



## ONSITE TRACK EASY Otis Contractor Management Portal Portal User Guide: Company Registration



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# WHERE CAN I FIND HELP?

- |  |  |
|--|--|
| <b>Pegasus Safety</b>                      | 1300 305 072<br><a href="mailto:otissafetycompliance@pegasus.net.au">otissafetycompliance@pegasus.net.au</a> |
| <b>Otis Contractor Information Website</b> | <a href="http://otiscontractor.com.au">http://otiscontractor.com.au</a>                                      |

# OVERVIEW

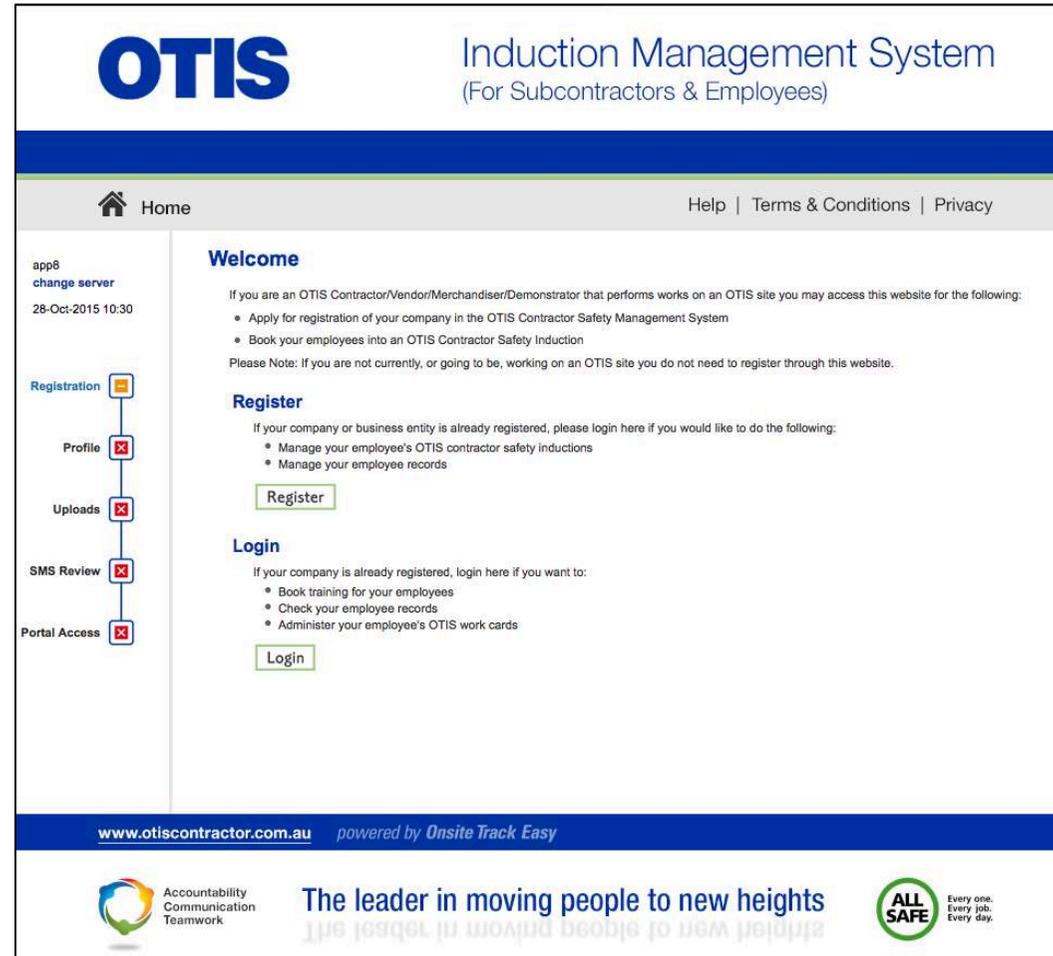
The Otis Contractor Management Portal is the gateway for contracting companies to register their employees and meet the Otis role requirements. This portal allows the nominated personnel of the contracting company to:

- Register their Company or Business Entity
- Complete the Company Profile Questions
- Register their employees
- Select and upload role requirements
- Upload employee photos for efficient card production
- Book their employees into an induction
- Track employee induction and card status

# LOGIN (FOR EXISTING COMPANIES)

- a. Go to <https://secure.onsitetrackeasy.com.au/portal/otis/welcome.jsp?psn=otis>

- b. Click  to access the portal



The screenshot shows the OTIS Induction Management System portal. The header includes the OTIS logo and the text "Induction Management System (For Subcontractors & Employees)". The navigation bar contains "Home", "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Welcome" and provides instructions for existing users. It lists actions such as "Apply for registration of your company", "Book your employees into an OTIS Contractor Safety Induction", "Manage your employee's OTIS contractor safety inductions", "Manage your employee records", "Book training for your employees", "Check your employee records", and "Administer your employee's OTIS work cards". A "Login" button is highlighted in green. The footer includes the website URL "www.otiscontractor.com.au", the slogan "The leader in moving people to new heights", and the "ALL SAFE" logo with the tagline "Every one. Every job. Every day."

**OTIS** Induction Management System  
(For Subcontractors & Employees)

Home Help | Terms & Conditions | Privacy

app8  
change server  
28-Oct-2015 10:30

Registration   
Profile   
Uploads   
SMS Review   
Portal Access 

### Welcome

If you are an OTIS Contractor/Vendor/Merchandiser/Demonstrator that performs works on an OTIS site you may access this website for the following:

- Apply for registration of your company in the OTIS Contractor Safety Management System
- Book your employees into an OTIS Contractor Safety Induction

Please Note: If you are not currently, or going to be, working on an OTIS 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 OTIS contractor safety inductions
- Manage your employee records

[Register](#)

### Login

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

- Book training for your employees
- Check your employee records
- Administer your employee's OTIS work cards

[Login](#)

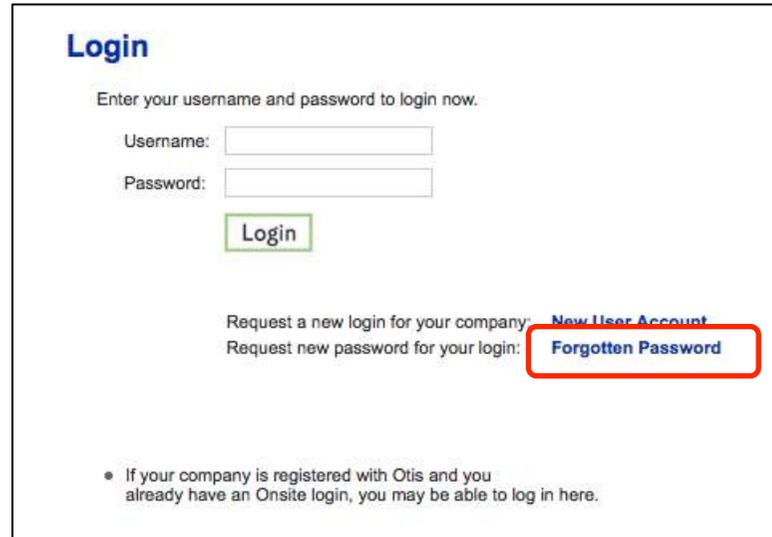
www.otiscontractor.com.au powered by Onsite Track Easy

Accountability  
Communication  
Teamwork

The leader in moving people to new heights

**ALL SAFE** Every one. Every job. Every day.

- c. Enter username and password and click on **Login**. This will bring you to the home screen. If you have forgotten your password click on **forgotten password** and go to step D.



**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 Otis and you already have an Onsite login, you may be able to log in here.

- d. Enter first name and last name and click on **Submit**

Your login details will be sent your email address (please be sure to check your junk mail as it is an automated email). If you do not receive an email, please contact the help desk on **1300 305 072**.

## Forgotten Password

Please enter your first name, last name and email address.

First Name:

Last Name:

Email Address:

**Submit**

You must enter the **exact spelling** used when you set up your user account. If these details are correct the password will be sent to your email address.

# REGISTER YOUR COMPANY (FOR NEW COMPANIES TO SITE)

a. Go to <https://secure.onsitetrackeasy.com.au/portal/otis/welcome.jsp?psn=otis>

b. First time setup – click  to enrol your company.

**OTIS** Induction Management System  
(For Subcontractors & Employees)

Home Help | Terms & Conditions | Privacy

app8  
change server  
28-Oct-2015 10:30

Registration   
Profile   
Uploads   
SMS Review   
Portal Access 

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- Administer your employee's OTIS work cards

[Login](#)

[www.otiscontractor.com.au](http://www.otiscontractor.com.au) powered by *Onsite Track Easy*

 Accountability  
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 **ALL  
SAFE** Every one.  
Every job.  
Every day.

c. Click on **Add** to register your company

### Company Registration

Use **find company** to find your contracting company in the Otis registration database.

Registration may involve the supply of certain documentation to satisfy Otis compliance requirements, and if your company's application is approved you will be able to apply for work cards for those of your employees who are suitably qualified.

#### Find Company

Enter a fragment of your company's name and click **search** to find matching companies. To prevent duplication, please check here before using **add company** below.

**Search**

#### Add Company

If you are not sure whether your company is already registered, use **find company** above. Otherwise add it here. You will need to supply company name, address, contact details and documents.

**Add**

d. Enter your company's ABN or Lookup ABR for ABR, then click **Continue**

### 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**

e. Click on your **company name**

### Add Company

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

Trading Name
J.A Smith & S.H Smith
Pegasus

f. Complete the template and select **Submit**  
(entering all mandatory data marked with \*)



## Induction Management System

(For Subcontractors & Employees)

Test Mode

Home | Help | Terms & Conditions | Privacy

app104  
28-Oct-2015 10:56

Registration

Profile

Uploads

SMS Review

Portal Access

### Add Company

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

#### 1. Company

Name: Pegasus

Country: Australia

ABN: 86 159 609 868

Phone: \* 49491234

Mobile:

Fax:

Website:

**Postal Address**

Address: \* 426 King street

Town: \* Newcastle

State/Province: \* NSW

Postcode: \* 2300

**Delivery Address**  same as postal

Address:

Town:

State/Province:

Postcode:

#### 2. User

First Name: \* Lauren

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 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.

www.otiscontractor.com.au powered by Onsite Track Easy

Accountability  
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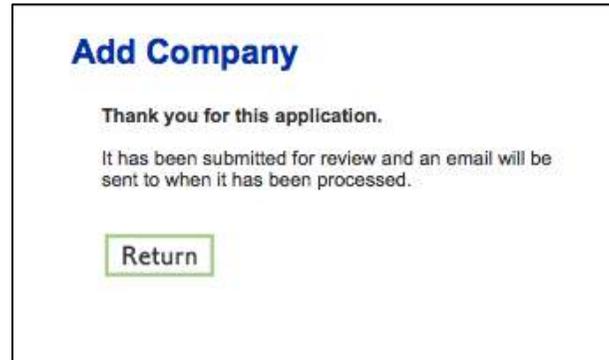
The leader in moving people to new heights

**ALL SAFE** Every one. Every job. Every day.

- g. You will receive notification that your company details have been sent to Pegasus Safety for approval

**Please note:** additional users can be setup at log in.

- h. Pegasus Safety will complete the approval process and upon approval you be emailed that registration is complete (**you will receive a separate email containing your user name and password**).



# COMPLETE THE COMPANY PROFILE QUESTIONS

- a. Once you complete the registration and your company has been approved, you can

[Login](#) to the portal

The screenshot shows the OTIS Induction Management System interface. At the top left is the OTIS logo. To its right is the text "Induction Management System (For Subcontractors & Employees)". Below this is a navigation bar with "Home", "Help", "Terms & Conditions", and "Privacy". The main content area is divided into two columns. The left column contains a sidebar with a vertical list of menu items: "Registration" (with a yellow square icon), "Profile" (with a red 'X' icon), "Uploads" (with a red 'X' icon), "SMS Review" (with a red 'X' icon), and "Portal Access" (with a red 'X' icon). Above the sidebar, there is a status message: "app8 change server 28-Oct-2015 10:30". The right column features a "Welcome" section with a list of actions for OTIS Contractor/Vendor/Merchandiser/Demonstrator users, including registration and booking employees. Below this is a "Register" section for already registered users, with a "Register" button. The "Login" section follows, with a "Login" button. At the bottom of the page, there is a footer with the website URL "www.otiscontractor.com.au", the text "powered by Onsite Track Easy", and logos for "Accountability Communication Teamwork" and "ALL SAFE Every one. Every job. Every day."

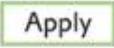
- a. Click  to start the company Profile Questionnaire

## Lauren

**To use this portal your company must satisfy the Otis 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. 

- a. Complete the Company Profile questions by answering a series of Yes/No, and multiple choice questions to enable the system to categorise your company based on the Otis Contractor Safety Management System.
- b. When answering the question about the type of work your company performs on a Otis 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.
- c. If you are a subcontractor you will still need to register your company and induction your employees. When completing your registration please select no to invoicing Otis direct.
- d. 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.

Once you have answered all questions, you may be required to pay for a registration and provide supporting documentation.

- e. Once you have answered all questions, you are required to pay for the registration. The cost will depend on the Category you are assigned. Click on **Add to Cart** to start the payment process

**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**

	<b>Type:</b> Category C (Exempt)
	<b>Duration:</b> 2 Years
	<b>Expires:</b> 28 Oct 17
	<b>Cost:</b> \$200.00 (plus GST)

- Renewal will be required on an annual basis to update your company profile, insurances and licences.
- 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**

**Shopping Cart**  
Total Cost: empty

- f. Review the cost and details of the registration, and click on **Proceed to Checkout**

**Review Shopping Cart**

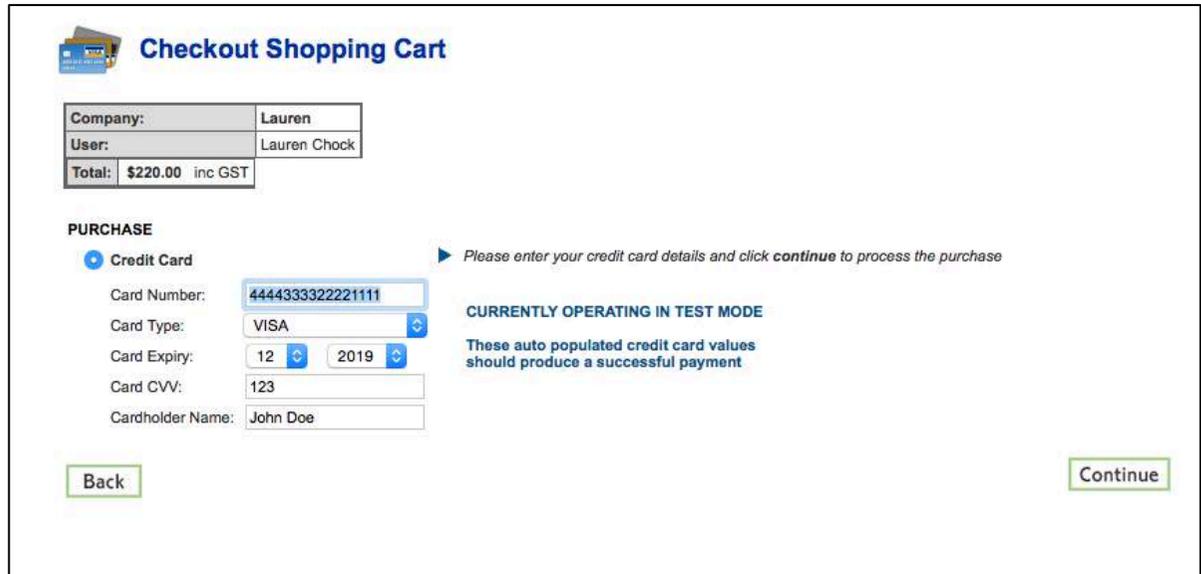
<b>Company:</b>	Lauren
<b>User:</b>	Lauren Chock
<b>Total:</b>	\$220.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription		\$200.00	\$20.00	\$200.00	\$220.00	Otis Company Compliance Subscription from 28 Oct 2015 to 28 Oct 2017.	<a href="#">remove</a>
<b>Total:</b>							<b>\$220.00</b>	<b>including GST of \$20.00</b>	

**Back** **Proceed to Checkout**

g. Enter credit card details and click

[Continue](#)



**Checkout Shopping Cart**

Company:	Lauren
User:	Lauren Chock
Total:	\$220.00 inc GST

**PURCHASE**

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

Card Number:

Card Type:

Card Expiry:

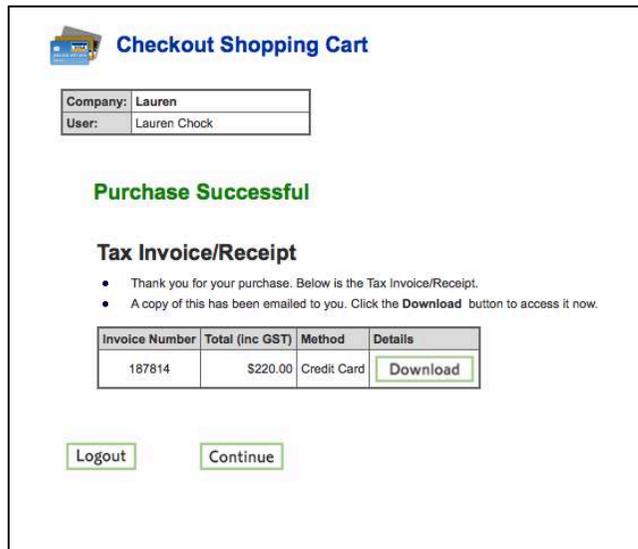
Card CVV:

Cardholder Name:

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

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

h. Click [Continue](#) to Proceed to the File Upload section



**Checkout Shopping Cart**

Company:	Lauren
User:	Lauren Chock

**Purchase Successful**

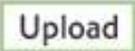
**Tax Invoice/Receipt**

- 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
187814	\$220.00	Credit Card	<a href="#">Download</a>

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

## UPLOAD INSURANCES AND LICENSES

- a. You are now required to provide any insurances and Licenses that are required to perform your duties on a Woolworths Limited site.
- b. If you have existing Insurances/Licenses, the system will recognise these and you will not be required to upload again.
- c. For any new Insurances/Licenses that we have not previously collected, you will be required to upload them by clicking 

### Insurance

\* Denotes Mandatory Field

1.1 \* Public Liability Insurance - Australia  
**x**  **Insurance.Liability.Public / Product - Australia**  
Please upload your company's Public Liability Insurance Policy

*Please upload a single file*



---

1.2 \* Personal Income Protection/Accident Insurance  
**x**  **Insurance.Workers Compensation.Personal Accident, Injury & Sickness**  
Please upload a copy of your Personal Income protection policy.

*Please upload a single file*





- d. Browse to the relevant electronic version of the Insurance or License that you are prompted for and Select **Upload** ;
- enter the **Start Date** and **End Date** for the Licence/Insurance,
  - Enter as much information as possible from the insurance policy as possible.

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

### 📄 Upload File for Lauren

**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 - Australia**

Requirement: Please upload your company's Public Liability Insurance Policy

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

	Name	Amount	
Amount:	<input type="text"/>	<input type="text"/>	Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	Total: 0		

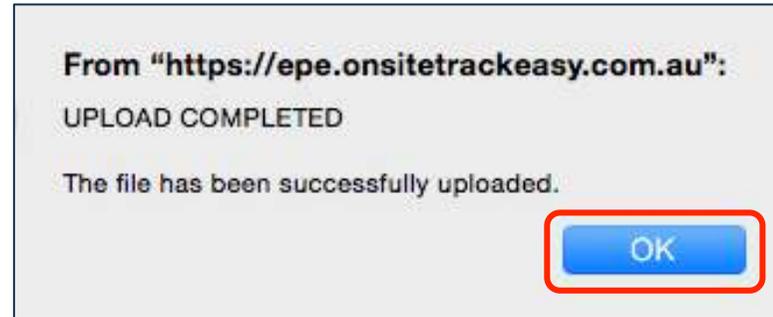
Conditions:  Conditions specified in the policy

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

Status:

- ▶ **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.

e. Click **OK** when the below message appears



f. Once you have completed uploading all the requested files, click **Next**

**Insurance** \* Denotes Mandatory Field

1.1 \* Public Liability Insurance - Australia

✓  **Insurance.Liability.Public / Product - Australia**  
Please upload your company's Public Liability Insurance Policy

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

---

1.2 \* Personal Income Protection/Accident Insurance

✓  **Insurance.Workers Compensation.Personal Accident, Injury & Sickness**  
Please upload a copy of your Personal Income protection policy.

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

**Next**

- g. Once all uploads are complete click **Submit**
- h. Pegasus Safety will review and approve the documents you have provided, and upon approval you will receive email notification.

**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**

## WHERE CAN I FIND HELP?

**Pegasus Safety**

1300 305 072

[otissafetycompliance@pegasus.net.au](mailto:otissafetycompliance@pegasus.net.au)

**Otis Contractor Information Website**

<http://otiscontractor.com.au>