

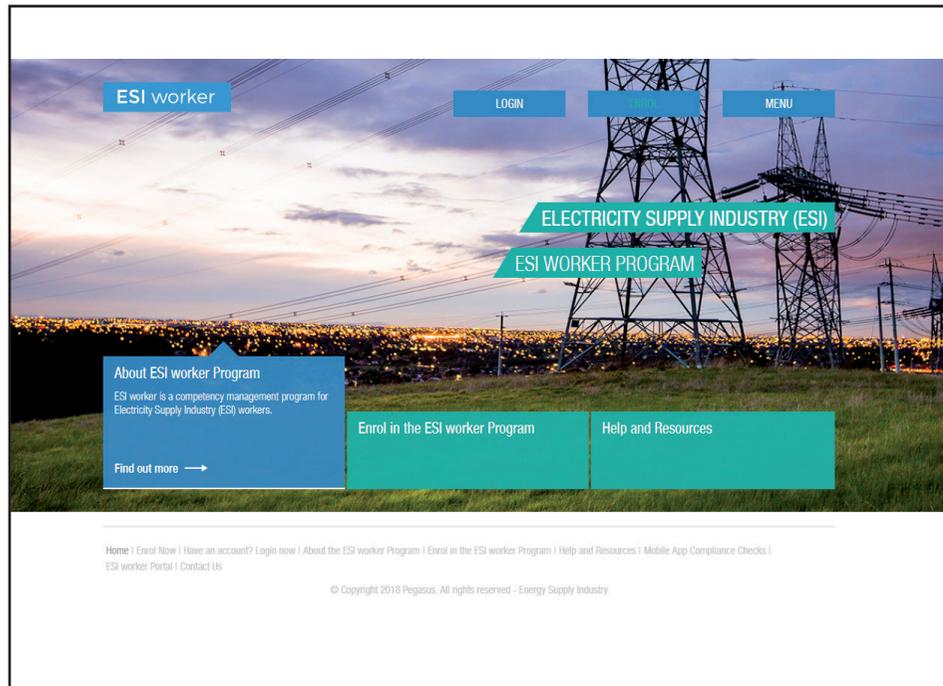
ESI worker

An Overview of Pending Actions

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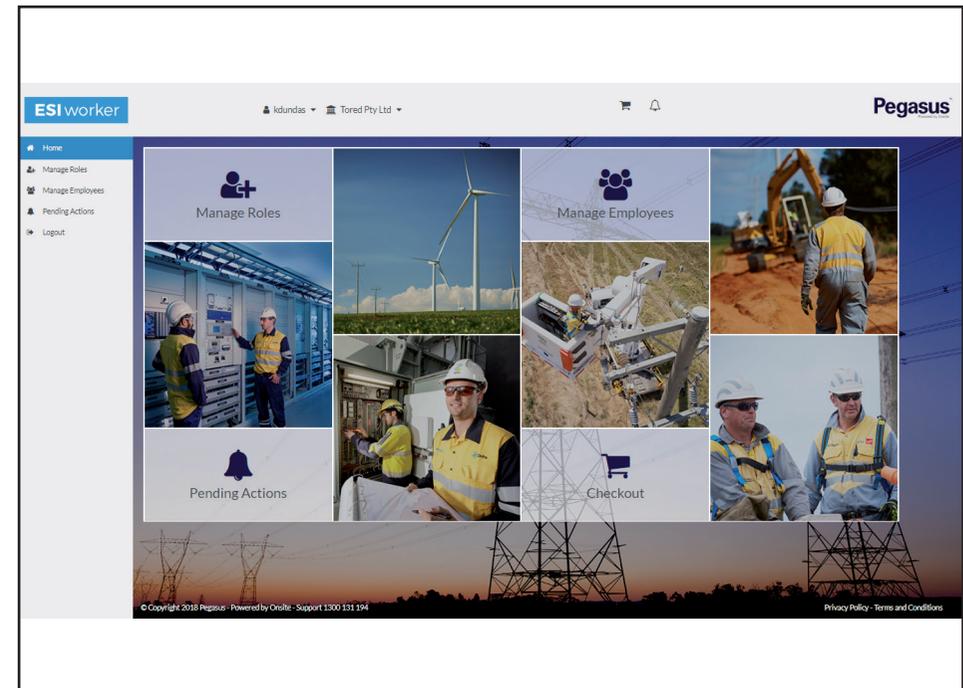
PENDING ACTIONS OVERVIEW



Step 1

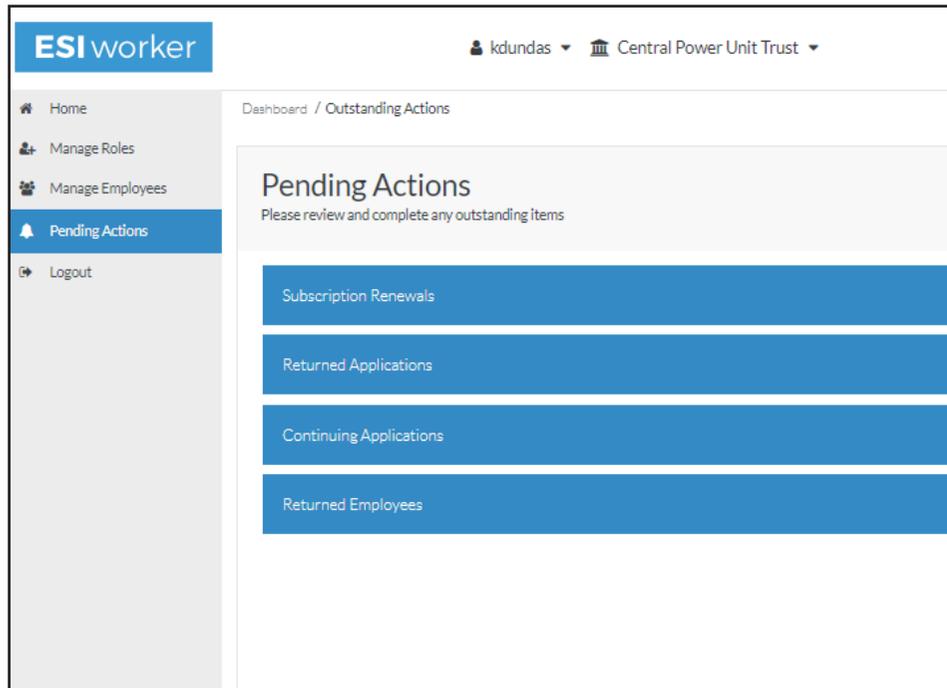
Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.

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



Step 2

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.”



Step 3

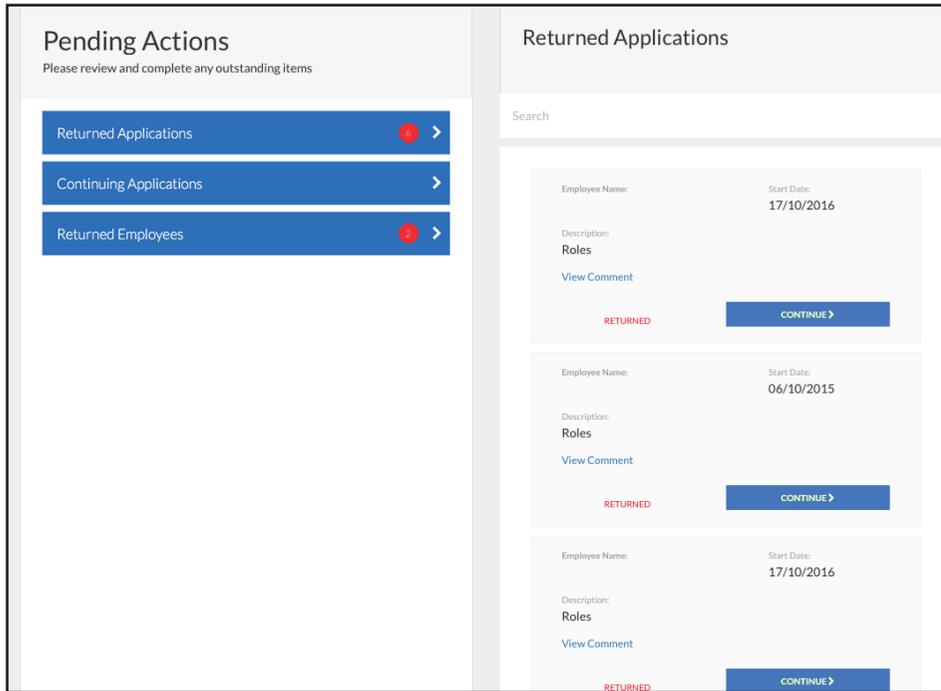
Click and navigate to the section you wish to complete the pending action for.

Definitions

- Subscription Renewals** – Annual card subscriptions (when applicable).
- Returned Applications** – Role or card submissions that have been returned for corrective action (ie incorrect or expired document loaded).
- Continuing Applications** – Worker, role or card submissions that have been started but are not yet submitted.
- Returned Employees** – Worker submissions that have been returned for corrective action (ie name or date of birth discrepancy).

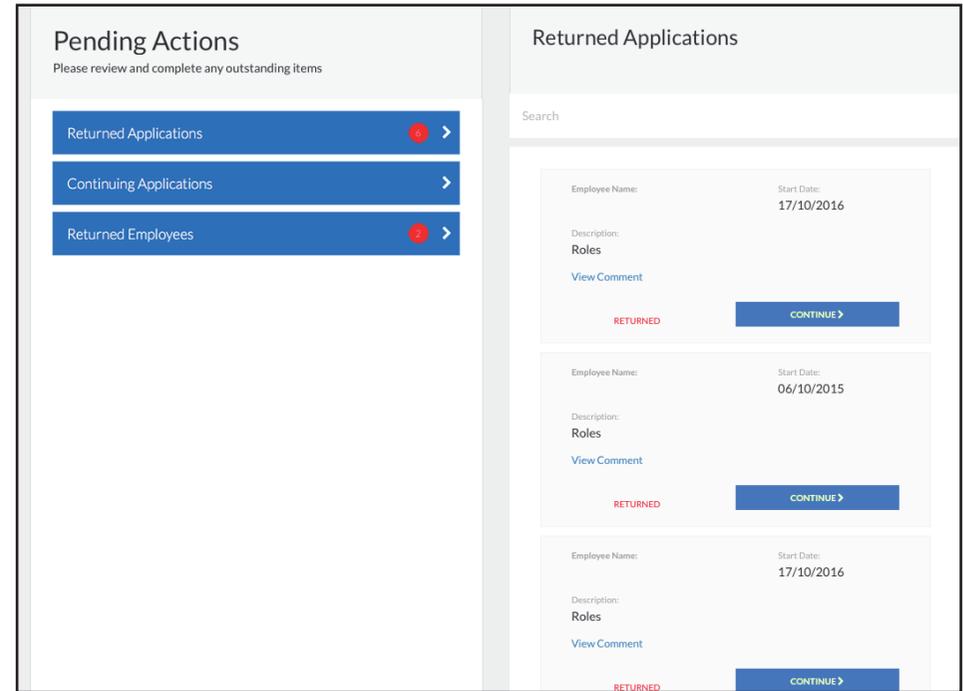
RETURNED APPLICATIONS

PENDING ACTIONS OVERVIEW



Step 1

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

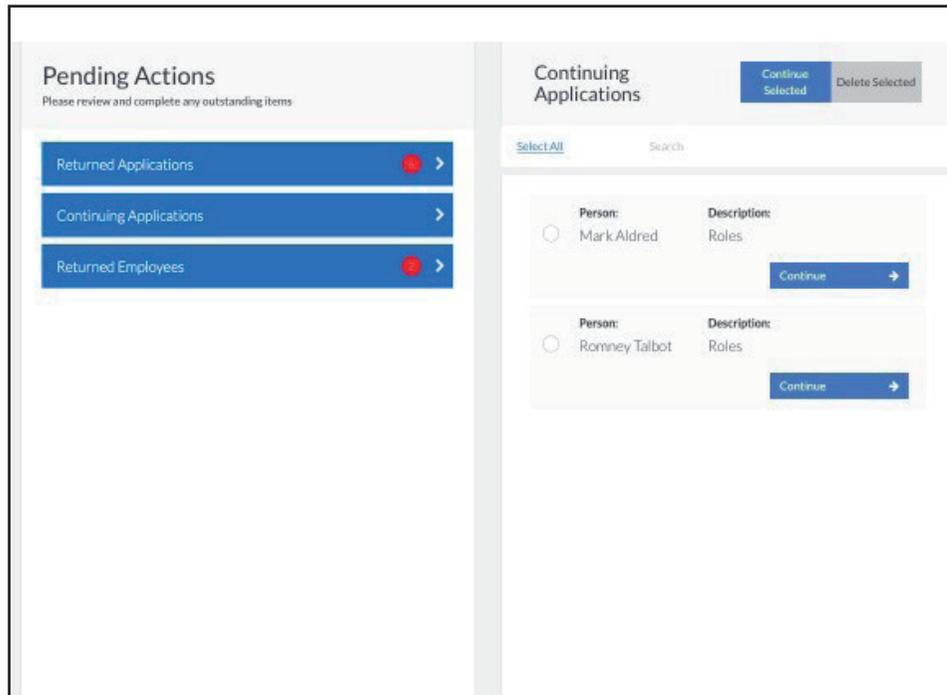


Step 2

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

CONTINUING APPLICATIONS

PENDING ACTIONS OVERVIEW

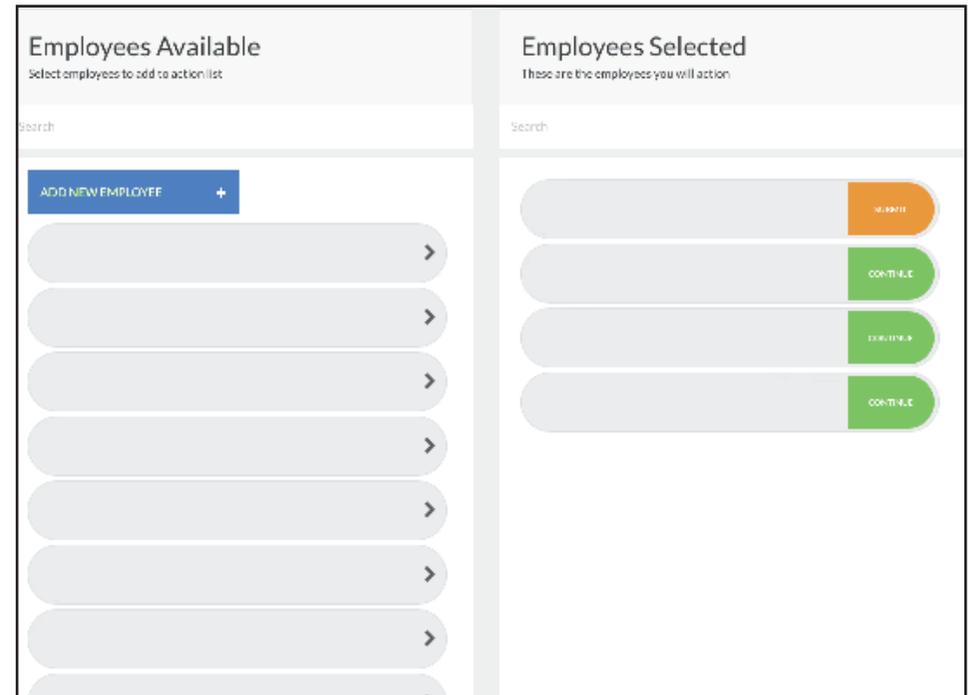


Step 1

From the list of continuing applications, find and tick the worker(s) you wish to continue applying for. Once all workers are selected, click "Continue Selected."

Alternatively, continue one worker'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 worker's application that you wish to continue. You will be directed to the last saved section of the worker's application.

RETURNED EMPLOYEES

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview interface. 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 area is titled 'Returned Applications' and contains a search bar and three application cards. Each card displays 'Employee Name', 'Start Date', 'Description: Roles', and 'View Comment'. At the bottom of each card, there is a red 'RETURNED' label and a blue 'CONTINUE >' button.

Step 1

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

The screenshot shows the same 'Pending Actions' overview interface as in Step 1. In this step, the 'Returned Applications' sidebar button now has a red circle containing the number 5. The 'Returned Applications' main area shows the same three application cards, but the 'View Comment' link is no longer visible, and the blue 'CONTINUE >' button is now the primary action for each card.

Step 2

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



For questions or assistance please call 1300 208 498
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