

ESI worker

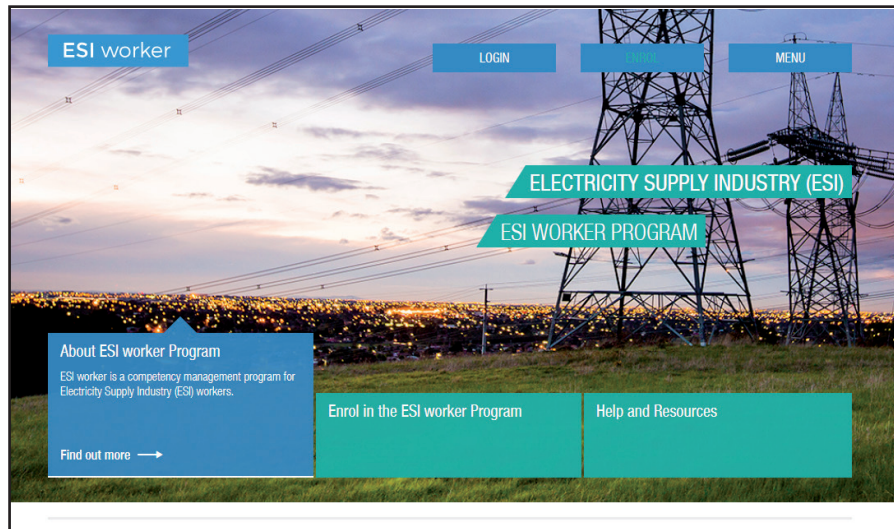
User Guide for Worker Enrolment

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ESI worker

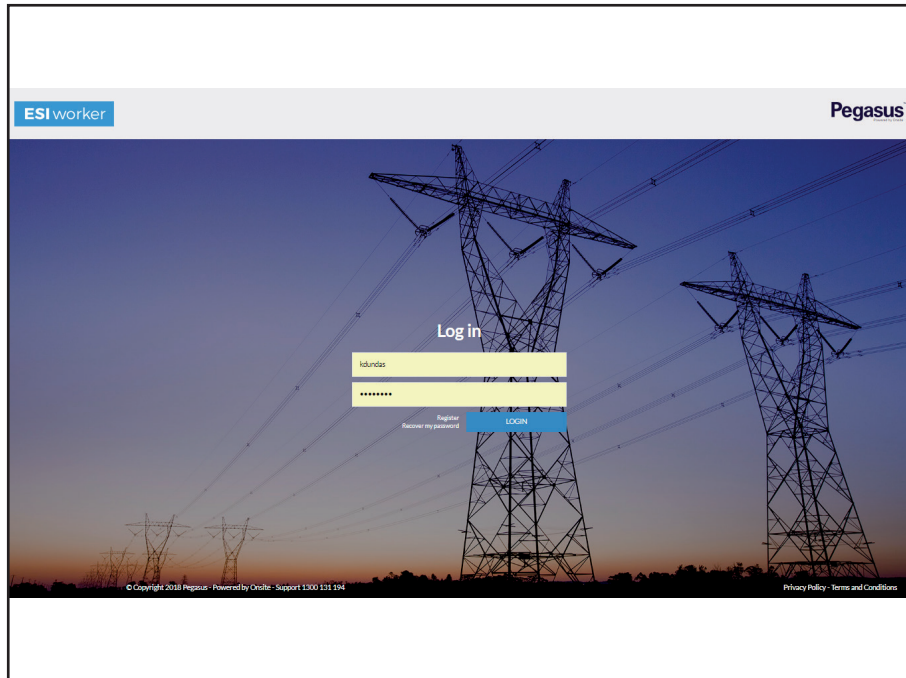
Please follow this step-by-step guide to enrol new workers in the ESI worker program.



Step 1

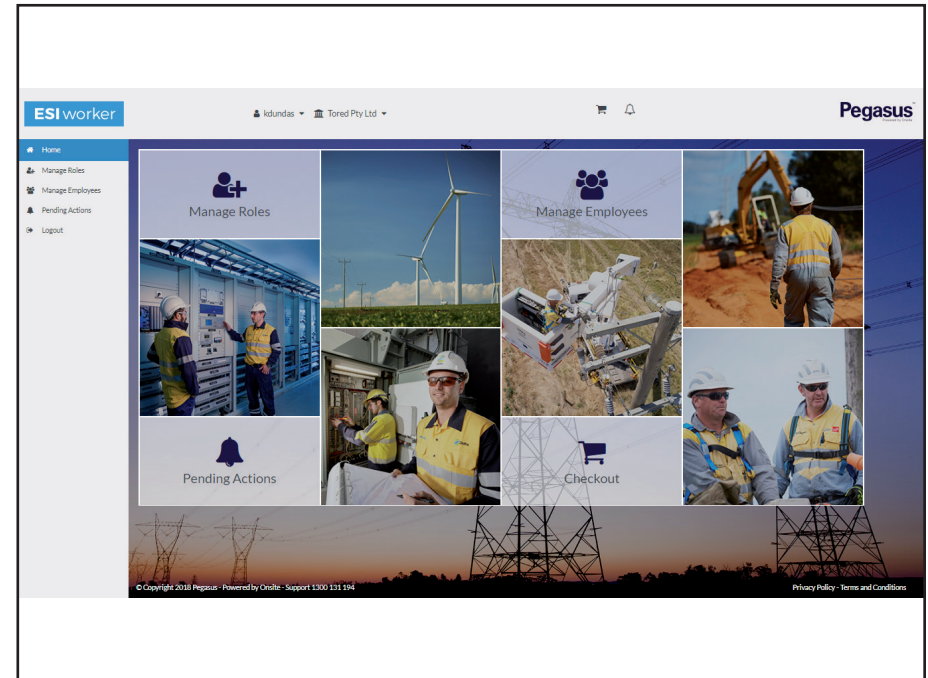
Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.

WORKER ENROLMENT



Step 2

On the home page of the ESI worker portal, enter your login details and click “Login.”



Step 3

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

WORKER ENROLMENT

The screenshot shows a web application interface for worker enrolment. It is divided into two main panels: 'Employees Available' on the left and 'Employees Selected' on the right. The 'Employees Available' panel has a search bar, an 'ADD NEW EMPLOYEE +' button, and a list area. The 'Employees Selected' panel has a search bar, a message 'Please select employees from the employees available', and a 'CHECKOUT' button at the bottom. The footer contains copyright information and a privacy policy link.

Dashboard / Employees

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

Employees Selected

These are the employees you will action

Search

Please select employees from the employees available

CHECKOUT

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Step 4

Select "Add New Employee."

The screenshot shows a 'Person' form for adding a new employee. It includes a profile picture upload area with a 'Photo Upload' button and an 'Upload' button. Below this are input fields for 'First Name', 'Middle Name', 'Last Name', 'Gender', 'DOB' (with a date picker icon), and 'Phone'. At the bottom, there are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

Person

Photo Upload

Upload

First Name *

Middle Name

Last Name *

Gender

DOB dd/mm/yyyy

Phone e.g. 0412341234

Back to List Employees

SAVE & CLOSE

Step 5

Select "Upload," then choose the photo from your document library or your computer.

Personal Details

Create a new employee

Person




Photo Upload

Done ✓

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Phone *

e.g. 0412341234

Back to List Employees

SAVE & CLOSE

Step 6

Once finished, select “Done”.

Personal Details

Create a new employee

Person






Photo Upload

Upload 
 Crop 

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Phone *

e.g. 0412341234

Back to List Employees

SAVE & CLOSE

Step 7

If you need to reposition the image, select “Crop” and select “Done” when complete.

Personal Details

Create a new employee

Person




Photo Upload

Upload
 Crop

First Name *

Drew

Middle Name

Middle Name

Last Name *

Boley

Gender

Male

DOB *

01/01/1980

Phone *

0408111111

Back to List Employees

SAVE & CLOSE

Step 8

Enter all of the employee's details. The mandatory fields are indicated by a red star.

Personal Details

Create a new employee

Postcode

Country

Australia

Licence Information

Licence Class

Licence Class

Licence Number

Licence Number

Licence State

Licence Expiry

dd/mm/yyyy

Next of kin

Relationship

☒
 * Agree to Terms and Conditions

Back to List Employees

SAVE & CLOSE

Step 9

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

Card Shipping Address
Type: Personal
Communicate to: Drew Boley
📍 AU
📞 0408111111

Edit Card Shipping Address

Attention *	Drew Boley	PERSON
Address *	426 King Street	COMPANY
Town/City	Newcastle	CLEAR
State *	NSW	
Postcode *	2300	
Country *	Australia	
Method	Email	
Email *	kdundas@pegasus.net.au	

CANCEL
NEXT

Personal Information

Card Shipping Address
Type: Company
Communicate to: Drew Boley
📍 426 King Street, Newcastle, NSW 2300 AU
📞

CANCEL
CONFIRM

Step 10

A plastic ESI worker card will be issued once the registration has been finalised.

Review the card address. To have the card sent direct to the worker, select “Next”. To have the card sent to your office for you to distribute to the worker, select “Company”, then “Next”.


You can also enter another address by selecting “Clear”.

Once you have entered the correct address, select “Next”.

To confirm the address, select “Confirm”.

Employees Selected
These are the employees you will action

Search

 Drew Boley
Select

ADDED TO CART

CHECKOUT

Step 11

Click on the employees name (or the grey part of the banner) to continue.

Sites/roles for Drew Boley
Select all roles for Drew Boley or the site they are working on

View all roles

All Roles >

Sites associated

To associate Drew Boley to a site select ADD SITE

Back to Selected Employees

ADD SITE

Step 12

Select "Add Site" to choose the relevant ESI Operator.

WORKER ENROLMENT

The screenshot displays a web interface for adding site associations. On the left, a panel titled 'Add site associations' contains a search bar and a list of operators: CitiPower Powercor (checked), AusNet Services, United Energy (checked), and Jemena Limited. The main area shows a dropdown for 'Employees / Sites' with 'Drew Boley' selected. Below this, a button with a right arrow is visible. At the bottom, there is a blue bar with 'ADD 2 SITES' and a grey bar with 'ADD SITE'. The footer includes 'site - Support 1300 131 194'.

Step 13

Select the Operator(s) that your employee will be working for and select “Add # sites”.

Sites/roles for Drew Boley
Select all roles for Drew Boley or the site they are working on

View all roles
All Roles

Sites associated
CitiPower Powercor
United Energy

All roles for Drew Boley
Search

Select ADD NEW ROLE to associate roles to Drew Boley

Back to Selected Employees ADD SITE ADD NEW ROLE

Step 14

You will now need to add roles to your employee.

Select “All Roles,” then “Add New Role”

Add New Roles

Search

- 1. Operator Role - AusNet Services
- 2. Operator Role - CitiPower / Powercor ✓
- 3. Operator Role - Jemena Limited
- 4. Operator Role - United Energy ✓
- Asset Inspector
- Asset Inspector Trainee
- Auditor General
- Auditor Underground
- Cable Hauler
- Cable Jointer
- Cable Jointer Apprentice 1st Year
- Cable Jointer Apprentice 2nd Year
- Cable Jointer Apprentice 3rd Year
- Cable Jointer Apprentice 4th Year
- Civil Worker
- Communications Worker HV/LV Enclosures
- Communications Worker Pole Work
- Communications Worker Tower Work

ADD 2 ROLES ADD SITE

Step 15

Choose the relevant Operator Role(s) - those starting with a number.

Once all of the roles have been selected, click “Add # Roles”.

All roles for Drew Boley

Search

?

✖

2. Operator Role - CitiPower / Powercor

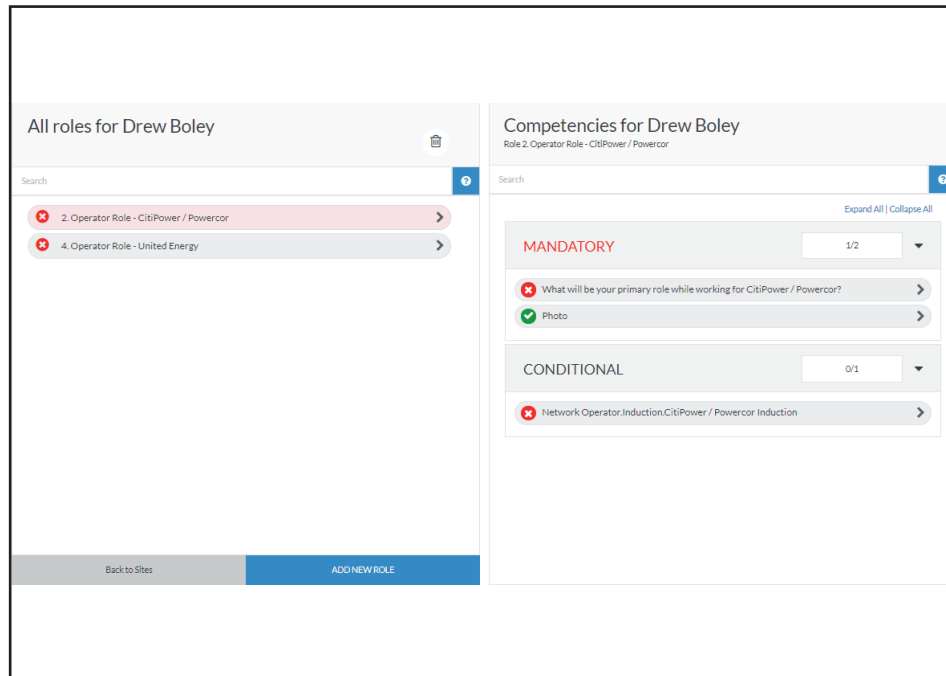
✖

4. Operator Role - United Energy

ADD NEWROLE

Step 16

You will now be required to upload mandatory and/or conditional documentation for the role(s) you are adding and also answer a question about your employee's primary role.



All roles for Drew Boley

Search

- 2. Operator Role - CitiPower / Powercor
- 4. Operator Role - United Energy

Back to Sites ADD NEW ROLE

Competencies for Drew Boley
Role 2. Operator Role - CitiPower / Powercor

Search

Expand All | Collapse All

MANDATORY 1/2

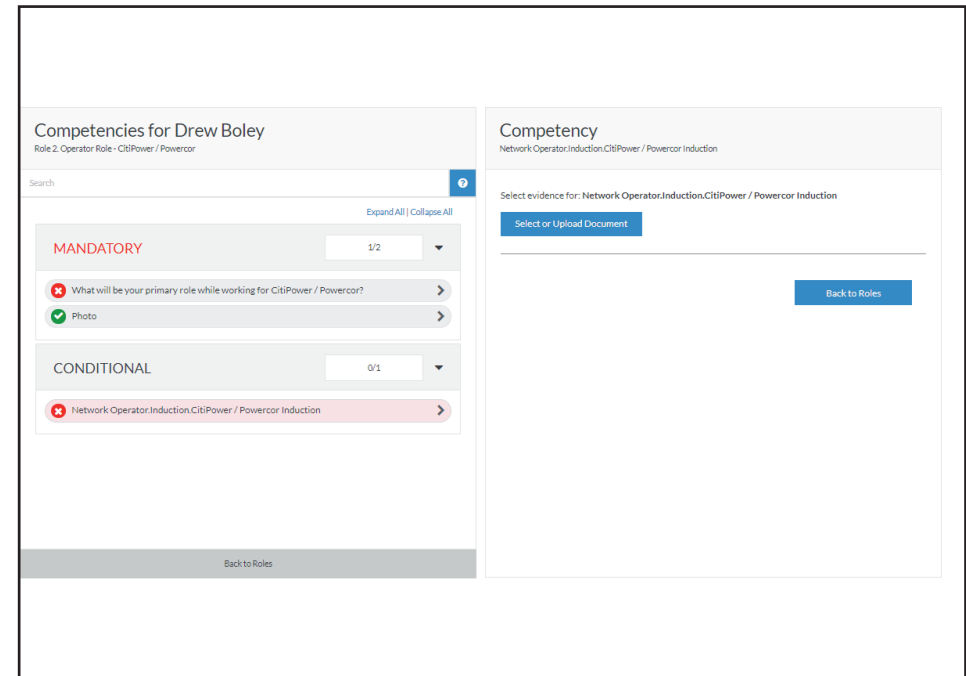
- What will be your primary role while working for CitiPower / Powercor?
- Photo

CONDITIONAL 0/1

- Network Operator Induction CitiPower / Powercor Induction

Step 17

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



Competencies for Drew Boley
Role 2. Operator Role - CitiPower / Powercor

Search

Expand All | Collapse All

MANDATORY 1/2

- What will be your primary role while working for CitiPower / Powercor?
- Photo

CONDITIONAL 0/1

- Network Operator Induction CitiPower / Powercor Induction

Competency
Network Operator Induction CitiPower / Powercor Induction

Select evidence for: Network Operator Induction CitiPower / Powercor Induction

Select or Upload Document

Back to Roles

Step 18

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

WORKER ENROLMENT

Competencies for Drew Boley

Role 4: Operator Role - United Energy

Search

Expand All | Collapse All

MANDATORY

2/2

What will be your primary role while working for United Energy?

Photo

CONDITIONAL

0/1

Network Operator:Induction:United Energy Induction

Back to Roles

Competency




Photo Upload

Upload

Next

Checkout

Employees Available

Select employees to add to action list


Search

ADD NEW EMPLOYEE

Employees Selected

These are the employees you will action

Search

 Drew Boley

Select

ADDED TO CART

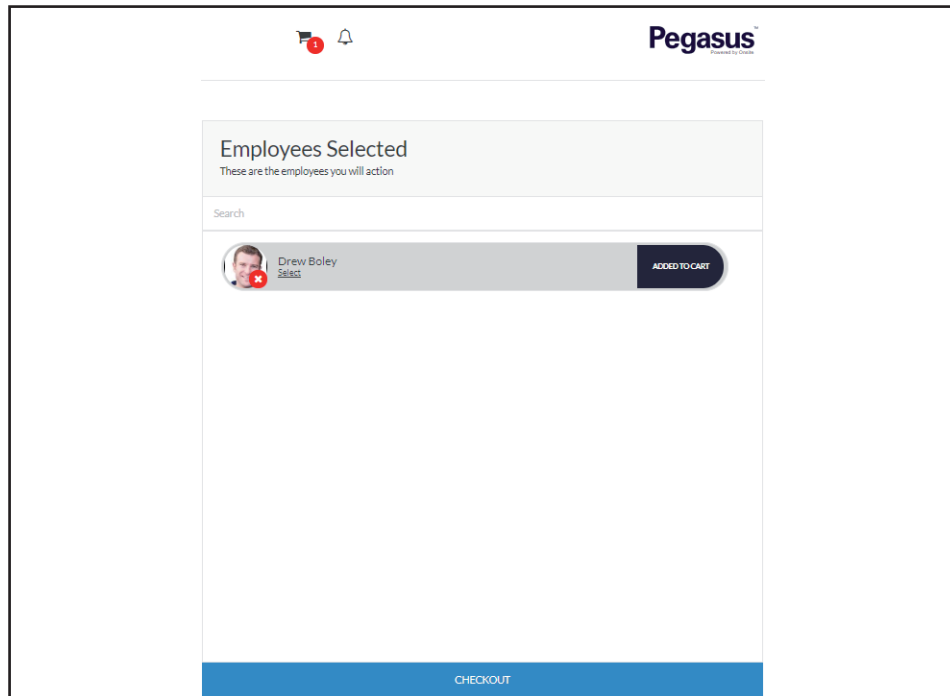
CHECKOUT

Step 19

When you have answered the questions and have loaded all of the mandatory and the required conditional documents, click “Checkout”.

Step 20

To checkout multiple cards in one transaction, repeat steps 1 to 19 before moving onto Step 21.



Step 21

When you have entered your employees and chosen their sites and roles, you can continue onto the checkout by selecting “Checkout” or clicking on the checkout icon in the top menu bar.

WORKER ENROLMENT

ESI worker | Dashboard / Checkout | koundas | Tored Pty Ltd | Pegasus

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$22.50	\$22.50
CAR007	Registration, Subscription, Roles, Card for Drew Foley	Edit	1	\$22.50	\$22.50 Remove
Subtotal:				\$22.50	
Tax (10%):				\$2.25	
Total:				\$24.75	

Payment / Credit Card | Back | Checkout \$

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Checkout Successful!

Company
Pegasus Management Pty. Limited
426 King St, Newcastle
NSW, 2300 AU
Contact: Brooke Cronin

Tax Invoice
Invoice Number: 520380
Date: 10 Jun 2018
Onsite Track Easy Pty Limited
ABN 84 098 220 743
426 King Street
Newcastle NSW 2300
1300 441 433
accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	\$22.50	\$22.50
CAR007	Registration, Subscription, Roles, Card for Emmah-Leigh Baddock	1	\$22.50	\$22.50
Subtotal:				\$22.50
Tax (10%):				\$2.25
Total:				\$24.75

[Download Invoice](#) | [Continue Processing Employees](#)

Step 22

Select your preferred payment method (PayPal/Credit Card) and select “Checkout.”

Step 23

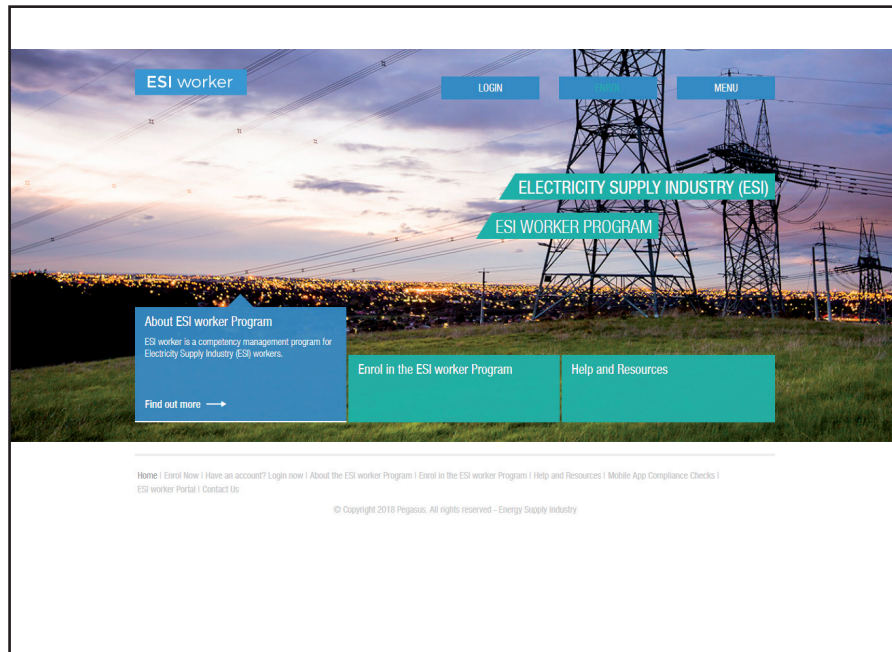
Once you have successfully completed payment, download a copy of your invoice and select “Continue Processing Other Employees”.

The ESI Team will now validate the documents you’ve uploaded for your employees during enrolment. 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

ESI worker

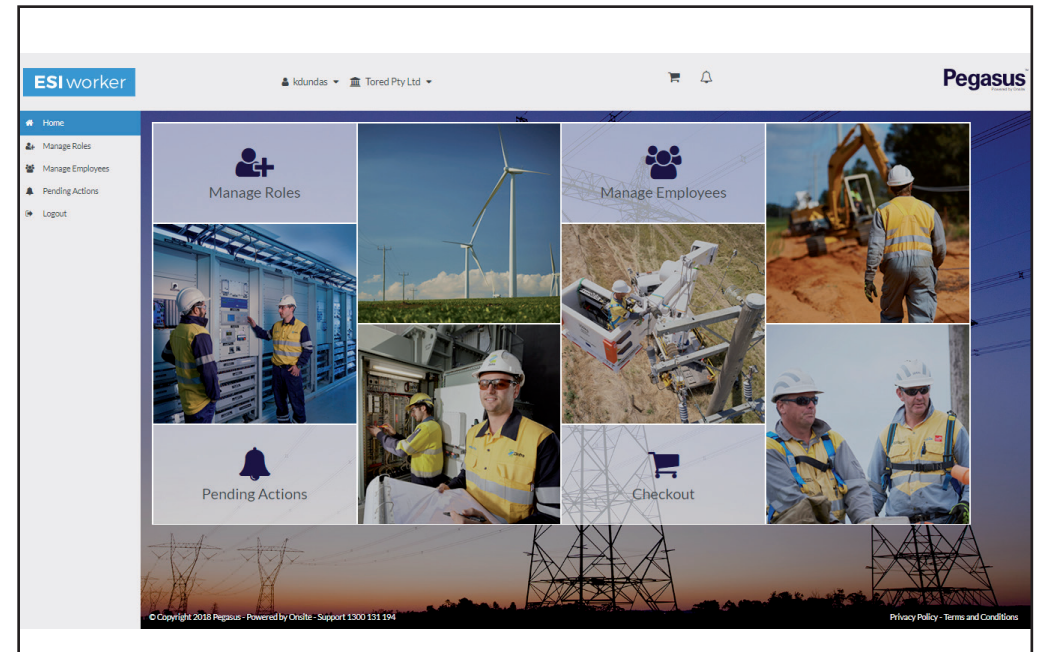
Please follow this step-by-step guide to update employee data in the ESI worker program.



Step 1

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

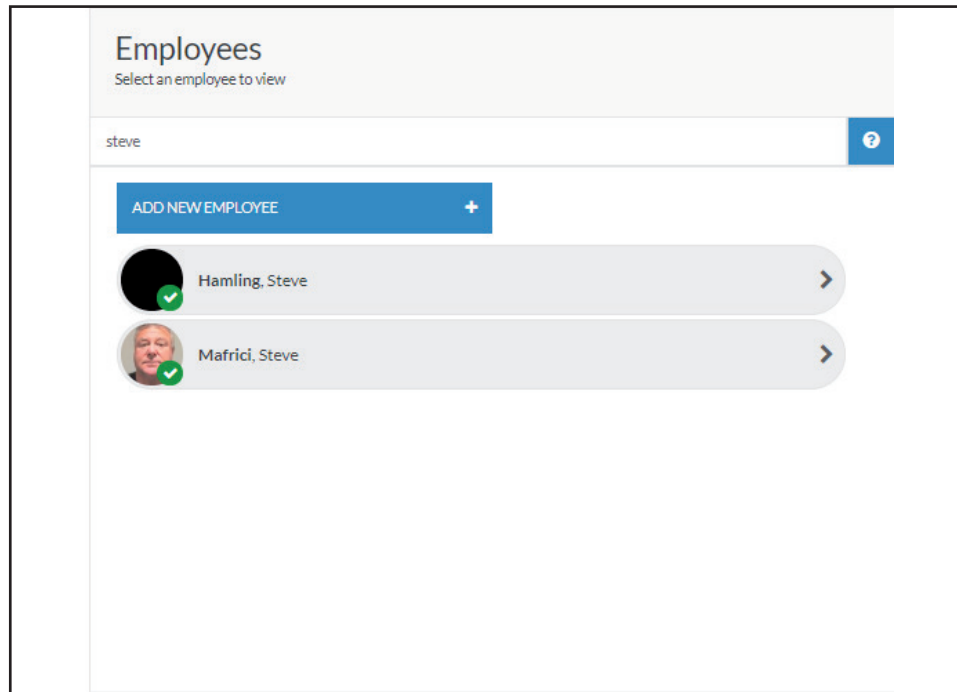
Once on the home page of the ESI worker portal, enter your login details and click “Login.”



Step 2

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

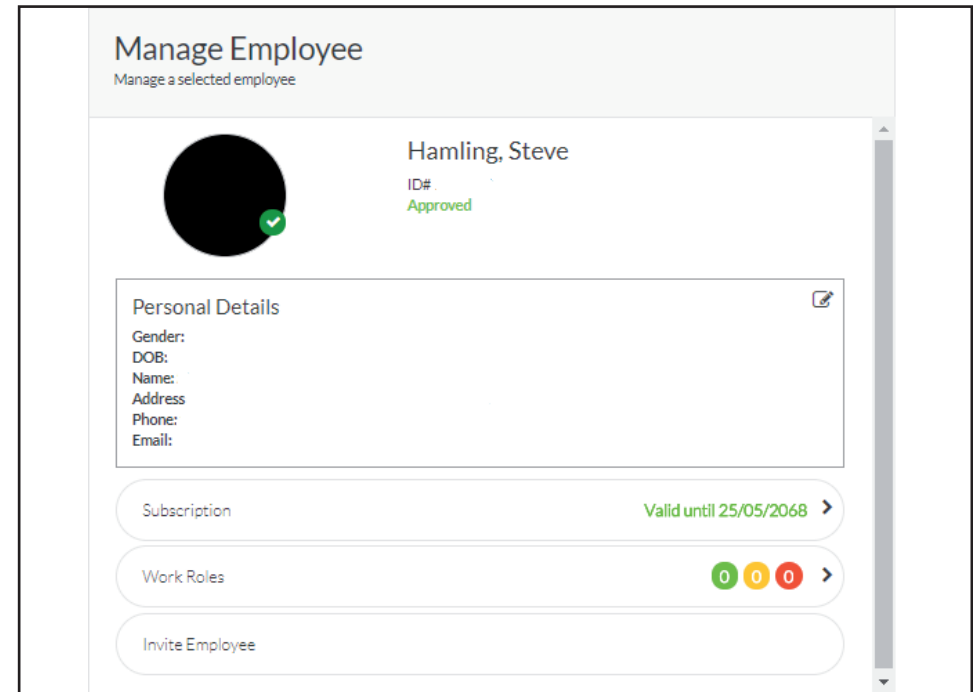
UPDATING EMPLOYEE DATA



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.

UPDATING EMPLOYEE DATA

Personal Details

Edit Steve Hamling's details

Email *

Address

Address

Town/City

State

Postcode

Country

Licence Information

Licence Class

Licence Class

Back to Manage Employees

SAVE & CLOSE

Step 5

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



For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au