Alstom Contractor Registration Userguide

HELP AND SUPPORT

If you need help navigating and using the system contact Avetta:

Phone: 1300 175 307 from 7am – 7pm (AEST/AEDT)

Email support: manufacturing@avetta.com

Alstom Contractor Management System

Alstom is committed to safe and sustainable operations. To support this, contractors must register and maintain compliance in the Avetta (formerly Pegasus) online Contractor Management System. Completing the registration process is essential for site access; entry will not be permitted without it.
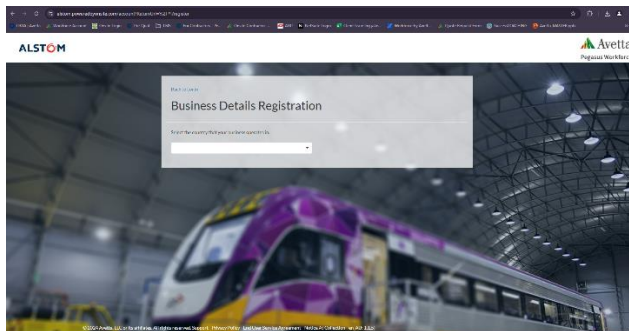
Requirements for Registration

Registration Stage	Requirements	Annual Fee
Business Registration	- ABN - Contact Details Including Email, Business Address and Phone Number	There is no fee for business registration for Alstom
Individual Registration	- Photograph - Proof of Identity	The worker registration fee is $50.00 excluding GST per person. This cost covers role management, document verification, a mobile app digital card, and the first year's subscription.
Individual work roles Registration	**Documents may include but are not limited to:** - Medical Assessment (Authorised Health Professional) - Project Induction - Contractor Competency Assessment Form - High-Risk Licenses - Trade or Tertiary Qualifications - Certificates or Statements of Attainment	

Step 1: Business Registration

If you have an existing Avetta (Pegasus) Gateway account, select **LOGIN** at the top of the page. If you do not have Avetta (Pegasus) Gateway account, you will need to follow the process outlined below to register your business first:

1. To register your company on the Alstom Landing Page click **HERE**.

2. Select the country your business operates in, and then search for your ABN.
3. Enter your contact details including email, business address and phone number. For new registrations you will need to activate your account by clicking on email sent to you.
4. Search your company and select the registered business name.
5. Click "Request Access".
6. Enter your contact details including email address, business address and phone number.
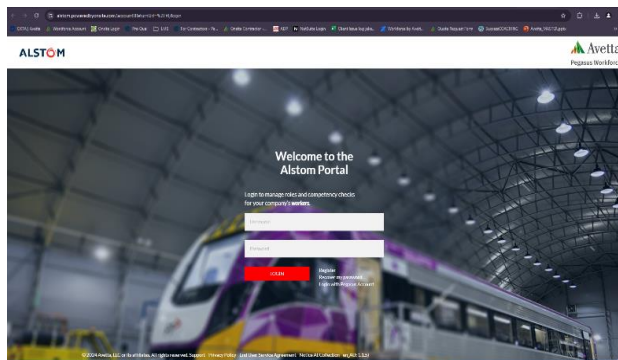7. Tick the declaration check box and press "Request registration"

Step 2: Worker Registration

On completion of company registration, you will receive an invitation to the Alstom contractor management portal where you can register your workers, select a site and the role that they will be performing onsite .Worker registration costs $50 + GST per person and on selection, your worker will be added to the shopping cart to pay.
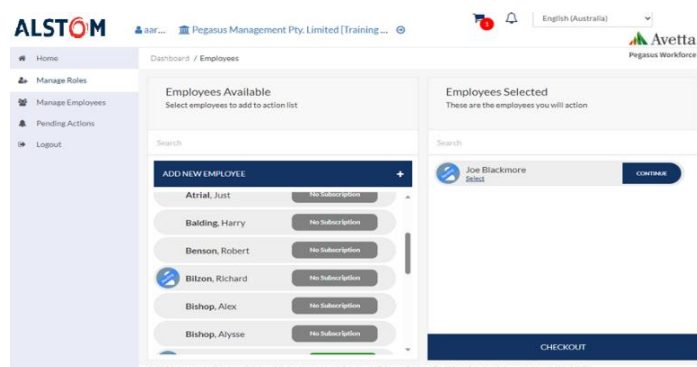
Worker Registration Process

To register your workers:

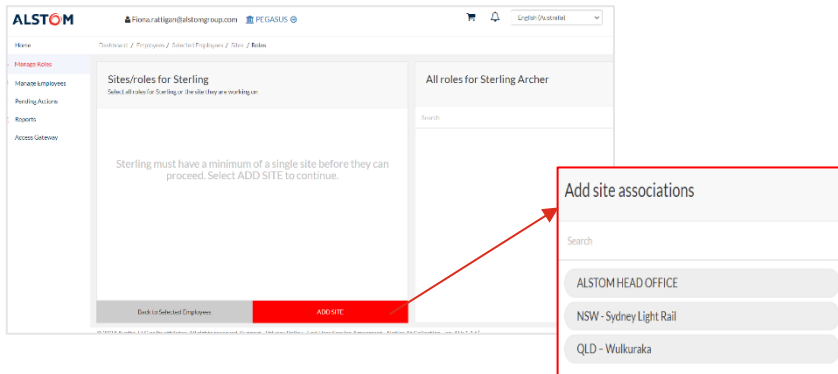1. Login to Alstom Contract Management Portal

2. Go to "Manage Roles"
3. To find an existing worker, type their name in the Search field or to add a new worker click "Add New Employee"
4. **For new workers:**
   a. Enter contact information and upload a portrait style photo
      i. You will need to provide a unique email address and phone number for each worker so that they can receive their individual induction links.
   b. Agree to the End User Service agreement
   c. Save and close
   d. You can then proceed to check out and make payment.
      i. *Note: Your worker may be on-hold once checked out if it requires manual processing by Avetta to verify the identity of the worker. You will receive an email once verified.*
5. **For Existing workers**
   a. You may be prompted to specify the card shipping preferences
      i. Select worker or company to pre-populate the postal address to receive your card
   b. Press next to continue your application and select a site
   c. Once added to your cart you can choose to check out and make payment for this worker
   d. You can download your invoice for later reference. This also will be emailed to you directly on completion
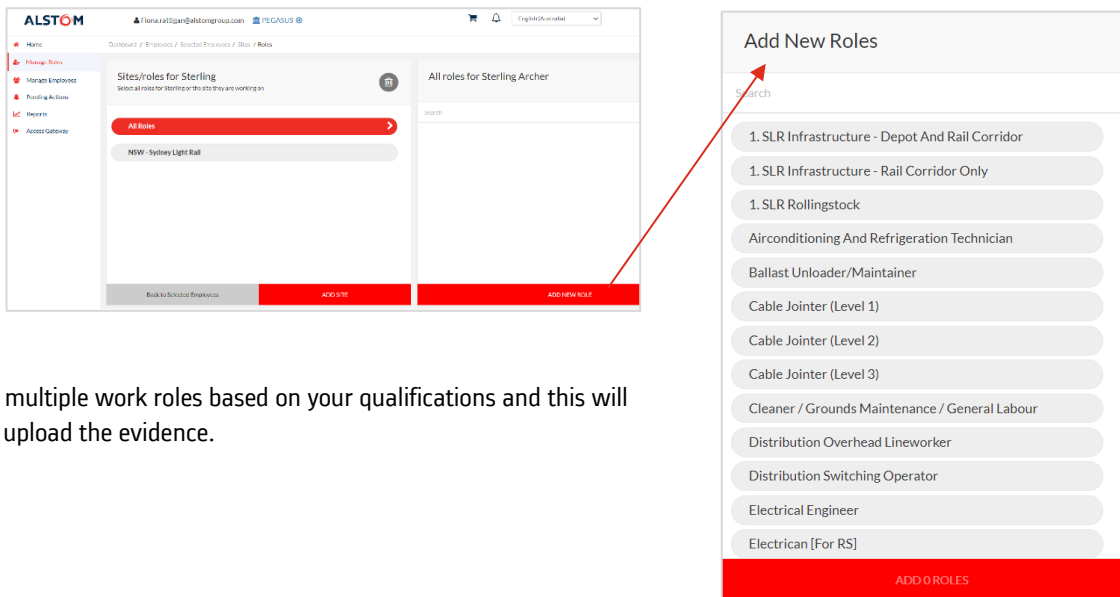   a. Click Continue next to the person's name to start the role selection process

Add a Work Role and Upload Document

The role compliance process requires contractors to select at least one "Site Role" and one "Work Role" for each worker application.

The "Site Role" reflects the specific project(s) and associated requirements, such as inductions and competency assessments, while the "Work Role" denotes the type of onsite work, such as Electrician, Scaffolder, Concreter, or Truck Driver.

1. Start by clicking ADD SITE, select the site (s) that your employee will be working on.
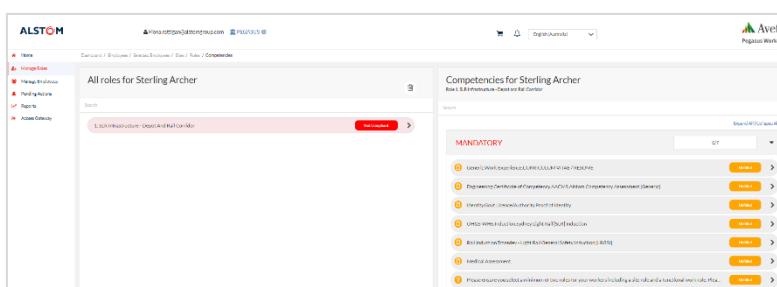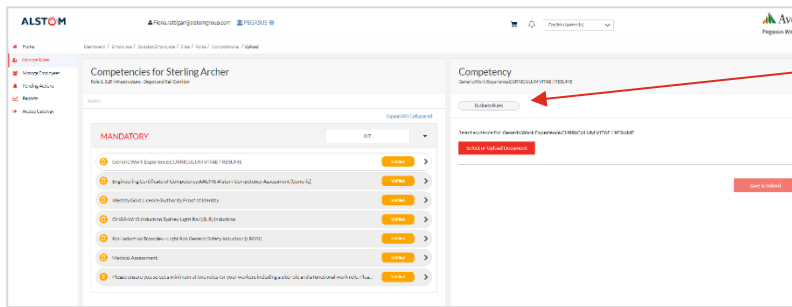

2. Select All Roles and then ADD NEW ROLE.

You can select multiple work roles based on your qualifications and this will prompt you to upload the evidence.

3. Click ADD ROLES at the bottom of the role list to add this to your selection.

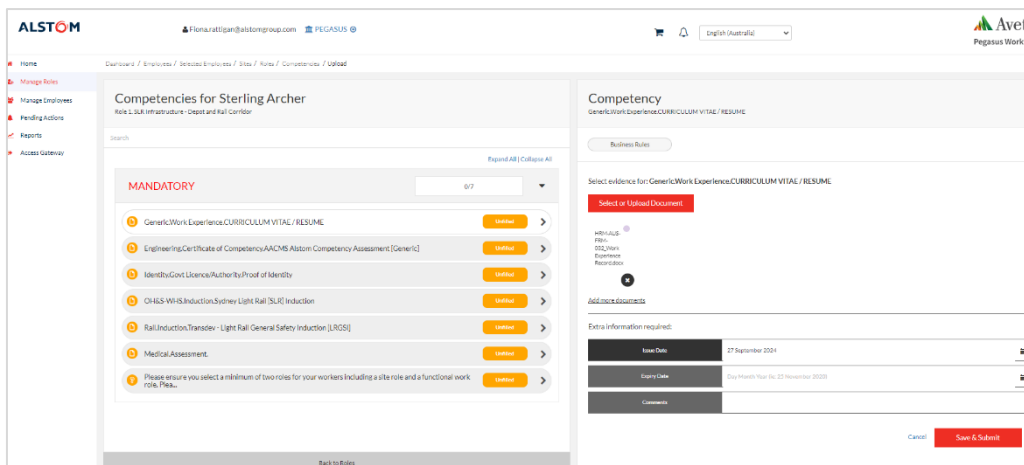4. Select one of the roles to see the mandatory requirements.

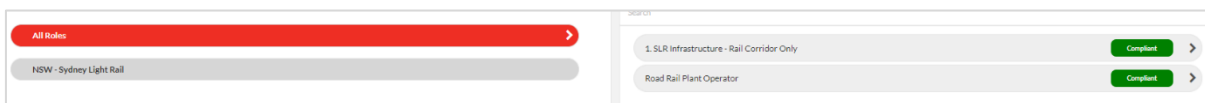5. Click on a competency to upload required documents

If you would like to review the business rules detailing what evidence will be accepted for a qualification click the "**business rules**" button.
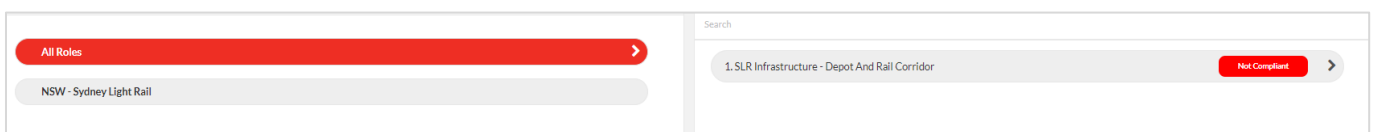
6. Press 'select or upload document' to upload a document to satisfy that requirement, select 'upload new document'. This will bring you to your file explorer, select the relevant evidence.
   NOTE: You can upload multiple pages to your document library. Once completed then "Select document"

7. Once uploaded enter any issue and/ or expiry date and select 'save and submit' to submit the document for verification.

8. After uploading all mandatory documents for a role, click "Back to Roles" to select a different role and follow the above process until all job role requirements have been fulfilled.

9. The roles will look like this once it has been **validated**, the worker is now compliant and ready to attend site.

NOTE: if the roles are listed as NOT COMPLIANT, the worker will be turned away from site.

Setting Up Pegasus (Avetta) Gateway Account

To make it easier and simpler to login and access worker registration portal, a centralised system has been created called "Pegasus

(Avetta) Gateway" which allows you to have a single login across both portals and access all Avetta client portals in the one

location.

Click here to watch User Guide video.

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