



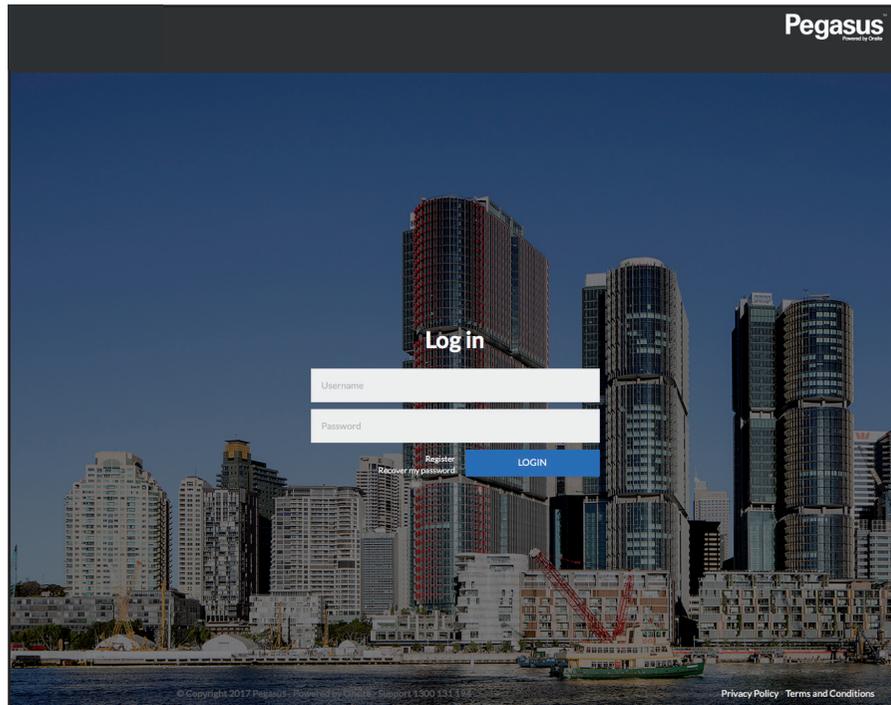
Pegasus

Site Access

User Guide for inviting workers to the Worker Portal

Site Access

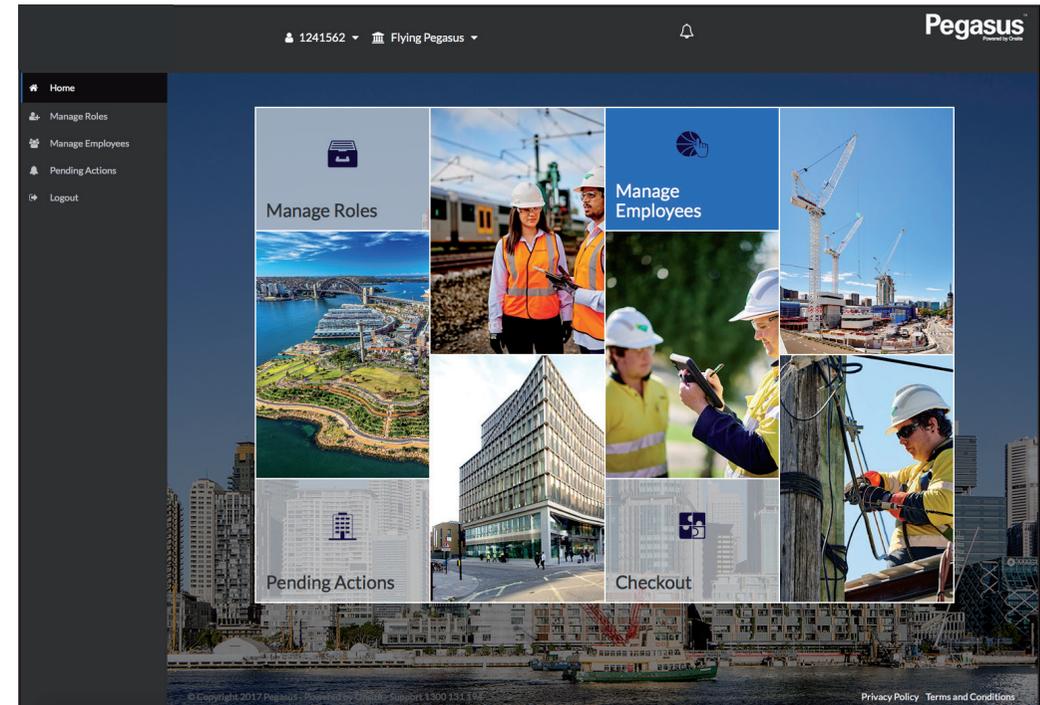
Please follow the step by step guide to invite a worker to the Worker Portal.



Step 1

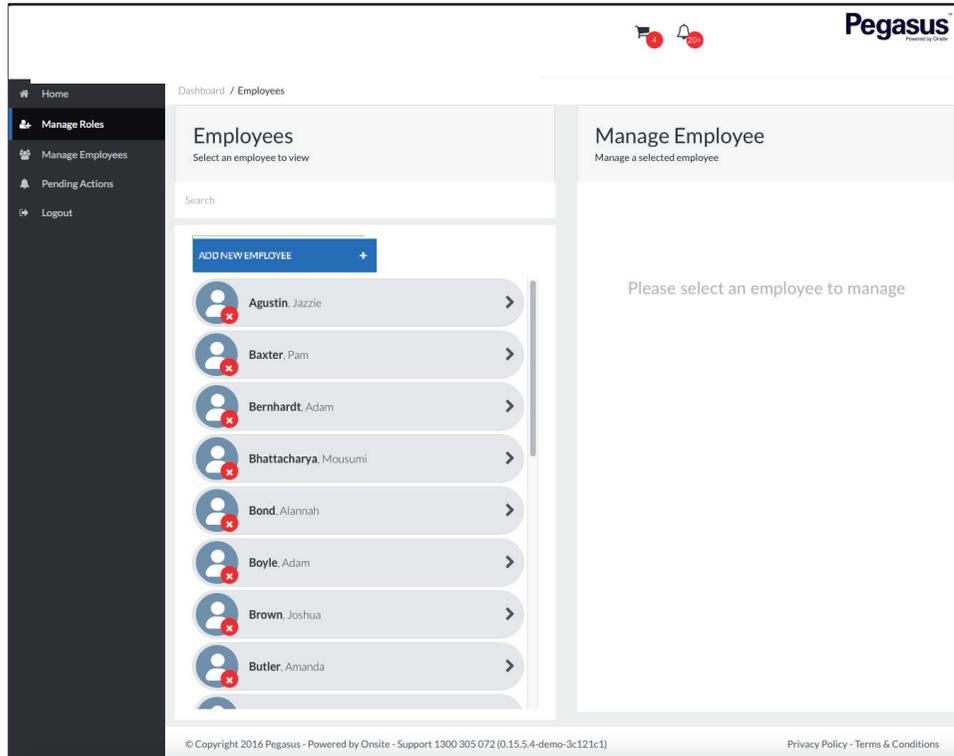
Please go to the contractor information site and click on “Login” in the top menu bar.

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



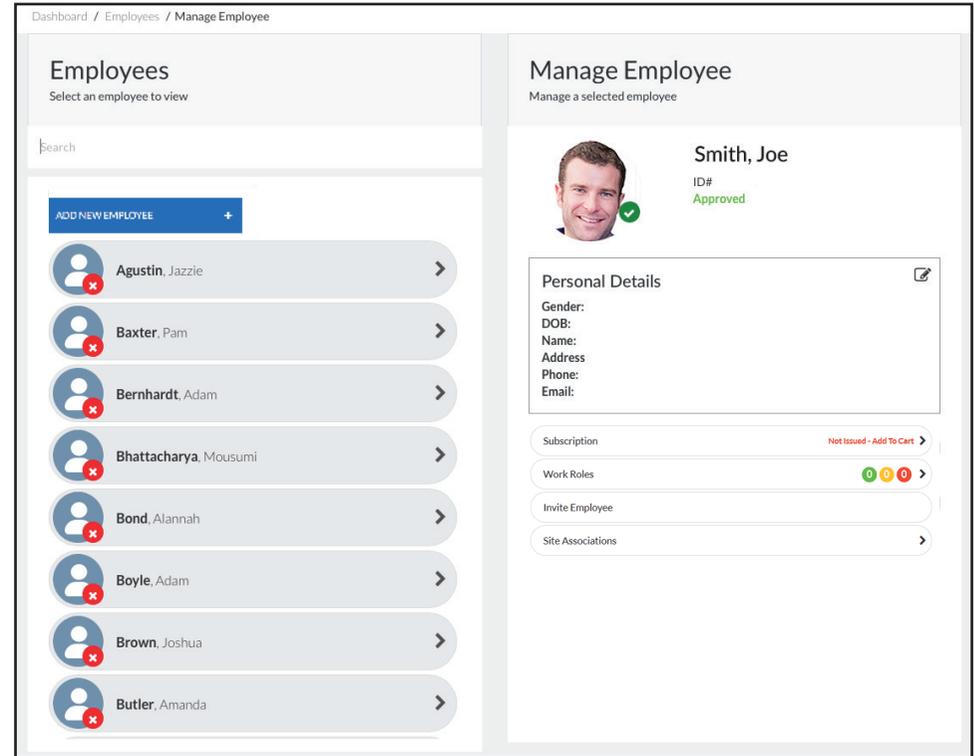
Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



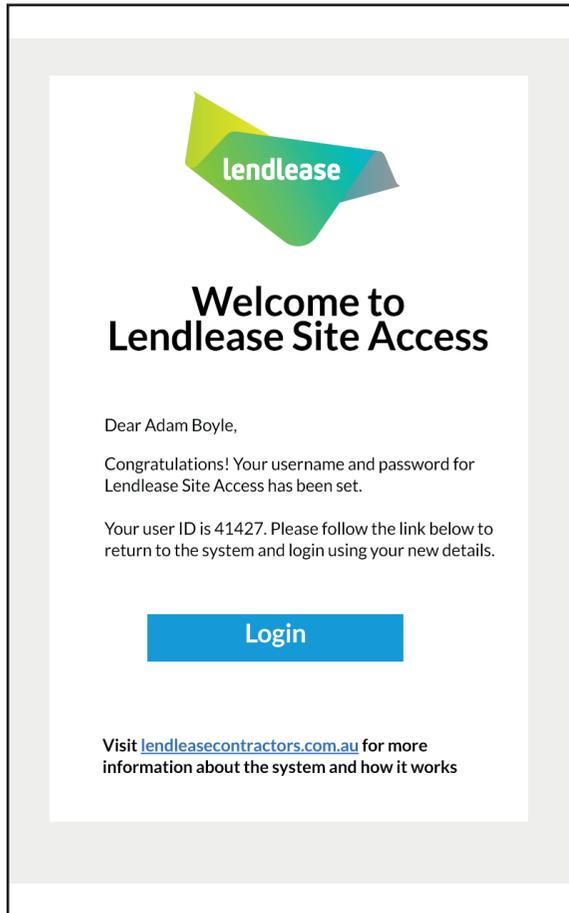
Step 3

Search for or select the employee you wish to invite.



Step 4

Review the personal details for the employee and ensure they have the correct email address. Once you have confirmed the details are correct, select "Invite Employee."



Step 5

The worker will be sent an email invitation to access the Worker Portal.



Step 6

If the worker forgets their password or loses the email, you can select the Re-invite/Reset Password option for that worker.



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