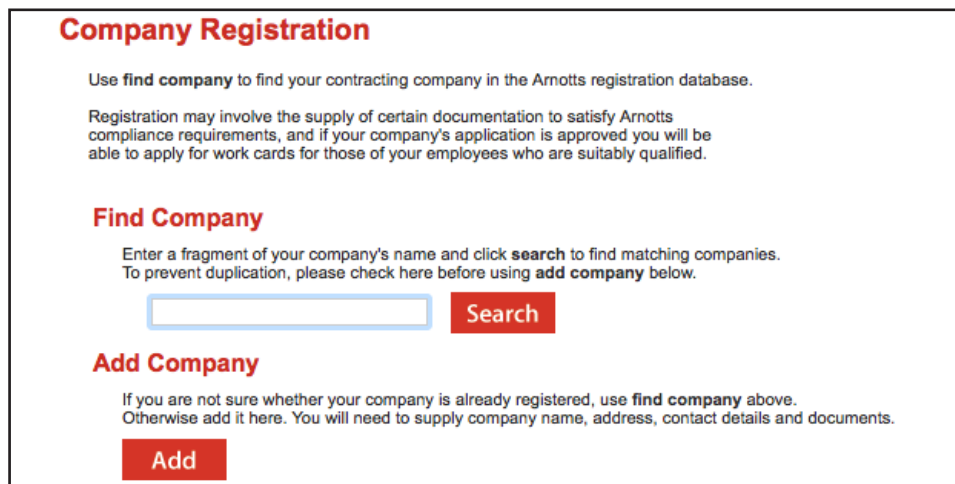


The screenshot shows the home page of the Campbell Arnott's Contractor Management System. At the top, there are logos for Campbell's and Arnott's. Below the logos is a navigation bar with links for Home, Help, Terms & Conditions, and Privacy. The main content area is titled "Welcome" and contains a "Welcome" message, a "Register" button, and a "Login" button. The "Register" button is highlighted with a red border. The "Login" button is also highlighted with a red border. The "Register" button is located below the "Welcome" message and the "Login" button. The "Login" button is located below the "Register" button. The "Register" button is located below the "Welcome" message and the "Login" button. The "Login" button is located below the "Register" button.

Step 1

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

Once on the home page for the Campbell Arnott's Contractor Management System, click "Register."



The screenshot shows the "Company Registration" page. It contains a "Find Company" section with a search bar and a "Search" button. Below the search bar is an "Add Company" section with an "Add" button. The "Find Company" section is titled "Find Company" and contains a search bar and a "Search" button. The "Add Company" section is titled "Add Company" and contains an "Add" button. The "Find Company" section is located above the "Add Company" section. The "Add Company" section is located below the "Find Company" section.

Step 2

Enter your company's name in the search field, then select "Search."

If your company is not found in the portal as existing, 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

ABN:

Country:

Australia



Continue

Step 3

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

Add Company

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

Trading Name

Pegasus Management Pty. Limited

Step 4

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

REGISTERING YOUR COMPANY

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 Arnott's 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.

Step 5

Enter all company information and select "Submit."

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

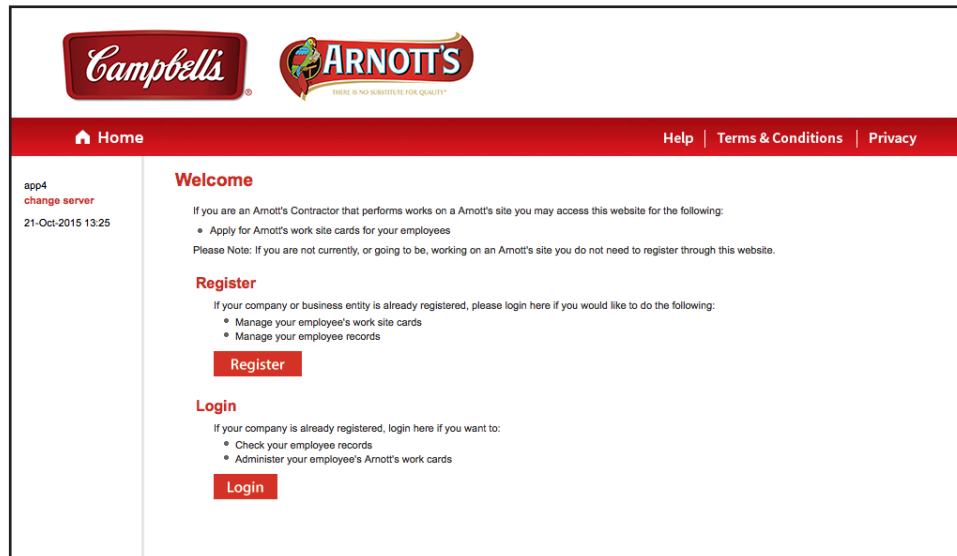
Step 6

Your company registration application has now been submitted.

You will receive an email with login details to the Campbell Arnott's Contractor Management System.

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE



The screenshot shows the home page of the Campbell Arnott's Contractor Safety Management Portal. At the top, there are logos for Campbell's and Arnott's. Below the logos is a navigation bar with links for Home, Help, Terms & Conditions, and Privacy. The main content area is divided into two columns. The left column contains technical information: 'app4', 'change server', and '21-Oct-2015 13:25'. The right column has a 'Welcome' section with a list of users and a 'Please Note' message. Below this is a 'Register' section with a list of reasons to register and a 'Register' button. At the bottom is a 'Login' section with a list of reasons to login and a 'Login' button.

app4
change server
21-Oct-2015 13:25

Welcome

If you are an Arnott's Contractor that performs works on a Arnott's site you may access this website for the following:

- Apply for Arnott's work site cards for your employees

Please Note: If you are not currently, or going to be, working on an Arnott's 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:

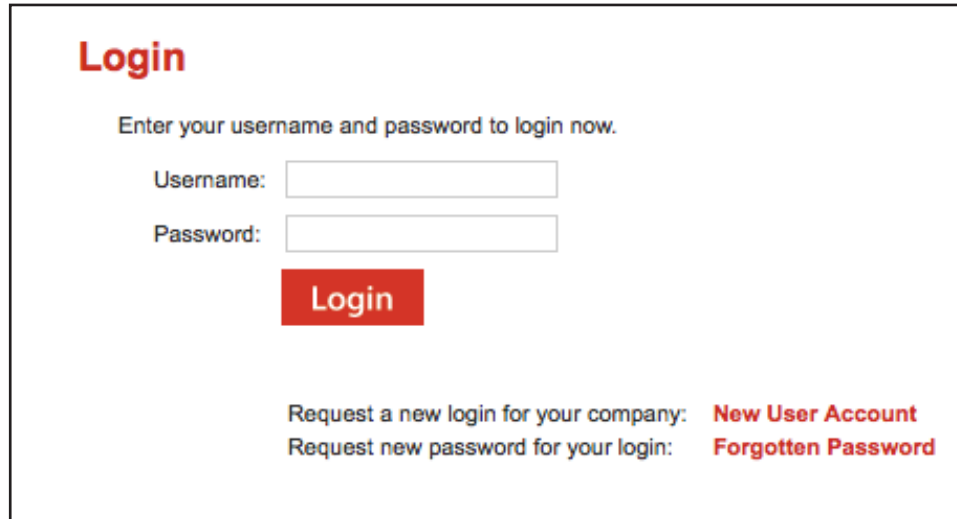
- Check your employee records
- Administer your employee's Arnott's work cards

Login

Step 1

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

Once on the home page for the Campbell Arnott's Contractor Safety Management Portal, click "Login."



The screenshot shows the login page of the Campbell Arnott's Contractor Safety Management Portal. At the top, there is a 'Login' heading. Below it is a prompt to enter username and password. There are two input fields: 'Username:' and 'Password:'. Below the input fields is a 'Login' button. At the bottom, there are two links: 'Request a new login for your company: New User Account' and 'Request new password for your login: Forgotten Password'.

Login

Enter your username and password to login now.

Username:

Password:

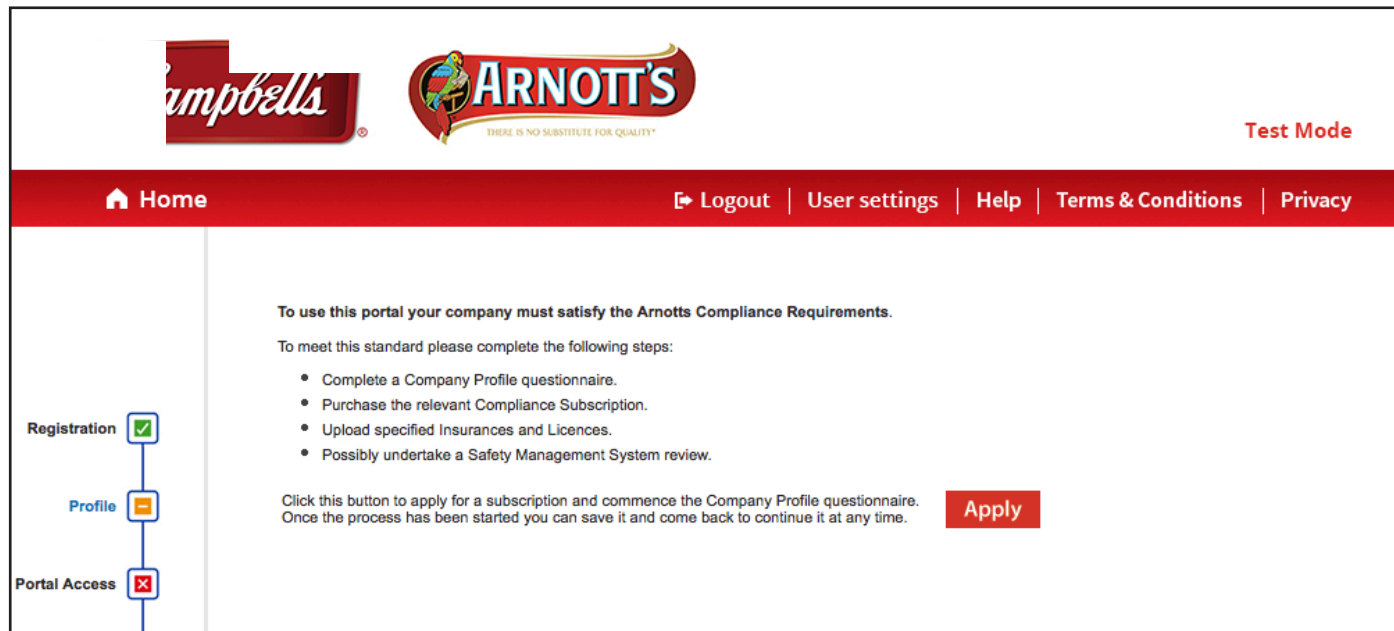
Login

Request a new login for your company: **New User Account**

Request new password for your login: **Forgotten Password**

Step 2

Login to the Campbell Arnott's Contractor Management System by entering the login details that were emailed to you during registration.



The screenshot shows the Campbell's Arnott's portal interface. At the top, there are logos for Campbell's and Arnott's, with the tagline "THERE IS NO SUBSTITUTE FOR QUALITY". A "Test Mode" label is visible in the top right. Below the logos is a navigation bar with "Home", "Logout", "User settings", "Help", "Terms & Conditions", and "Privacy". The main content area is titled "To use this portal your company must satisfy the Arnotts Compliance Requirements." and lists the following steps to meet this standard:

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

Below the list, there is a text box stating: "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." and an "Apply" button. On the left side, there is a vertical navigation menu with three items: "Registration" (checked), "Profile" (minus sign), and "Portal Access" (crossed out).

Step 3

Complete the Company Profile questions by answering a series of Yes/No and multiple choice questions. The system will categorise your company based on the Campbell's Arnott's Contractor Safety Management System.



When answering the question about the type of work your company performs on a Campbell Arnott's site, please specify the work your direct employees perform only. If you engage sub-contractor to perform work on your behalf and this work requires a license, eg. plumbing or electrical trade licenses, you should not put these types of work on your profile. It is your responsibility as a head contractor to ensure your sub-contractors have the correct licenses to perform the work.

If you are a subcontractor, you will still need to register your company and induct your employees. When completing your registration please select no to invoicing Campbell's Arnott's direct.

When answering the question on which state/s you are registered for Workers Compensation Insurance, you will only need to specify the states that you have a Workers Compensation insurance policy for, as you will be prompted to provide a policy for each state you select.

PURCHASING YOUR SUBSCRIPTION

PURCHASING YOUR SUBSCRIPTION



Test Mode

[Home](#)
[Logout](#)
[User settings](#)
[Help](#)
[Terms & Conditions](#)
[Privacy](#)

app104
23-Oct-2015 14:07
Lauren Chock
Lauren

Registration ☒

Profile ☐

Company Profile ☐

Portal Access ☒


Uploads ☒

SMS Review ☒

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:	Subcontractor (Exempt)
Duration:	1 Year
Expires:	23 Oct 16
Cost:	\$0.00 (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. The cost of your subscription will depend on the category you are assigned.

Select "Add to Cart."



Review Shopping Cart

Company:

User:

Total: \$0.00


Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription		\$0.00	\$0.00	\$0.00	\$0.00	Campbell Arnott's Company Compliance Subscription from 23 Oct 2015 to 23 Oct 2016.	remove
						Total:	\$0.00	including GST of \$0.00	

Back

Proceed To Checkout

Step 2

Review the subscription details. 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 3

Enter your payment details and select “Continue.”

 **Checkout Shopping Cart**

Company:	Lauren
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
185688	\$0.00	Free	Download

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


Step 4

Select “Continue” to proceed to the Uploads section.

UPLOADING COMPANY DOCUMENTS


UPLOADING COMPANY DOCUMENTS

Insurances * Denotes Mandatory Field

1.1 ***** Sole Trader Accident and Injury Insurance
 **Insurance.Incident/Accident.**
Please upload your company's Accident and Injury Insurance Policy

Please upload a single file

Upload

1.2 ***** Public Liability Insurance
 **Insurance.Liability.Public**
Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

Please upload a single file

Upload


Next

Step 1

You are now required to provide any Insurances and Licenses needed to perform your duties on a Campbell Arnotts' site.

If you have existing Insurances/Licenses, the system will recognise these and you will not be required to upload them again.

For any new Insurances/Licenses that we have not previously collected, you must upload them by clicking "Upload."

 **Upload File**

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: **Publ**

Requirement: Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

File to Upload: ***** **Choose File** 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:	Amount
<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

Step 2

Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and insurer, then select "Upload."

Please Note: All information must match the details in the document you are uploading.

UPLOADING COMPANY DOCUMENTS

From "https://epe.onsitetrackeasy.com.au":

UPLOAD COMPLETED

The file has been successfully uploaded.

OK

Step 3

Click "OK" when the upload completion message displays.

Insurances

* Denotes Mandatory Field

1.1 * Sole Trader Accident and Injury insurance



Insurance.Incident/Accident.

Please upload your company's Accident and Injury Insurance Policy

Name	Issue	Expiry	Comment	Open	Edit	Remove
IBlack CAAF application form	29 Oct 2015	29 Oct 2016			Edit	Remove

1.2 * Public Liability Insurance



Insurance.Liability.Public

Please upload your company's current Public Liability Insurance Policy or certificate of Currency.

Name	Issue	Expiry	Comment	Open	Edit	Remove
IBlack CAAF application form	29 Oct 2015	29 Oct 2016			Edit	Remove

Next

Step 4

Once you have completed uploading all of the requested files, select "Next."

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 5

To submit your uploads select “Submit.”

COMPLETING THE SAFETY MANAGEMENT SYSTEM REVIEW

COMPLETING THE SAFETY MANAGEMENT SYSTEM REVIEW

Campbell's **ARNOTT'S** HERE IS NO SUBSTITUTE FOR QUALITY™ **Test Mode**

Home | **Logout** | **User settings** | **Help** | **Terms & Conditions** | **Privacy**

app104
27-Oct-2015 15:27
Lauren Chock
Lauren

SMS Review * Denotes Mandatory Field

1.1 * You are now required to complete the SMS review.
You are required to provide information relevant to your Safety Management System (SMS). Depending on the risk category assigned to your company as part of the profiling, you may be required to provide documented evidence of your SMS. Please ensure you have your SMS documentation available while completing this section. These documents may include, but are not limited to:

- SMS Policy
- Environmental Policy
- SMS Procedures
- High Risk Activity Procedures, e.g. Hot works, Working at Heights,
- Examples of relevant evidence e.g. Inductions, Organisation Charts, Safety Observations.

If you are unable to complete the SMS Review in one session your work will be saved upon exit. The next time you login, you will be able to continue on from where you finished your last session. You can only submit the SMS review once ALL documentation has been provided.

Are you ready to start the SMS Review?

☐ Yes

Next

Depending on the answers you provided in the Company Profile section, you may be required to complete a Safety Management System review. This section will be different for each company, as it will prompt you for information based on the answers you provided to certain questions in the Company Profile.

You may be asked to upload evidence and examples of your Safety Management System, so please have these available when you complete this review.

Step 1

To begin the Safety Management System Review, please read the information, agree to beginning the SMS Review and select "Next."

Done

You have successfully completed the **SMS Review**.

- You may now submit your SMS Review for assessment.

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

Back

Step 2

Once you have completed the SMS Review, select "Submit."

Pegasus will review the answers and documented evidence you have provided and will provide you with feedback and any Corrective Actions that you need to address.



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