



WE CARE. WE DELIVER.

The Bloomfield Group

Contractor Management System

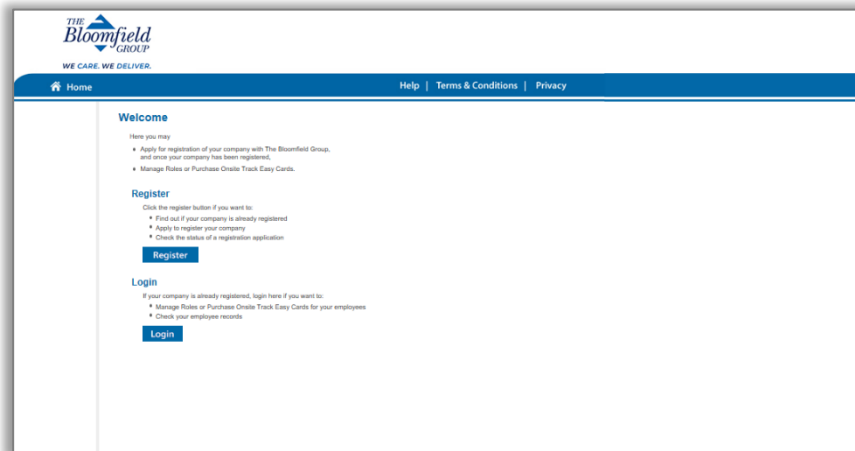
User Guide for Registering Your Company

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The Bloomfield Group Contractor Management System

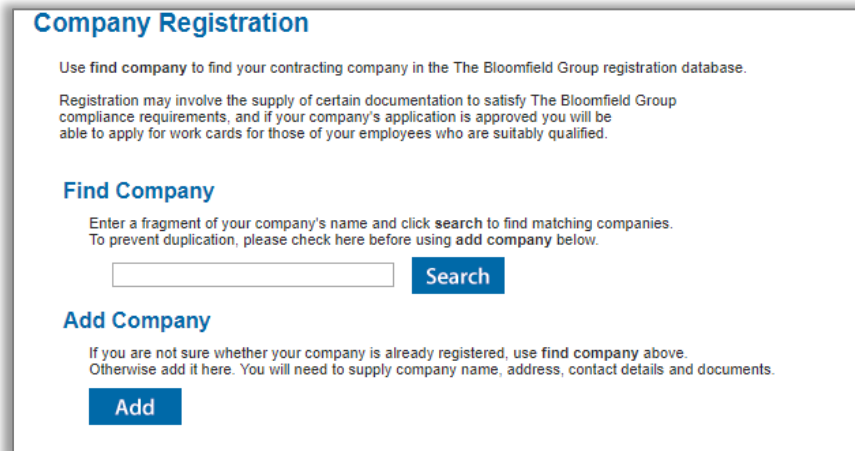
Please follow this step-by-step guide to register your company in The Bloomfield Group Management System.



Step 1

Please go to <https://secure.onsitetrackeasy.com.au/portal/theBloomfieldGroup/welcome.jsp> and click on “Register Now/ Login” in the top menu bar.

Once on the home page for The Bloomfield Group 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.

Country:

ABN:

Step 3

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

Add Company

There are 5 names for this ABN.
Please click the name you wish to use for this company.

Main and Business Names

Name
Pegasus Employment
Pegasus It
Pegasus Management Pty. Limited
Pegasus Survey & Engineering
Pegasus Training Options

Step 4

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

The screenshot shows the 'Add Company' registration form. At the top left is the logo for 'THE Bloomfield GROUP' with the tagline 'WE CARE. WE DELIVER.' and 'Test Mode' in the top right. A navigation bar includes 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. A sidebar on the left shows a progress indicator with 'Registration' highlighted in orange and other steps (Profile, Uploads, SMS Review, Portal Access) marked with red 'X's. The main form area is titled 'Add Company' and includes a note: 'To register your company please provide the following (* = mandatory)'. The form is divided into three sections: 1. Company (Name, Country, ABN, Phone, Mobile, Fax, Website, Postal Address, Delivery Address), 2. User (First Name, Last Name, Email), and 3. Declaration (My name is, checkbox for 'I am an authorised representative of this company'). A 'Submit' button is located at the bottom right. Below the button, there are two informational notes: 'When you click submit this information will be supplied to Pegasus Management who process these company registrations.' and 'When it has been processed a notification email will be sent to the user nominated above.'

Step 5

Enter all company information and select “Submit.”

The screenshot shows a confirmation page titled 'Add Company'. It features a blue header with the title. Below the header, the text reads: 'Thank you for this application. It has been submitted for review and an email will be sent to [redacted] when it has been processed.' At the bottom of the page is a blue button labeled 'Return'.

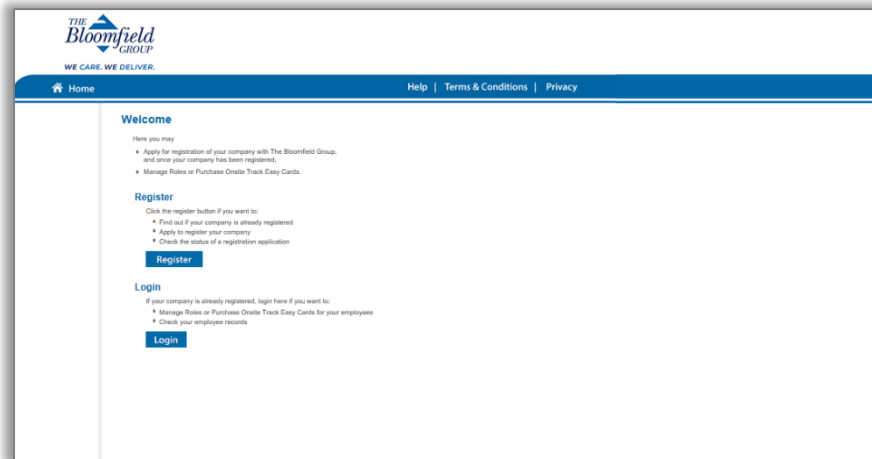
Step 6

Your company registration application has now been submitted.

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

COMPLETE REGISTERING YOUR COMPANY PROFILE

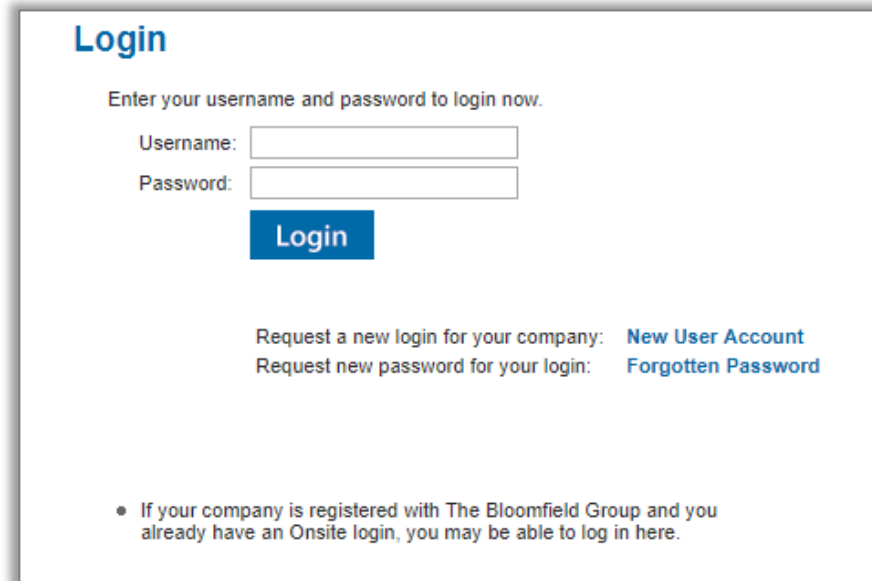
COMPLETE REGISTERING YOUR COMPANY PROFILE



Step 1

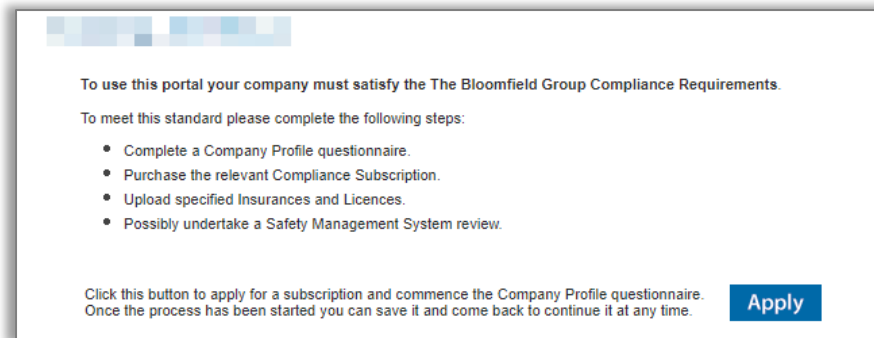
Please go to <https://secure.onsitetrackeasy.com.au/portal/theBloomfieldGroup/welcome.jsp> and click on “Register Now/ Login” in the top menu bar.

Once on the home page for The Bloomfield Group Contractor Management System, click “Login.”



Step 2

Using the details emailed to you during registration, login to The Bloomfield Group Contractor Management System.



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 Bloomfield group 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 The Bloomfield Group 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.

Company Details

1.1 * Which of the following represents your business type? (208218)

- Joint Venture/Alliance
- Partnership
- Private Company
- Public Company
- Sole Trader
- Trust
- Other

1.2 * Will you be invoicing The Bloomfield Group directly? (208223)

Yes No

1.3 * What is your company's address/location? (208216)



1.4 * Who is your company contact?

- First Name, Last Name
- Position (208222)



Step 4

Complete the Company Profile questionnaire. Once all questions have been answered, select "Next."

PURCHASING YOUR SUBSCRIPTION

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:	Contractor (Exempt)
Expires:	31 May 20
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 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	The Bloomfield Group Company Compliance Subscripion from 31 May 2019 to 31 May 2020	remove
Total:							\$0.00	including GST of \$0.00	

[Back](#) [Proceed To Checkout](#)

Step 2

Review the subscription details, then select "Proceed to Check out."

Checkout Shopping Cart

Company:	
User:	
Total:	\$0.00
Total:	\$0.00

PURCHASE

Free Items *No payment is required. Press **continue** to proceed.*

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

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
710760	\$0.00	FREE	Download

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

Step 4

Select “Continue” to proceed to the Uploads section.

UPLOADING COMPANY DOCUMENTS

UPLOADING COMPANY DOCUMENTS

Approvals * Denotes Mandatory Field

1.1 * Sole Trader Approval Form (208224)
✗ Please upload your Sole Trader Approval Form that has been signed by a site representative. Please upload a single file

[Upload](#)

[Next](#)

Step 1

You are now required to provide any Approvals, Insurances and Licenses needed to perform your duties on a Bloomfield group 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 [redacted]

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: Sole Trader Approval Form
Requirement: Please upload your Sole Trader Approval Form that has been signed by a site representative.

File to Upload * [Choose File](#) No file chosen Browse to select file for upload

Name * Friendly name for this file after upload

Start Date * Enter start date as "dd mmm yy" or click calendar icon

End Date * Enter end date as "dd mmm yy" or click calendar icon

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 all details, then select “Upload.”

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

UPLOADING COMPANY DOCUMENTS

Insurances * Denotes Mandatory Field

2.1 Public and/or Product Liability Insurance (000201)
Please upload a copy of your Public and/or Product Liability

Name	Issue	Expiry	Comment	Open	Edit	Remove
TEST DOC DEMO	31 May 2019	31 May 2020				

2.2 Income Protection Insurance (000207)
Please upload a copy of your Income Protection Insurance Please upload a single file

2.3 Professional Indemnity Insurance (000203)
Click [here](#) for a list of the Bloomfield Group Business Rules

Optional single file upload

Step 3

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.

Step 4

To submit your uploads, select “Submit.”

To use this portal your company must satisfy the The Bloomfield Group 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 The Bloomfield Group 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	31-May-19 10:09		Subscription Contractor (Exempt)
Uploads	SUBMITTED	31-May-19 10:47		Waiting for approval.
SMS Review				

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

Step 5

Your company’s system home page will change to reflect the current status of your subscription and document status.



For questions or assistance please call 1300 306 384 or
email inductions@pegasus.net.au