



**lendlease**



# **RENEWING WORKER SUBSCRIPTIONS USER GUIDE**

# Login to Lendlease Site Access



## LOGIN

Go to  
[https://lendlease.poweredbyonsite.com/  
account#/login](https://lendlease.poweredbyonsite.com/account#/login)

Enter your username and password and  
click "Login"

lendlease

Pegasus

### Welcome to the Lendlease Site Access Portal

What is your role?

COMPANY ADMIN WORKER

#### Company Admin Portal

Login to manage roles and competency checks for your company's workers.

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.....

LOGIN

Register  
Recover my password  
Login with Pegasus Account

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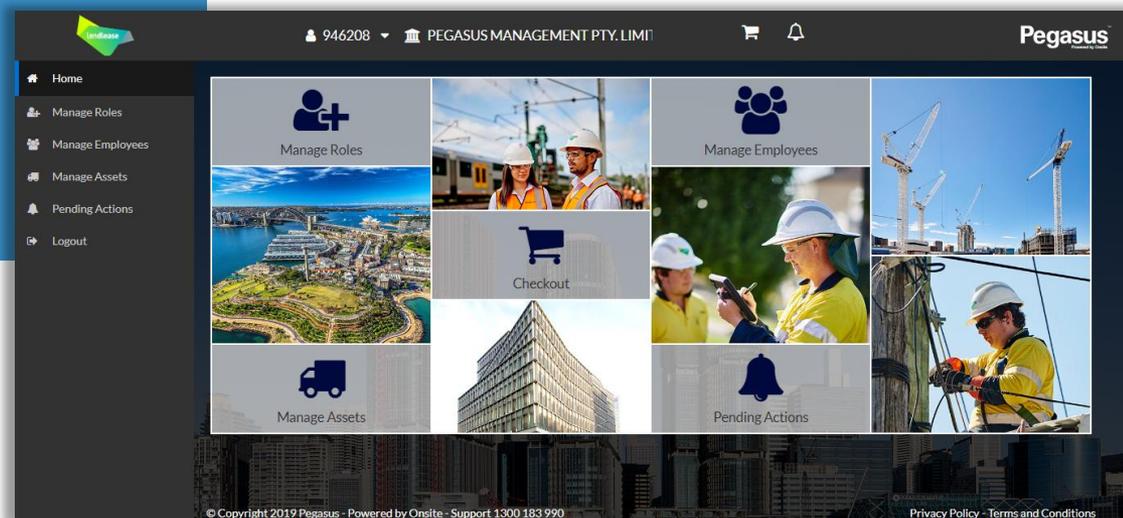
# Login to Lendlease Site Access



## LOGIN

After login you will be taken to the portal home page.

- This page is where you start most of functions to manage your workers.
- You can add or look up workers, manage their roles, and check “Pending Actions”.





# RENEWING SUBSCRIPTIONS

# Subscription Renewals



## Method 1:

Click “Pending Actions”  
Click “Subscription Renewals”  
All expired subscriptions will be listed here.

- Multiple expired subscriptions can be renewed with one click on this page.
- Only Expired Subscriptions will show under Pending Actions > Subscription Renewals page
- Notification emails are sent to company administrators and workers 30 days prior to subscription expiry

The screenshot illustrates the navigation process. On the left, a dark sidebar menu contains the following items: Home, Manage Roles, Manage Employees, Manage Assets, Pending Actions (highlighted with a bell icon), and Logout. An orange arrow points from the 'Pending Actions' menu item to the 'Pending Actions' page. The 'Pending Actions' page has a header 'Pending Actions' and a sub-header 'Please review and complete any outstanding items'. Below this is a list of menu items: Subscription Renewals, Returned Applications, Continuing Applications, and Returned Employees. Another orange arrow points from 'Subscription Renewals' to the 'Subscription Renewals' page. The 'Subscription Renewals' page features an 'ADD ALL TO CART' button at the top right, a search bar, and a list of subscription entries. The first entry is for 'Jo Dixon' with an expiry date of '17/04/2017' and a 'Renew' button. The second entry is for 'Adam Boyle' with an expiry date of '29/03/2018' and an 'Add To Cart' button. A 'CHECKOUT' button is located at the bottom of the page.

# Subscription Renewals

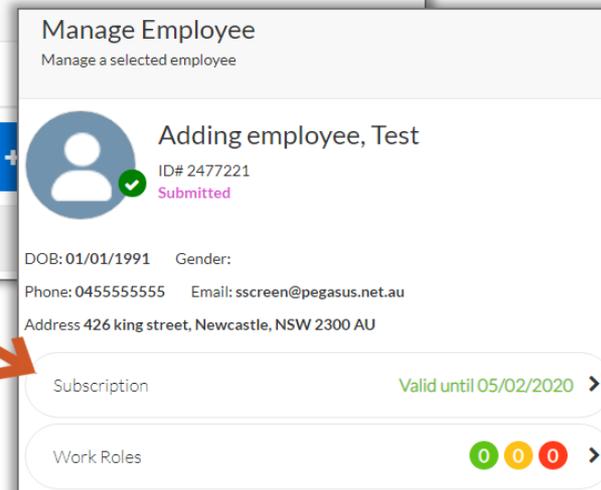
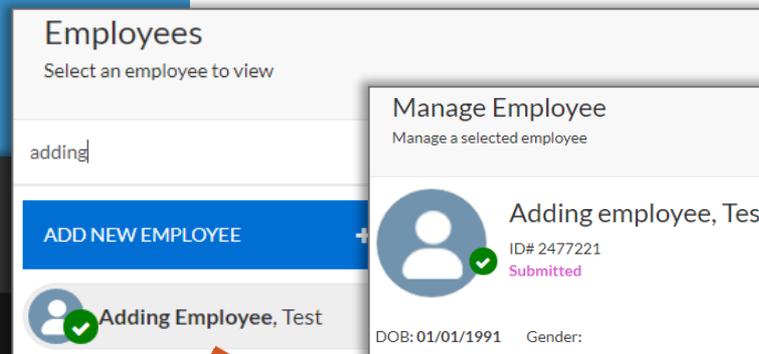
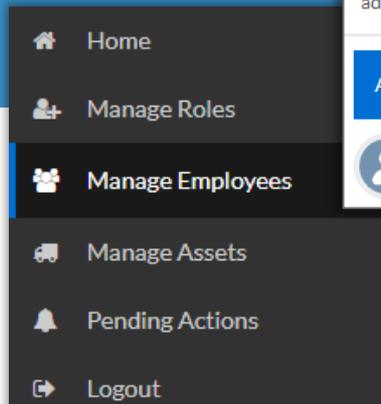


## Method 2, Step 1:

Click “Manage Employees” and search for the worker. The subscription date is listed to the right.

Click “subscription” to renew.

- Use this process to renew subscriptions before they expire, or view a subscription expiry date.
- Subscriptions can be purchased at any time. The new subscription date will start from the date of purchase.



# Subscription Renewals



## Method 2, Step 2:

Click “Renew Subscription”, then “CHECKOUT NOW” to open the Checkout page.

Click “Checkout \$” to pay.

- The items in the Shopping Cart can be paid for or removed at any time, even from a different page. If there are items in the cart, you will see this icon at the top of the screen. 
- Multiple subscriptions can be renewed at once if added to the shopping cart before you open the page to purchase them.
- Payment via credit card is the default. Purchase orders must be arranged in advance.

Card Subscription

Test Adding employee

Portal: Lendlease Site Access

Expires: 05/02/2020

Status: Valid

Order Replacement Card

Renew Subscription 

Subscription Renewal Notifications

 Close

### Lendlease Site Access Subscription

The Lendlease Site Access subscription has expired. Click on Renew Subscription to renew this subscription. Note to renew this subscription, you will need to complete the registration for Lendlease.

**RENEW SUBSCRIPTION**

Dashboard / Checkout

## Shopping Cart

Item No.	Item	Quantity	Price/unit	Total
CAR010	Card Subscription	1	\$30.00	\$30.00
CAR010	Compliance Subscription for Benjamin Test	1	\$30.00	 Remove
			Subtotal:	\$30.00
			Tax (10%):	\$3.00
			<b>Total:</b>	<b>\$33.00</b>

**DUMMY** Dummy PO PayPal / Credit Card **CHECKOUT**

Purchase Order



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 183 990**

OR EMAIL **[lendlease@pegasus.net.au](mailto:lendlease@pegasus.net.au)**