



**Otis**

Contractor Management System

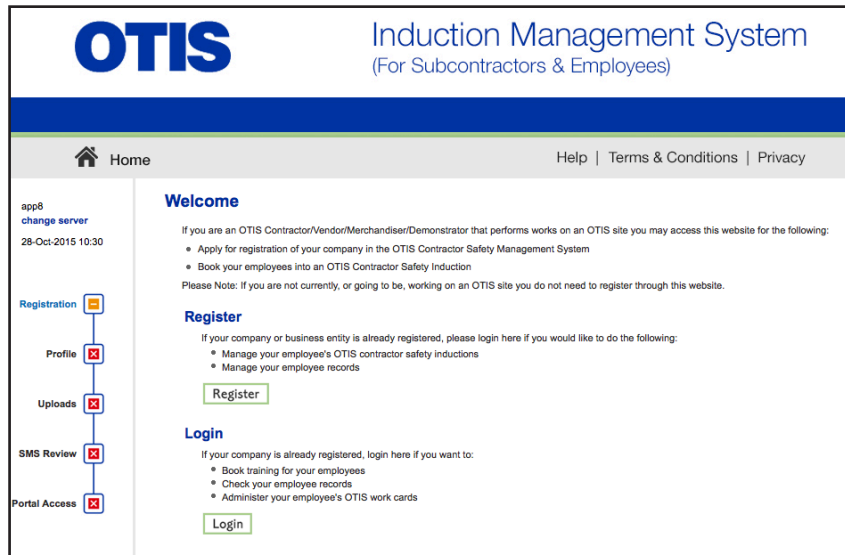
**User Guide for Registering Your Company**

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# Otis Contractor Management System

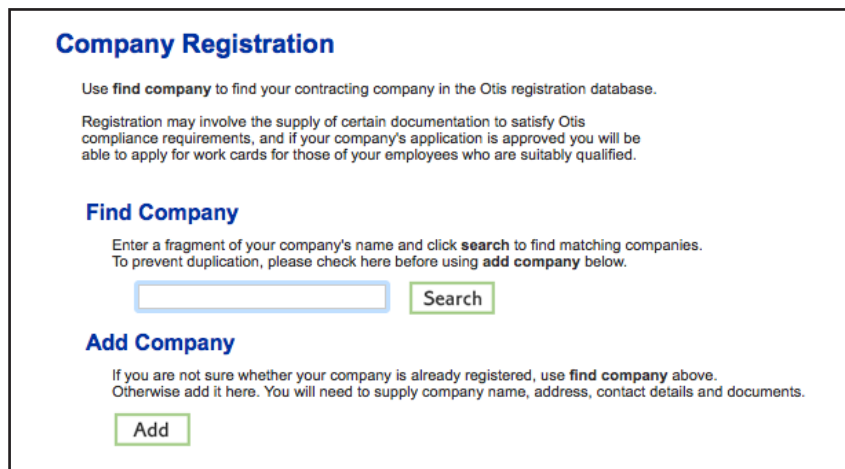
Please follow this step-by-step guide to register your company in the Otis Contractor Management System.



## 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

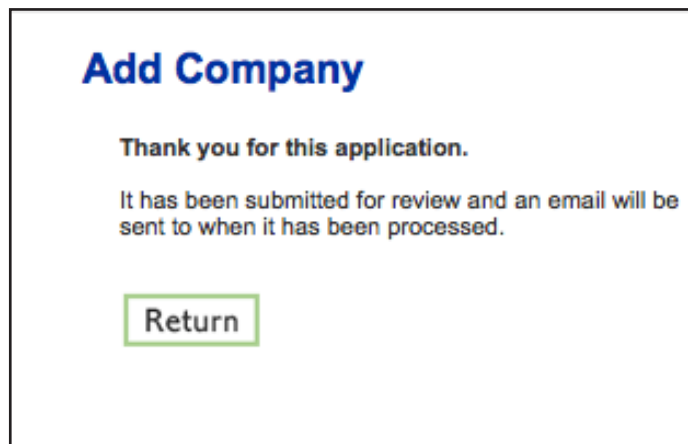
**Step 4**

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

The screenshot shows the 'Add Company' registration page in 'Test Mode'. The page is titled 'OTIS Induction Management System (For Subcontractors & Employees)'. It includes a navigation bar with 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. A sidebar on the left shows a progress indicator for 'Registration' (completed), 'Profile', 'Uploads', 'SMS Review', and 'Portal Access'. The main content area is divided into three sections: '1. Company', '2. User', and '3. Declaration'. The '1. Company' section contains fields for Name, Country (Australia), ABN, Phone, Mobile, Fax, Website, Postal Address (Address: 426 King street, Town: Newcastle, State/Province: NSW, Postcode: 2300), and Delivery Address (with a checkbox for 'same as postal'). The '2. User' section contains fields for First Name, Last Name, and Email. The '3. Declaration' section includes a checkbox for 'I am an authorised representative of this company.' and a 'Submit' button. A disclaimer at the bottom states: '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.'

**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

## COMPLETING YOUR COMPANY PROFILE

The screenshot shows the OTIS Induction Management System home page. 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 users. It lists actions for registration, login, and profile management. A sidebar on the left contains a vertical menu with items: "Registration" (with a plus 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). The "Registration" section includes a "Register" button. The "Login" section includes a "Login" button.

### 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.”

The screenshot shows the OTIS Induction Management System login page. The title is "Login". Below the title, it says "Enter your username and password to login now." 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](#)". At the very bottom, there is a bullet point: "• If your company is registered with Otis and you already have an Onsite login, you may be able to log in here."

### 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**

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




Shopping Cart
Total Cost: <i>empty</i>

**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.	<a href="#">remove</a>
<b>Total:</b>								including GST	

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:  CURRENTLY OPERATING IN TEST MODE  
Card Expiry:   These auto populated credit card values should produce a successful payment  
Card CVV:   
Cardholder Name:

**Step 3**

Enter your payment details and select “Continue.”

**Checkout Shopping Cart**

Company:   
User:

**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
		Credit Card	<input type="button" value="Download"/>

**Step 4**

Select “Continue” to proceed to the Uploads section.

# UPLOADING COMPANY DOCUMENTS

# UPLOADING COMPANY DOCUMENTS

**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

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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

## 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."

 **Upload File for**

**Verified doc**

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

- it must be an **Insurance** document
- 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:  
Requirement:

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"/>

Total:

Conditions:  Conditions specified in the policy

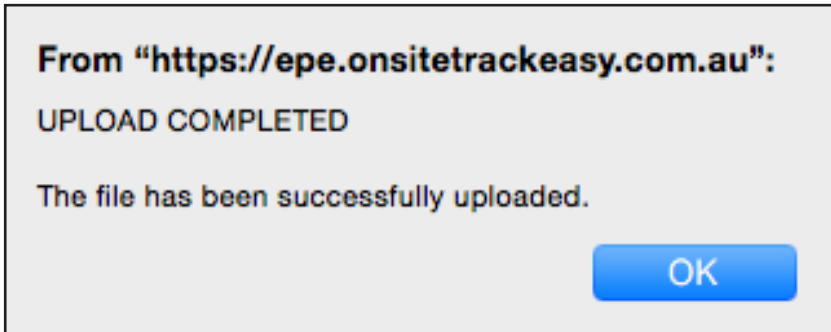
Comment:  Any comment you for the person who will process this upload

Status:

## 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.

**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
IBank CAAF application form	29 Oct 2015	29 Oct 2016			Edit	Remove

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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
IBank CAAF application form	29 Oct 2015	29 Oct 2016			Edit	Remove

[Next](#)

**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."



For questions or assistance please call Australia: 1300 175 307 or  
New Zealand +61 2 4047 8890 or email [otissafetycompliance@pegasus.net.au](mailto:otissafetycompliance@pegasus.net.au)