

**ESI** worker

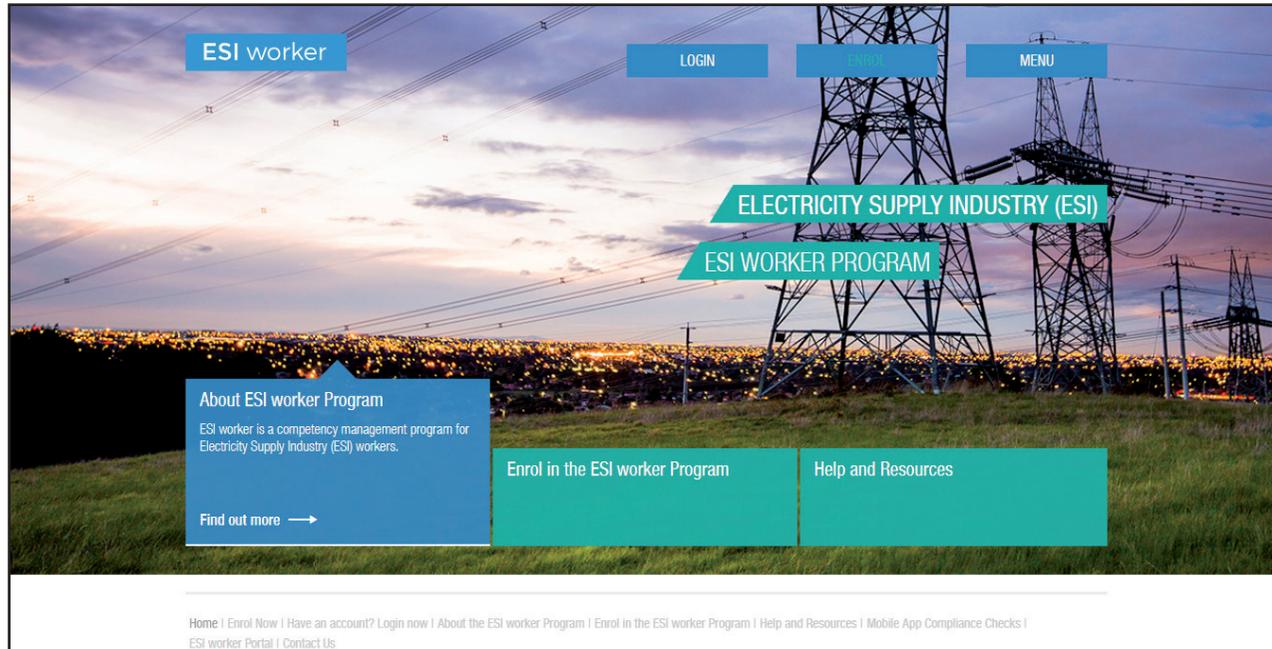
**User Guide for Worker Enrolment**

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## ESI worker

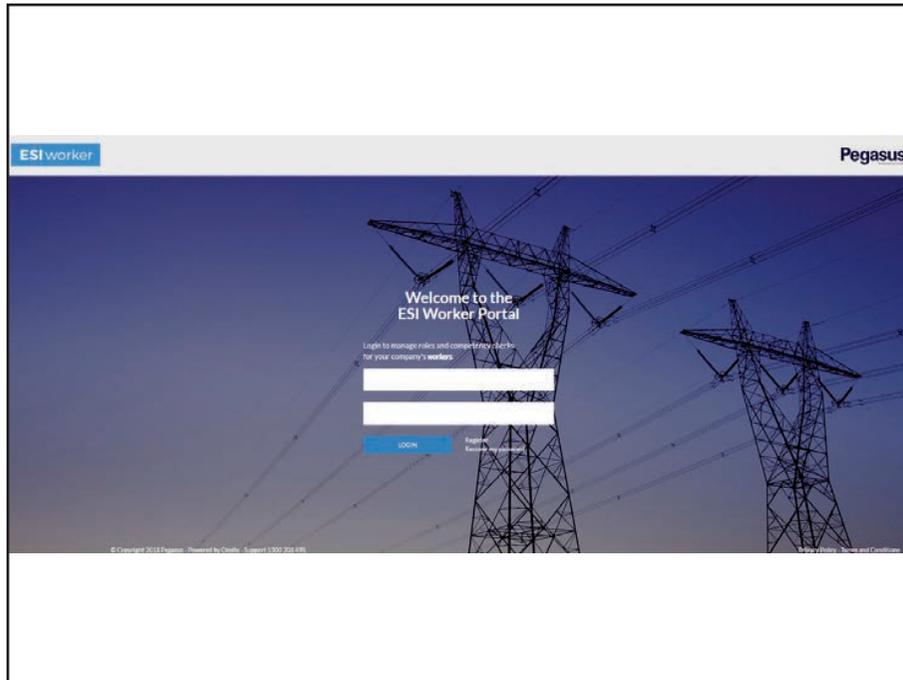
Please follow this step-by-step guide to enrol new workers in the ESI worker program.



### Step 1

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

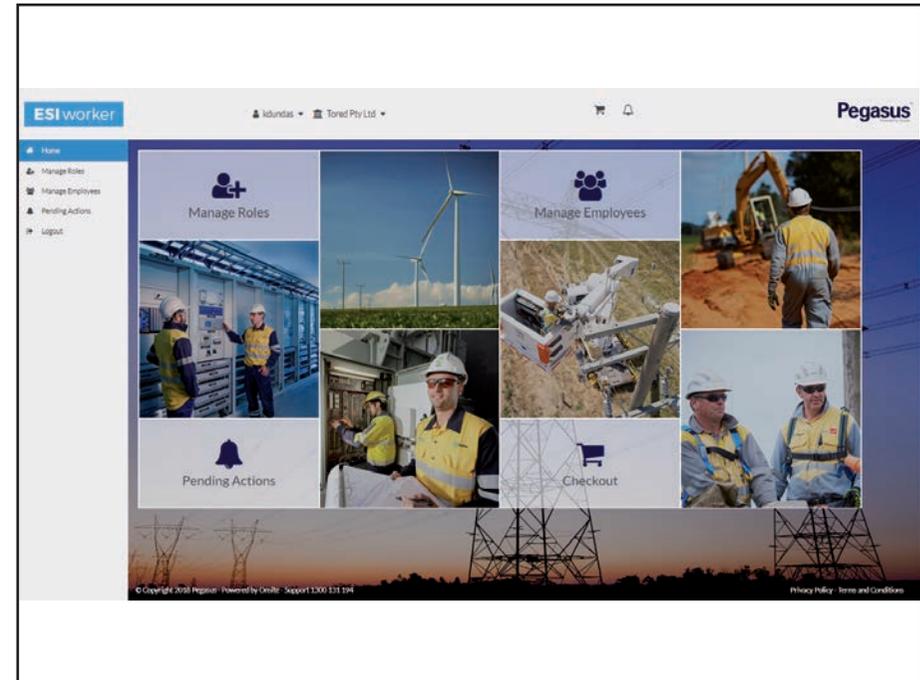
## REQUESTING A CARD



### Step 2

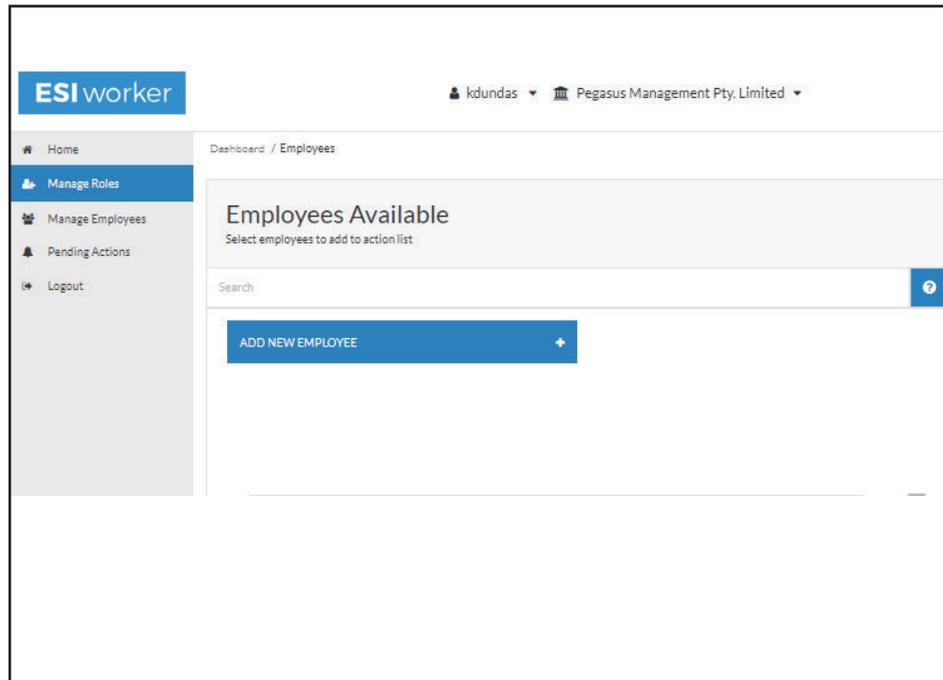
On the home page of the ESI worker portal, enter your login details and click “Login.”

**Note:** the password is case sensitive.



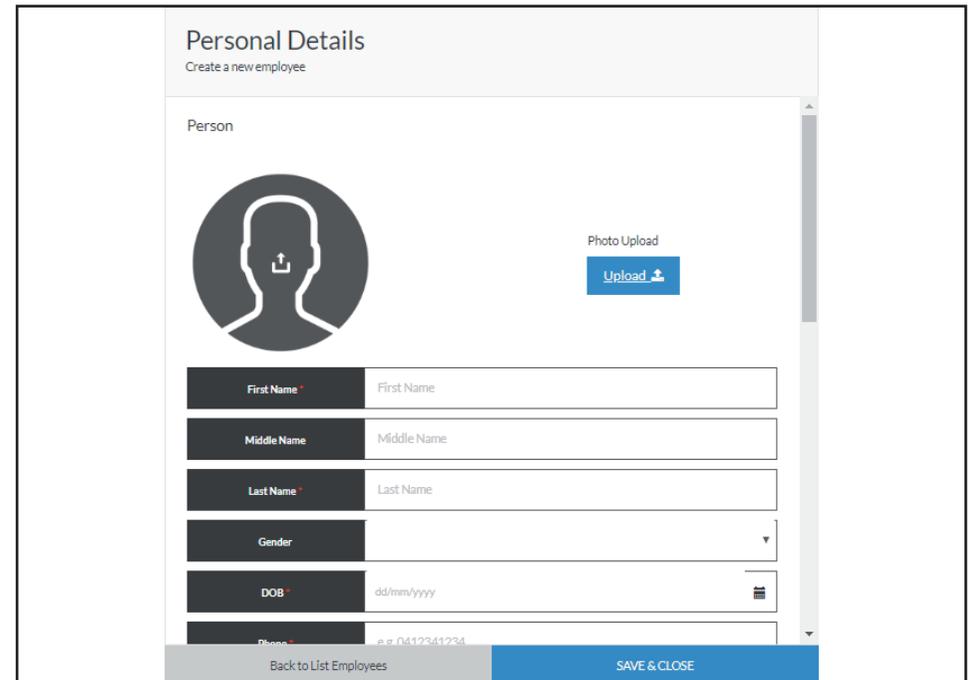
### Step 3

On the home page of your portal, use the dashboard tile or the side menu to select “Manage Roles”.



## Step 4

Select "Add New Employee."



## Step 5

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

The screenshot shows the 'Personal Details' form for creating a new employee. The 'Person' section is active, displaying a photo of a woman. A 'Photo Upload' button with a checkmark and the text 'Done' is visible to the right of the photo. Below the photo are input fields for 'First Name', 'Middle Name', 'Last Name', and 'Gender'. The 'First Name' and 'Last Name' fields have red asterisks. At the bottom, there are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

## Step 6

Once photo is uploaded, select "Done".

The screenshot shows the 'Personal Details' form for creating a new employee. The 'Person' section is active, displaying a photo of a woman. A 'Photo Upload' button with an upload icon and the text 'Upload' is visible to the right of the photo. Next to it is a 'Crop' button with a crop icon. Below the photo are input fields for 'First Name', 'Middle Name', 'Last Name', and 'Gender'. The 'First Name' and 'Last Name' fields have red asterisks. At the bottom, there are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

**Note:** if you need to reposition the image, select "Crop" and select "Done" when complete.

## REQUESTING A CARD

Personal Details  
Create a new employee

Person

Photo Upload  
Upload Crop

First Name \* Jamie

Middle Name Middle Name

Last Name \* Jamieson

Gender Female

DOB \* 01/01/1980

Phone \* 0408111111

Email \* jamieson@pegasus.net.au

Address

Address

Back to List Employees SAVE & CLOSE

### Step 7

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

**Note:** address is depot or office not personal.

Personal Details  
Create a new employee

Last Name \* Jamieson

Gender Female

DOB \* 01/01/1980

Phone \* 0408111111

Email \* jamieson@pegasus.net.au

Address

Address 426 King Street

Town/City Newcastle

State NSW

Postcode 2200

Country Australia

Agree to Terms and Conditions

Back to List Employees SAVE & CLOSE

### Step 8

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

## REQUESTING A CARD

Personal Information

Card Shipping Address

Type: Personal  
Communicate to: Jamie Jamieson  
425 King Street, Newcastle, NSW 2200 AU  
0409111111

Edit Card Shipping Address

Addressee	Jamie Jamieson	PERSON
Address	425 King Street	COMPANY
Town/City	Newcastle	CLEAR
State	NSW	
Postcode	2200	
Country	Australia	
Method	Email & SMS	
Email	Jamieson@epgas.com.au	
Mobile	0409111111	

CANCEL NEXT

### Step 9

A plastic ESI worker card will be issued once payment is processed. Please be sure to review the card shipment address.

To have the card sent direct to the worker, select “Next”.

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

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

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

Personal Information

Card Shipping Address

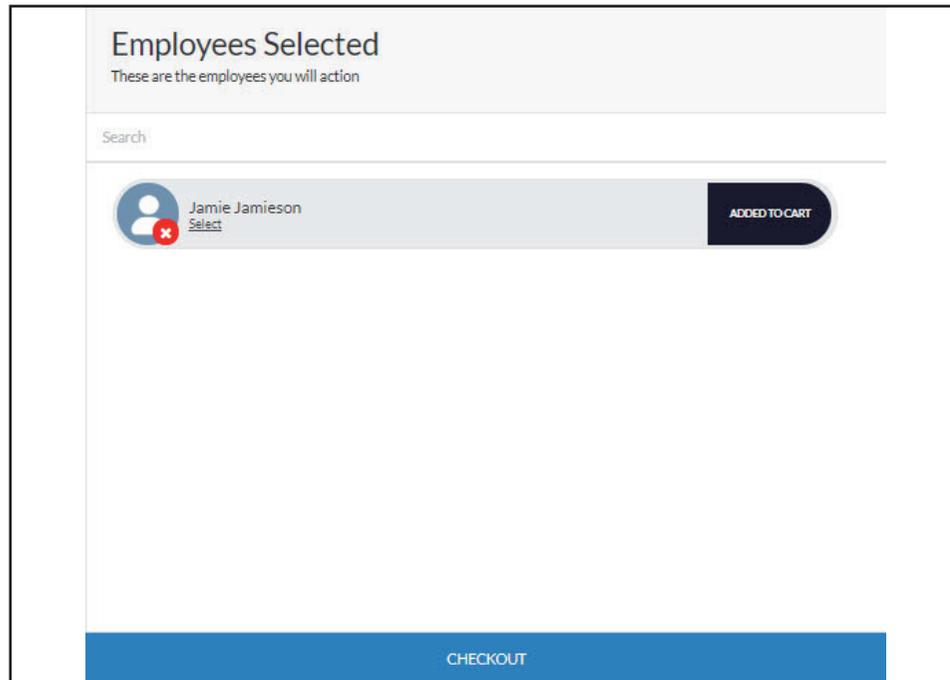
Type: Personal  
Communicate to: Jamie Jamieson  
425 King Street, Newcastle, NSW 2200 AU  
0409111111

PERSON  
COMPANY  
CLEAR

CANCEL CONFIRM

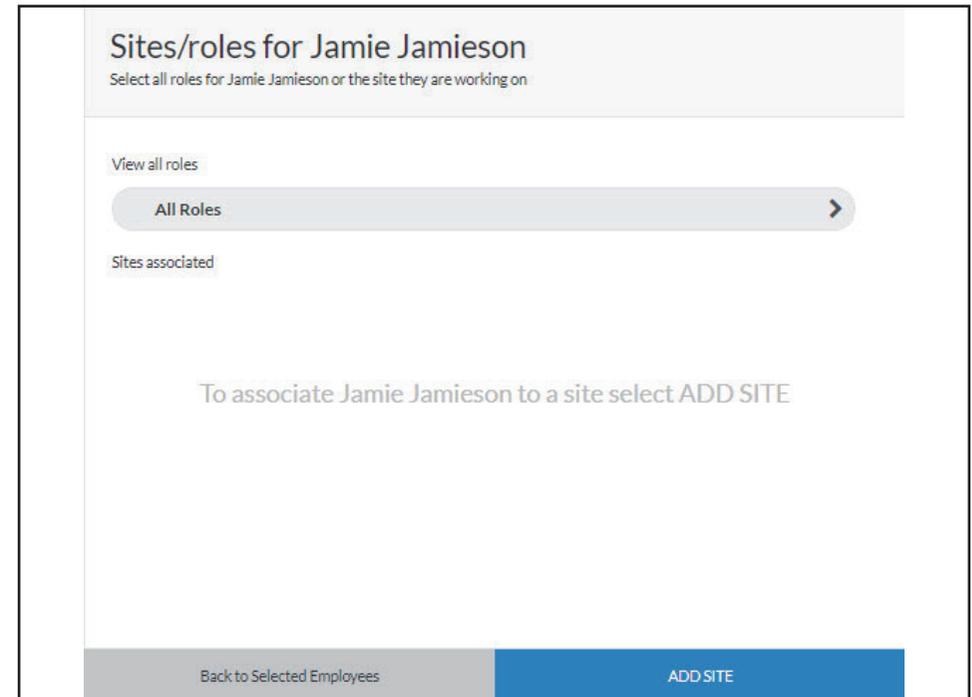
### Step 10

To confirm the address, select “Confirm”.



### Step 11

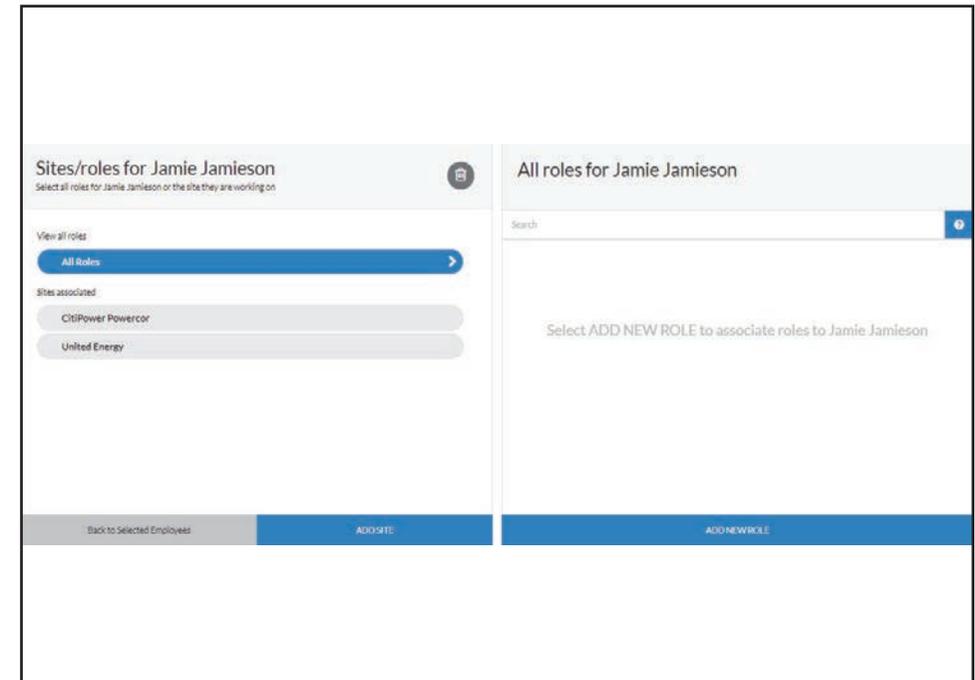
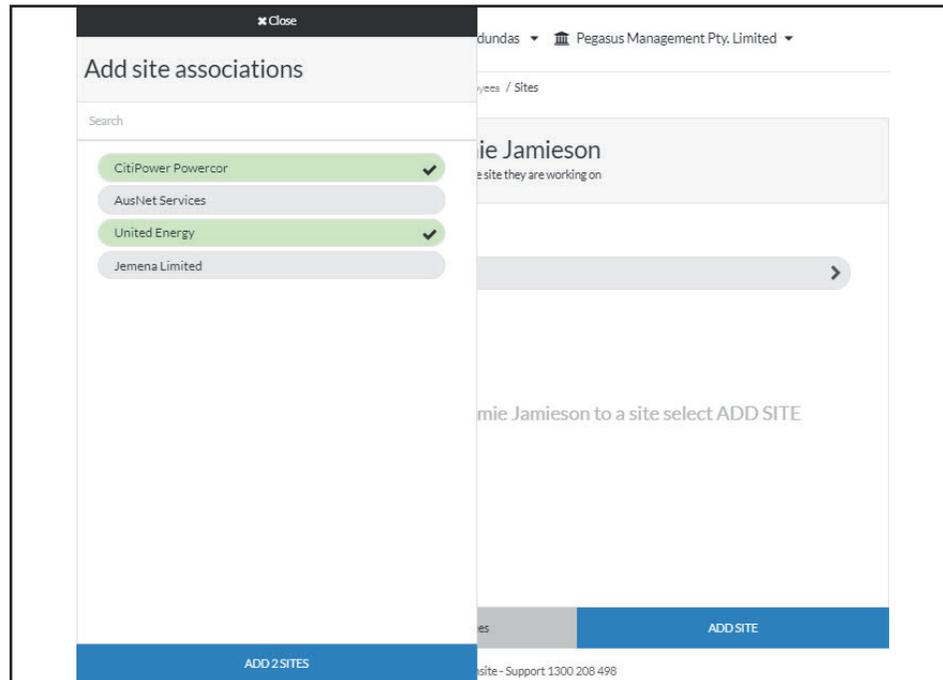
Click on the workers name (or the grey banner) to continue.



### Step 12

Select "Add Site", to choose the relevant ESI Network Operator(s).

## REQUESTING A CARD



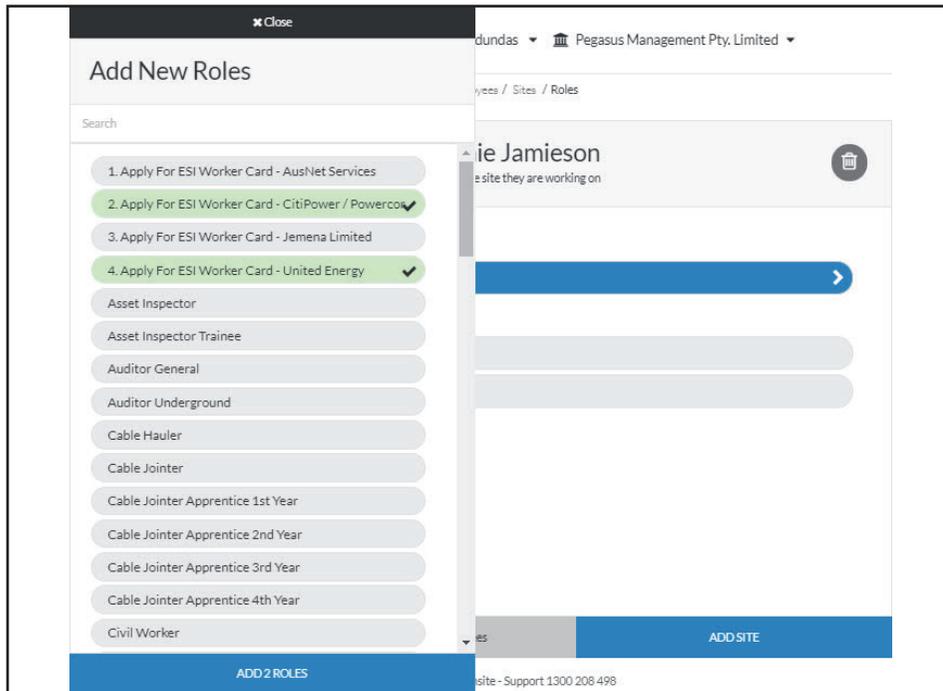
### Step 13

Select the Network Operator(s) that your worker will be working for and select “Add # Sites”.

### Step 14

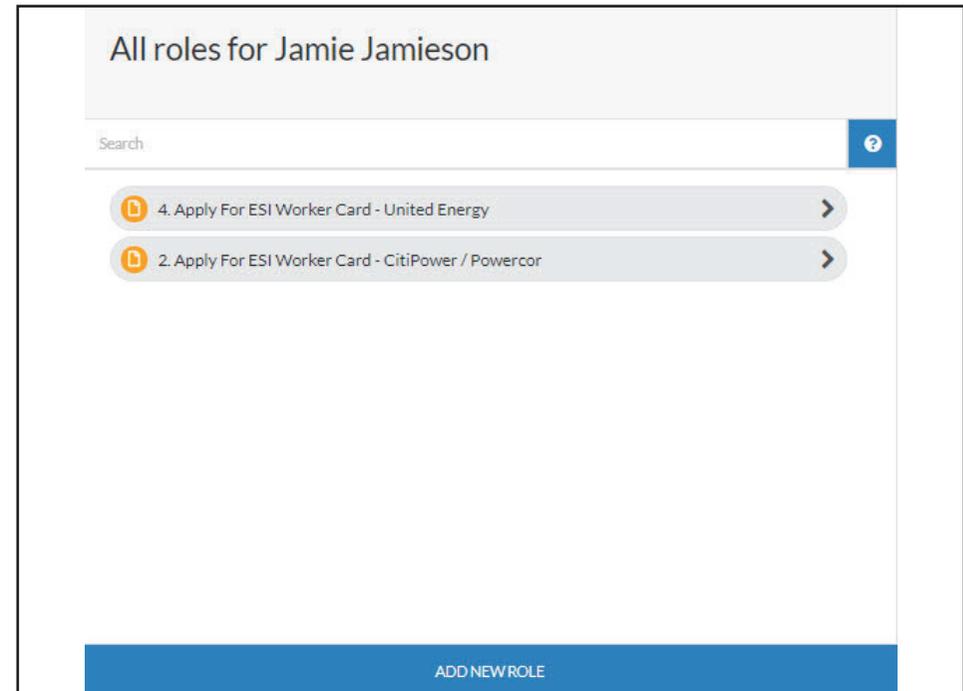
You will now need to add roles for your worker. Select “All Roles”, then “Add New Role”.

## REQUESTING A CARD



### Step 15

Choose the relevant Network Operator Role(s) – those starting with a number - and select “Add # Roles”.



### Step 16

Click on the first of the Network Operator Role(s) you have chosen.

Competencies for Jamie Jamieson  
Role 4. Apply for ESI worker card - United Energy

Search

Expand All | Collapse All

**MANDATORY** 1/2

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

**Step 17**

Select the mandatory question (marked with an orange question mark).

Question

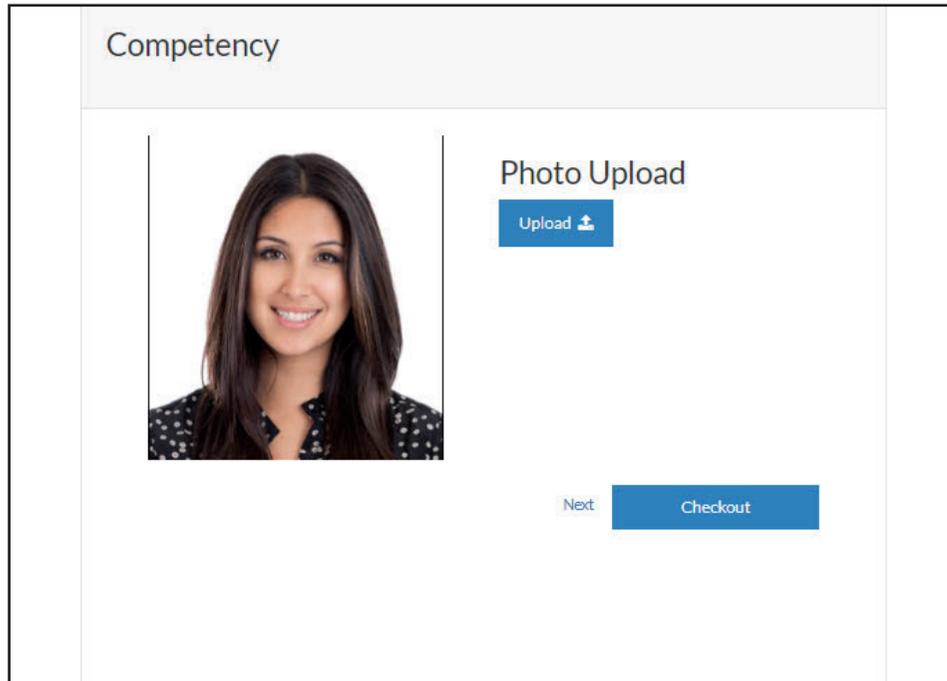
What will be your primary role while working for United Energy?

Communications Worker Pole work

Cancel Save Save & Next

**Step 18**

Choose the primary role of your worker from the drop down list and select "Save & Next".



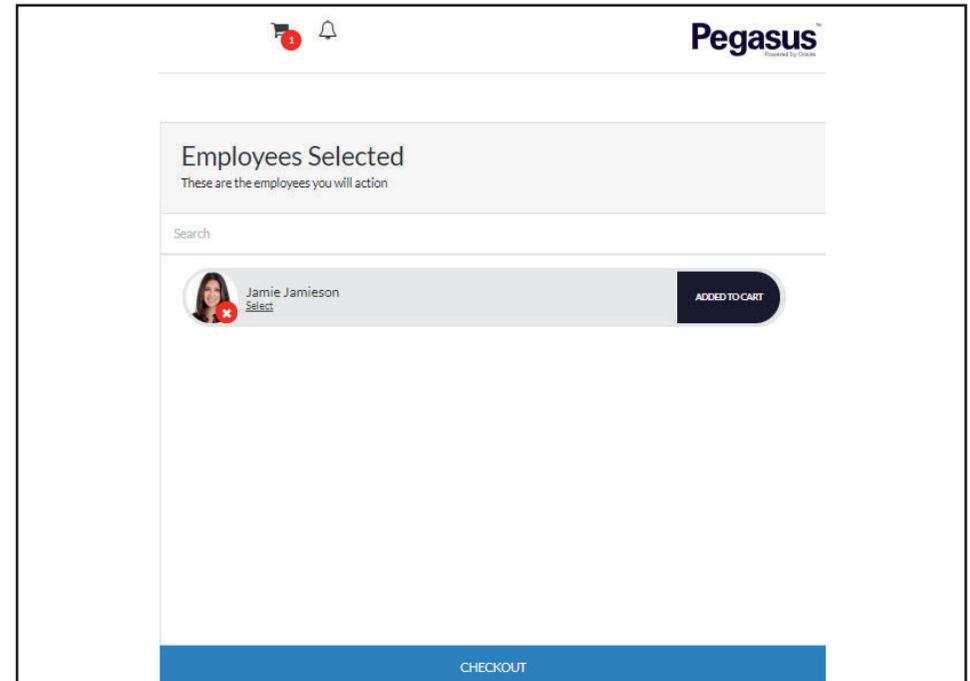
**Step 19**

If you have only chosen one Network Operator Role, select “Checkout”.

If you have chosen more than one Network Operator Role, select “Back to Roles” and repeat the process above.

Once you have selected the primary role for each of the chosen Network Operator Roles, select “Checkout”.

To checkout multiple workers in one transaction, repeat steps 4 to 18 before moving onto step 20.



**Step 20**

Once you have entered your workers and chosen their sites and Network Operator Roles, you can continue to the checkout by selecting “Checkout” or clicking on the checkout icon in the top menu bar.

The screenshot displays the 'Shopping Cart' page in the Pegasus ESI worker portal. The user is logged in as 'kdundas' at 'Pegasus Management Pty. Limited'. The cart contains two items:

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$22.50	\$22.50
CAR007	Registration, Subscription, Roles, Card for Jamie Jamieson.	Edit	1	\$22.50	\$22.50 <a href="#">Remove</a>
<b>Subtotal:</b>				\$22.50	
<b>Tax (10%):</b>				\$2.25	
<b>Total:</b>				\$24.75	

At the bottom of the cart, there are two buttons: 'PayPal / Credit Card' and 'Checkout \$'.

## Step 21

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

Checkout Successful!

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**Company**  
Pegasus Management Pty Limited  
426 King St, Newcastle  
NSW, 2200 AU  
Contact:

**Tax Invoice**  
Invoice Number: 556550  
Date: 14 Aug 2018  
Onsite Tracoll Easy Pty Limited  
ABN 84 099 220 743  
426 King Street  
Newcastle NSW 2200  
5200 441 423  
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 Jamie Jamieson.	1	\$22.50	
<b>Subtotal:</b>				\$22.50
<b>Tax (10%):</b>				\$2.25
<b>Total:</b>				<b>\$24.75</b>

[Download Invoice](#)

[Continue Processing Employees](#)

## Step 22

Once your payment is successful, download a copy of your invoice and select “Continue Processing Other Employees”.

**Note:** an email containing the invoice will also be sent to the company representative.

The ESI Network Operator will now approve your worker.

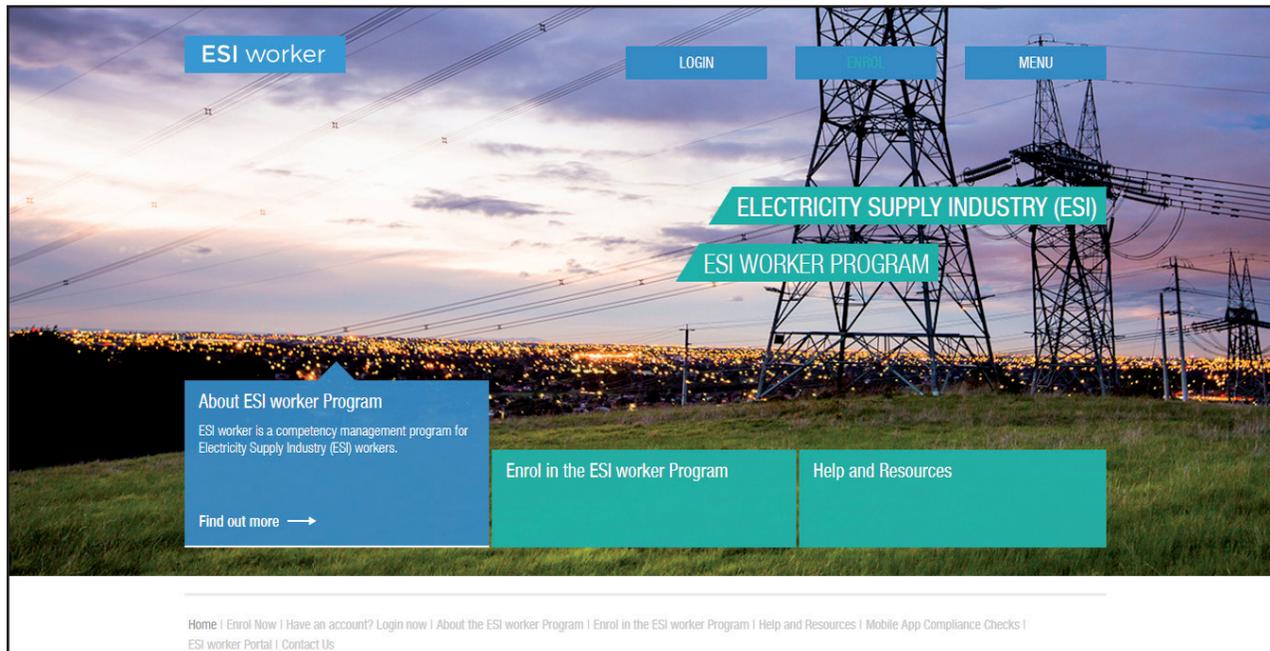
You will be notified via email of any issues. These can be actioned by using the Pending Actions user guide.

Once the worker is approved you will receive a notification via email and can then move onto the “Selecting Primary Roles” process below.

# SELECTING PRIMARY ROLES

## ESI worker

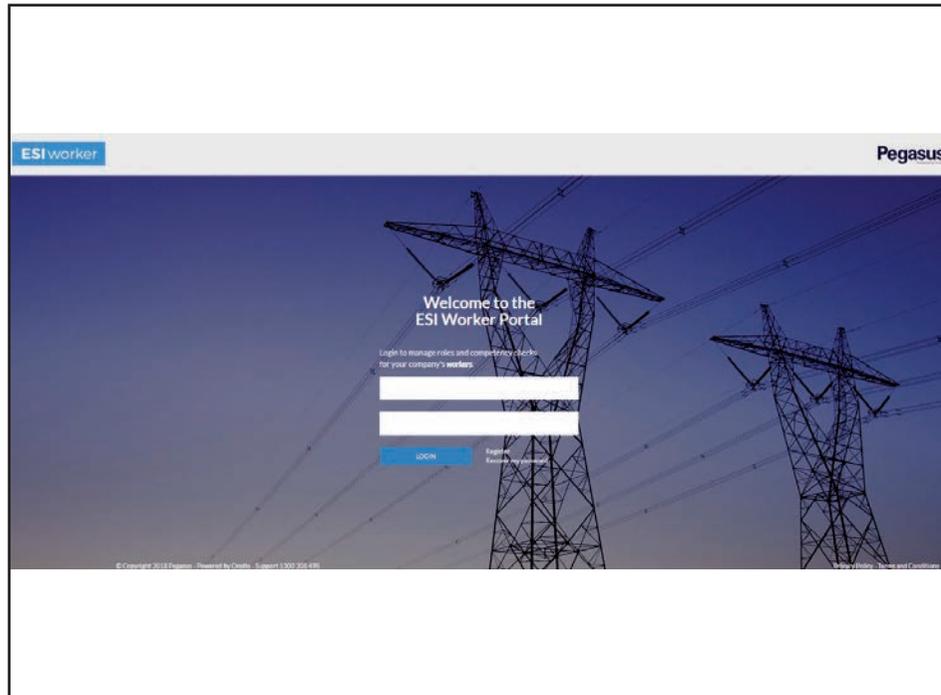
Please follow this step-by-step guide to select your workers primary roles.



### Step 1

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

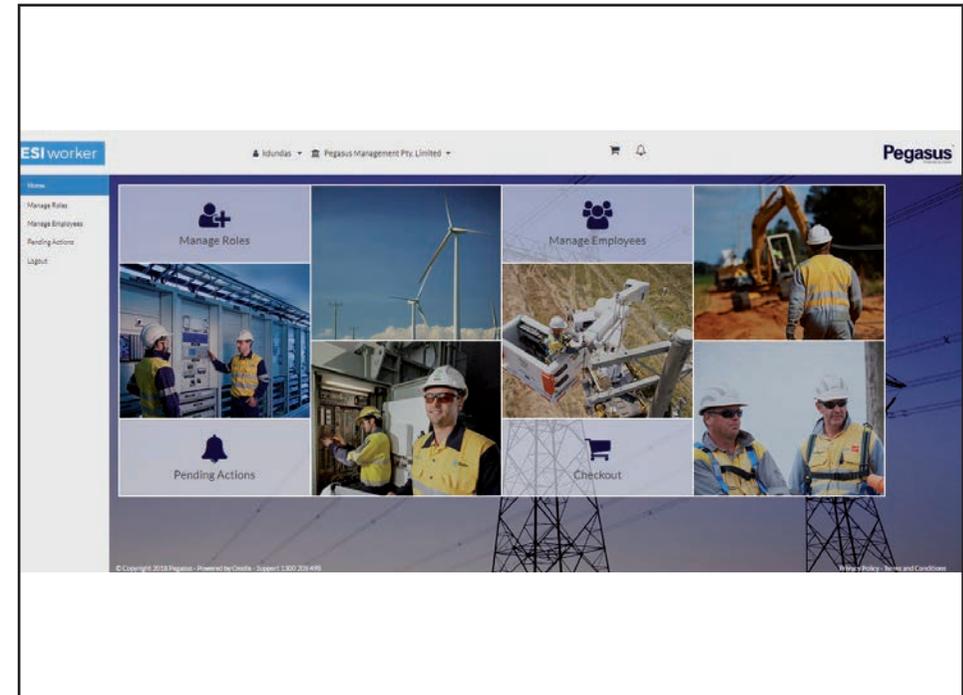
## SELECTING PRIMARY ROLES



### Step 2

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

**Note:** the password is case sensitive.



### Step 3

On the home page of your portal, use the dashboard tile or the side menu to select "Manage Roles".

## SELECTING PRIMARY ROLES

Employees Available  
Select employees to add to action list

jamiel

ADD NEW EMPLOYEE +

Jamieson, Jamie

### Step 4

Search for and select the worker whose primary role you need to add.

Employees Selected  
These are the employees you will action

Search

Jamie Jamieson  
Select

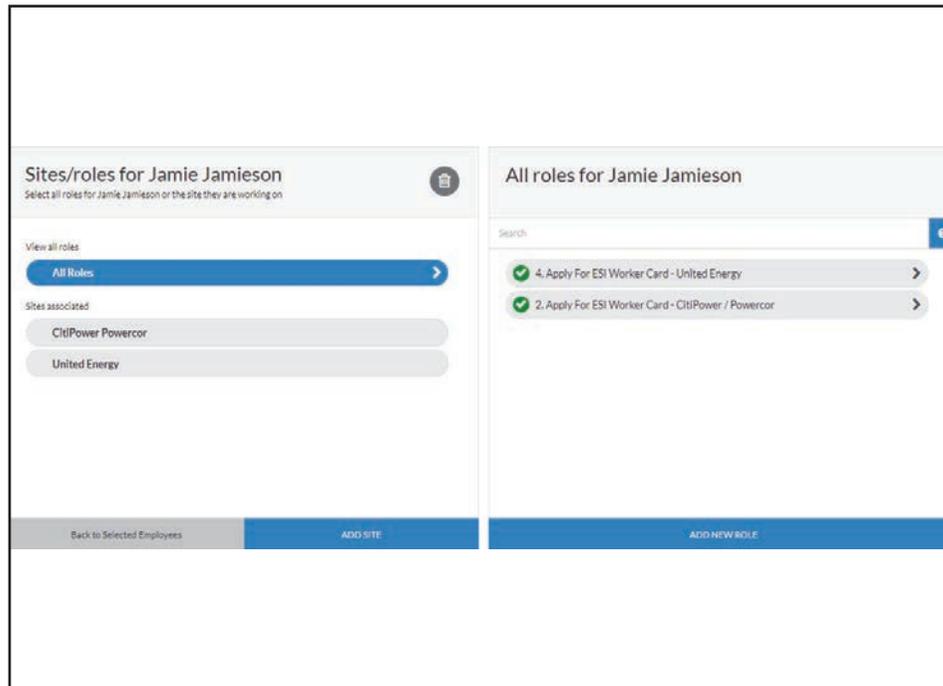
CONTINUE

CHECKOUT

### Step 5

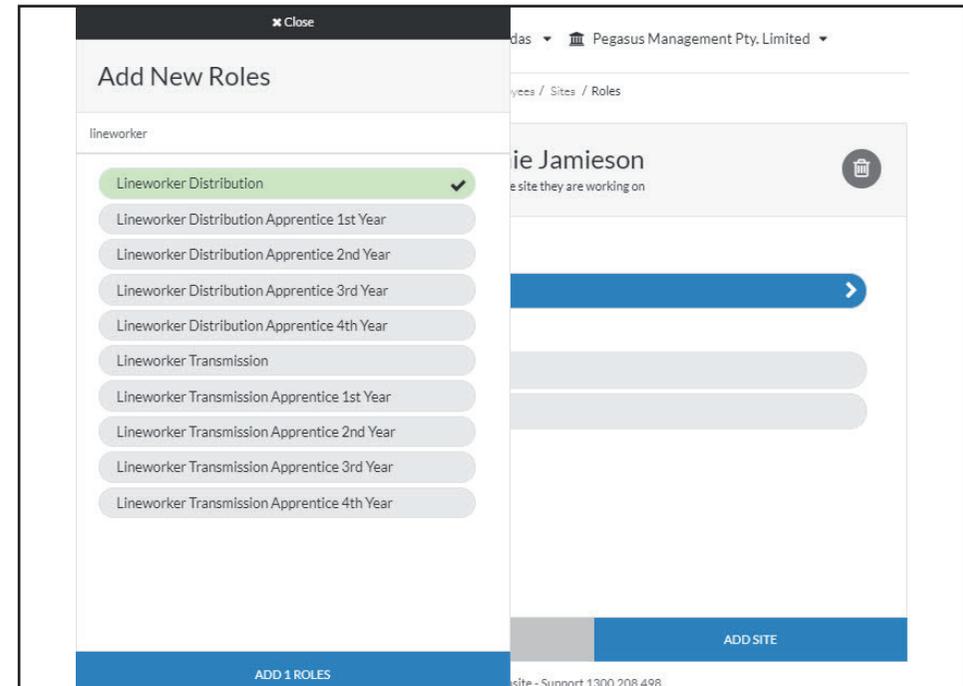
Select "Continue".

## SELECTING PRIMARY ROLES



### Step 6

Select "All Roles", then "Add New Role".



### Step 7

Search for and select the relevant role(s) and select "Add # Roles".

## SELECTING PRIMARY ROLES

The screenshot shows a web interface titled "All roles for Jamie Jamieson". At the top, there is a search bar with a question mark icon. Below the search bar, there is a list of three roles, each with a right-pointing arrow:

- Lineworker Distribution
- 4. Apply For ESI Worker Card - United Energy
- 2. Apply For ESI Worker Card - CitiPower / Powercor

At the bottom of the interface, there is a blue button labeled "ADD NEW ROLE".

### Step 8

Select the role you have just added.

The screenshot shows a web interface titled "Competencies for Jamie Jamieson" with the subtitle "Role Lineworker Distribution". At the top, there is a search bar. Below the search bar, there is a link "Expand All | Collapse All". The main content area is titled "MANDATORY" and contains a list of six competencies, each with a right-pointing arrow:

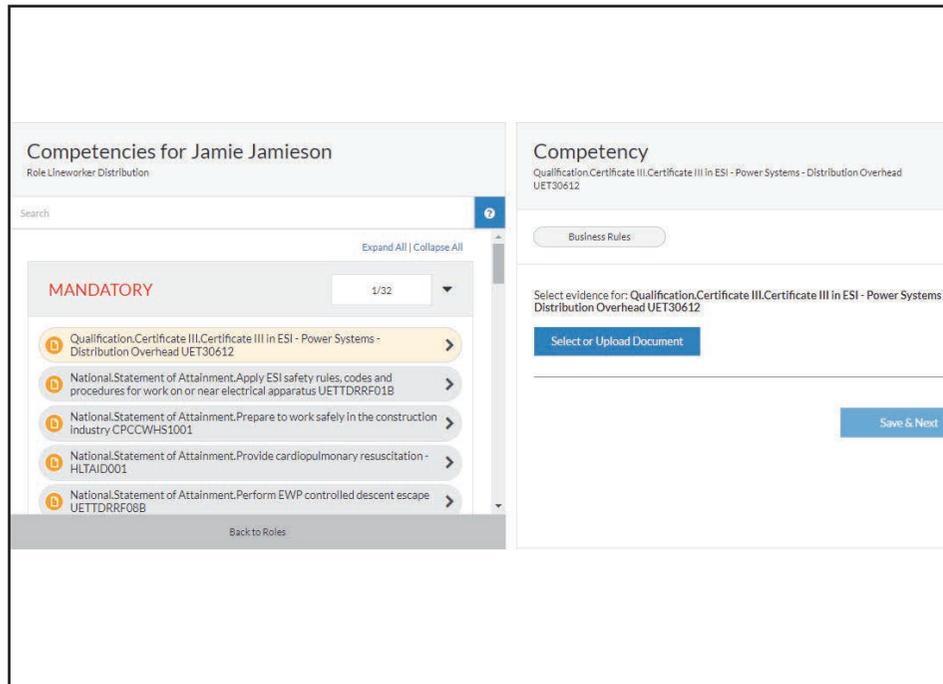
- Qualification.Certificate III.Certificate III in ESI - Power Systems - Distribution Overhead UET30612
- National.Statement of Attainment.Apply ESI safety rules, codes and procedures for work on or near electrical apparatus UETTDRRF01B
- National.Statement of Attainment.Prepare to work safely in the construction industry CPCCWHS1001
- National.Statement of Attainment.Provide cardiopulmonary resuscitation - HLTAID001
- National.Statement of Attainment.Perform EWP controlled descent escape UETTDRRF08B
- National.Statement of Attainment.Perform EWP rescue UETTDRRF03B

At the top right of the competency list, there is a dropdown menu showing "1/32".

### Step 9

You will now be required to upload mandatory and/or conditional documentation for the role(s) you have added.

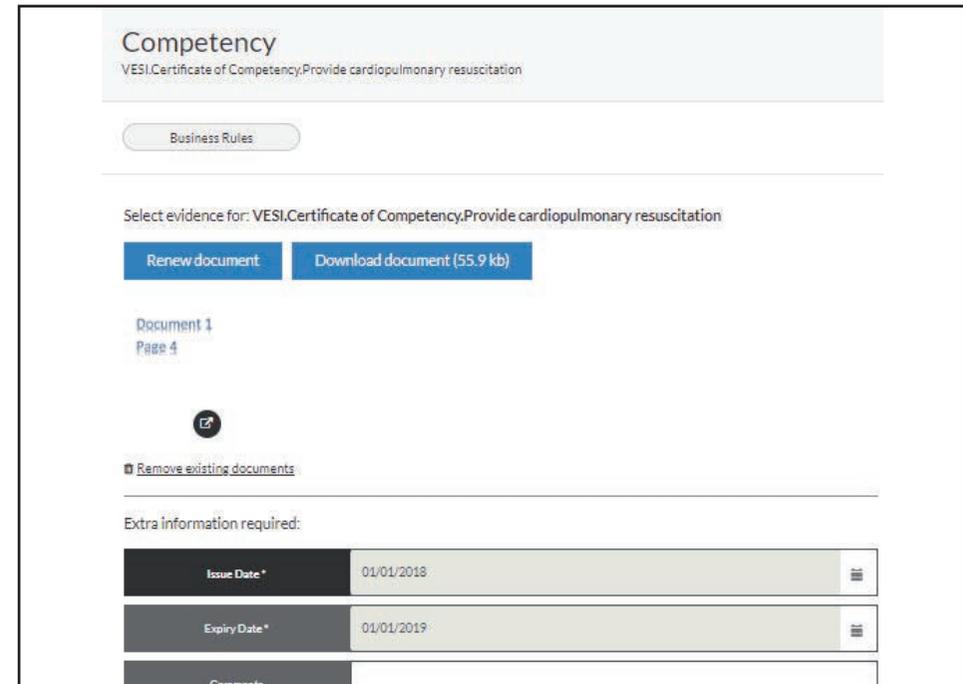
## SELECTING PRIMARY ROLES



### Step 10

Click on the name of the required document to upload each mandatory document by clicking “Select or Upload Document”.

**Note:** during this step a PDF file with all required documents can be loaded and then the relevant page can be selected.



### Step 11

If you’ve accidentally uploaded an incorrect document, select “Remove existing documents” and upload the correct document.

**Competency**  
VESI.Certificate of Competency,Provide cardiopulmonary resuscitation

Business Rules

Document 1  
Page 4

Remove existing documents

Extra information required:

Issue Date *	01/01/2018	<input type="text"/>
Expiry Date *	01/01/2019	<input type="text"/>
Comments	<input type="text"/>	

Next

### Step 12

You may be required to enter issue and/or expiry dates.

To do this, select the date by using the calendar icon, or enter the date in a dd/mm/yyyy format.

When you have loaded all of the mandatory and required conditional documents, click “Submit”

**Congratulations!**

The following employee applications have been submitted for verification:  
Jamie Jamieson

You will be advised by email the outcome of the verification process.

### Step 13

When you receive the above notification, select “OK”.

The ESI Network Operator will validate the uploaded documents, and the submitted role request.

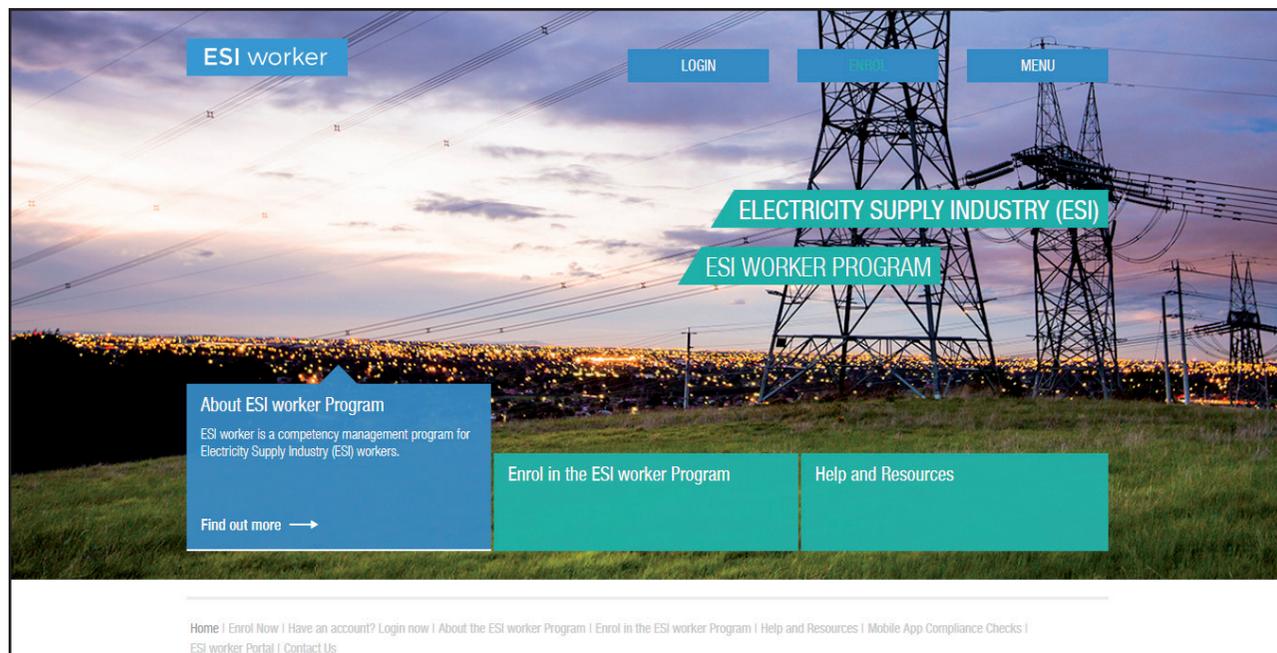
You will be notified via email of any issues. These can be actioned by using the Pending Actions user guide.

Upon document approval, the role(s) you’ve selected will be applied to the workers profile.

# UPDATING WORKER DATA

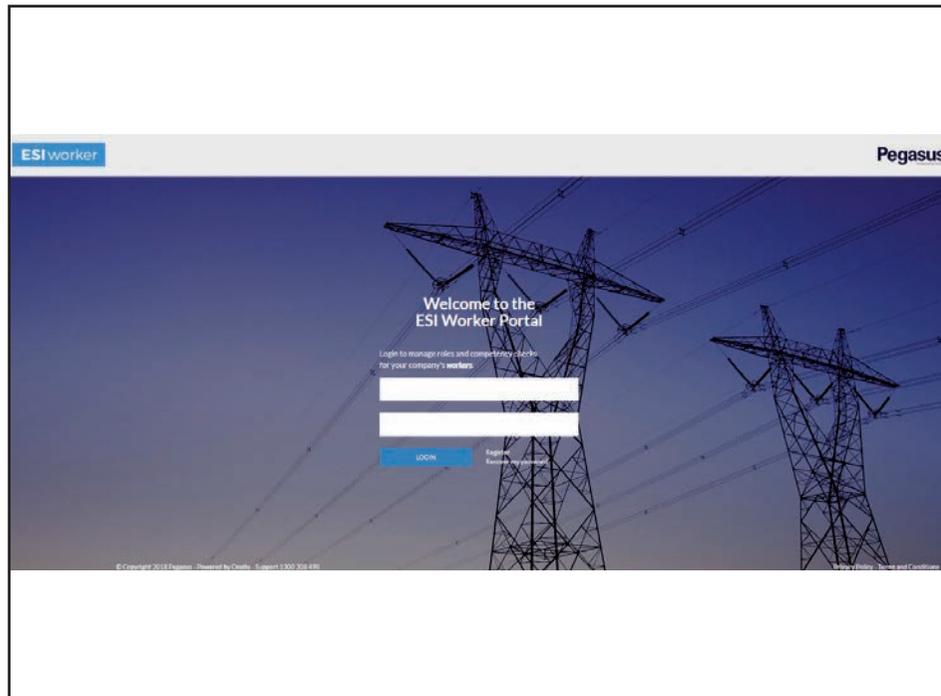
## ESI worker

Please follow this step-by-step guide to update the details of your workers.



### Step 1

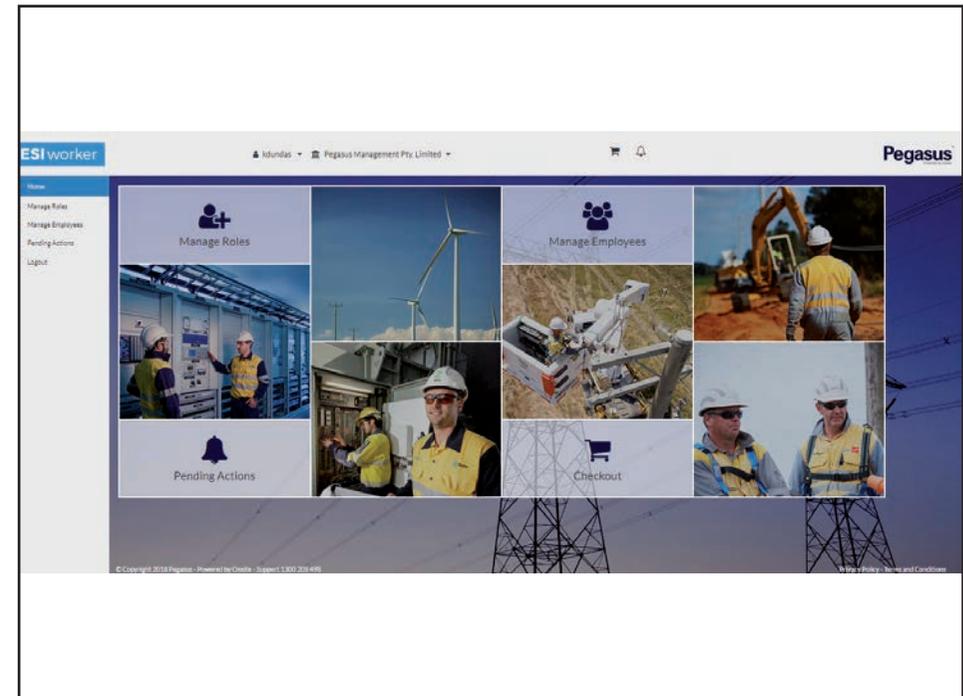
Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.



### Step 2

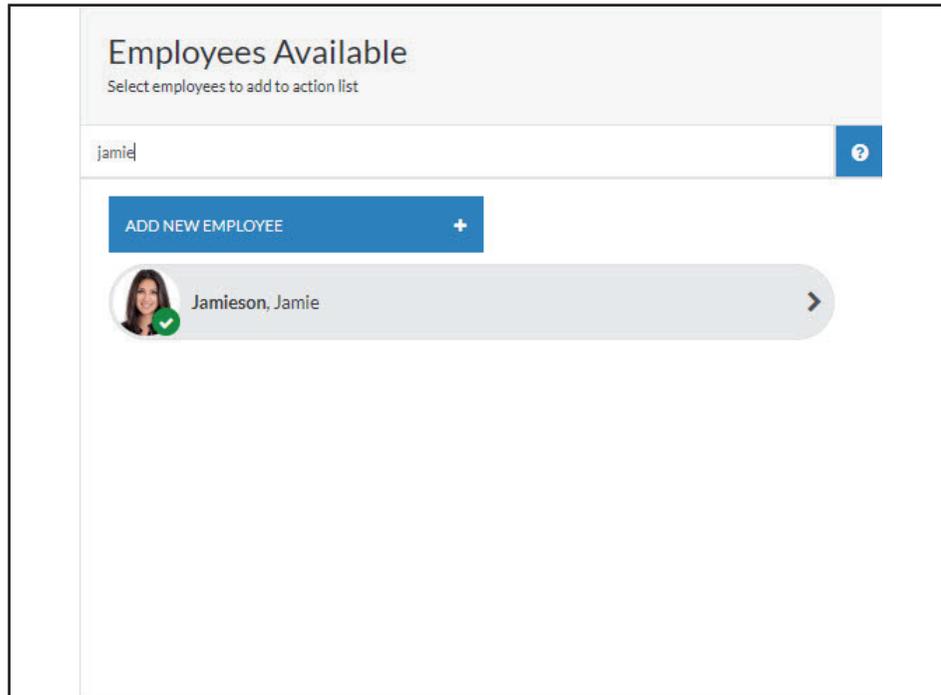
On the home page of the ESI worker portal, enter your login details and click on “Login”.

**Note:** the password is case sensitive.



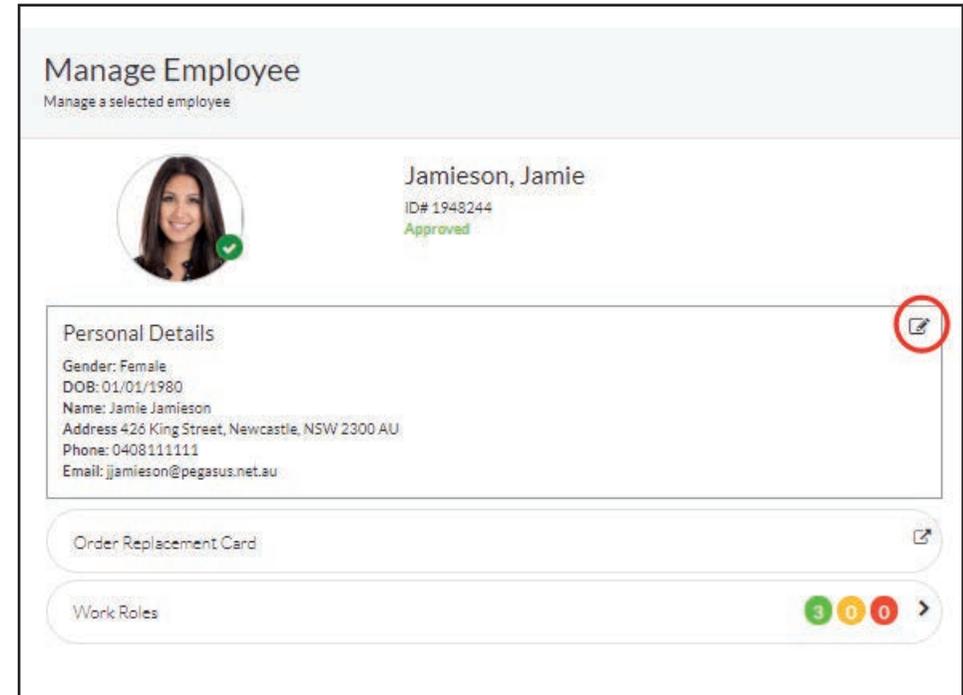
### Step 3

On the home page of your portal, use the dashboard tile or the side menu to select “Manage Employees”.



### Step 4

Search for and select the worker whose details you need to update.



### Step 5

Click on the "Edit" icon circled above.

The screenshot shows a web interface for updating worker data. The title is 'Personal Details' with a subtitle 'Edit Jamie Jamieson's details'. Below the title is a 'Person' section containing a circular profile picture placeholder with an upload icon and a 'Photo Upload' button with an 'Upload' sub-button. Below this are several form fields: 'First Name' (Jamie), 'Middle Name' (Middle Name), 'Last Name' (Jamieson), 'Gender' (Female), and a partially visible 'DOB' field (01/01/1990). At the bottom, there is a 'Back to Manage Employees' link and a 'SAVE & CLOSE' button.

Field	Value
First Name *	Jamie
Middle Name	Middle Name
Last Name *	Jamieson
Gender	Female
DOB	01/01/1990

### Step 6

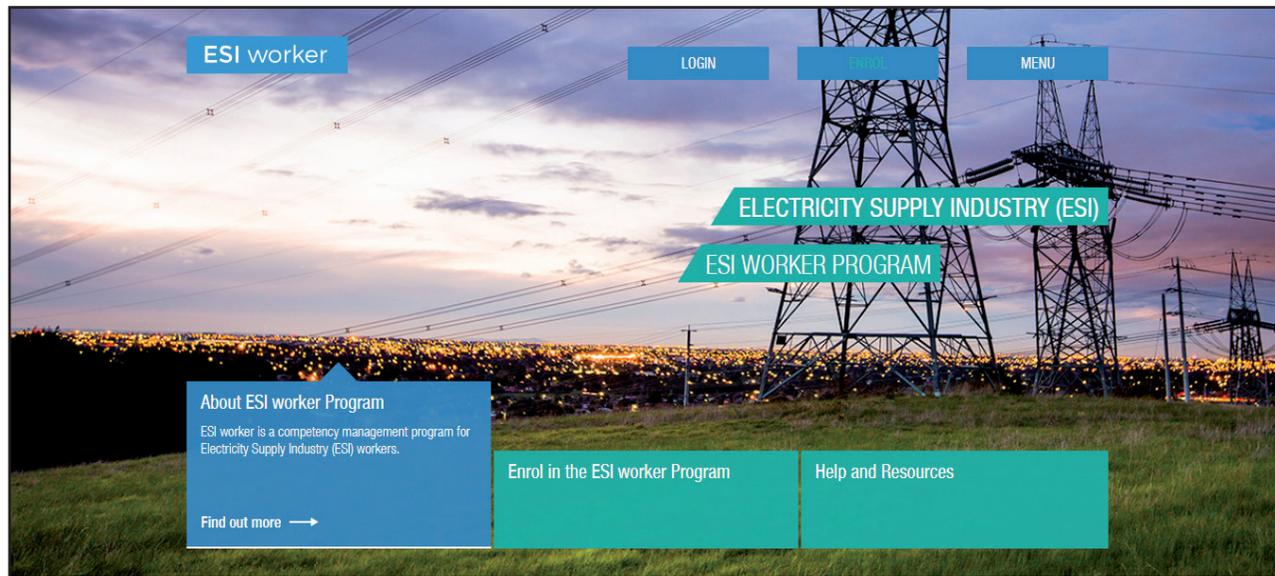
Upload a new photo and/or change the relevant details and select “Save & Close” when complete.

# ORDERING A REPLACEMENT ESI WORKER CARD

## ESI worker

Please follow this step-by-step guide to order a replacement of the plastic ESI worker card.

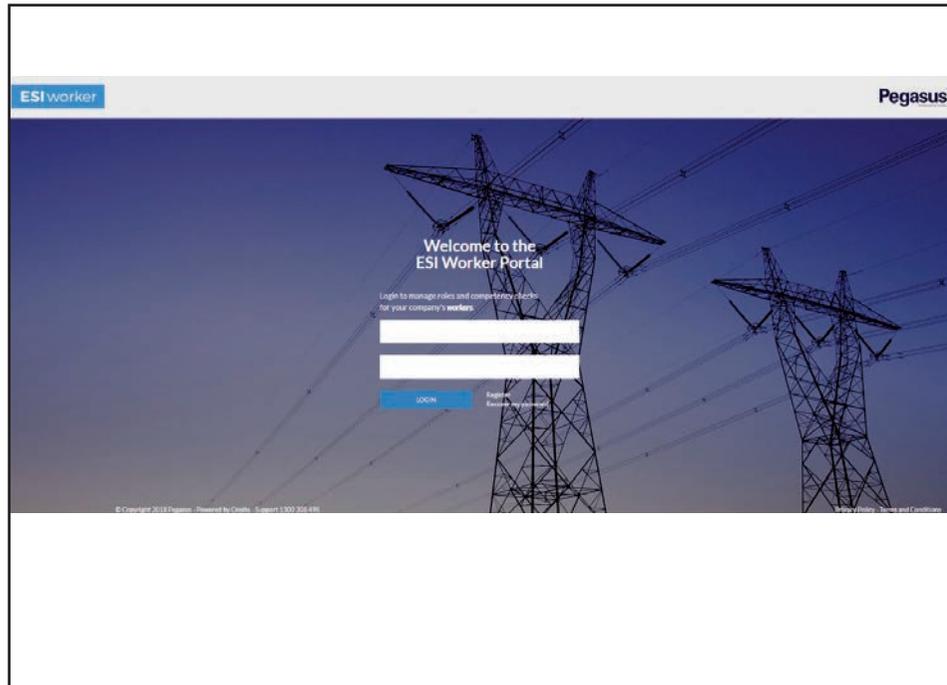
**Note:** to order a replacement e-Card, contact [esiworker@pegasus.net.au](mailto:esiworker@pegasus.net.au) or call 1300 208 498.



### Step 1

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

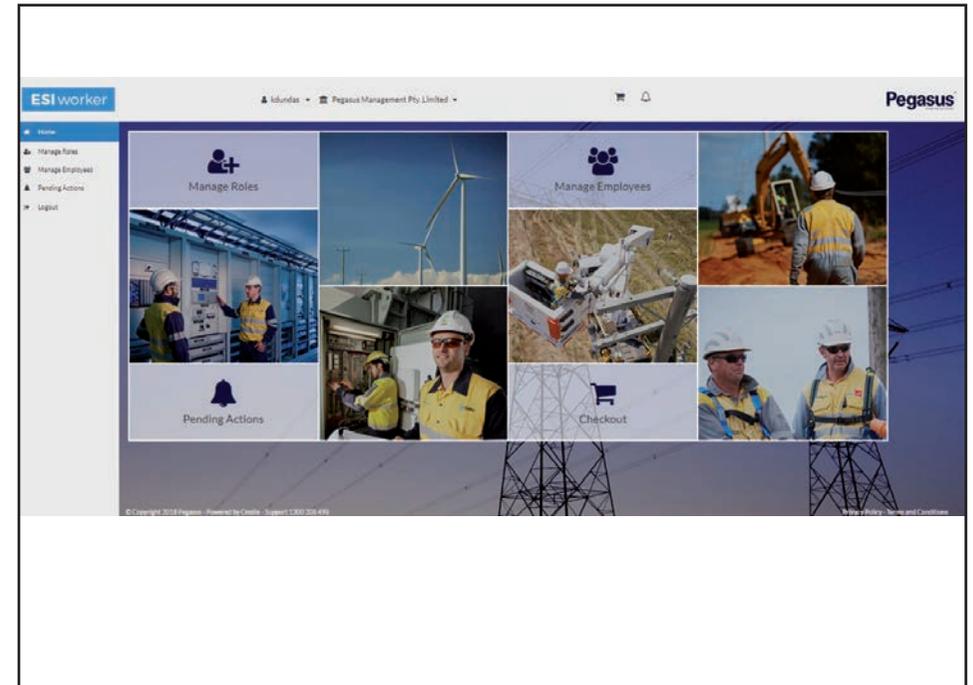
## ORDERING A REPLACEMENT CARD



### Step 2

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

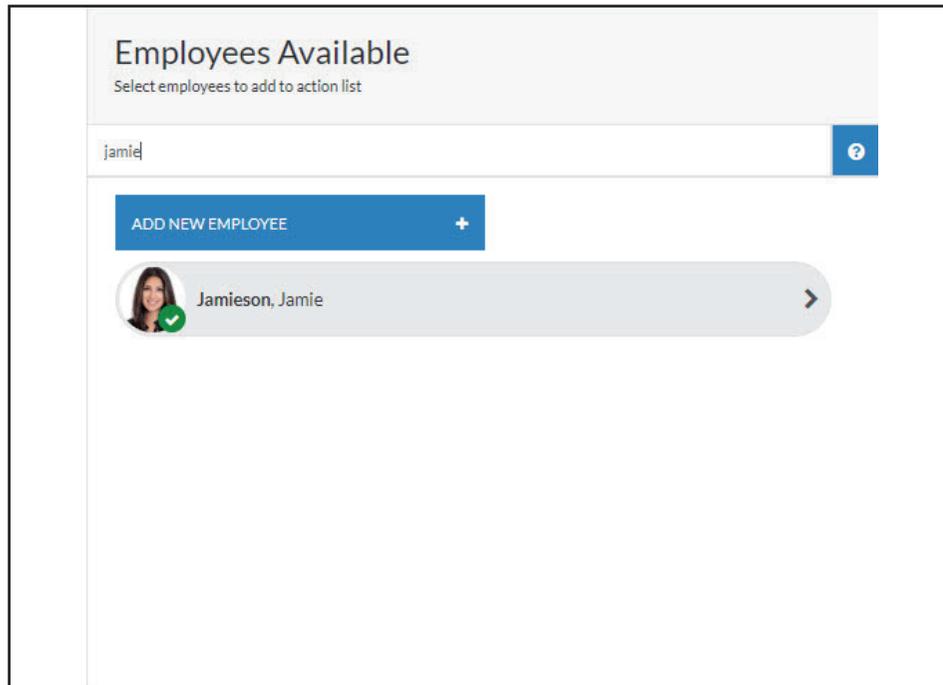
**Note:** the password is case sensitive.



### Step 3

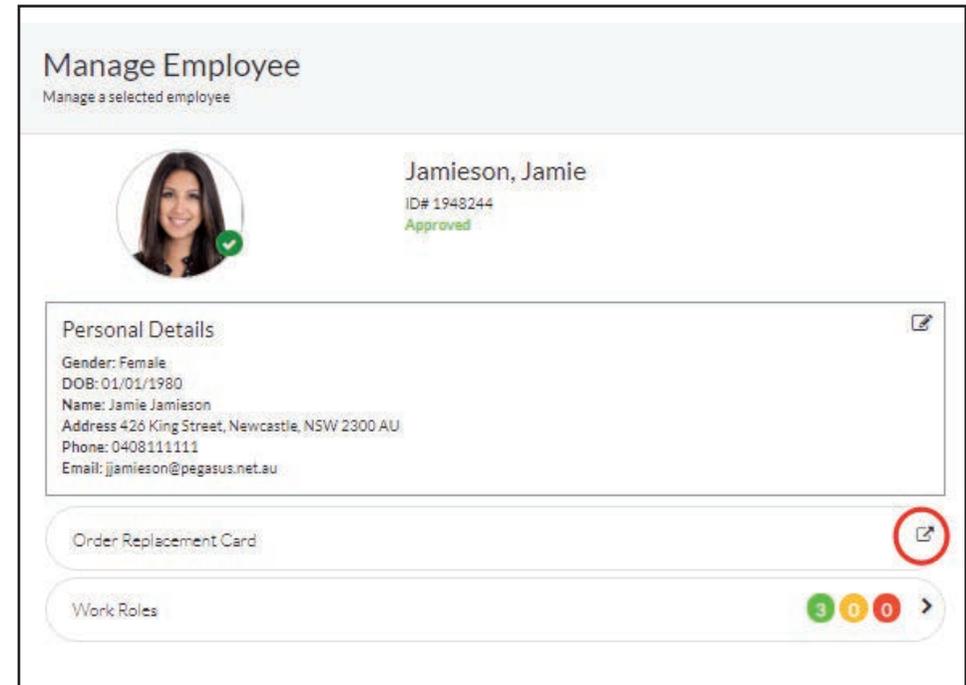
On the home page of your portal, use the dashboard tile or the side menu to select "Manage Employees".

## ORDERING A REPLACEMENT CARD



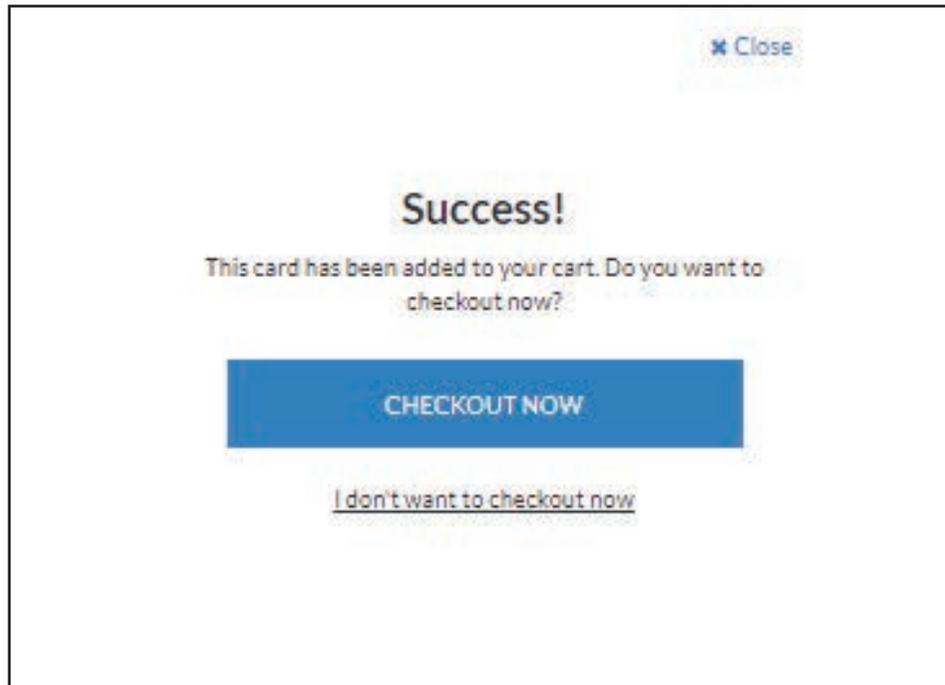
### Step 4

Search for and select the worker whose card you need to order.



### Step 5

Click on the "Order Replacement Card" icon circled above.



**Step 6**

When you receive the above notification, select "Checkout Now".

## ORDERING A REPLACEMENT CARD

### Step 7

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

The screenshot shows the 'Shopping Cart' page in the Pegasus Management system. The user is logged in as 'kdundas' for 'Pegasus Management Pty. Limited'. The cart contains one item: 'Roles, Card for Jamie Jamieson' (Item No. CAR007, Price/unit \$15.00, Quantity 1). The subtotal is \$15.00, and with 10% tax, the total is \$16.50. There are two buttons at the bottom: 'PayPal / Credit Card' and 'Checkout \$'.

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$15.00	\$15.00
CAR007	Roles, Card for Jamie Jamieson	Edit	1	\$15.00	Remove

Subtotal: \$15.00  
Tax (10%): \$1.50  
Total: \$16.50

### Step 8

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

**Note:** an email containing the invoice will also be sent to the company representative.

The screenshot shows the 'Checkout Successful!' confirmation page. It displays the company information for Pegasus Management Pty. Limited, a tax invoice summary (Invoice Number: 556562, Date: 14 Aug 2018), and the same cart details as in Step 7. At the bottom, there are two buttons: 'Download Invoice' and 'Continue Processing Employees'.

Company: Pegasus Management Pty. Limited, 426 King St. Newcastle NSW, 2300 AU, Contact: accounts@pegasus.net.au

Tax Invoice: Invoice Number: 556562, Date: 14 Aug 2018, Onsite Track Easy Pty Limited, ABN 64 099 220 743, 426 King Street, Newcastle NSW 2300, 1300 441 433, accounts@pegasus.net.au

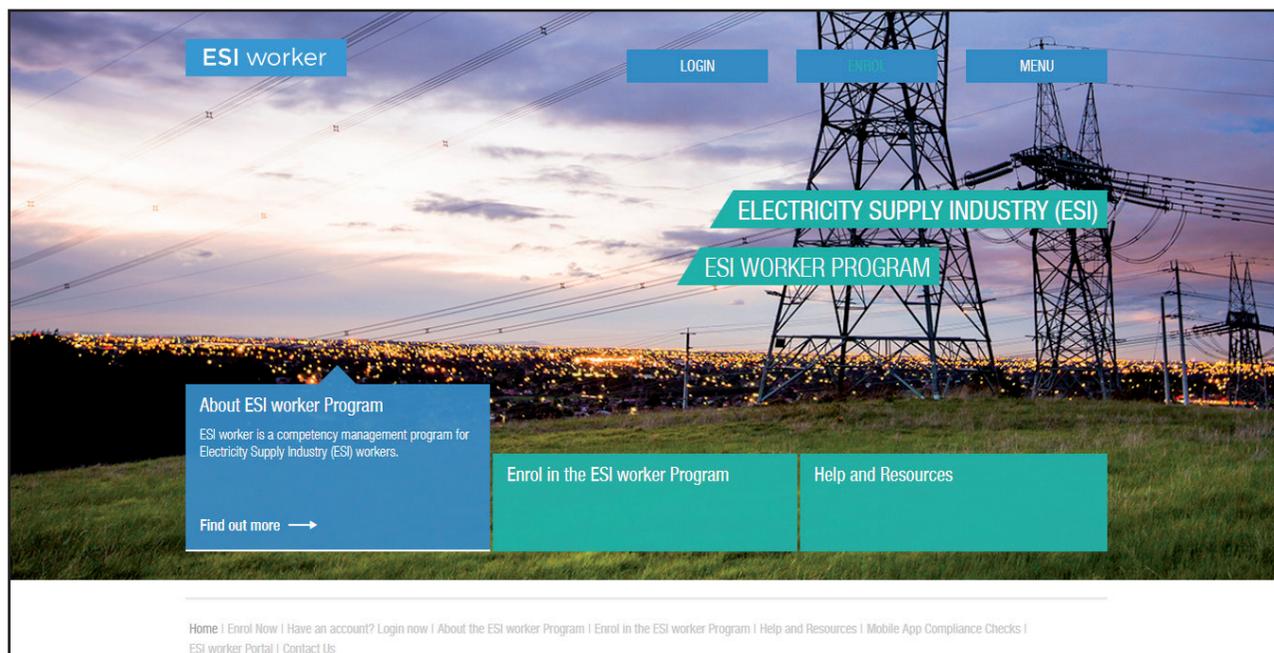
Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	\$15.00	\$15.00
CAR007	Roles, Card for Jamie Jamieson	1	\$15.00	

Subtotal: \$15.00  
Tax (10%): \$1.50  
Total: \$16.50

**UPDATING COMPANY DATA**

## ESI worker

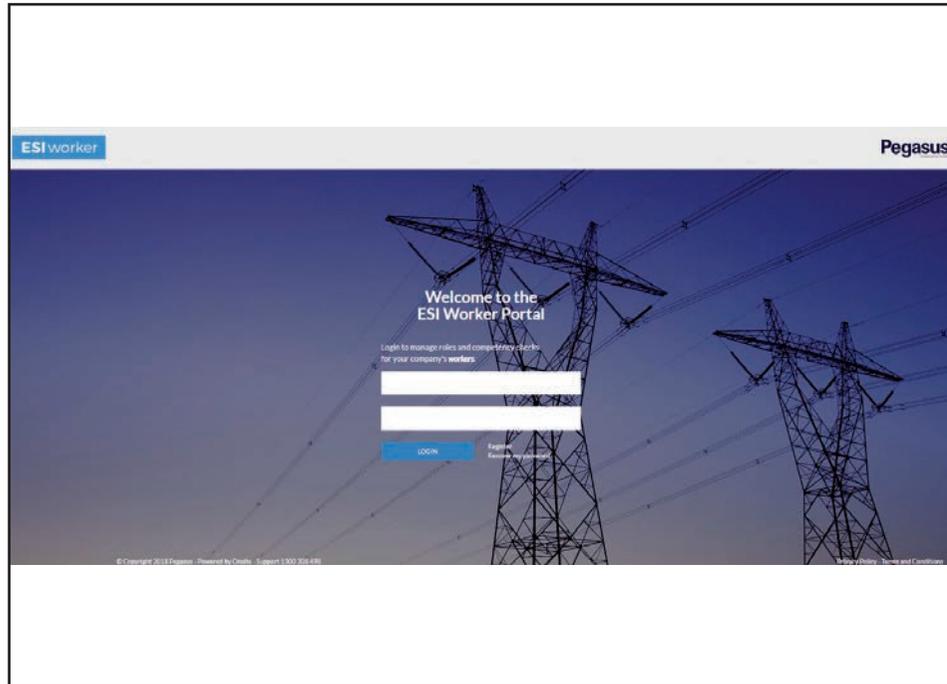
Please follow this step-by-step guide to update your company data.



### Step 1

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

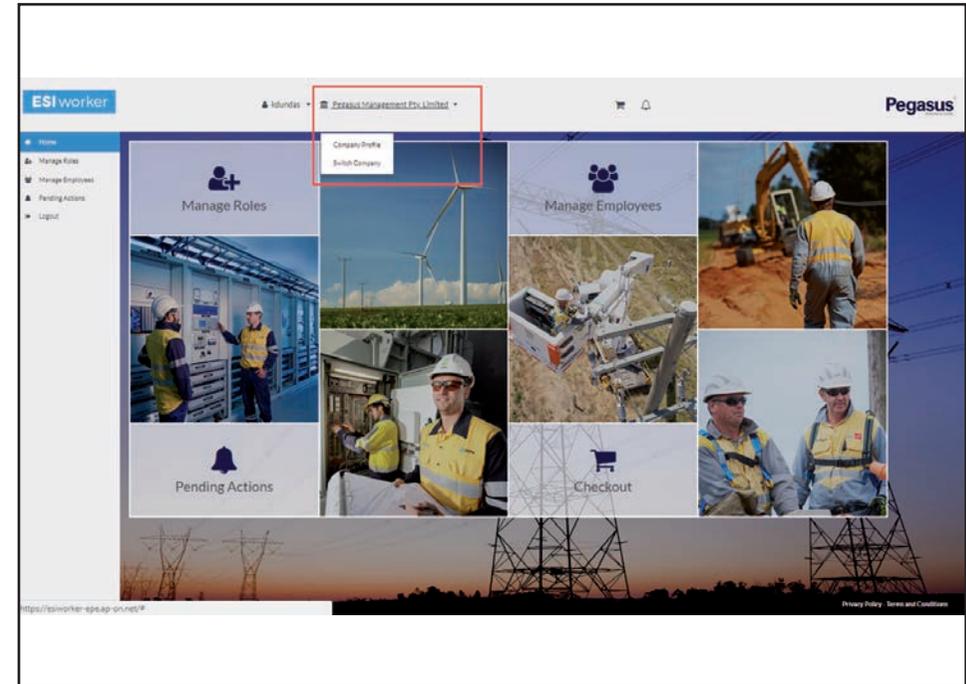
## UPDATING USER PROFILE



### Step 2

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

**Note:** the password is case sensitive.



### Step 3

On the home page of your portal, click on your company name at the top of the screen, and select "Company Profile".

< Back to Dashboard

## Manage Pegasus Management Pty. Limited's Details

[Edit Company](#)

Registered Name:  
Pegasus Management Pty. Limited

Business Name:  
91 080 018 800

Country:  
Australia

Contact Details

Contact Person *	Contact Person
Email *	kundas@pegasus.net.au

Physical Address

Address *	426 King St
Town/City *	Newcastle

### Step 4

Select "Edit Company"

Cancel Save

### Contact Details

Contact Person *	Justine Smith
Email *	kundas@pegasus.net.au

### Physical Address

Address *	426 King St
Town/City *	Newcastle
State/Province *	NSW
ZIP/Postcode *	2300

The business's postal address is different to its physical address.

### Delivery Address

Address *	426 King St
Town/City *	Newcastle
State/Province *	vic
ZIP/Postcode *	3000

### Step 5

Edit the relevant details and select "Save" at either the top or the bottom of the screen.

Click "Back to Dashboard" to return to the home page.



For questions or assistance please call 1300 208 498  
or email [esiworker@pegasus.net.au](mailto:esiworker@pegasus.net.au)