



Lendlease

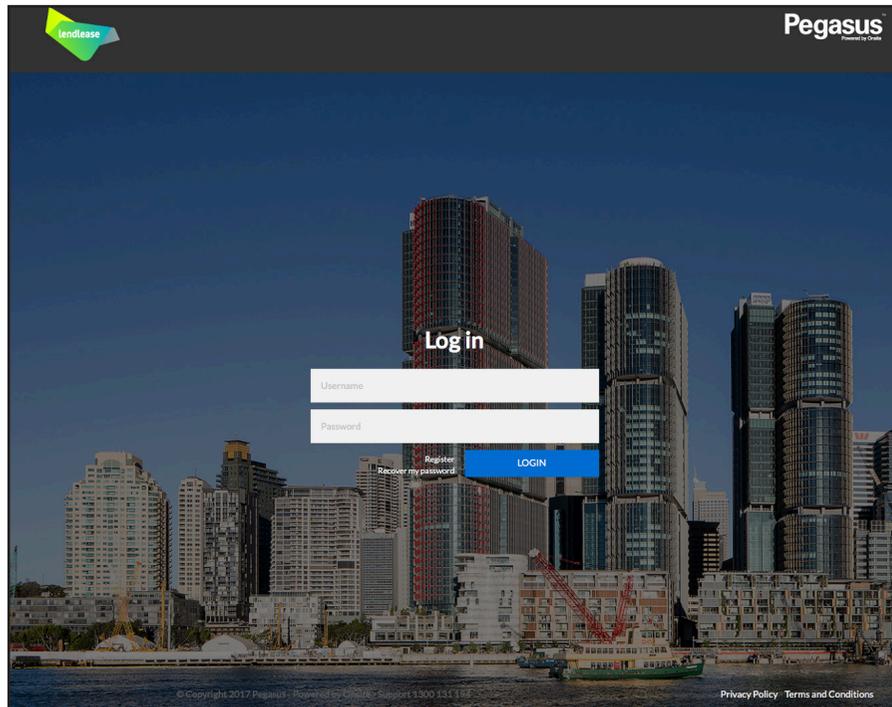
Site Orientation and Access Management System

An Overview of Pending Actions

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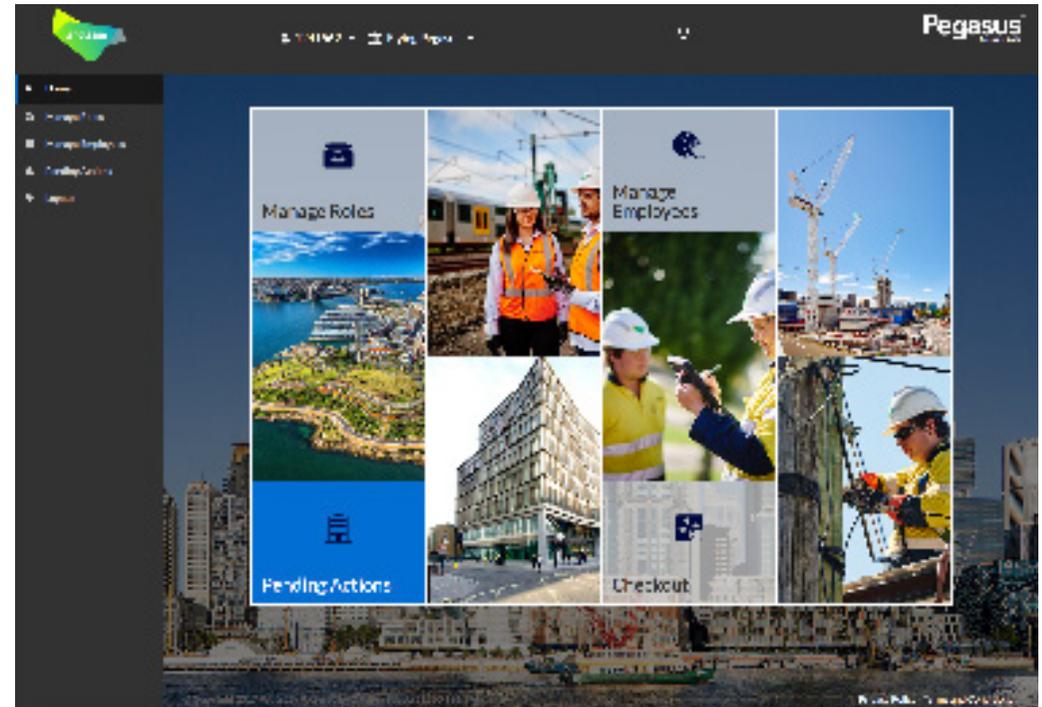
PENDING ACTIONS OVERVIEW



Step 1

Please go to <http://www.lendleasecontractors.com.au> and click on “Login” in the top menu bar.

Once on the home page for the Lendlease Site Orientation and Access Management System, enter your login details and click “Login.”

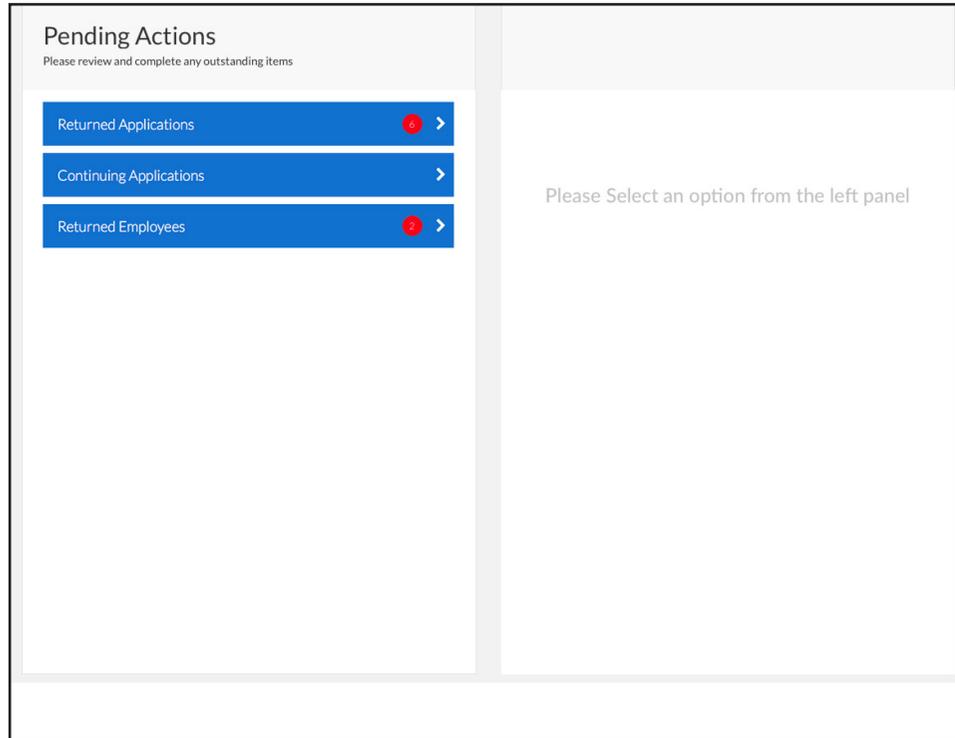


Step 2

Select “Pending Actions” to view required actions for subscription renewals, returned applications, continuing applications and returned employees.

On the homepage of your portal, use the icon in the header banner, the dashboard tile or the menu down the left side to select “Pending Actions.”

PENDING ACTIONS OVERVIEW



Step 3

Click and navigate to the section you wish to complete the pending action for.

RETURNED APPLICATIONS

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview page. On the left, there is a sidebar with three blue buttons: 'Returned Applications' (with a red circle containing the number 6), 'Continuing Applications', and 'Returned Employees' (with a red circle containing the number 2). The main content area is titled 'Returned Applications' and contains a search bar and three application cards. Each card displays the employee name, start date, and description. The first card has a start date of 17/10/2016 and a description of 'Roles'. Below the description, there is a 'View Comment' link and a red 'RETURNED' label. A blue 'CONTINUE >' button is located at the bottom of each card.

Step 1

Select "View Comment" to see a detailed response as to why the document was returned.

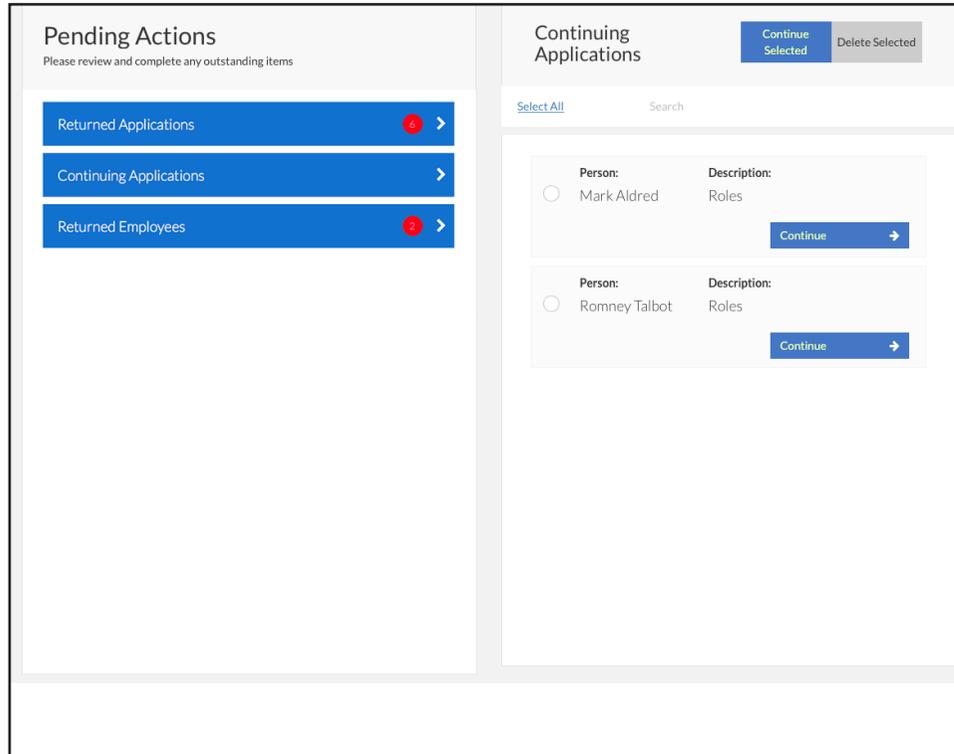
This screenshot is identical to the one in Step 1, but the 'Returned Applications' sidebar button now has a red circle containing the number 6. In the main content area, the 'View Comment' link has been replaced by a blue 'CONTINUE >' button for each of the three application cards, indicating that the user has selected to proceed with re-submitting the returned documents.

Step 2

Select "Continue" to proceed to upload and re-submit the returned document.

CONTINUING APPLICATIONS

PENDING ACTIONS OVERVIEW

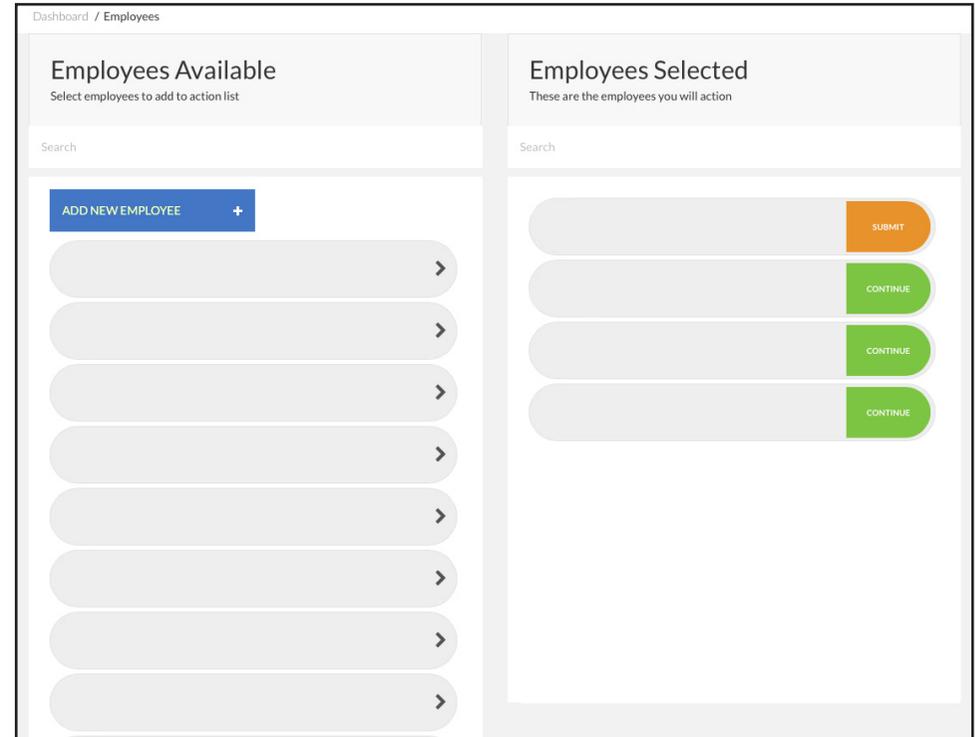


Step 1

From the list of continuing applications, find and tick the employees you wish to continue applying for. Once all employees are selected, "Continue Selected."

Alternatively, continue one employee's application by selecting "Continue."

To determine the stage that the application is currently at, view the description.



Step 2

Select "Continue/Submit" for the employee's application that you wish to continue. You will be directed to the last saved section of the employee's application.

RETURNED EMPLOYEES

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview page. On the left, there is a sidebar with three blue buttons: 'Returned Applications' (with a red circle containing the number 6), 'Continuing Applications', and 'Returned Employees' (with a red circle containing the number 2). The main content area is titled 'Returned Applications' and contains a search bar and three application cards. Each card displays the employee name, start date, and description. The first card has a start date of 17/10/2016 and a description of 'Roles'. Below the description, there is a 'View Comment' link and a red 'RETURNED' label. A blue 'CONTINUE >' button is located at the bottom of each card.

Step 1

Select "View Comment" to see a detailed response as to why the employee was returned.

This screenshot is identical to the one for Step 1, but the 'Returned Applications' sidebar button now has a red circle containing the number 6. In the main content area, the 'View Comment' link has been replaced by a blue 'CONTINUE >' button for each of the three application cards, indicating that the user has selected this action.

Step 2

Select "Continue" to proceed to amend the returned employee.

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For questions or assistance please call 1300 183 990
or email lendlease@pegasus.net.au