

ESIworker

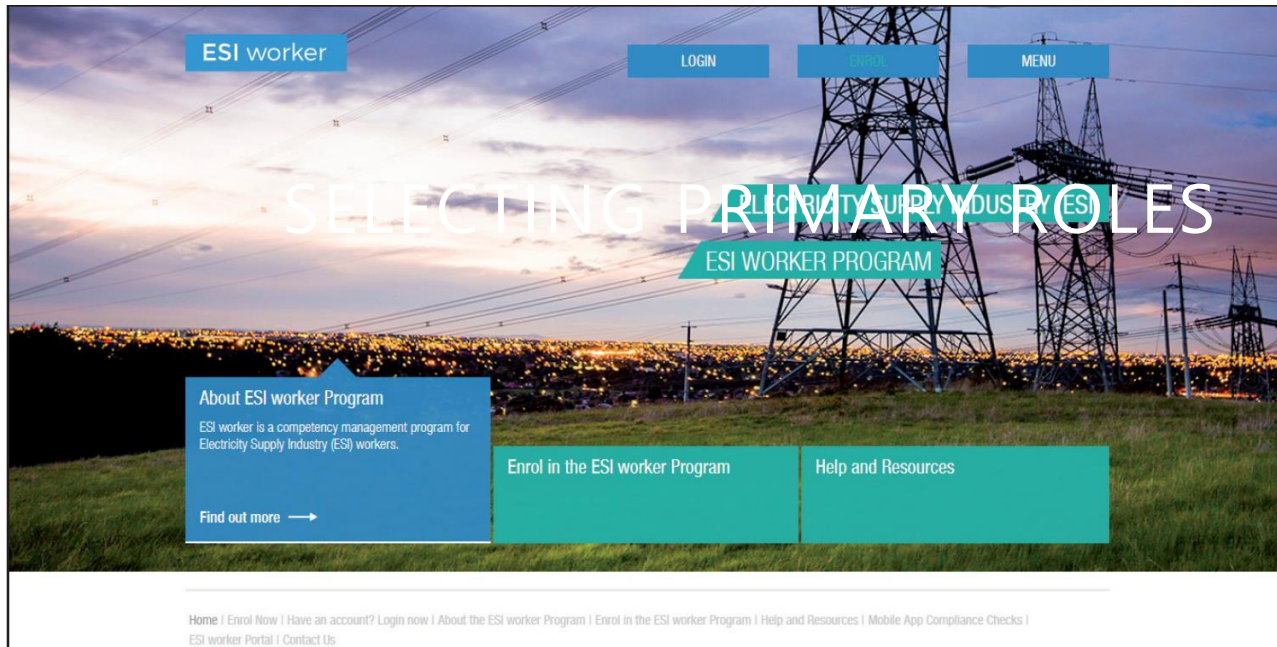
Selecting Primary Roles for an ESI Worker

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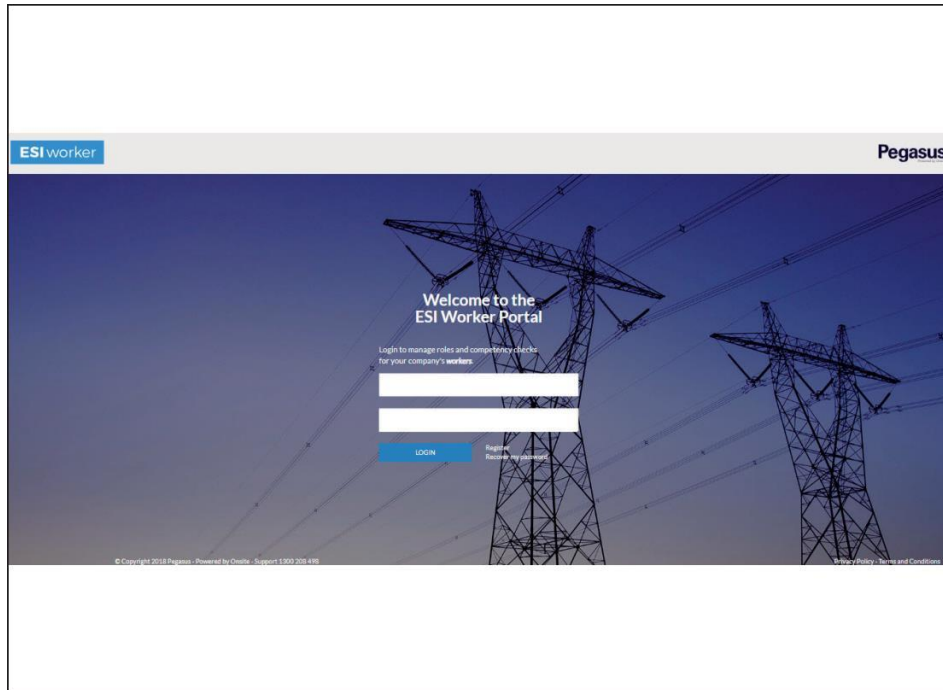
ESI worker

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



Step 1

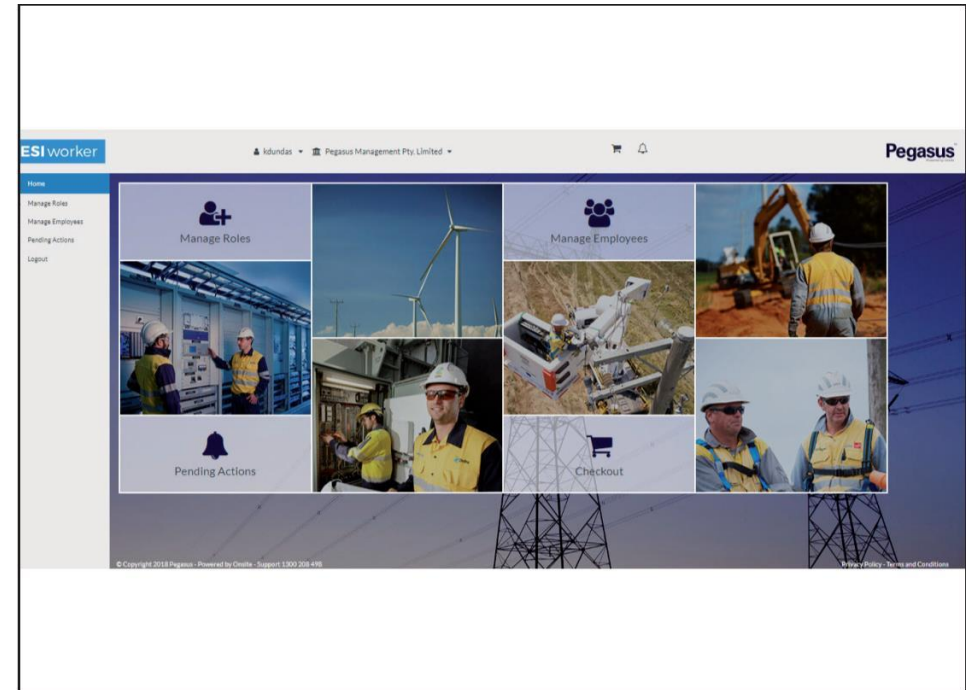
Please go to <http://www.esiworker.com.au> and click on "Login" in the top menu bar.



Step 2

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

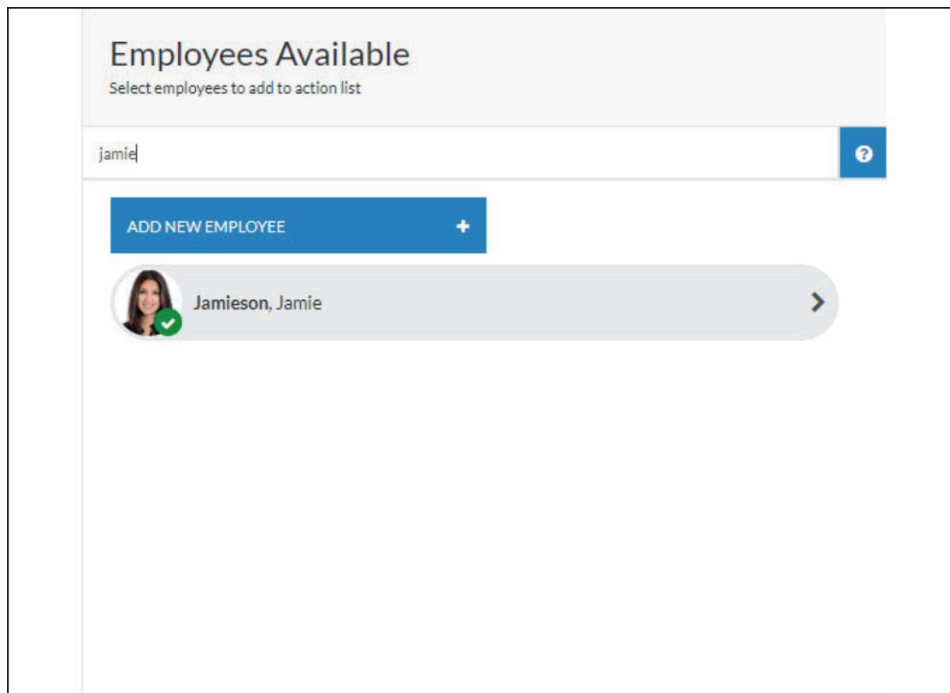
Note: the password is case sensitive.



Step 3

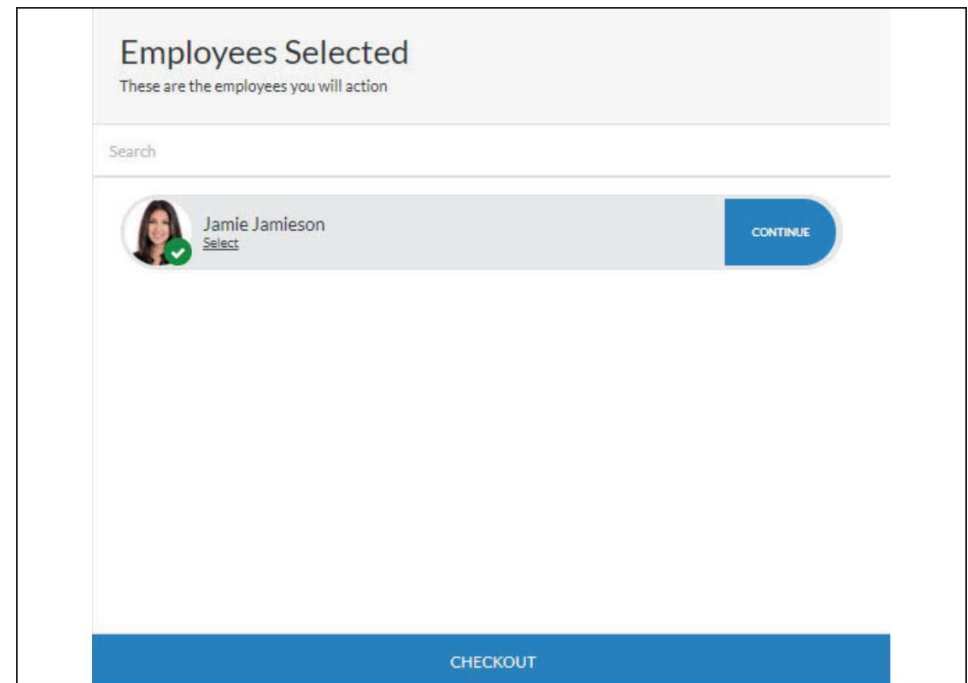
On the home page of your portal, use the dashboard tile or the side menu to select "Manage Roles".

SELECTING PRIMARY ROLES



Step 4

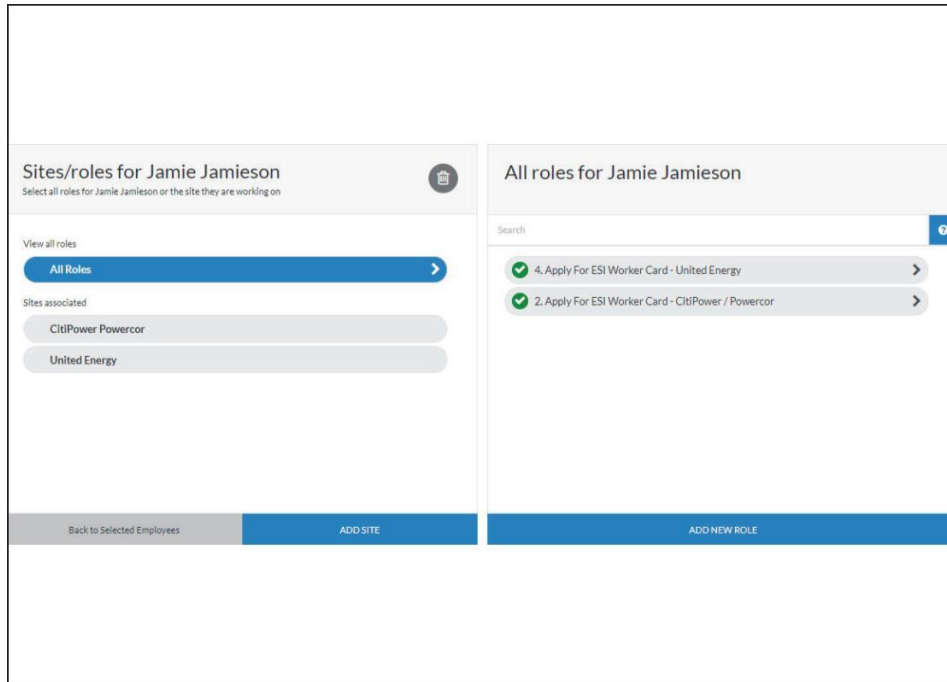
Search for and select the worker whose primary role you need to add.



Step 5

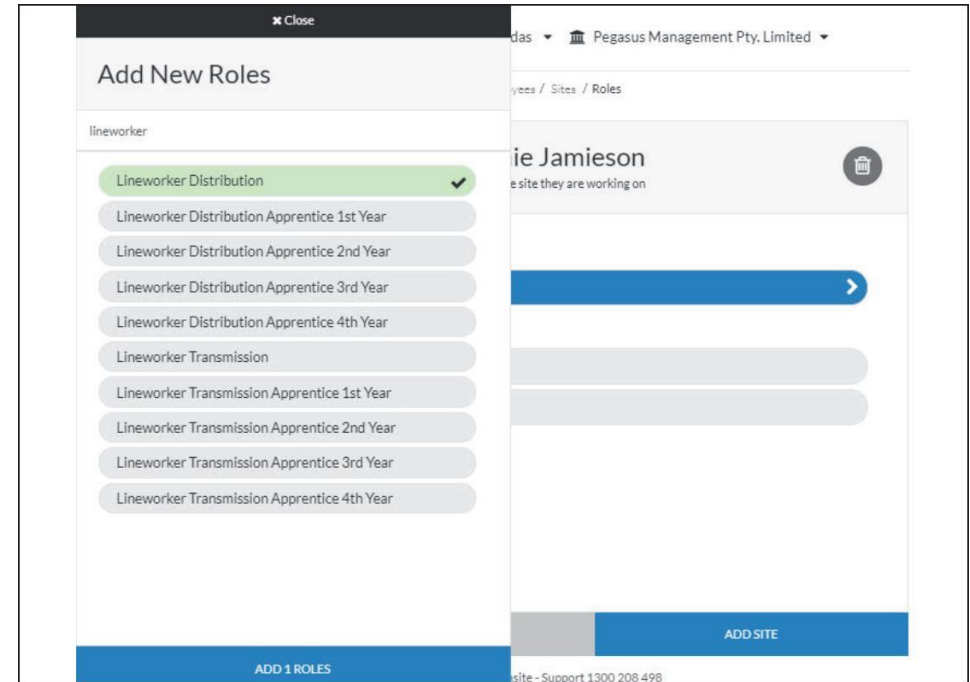
Select "Continue".

SELECTING PRIMARY ROLES



Step 6

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



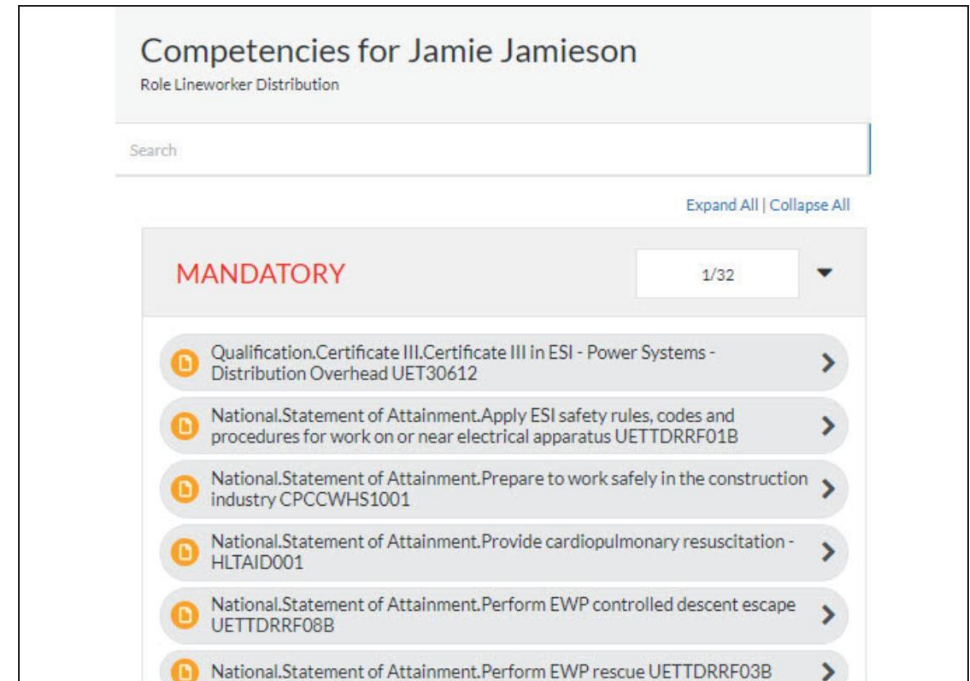
Step 7

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



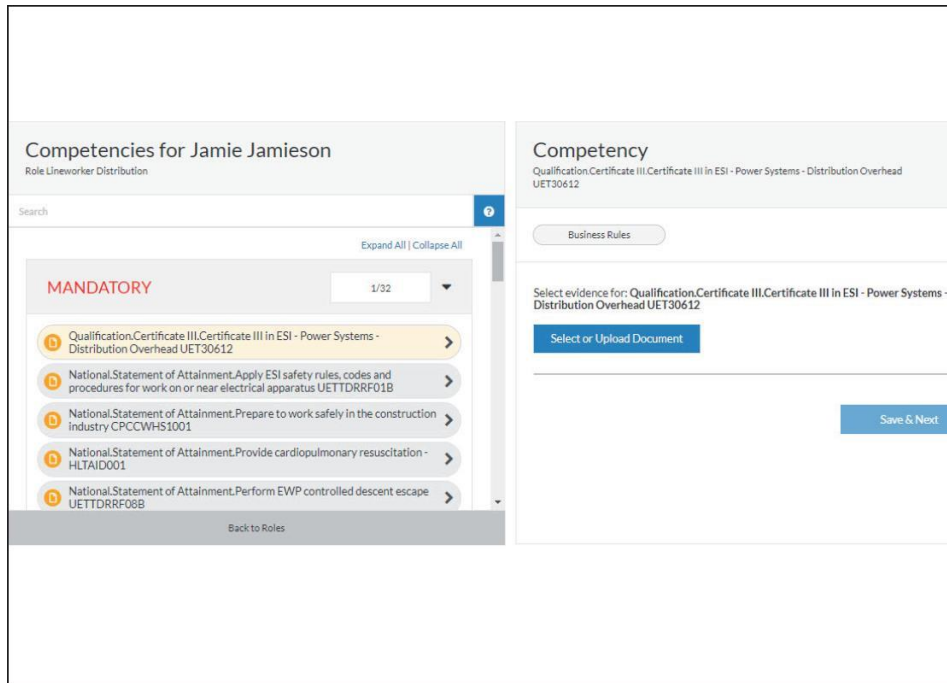
Step 8

Select the role you have just added.



Step 9

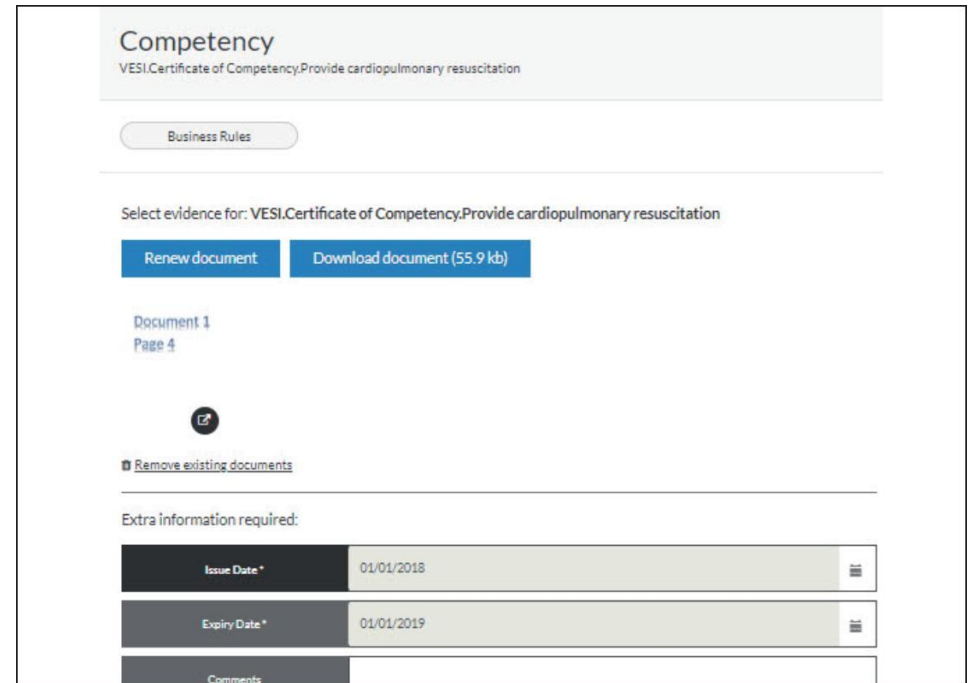
You will now be required to upload mandatory and/or conditional documentation for the role(s) you have added.



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.

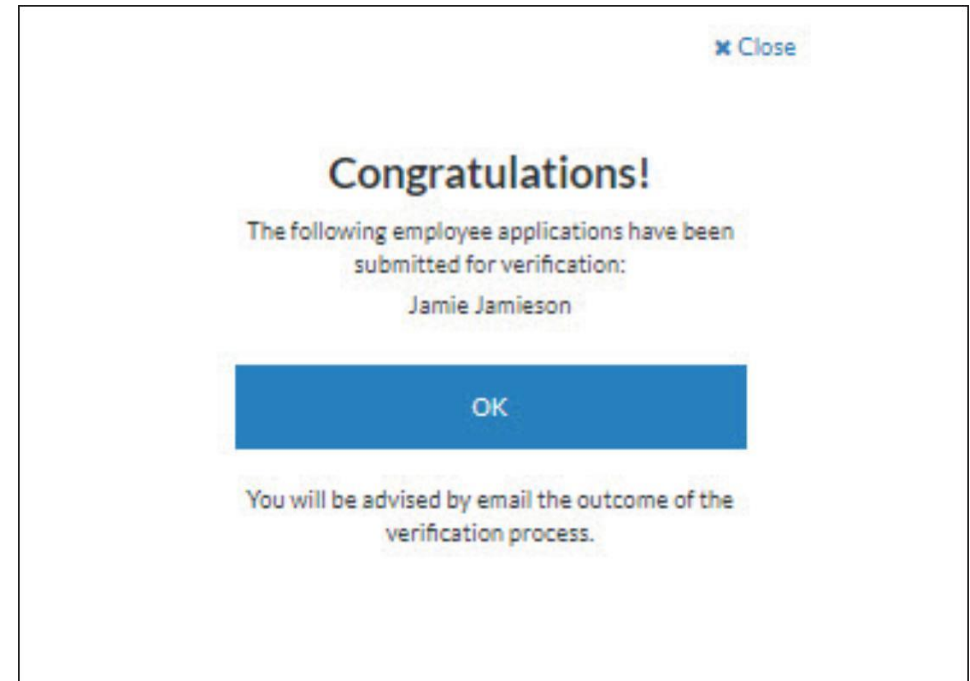
The screenshot shows a web form titled "Competency" with the subtitle "VESI.Certificate of Competency,Provide cardiopulmonary resuscitation". Below the title is a "Business Rules" button. The form indicates "Document 1 Page 4" and features a document upload icon. A link "Remove existing documents" is present. Under "Extra information required:", there are three input fields: "Issue Date*" with the value "01/01/2018", "Expiry Date*" with the value "01/01/2019", and a "Comments" field. At the bottom right, there are "Next" and "Submit" buttons.

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"



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.



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