Otis

Contractor Management System

User Guide for Registering Your Company
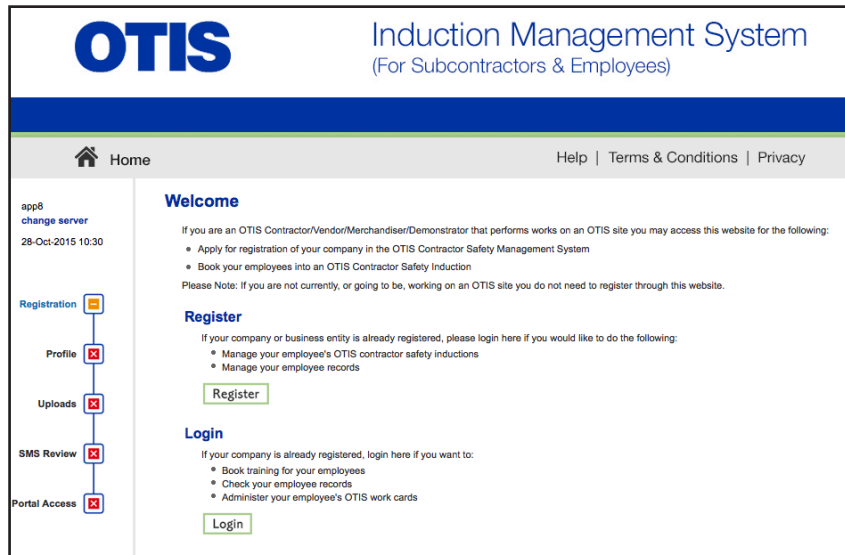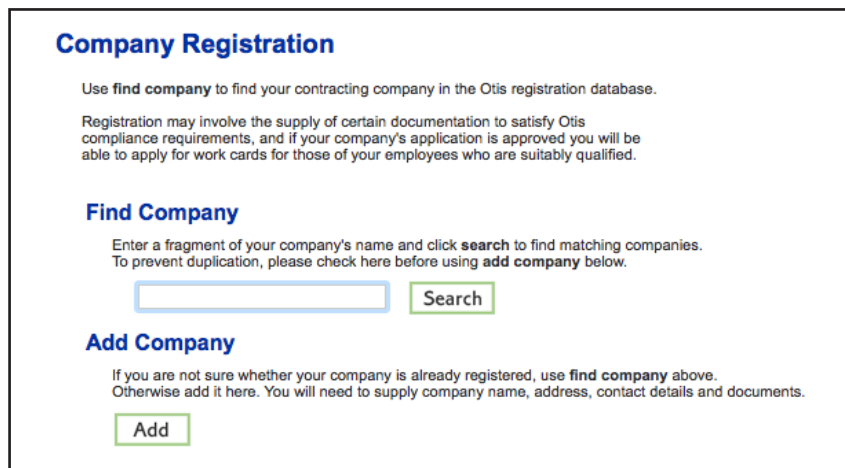
Table of Contents

Otis Contractor Management System

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

Step 1

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

Once on the home page for the Otis 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: Australia

ABN:

Continue

Step 3

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

Add Company

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

Trading 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."
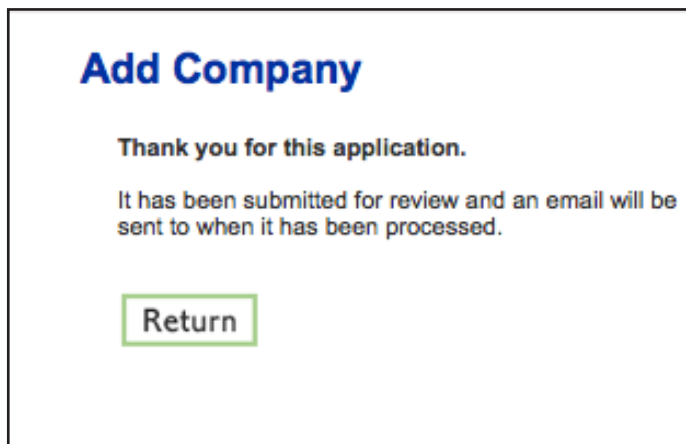
Step 6

Your company registration application has now been submitted.

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

COMPLETING YOUR COMPANY PROFILE

Step 1

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

Once on the home page for the Otis Contractor Management System, click "Login."

Step 2

Using the details emailed to you during registration, login to the Otis Contractor Management System.

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.

Apply

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 your responses.

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-contractors to perform work on your behalf and this work requires a license, 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 Otis 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

Done

Shopping Cart
Total Cost: *empty*

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 C (Exempt)
Duration:	2 Years
Expires:	
Cost:	

- 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

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:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription						Otis Company Compliance Subscription from 28 Oct 2015 to 28 Oct 2017.	remove
						Total:		including GST	

Back   Proceed to Checkout

Step 2

Review the subscription details, then select "Proceed to Checkout."

Step 3

Enter your payment details and select "Continue."

Step 4

Select "Continue" to proceed to the Uploads section.

UPLOADING COMPANY DOCUMENTS

Step 1

You are now required to provide any Insurances and Licenses needed to perform your duties on a Otis 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."

Step 2

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

Please Note: All information must match the details in the document you are uploading.
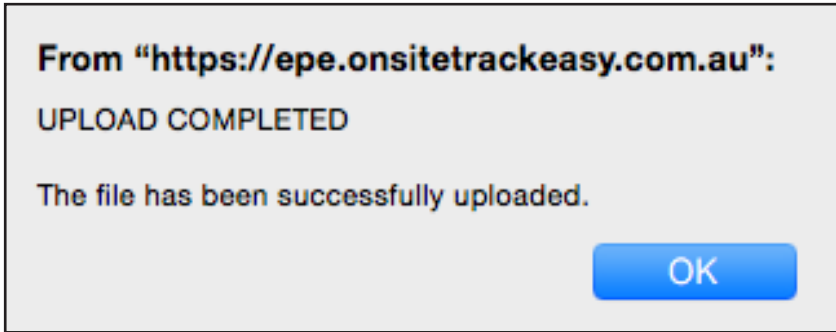
Step 3

Click "OK" when the upload completion message displays.

Step 4

Once you have uploaded 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."

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For questions or assistance please call Australia: 1300 305 072 or
New Zealand +61 2 4047 8890 or email otissafetycompliance@pegasus.net.au