



# Lendlease

## Site Access

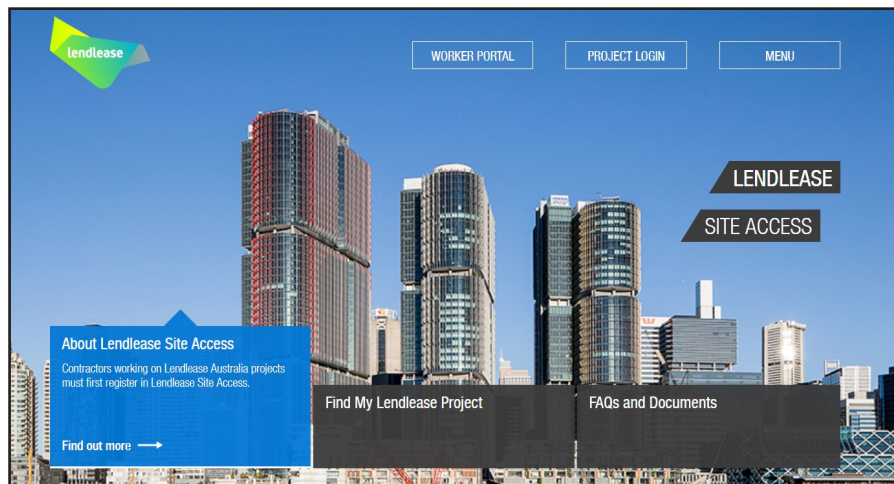
User Guide for Registering Employees

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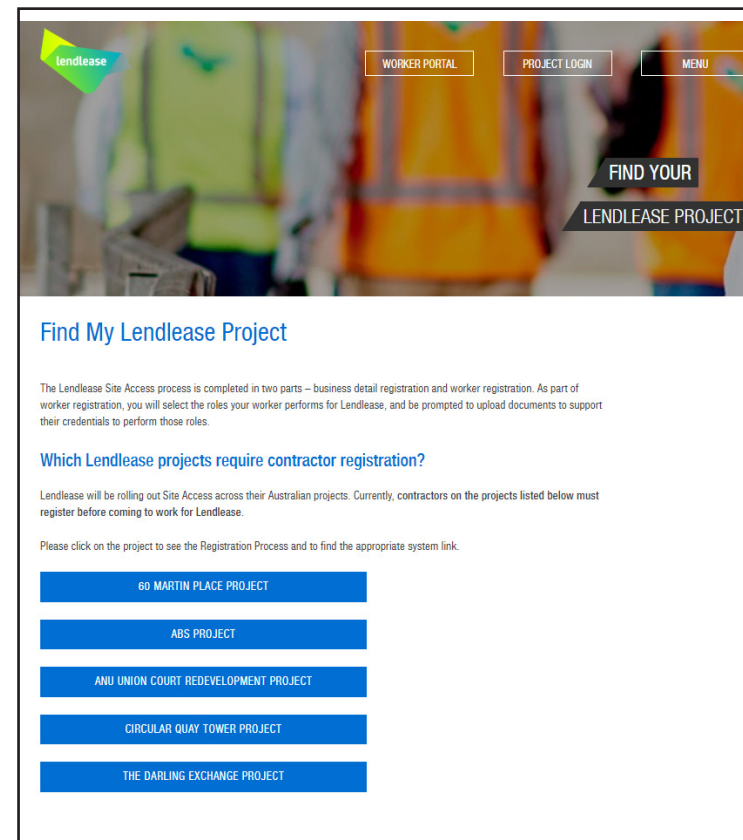
# Lendlease Site Access

Please follow this step-by-step guide to register new employees in Lendlease Site Access.



## Step 1

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



## Step 2

Once on the Find my Lendlease Project page, select the project you are working on.

## REGISTERING EMPLOYEES

Step 2 > Register your business in Lendlease Site Access

LENLEASE SITE ACCESS

[Back to Login](#)

### Business Details Registration

Select the country that your business operates in.

### Step 3

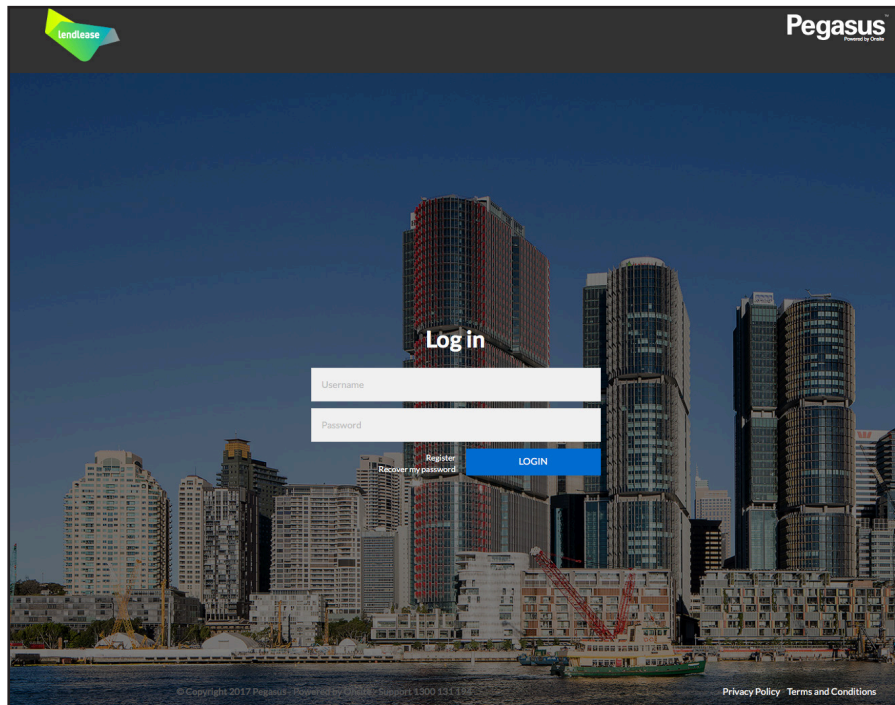
Once on the project page, select the “Lendlease Site Access” button

### Step 4

If you already have a user account, please click “Back to Login” and continue to step 5.

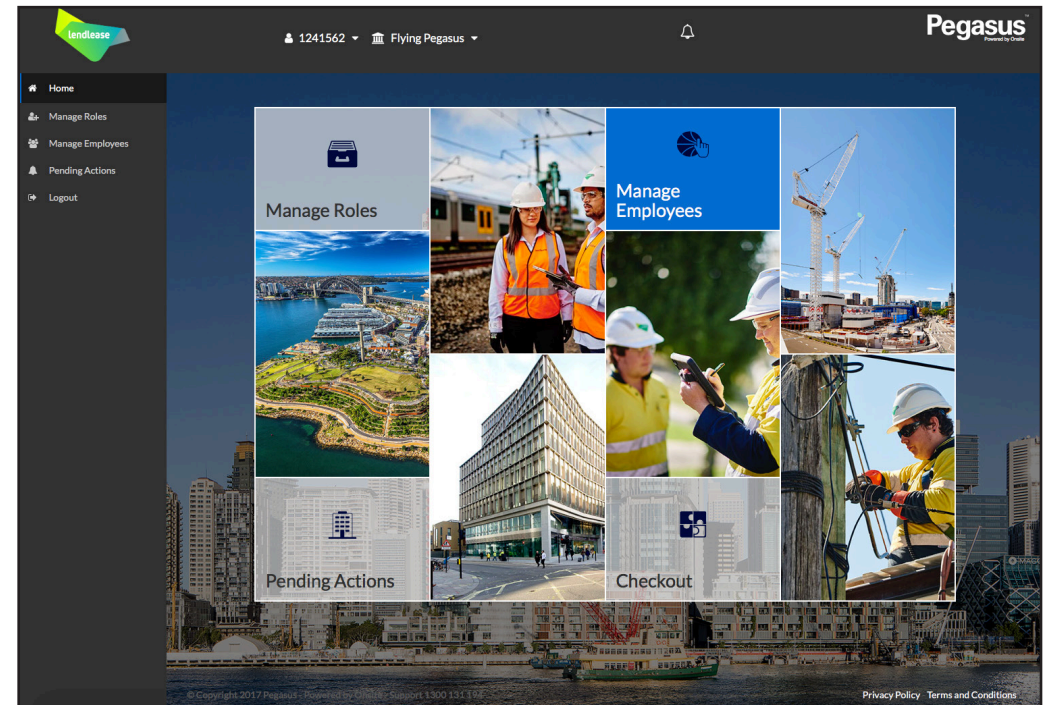
To create an account, continue with the business details registration process.

## REGISTERING EMPLOYEES



### Step 5

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



### Step 6

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

## REGISTERING EMPLOYEES

Dashboard / Employees

### Employees

Select an employee to view

Search

[ADD NEW EMPLOYEE](#) +

### Manage Employee

Manage a selected employee

Please select an employee to manage

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### Step 7

Select “Add New Employee.”

Dashboard / Employees / New Employee

### Employees

Select an employee to view

Search

[ADD NEW EMPLOYEE](#) +

### Personal Details

Create a new employee

**Person**

**First Name** First Name

**Middle Name** Middle Name

**Last Name** Last Name

**Gender**

**DOB** dd/mm/yyyy

**Phone** e.g. 0412341234

**Email** Email

**Address**

**Address** Address

**Town/City** Town/City

**State**

[Back to Employees](#) [SAVE & CLOSE](#)

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### Step 8

Enter all of the employee’s details.

## REGISTERING EMPLOYEES

Dashboard / Employees / New Employee

### Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

### Personal Details

Create a new employee

Town/City Town/City

State

Postcode

Country Australia

### License Information

Licence Class Licence Class

Licence Number Licence Number

Licence State

Licence Expiry dd/mm/yyyy

### Next of Kin

Relationship (Select)

☒ Agree to Terms and Conditions

Back to List Employees SAVE & CLOSE

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### Step 9

Agree to the terms and conditions, then select “Save and Close.”

Dashboard / Employees / Selected Employees

### Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

### Employees Selected

These are the employees you will action

Search

Chris Test  
Susan

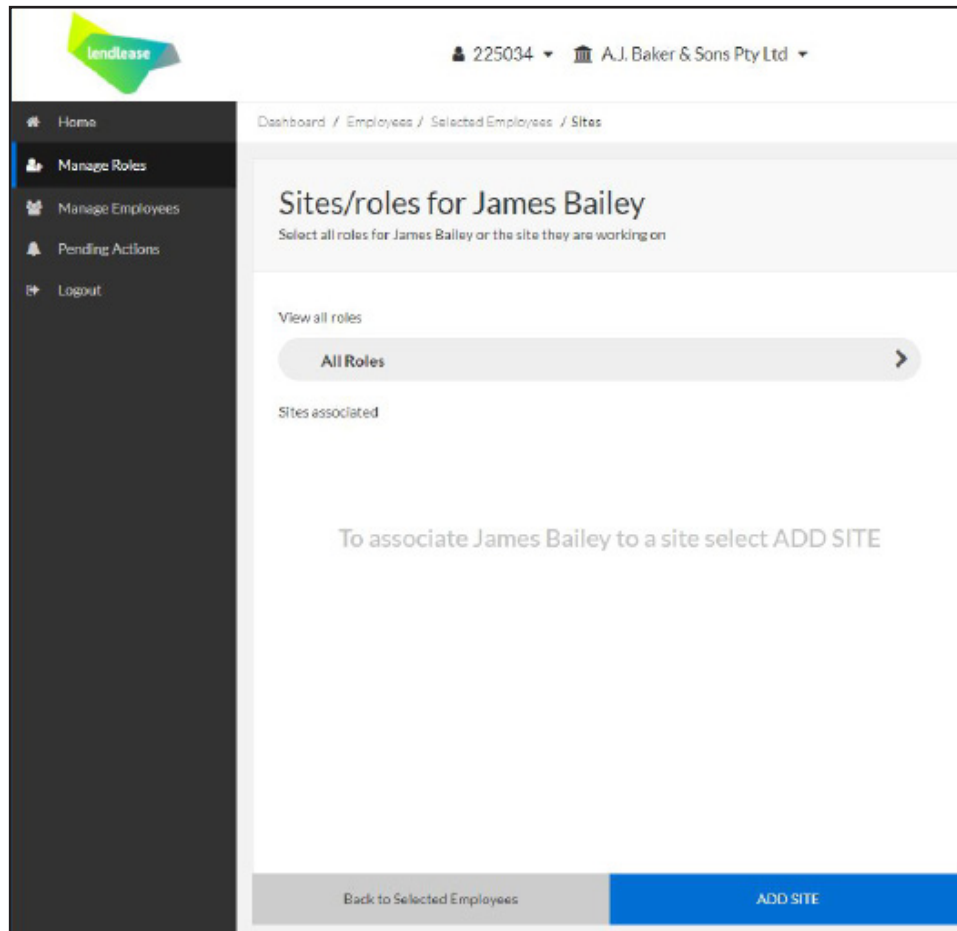
CONTINUE

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### Step 10

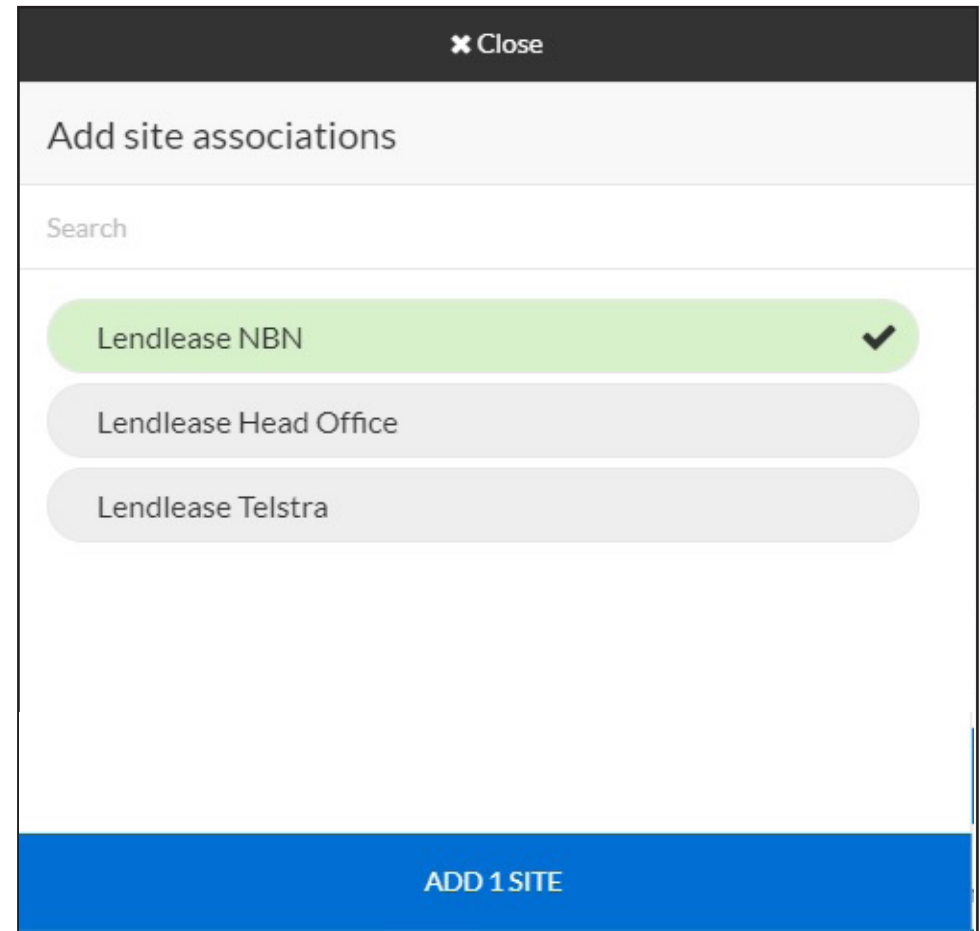
Select “Continue” to assign work roles to your employee’s profile.

## REGISTERING EMPLOYEES



### Step 11

Select "Add Site."



### Step 12

Select the site/s that the contractor will work on.



### Sites/roles for James Bailey

Select all roles for James Bailey or the site they are working on

View all roles

All Roles

Sites associated

Lendlease NBN

Back to Selected Employees

ADD SITE

### Step 13

Select "Add Site."

### Sites/roles for James Bailey

Select all roles for James Bailey or the site they are working on

View all roles

All Roles

Sites associated

Lendlease NBN

Back to Selected Employees

ADD SITE

### All roles for James Bailey

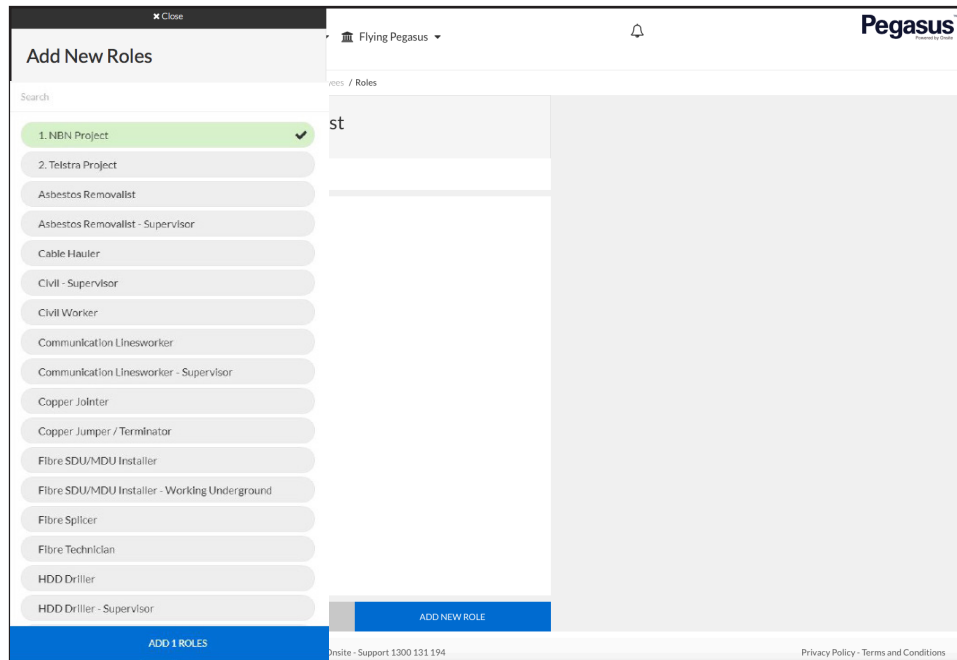
Select ADD NEW ROLE to associate roles to James Bailey

ADD NEW ROLE

### Step 14

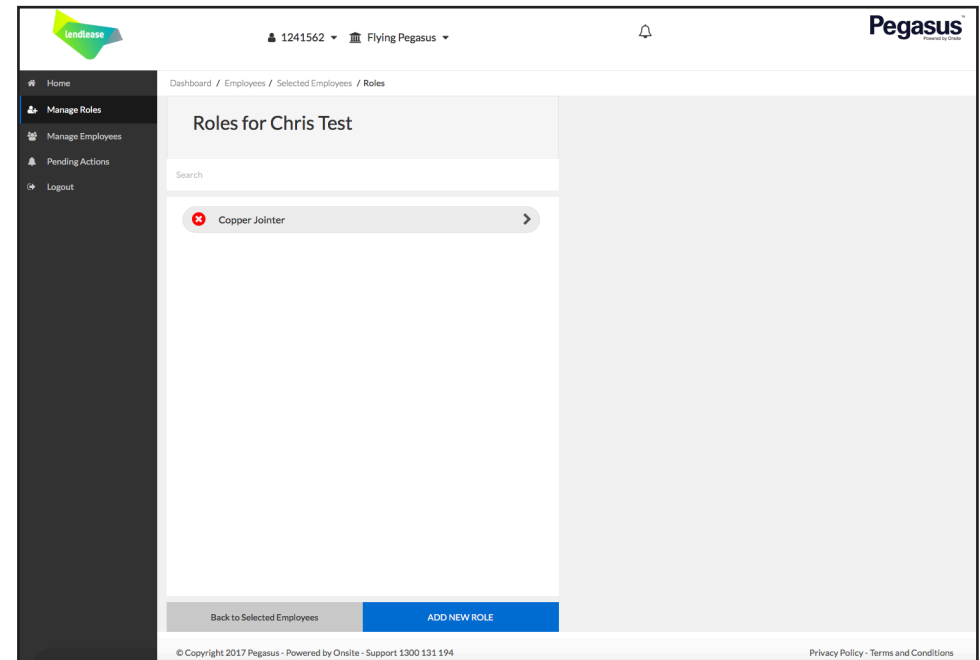
You will now need to add roles to the worker. Select "All Roles," then "Add New Role."

## REGISTERING EMPLOYEES



### Step 15

Select the roles you wish to add to the worker. Once all of the roles have been selected, click “Add # Roles.”



### Step 16

You will now be required to upload mandatory documentation for the role/s you are adding.

## REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees / Roles / Competencies

### Roles for Chris Test

Search

[Copper Joiner](#)

Back to Selected Employees [ADD NEW ROLE](#)

### Competencies for Chris Test

Role Copper Joiner

Search

Expand All | Collapse All

**MANDATORY** 0/12

- Asbestos removal.Certificate.Asbestos Awareness (How to Safely Remove Asbestos COP) Sec 2
- Cabler-.NBN Enable Copper Cable Joiner
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Certificate.Enter and work in confined spaces (RIIWH5202D)
- OH&S-WHS.Certificate.Gas Test Atmospheres (MSAPMOHS217A)
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)

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### Step 17

To view the mandatory documentation required for each role, click on the role.

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for Chris Test

Role Copper Joiner

Search

Expand All | Collapse All

**MANDATORY** 0/12

- Asbestos removal.Certificate.Asbestos Awareness (How to Safely Remove Asbestos COP) Sec 2
- Cabler-.NBN Enable Copper Cable Joiner
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Certificate.Enter and work in confined spaces (RIIWH5202D)
- OH&S-WHS.Certificate.Gas Test Atmospheres (MSAPMOHS217A)
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)

Back to Employee Roles

### Competency

Asbestos removal.Certificate.Asbestos Awareness (How to Safely Remove Asbestos COP) Sec 2

Business Rules

Select evidence for: Asbestos removal.Certificate.Asbestos Awareness (How to Safely Remove Asbestos COP) Sec 2

[Select or Upload Document](#)

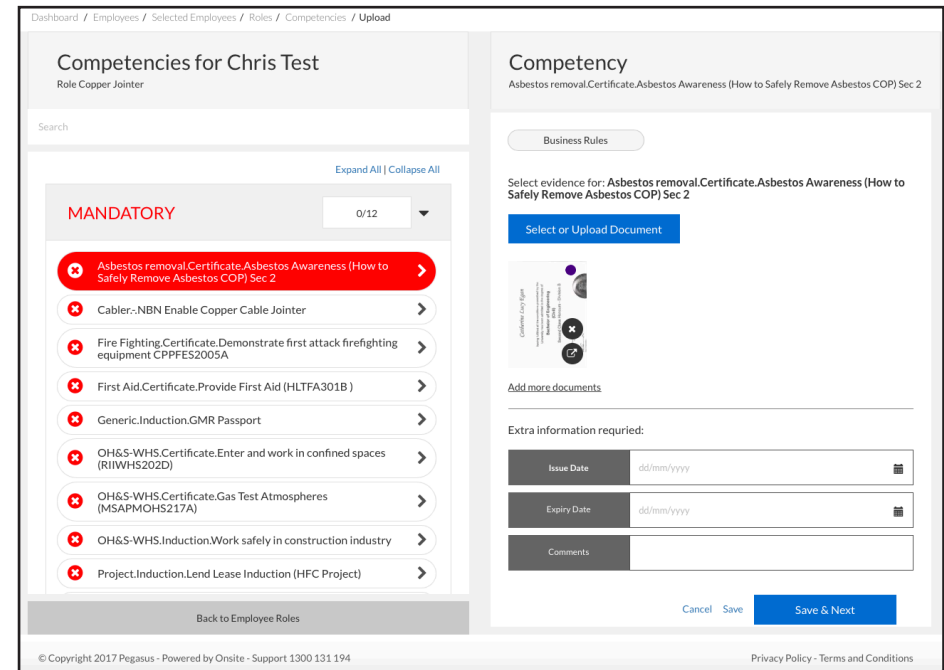
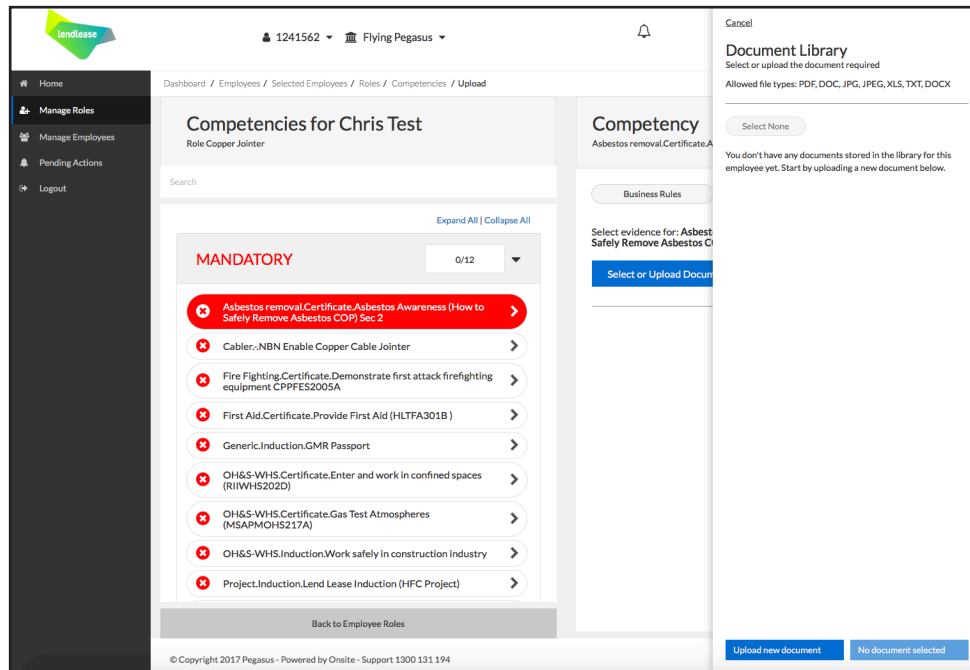
[Save & Next](#)

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### Step 18

Upload each mandatory document by clicking on the name of the required document. Click "Select or Upload Document" to add the document.

## REGISTERING EMPLOYEES



### Step 19

Upload documents to the document library by selecting “Upload New Document.” Select the document from your computer that you wish to add to the library.

Once you have documents in your library, click “Select # Document” to upload the document/s against a competency.

### Step 20

For each document, enter all information, then select “Save & Next.”

Continue uploading all mandatory documentation for each competency.

## REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for Chris Test

Role Copper Joiner

Search

- Safely Remove Asbestos COP) Sec 2
- Cabler:-NBN Enable Copper Cable Joiner
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Certificate.Enter and work in confined spaces (RIIWH5202D)
- OH&S-WHS.Certificate.Gas Test Atmospheres (MSAPMOHS217A)
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)
- Traffic Management.Certificate.Traffic Control and Management
- Photo**

Back to Employee Roles

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### Competency

Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Upload

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for Chris Test

Role Copper Joiner

Search

- Safely Remove Asbestos COP) Sec 2
- Cabler:-NBN Enable Copper Cable Joiner
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Certificate.Enter and work in confined spaces (RIIWH5202D)
- OH&S-WHS.Certificate.Gas Test Atmospheres (MSAPMOHS217A)
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)
- Traffic Management.Certificate.Traffic Control and Management
- Photo**

Back to Employee Roles

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### Competency

Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Upload Crop

Cancel Save

### Step 21

When uploading the photo for your employee, select “Upload,” then choose the photo from your document library or your computer.

### Step 22

Select “Crop.”

## REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for Chris Test

Role Copper Joiner

Search

- Safely Remove Asbestos COP) Sec 2
- Cabler-.NBN Enable Copper Cable Joiner
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Certificate.Enter and work in confined spaces (RIIWH5202D)
- OH&S-WHS.Certificate.Gas Test Atmospheres (MSAPMOHS217A)
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)
- Traffic Management.Certificate.Traffic Control and Management
- Photo**

Back to Employee Roles

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### Competency

Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Done ✓

Cancel Save

### Step 23

Use the crop box to crop the photo. Once finished, select “Done” and then “Submit.”

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for James Test

Role Asbestos Removalist

Search

- Asbestos removal.Certificate.Asbestos Awareness (How to Safely Remove Asbestos COP) Sec 2
- Asbestos removal.Certificate.Remove non-friable asbestos (CPCCDE3014A)
- Asbestos removal.Certificate.Supervise asbestos removal (CPCCBC4051A)
- Fire Fighting.Certificate.Demonstrate first attack firefighting equipment CPPFES2005A
- First Aid.Certificate.Provide First Aid (HLTFA301B)
- Generic.Induction.GMR Passport
- OH&S-WHS.Induction.Work safely in construction industry
- Project.Induction.Lend Lease Induction (HFC Project)
- Project.Induction.NBN HSE Awareness (NBN - Enable)
- Traffic Management.Certificate.Traffic Control and Management
- Photo
- Client.Induction.Lend Lease Introduction**

Back to Employee Roles

### Competency

Client.Induction.Lend Lease Introduction

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Back to Roles Submit

### Step 24

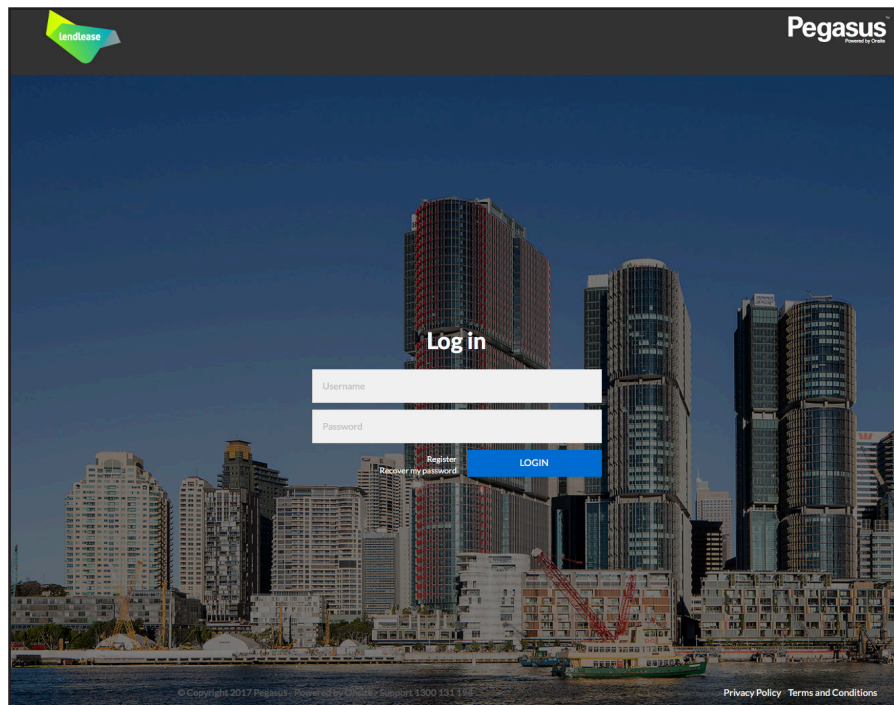
Select “Submit” to book your employee into any required training and submit your employee’s application.

Pegasus will now validate the documents you’ve uploaded for your employees during registration. You’ll be emailed if there are any issues and given a chance to action them. Upon document approval, the roles will be applied to your employees in the system.

# UPDATING EMPLOYEE DATA

# Lendlease Site Access

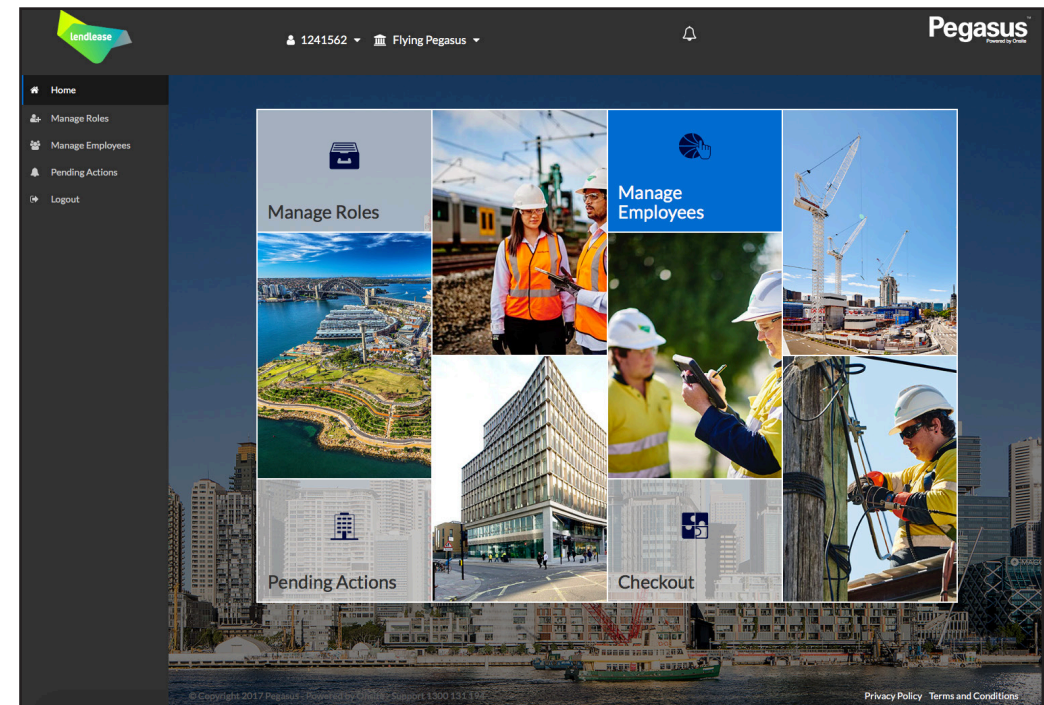
Please follow this step-by-step guide to update employee data in Lendlease Site Access



### 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 Lendlease Site Access, enter your login details and click "Login."

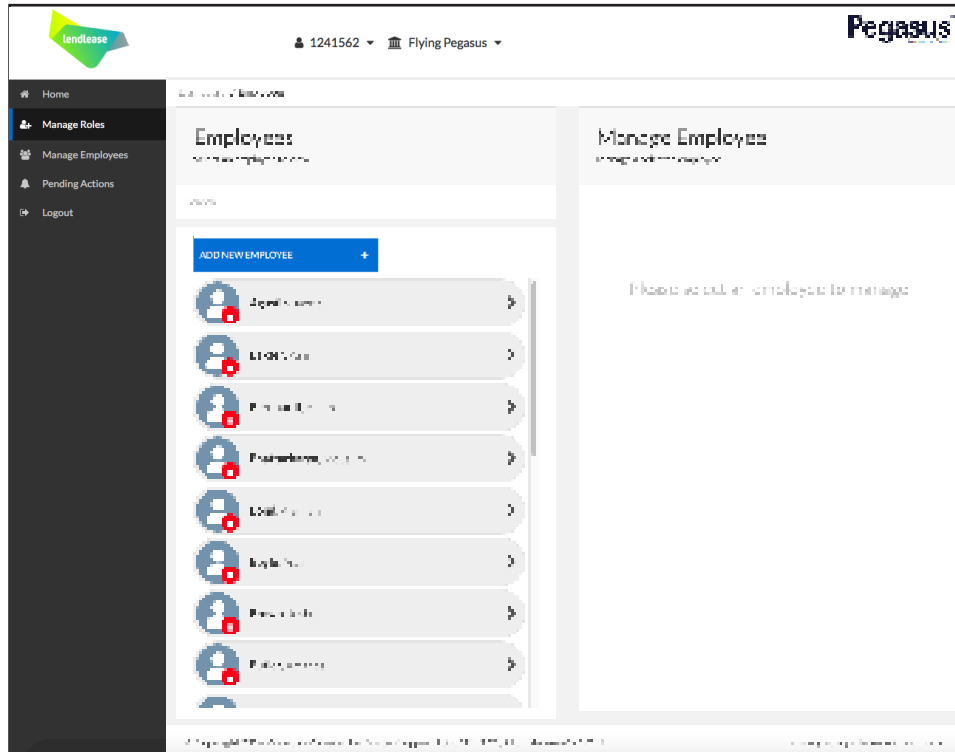


### Step 2

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



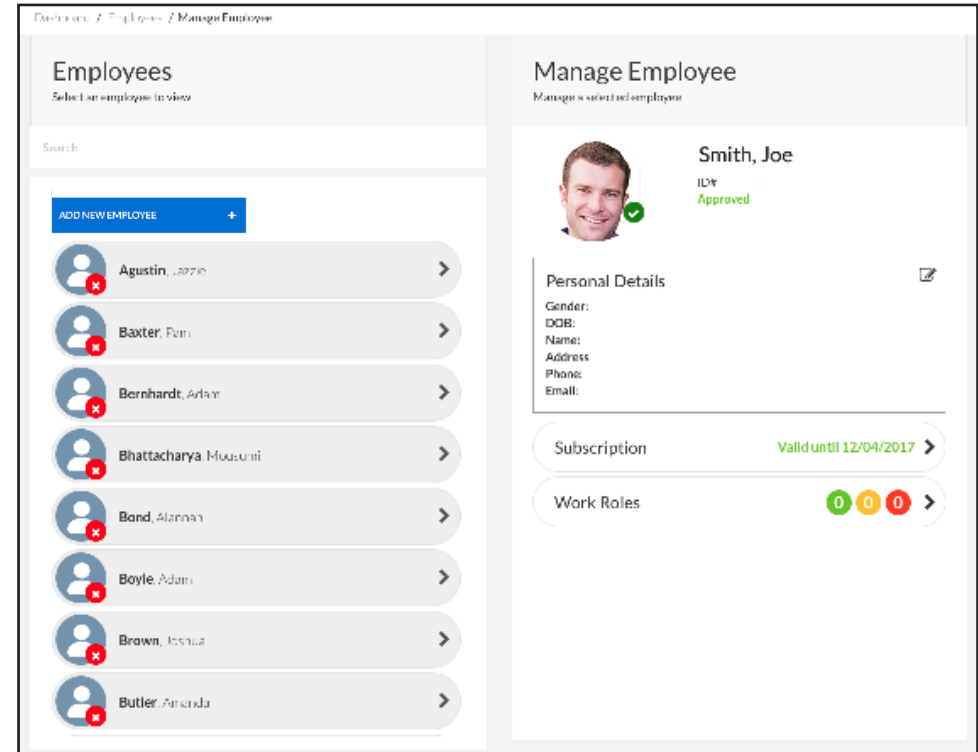
## UPDATING EMPLOYEE DATA



### Step 3

Find the employee you wish to update details for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.



### Step 4

Update your employee's data by clicking the edit icon in the Personal Details section.

### Personal Details

Edit Jo Dixon's details

Person

First Name	
Middle Name	
Last Name	
Gender	
DOB	
Phone *	
Email *	

Address

Address	
Town/City	
STATE	NSW

Back to Employees

SAVE & CLOSE

### Step 5

Update Personal Details, then select "Save and Close."



For questions or assistance please call 1300 183 990  
or email [lendlease@pegasus.net.au](mailto:lendlease@pegasus.net.au)