

Disability
Skills
Passport

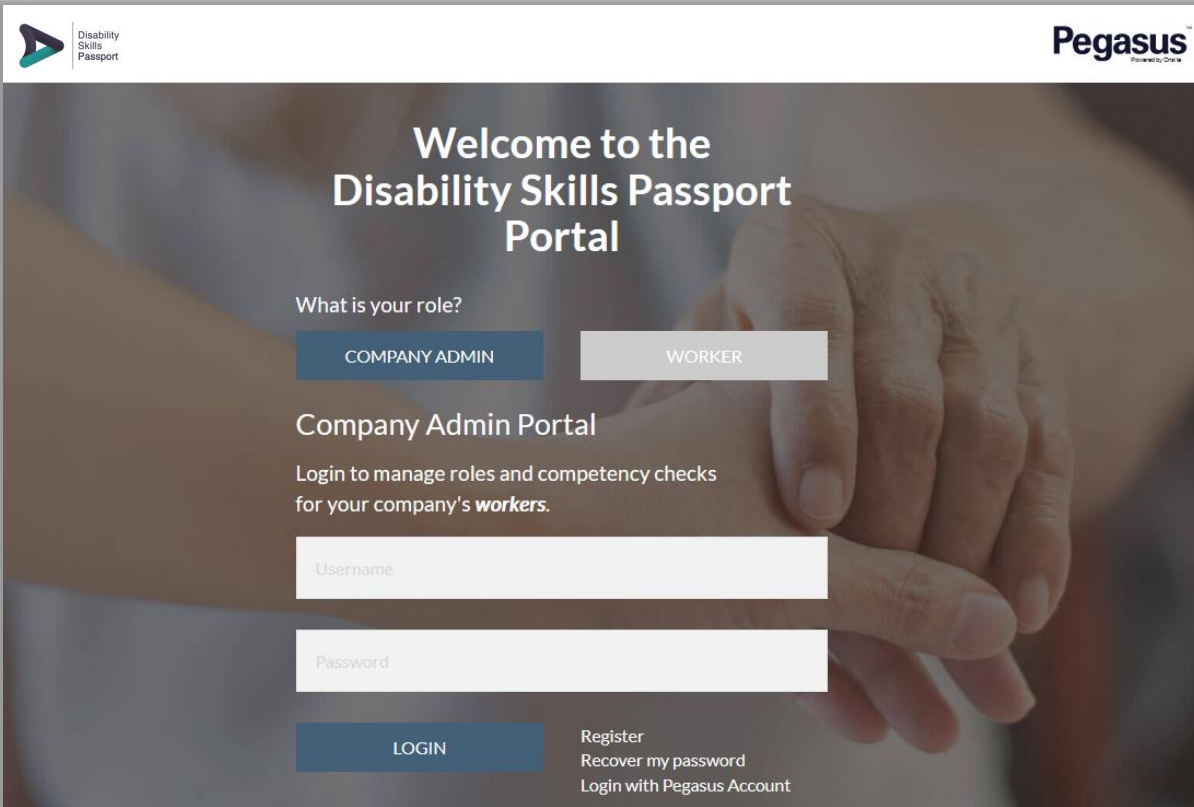
Role Portal

Register Companies Guide
V1.2

■ Register Your Company

Follow this step-by-step guide to register a new company in the Disability Skills Passport Portal.

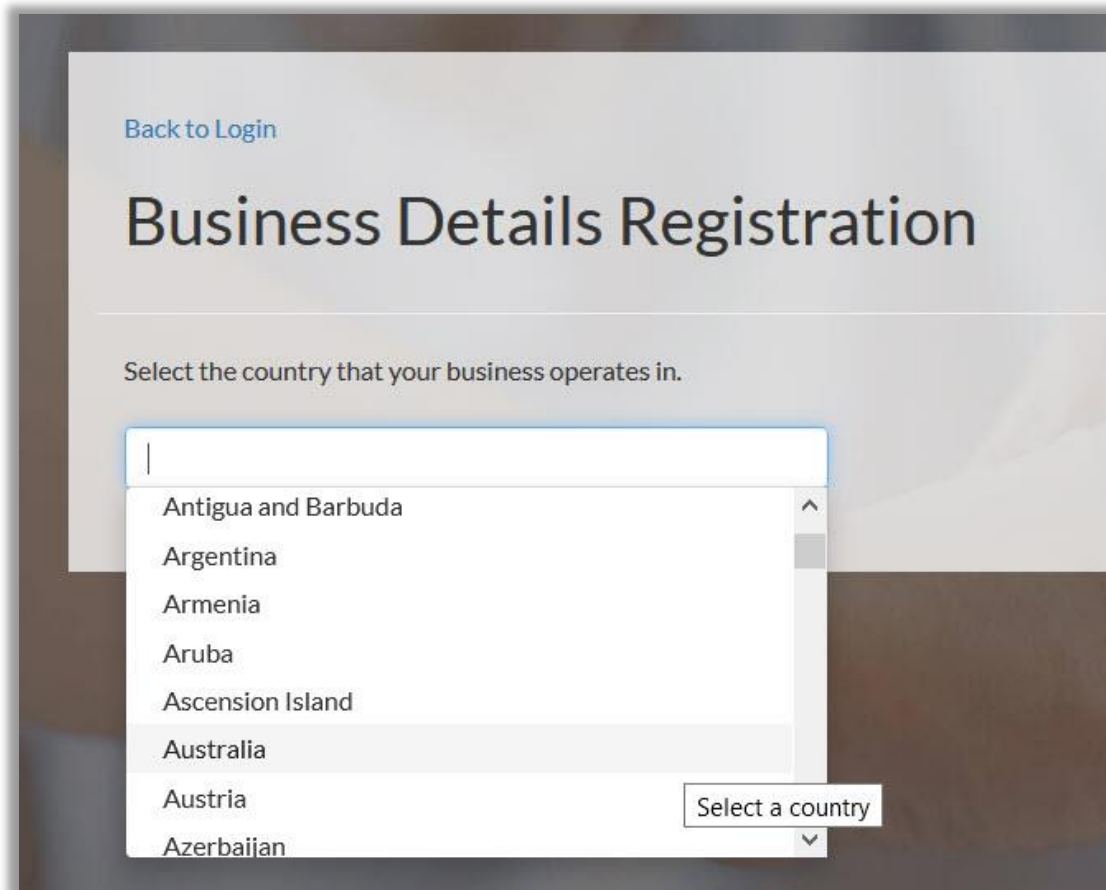
Registration is required in order to have your company add and manage your workers.



The screenshot shows the login page for the Disability Skills Passport Portal. At the top left is the 'Disability Skills Passport' logo, and at the top right is the 'Pegasus Powered by Onsite' logo. The main heading reads 'Welcome to the Disability Skills Passport Portal'. Below this, a question 'What is your role?' is followed by two buttons: 'COMPANY ADMIN' (highlighted in blue) and 'WORKER' (grey). Underneath, the 'Company Admin Portal' section is titled, with a sub-heading 'Login to manage roles and competency checks for your company's *workers*.' This is followed by two input fields for 'Username' and 'Password'. At the bottom left is a blue 'LOGIN' button. On the bottom right, there are three links: 'Register', 'Recover my password', and 'Login with Pegasus Account'.

1. Go to <https://dsp.poweredbyonsite.com> to start the registration process
2. Select the **Register** button

■ Register Your Company




The screenshot shows a web form titled "Business Details Registration". At the top left, there is a link "Back to Login". The main heading is "Business Details Registration". Below the heading, there is a prompt: "Select the country that your business operates in." A dropdown menu is open, displaying a list of countries: Antigua and Barbuda, Argentina, Armenia, Aruba, Ascension Island, Australia, Austria, and Azerbaijan. The "Australia" option is highlighted. A small box with the text "Select a country" is positioned over the bottom right of the dropdown menu.

3. Select the **Country** your company is registered in. This will be **Australia** in most cases.

■ Register Your Company

Australian Business Number

Registered Entity Name: Fixcom Computer Services

ABN: 15002942930

Select Preferred Business Name

Energy Rating Assessor Australia	<input type="button" value="Register"/>
Fixcom	<input type="button" value="Register"/>
Fixcom Computer Services	<input type="button" value="Register"/>
Pegasus Computers	<input type="button" value="Register"/>

4. Enter in your Australian Business Number (ABN) and press the **Search** button

5. This will show a list of Business Names that your company has. Click **Register** against the preferred business name you wish to use in the Portal. Your company will be registered with Pegasus as this business name.

■ Register Your Company

Business Details Registration

Please complete the business details form below.

Business Details

Country*	Australia
Business Number*	15002942930
Registered Name*	Pegasus Computers

6. Once Register is pressed, the details will now show in the Business Details section.

7. You can now continue with the Process.

■ Register Your Company

Contact Details

First Name *	David
Last Name *	Smith
Email *	dsmith@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.

Phone & Fax Details

Business Phone *	0420202020
Business Fax	Business Fax

I declare that I am the administrator of this company

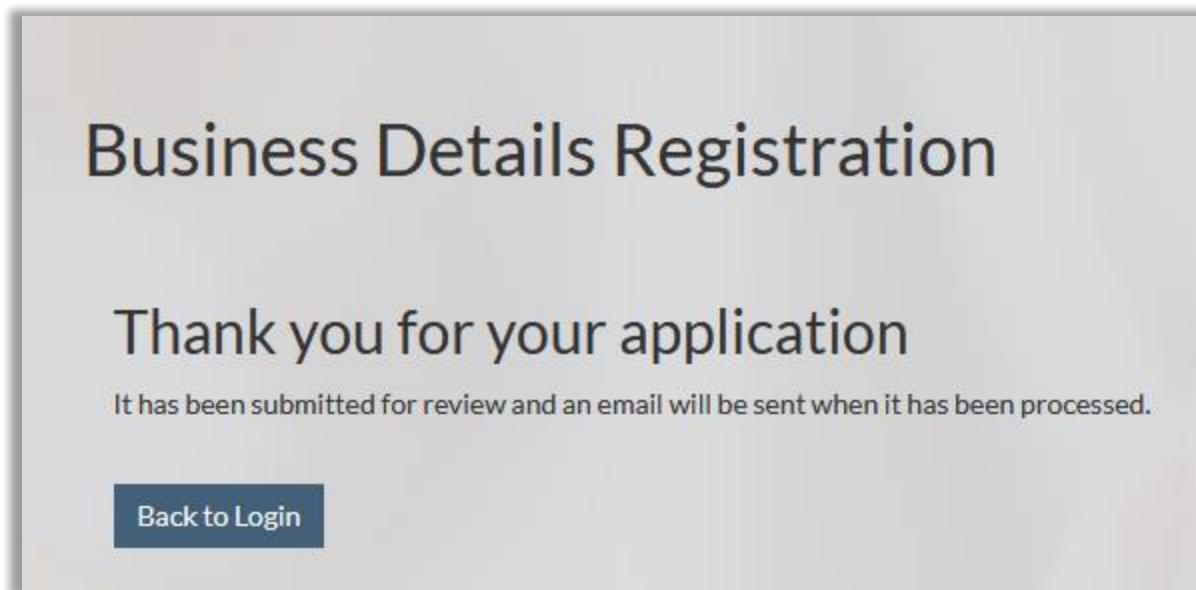
You must agree to the Terms & Conditions.

[Request Registration](#)

8. Complete the remaining sections for your company registration. Items with a red asterisk are mandatory fields.

9. Once all the required sections are complete, press request registration.

■ Register Your Company



10. Once registration is submitted, you will be presented with this screen.

11. Check the email that you entered in during the registration process, and it should shortly have an email arrive that gives you the required Worker Portal login information.

Register Your Company

User Account for David Smith



Onsite Track Easy <do_not_reply@onsitetrackeasy.com.au>
To [REDACTED]@pegasus.net.au

Dear David Smith,

You have been given a login to Disability Skills Passport by Damien Challen from Onsite Track Easy to represent **Pegasus Computers**. This allows you to access both the Disability Skills Passport portal and Onsite Track Easy.



Disability
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The Portal

Use the portal to register your employees with the Disability Skills Passport. You may also change your username and password with User Settings in the menu. For further assistance please contact Disability Skills Passport.

Email: support@onsitetrackeasy.com.au

Phone: 1300441433

An email will be sent to the registered email address letting them know the company has been registered.

The examples on the left show what you can expect to receive.

These login details regarding Onsite Contractor Basic are then used to log into the Disability Skills Passport portal as well.



onsite track easy

Onsite Track Easy

Your company has been entered in the **Onsite Track Easy** database by Damien Challen from Onsite Track Easy due to your company's contract work. Onsite is a risk management system for compliance records such as company certifications, employee competencies, training and site access.

You have been given a login to **Onsite Contractor Basic**. This is a website where you can view basic data for your company from all sites using Onsite Track Easy. If you would like enhanced access to your data you can activate a Free Trial of **Onsite Contractor Full**.

Username: [REDACTED]

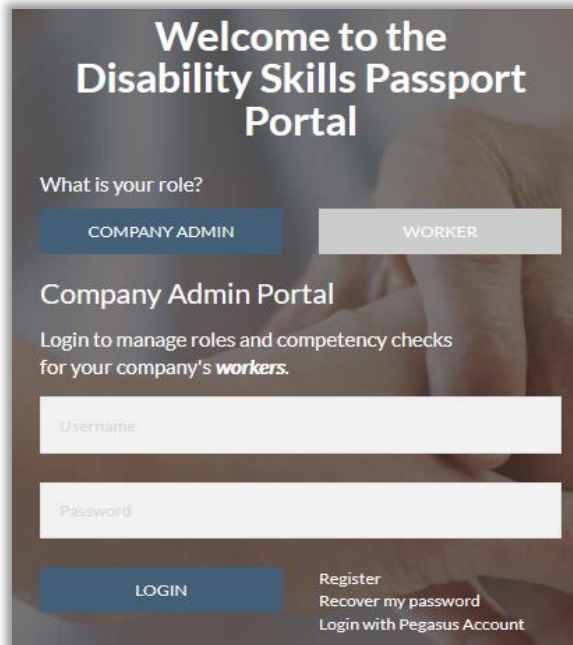
Password: [REDACTED]

To change your username and password, login and choose **my user account** on the **person** menu. Then click **change username** or **change password**.

A [user guide](#) is available for your reference. For additional support, email support@onsitetrackeasy.com.au.

Keep these details stored for future use.

Register Your Company



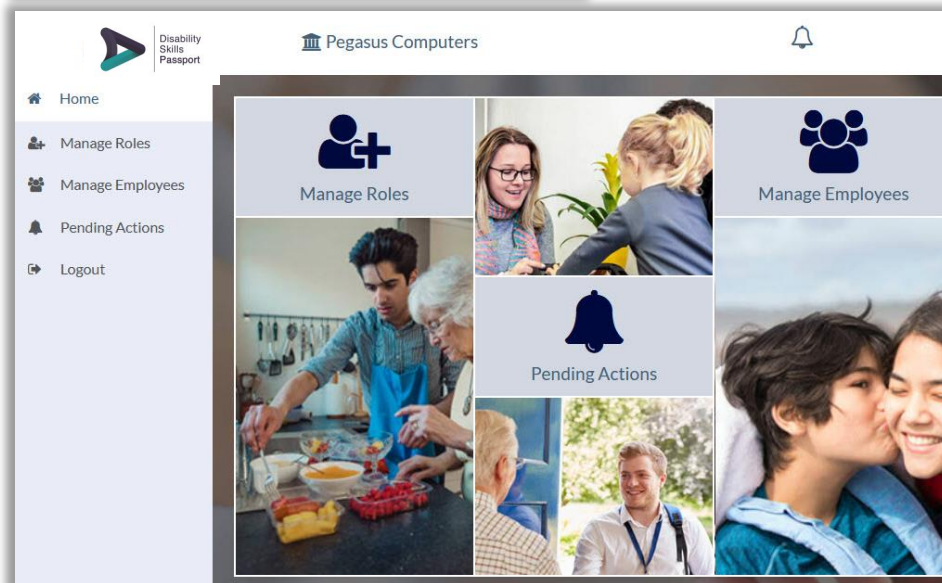
You can now return to the login page and login with the details you received on your email from Pegasus.

Enter your username and password and press **Login**.

That website address again is :

<https://dsp.poweredbyonsite.com>

Ensure you are logging under the Company Admin option. This is where you will, as an administrator, manage your workers moving forward.

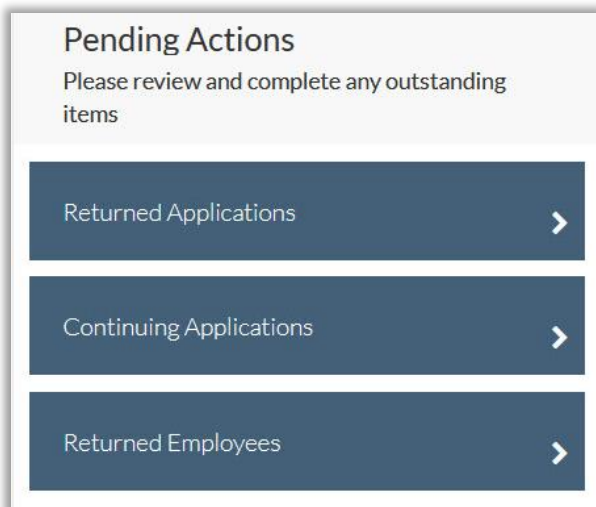
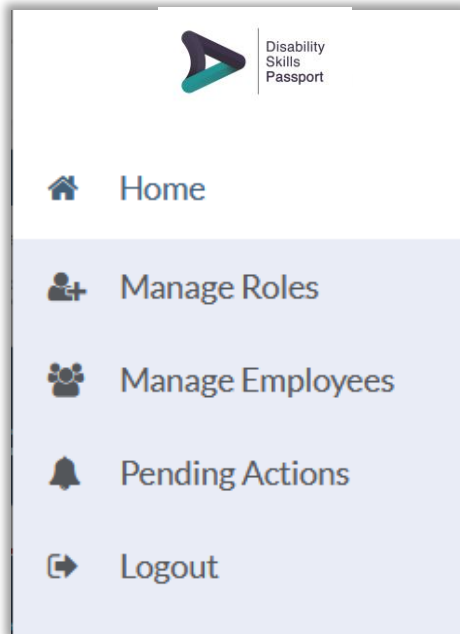


Once logged in you can now see your company name listed at the top. (e.g. Pegasus Computers).

You now have access to manage workers in the portal as well as items on the menu.

For Information on how to Manage Workers, see our additional user guides.

■ Register Your Company



A brief introduction to the Action Menu Items.

Home – This will always return you to the front page of the portal with the full view of the tiles.

Manage Roles– This is where you will add and edit roles for your workers.

Manage Employees– This is used to add new workers and modify their personal data. You can also invite them to the Individual worker portal and End Employment, which are options covered under the worker role portal guide.

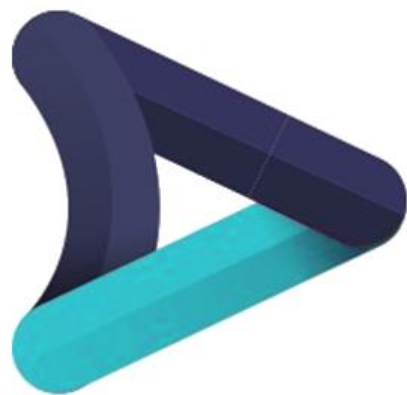
A brief introduction to the Pending Actions Page.

Returned Applications– Should an application for a new role be returned due to an issue, you can see those here.

Continuing Applications– You can continue role applications that have been started but not yet finished here.

Returned Employees– Should an application for a new employee be returned for any reason, you can view that here.

These are covered in detail in the worker role portal guide.



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For any Questions or Assistance Please Call

1300 192 365

Or Email [**dsp@pegasus.net.au**](mailto:dsp@pegasus.net.au)