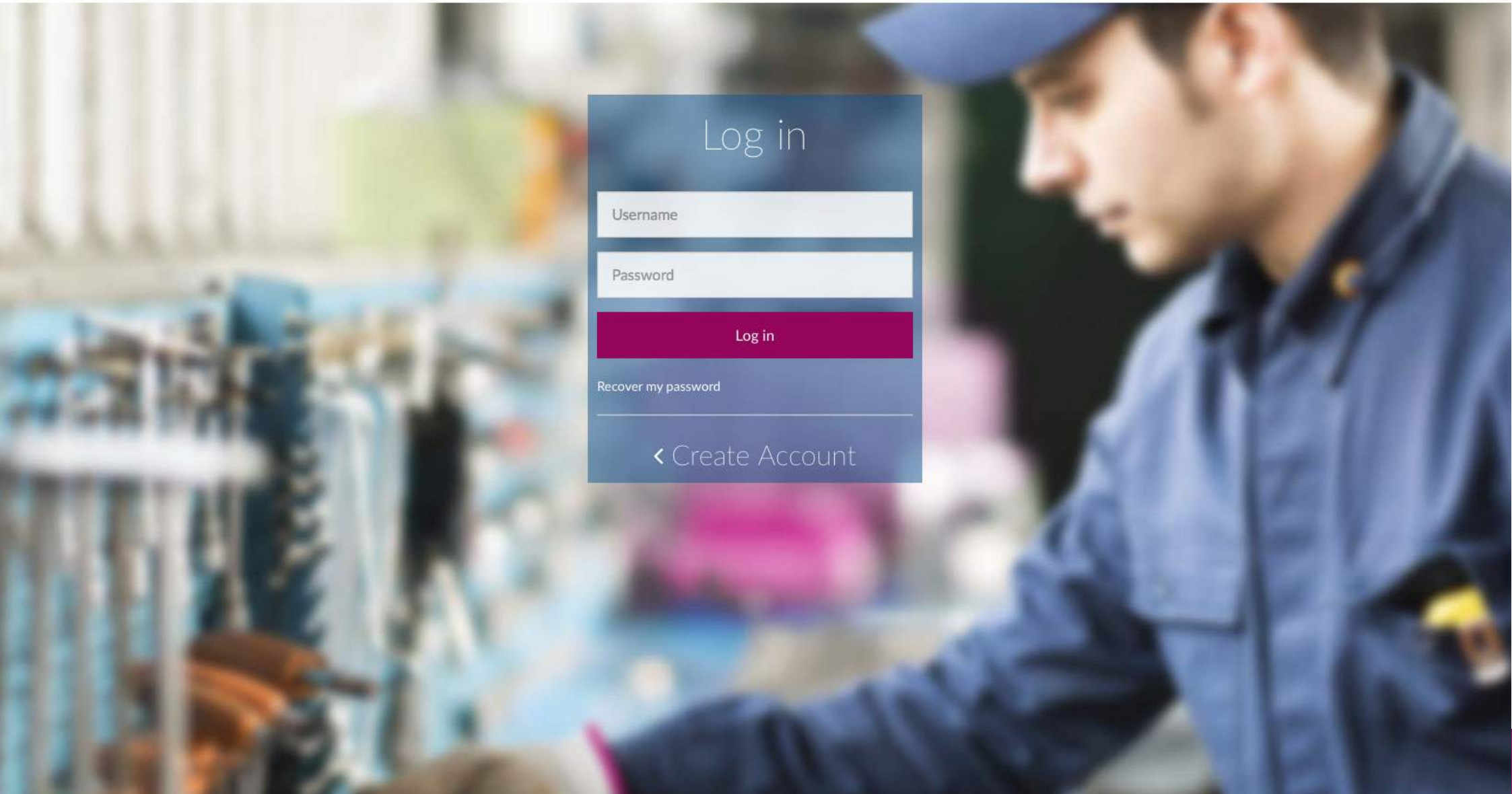


Community Select Authorised Contractor System User Guide - Renewing a Document



Community Select Authorised Contractor System
For Questions or Assistance please call 1300 305 072



Log in

[Recover my password](#)

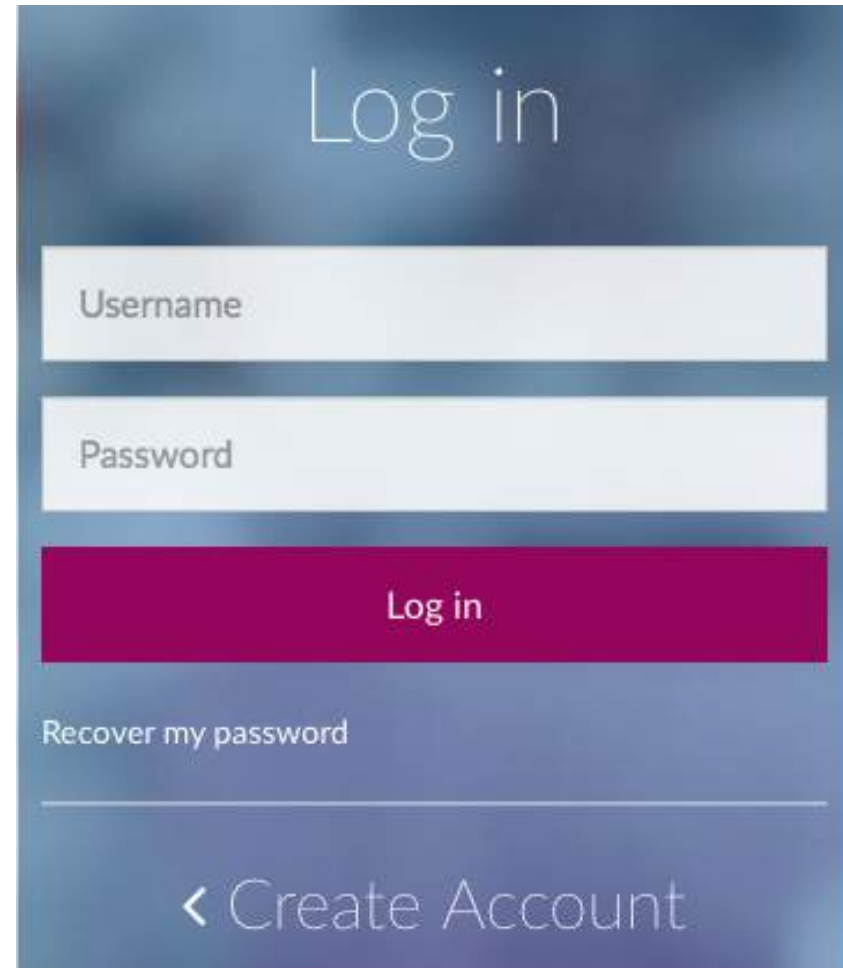
[< Create Account](#)

Logging In

Community Select Authorised Contractor System

Please follow this step-by-step guide to renew a document in the Community Select Authorised Contractor System.

Start in the system here >



Log in

Username

Password

Log in

Recover my password

< Create Account

Step 1>

To sign in, enter the username and password that you created.

Renewing a Document

The screenshot shows the 'Community Select Authorized Contractor System' dashboard. At the top left is the 'Community SELECT' logo. In the center, it says 'Community Select Authorized Contractor System' with a contact number '1300 305 072'. At the top right is the 'Pegasus' logo, 'Powered by Onsite'. A left-hand navigation menu includes: Home, Register Business Details, Manage My Business Details, Manage My Office Locations, and Logout. The main content area features a grid of tiles: 'Manage My Business Details' (top left), 'Competency Management' (top middle), 'Register Business Details' (top right), 'Manage My Office Locations' (middle left), 'Induction & Learning Management' (bottom middle), and 'Powered By Onsite' (bottom left). The right side of the dashboard is a vertical collage of images showing construction workers in various settings.

Step 2>

Click on “Manage My Business Details” in the menu down the left hand side or the top left corner.

- Home
- Register My Business
- Business Details
- Branch Listings
- Logout

< Business Details !

Detail Contacts **Compliance** Document Library Transaction History

Overview

✔ 1/1 Subscriptions ! 0/4 Certificates

Subscriptions

Search Q

Name	Description	Expiry Date	Status
Category 2	Category 2. Not AS/NZS 4801 Certified. Requires an SMS Review	8/01/2017	Active

Certificates

Search Scopes Q

Name	Issue Date	Expiry Date	Status
Income Protection Insurance	8/01/2016		Pending
NSW - Air Conditioning	8/01/2016		In Progress
NSW - Air Con Refrigerant and Service	8/01/2016		In Progress
Public and/or Product Liability Insurance	8/01/2016		In Progress

Step 3>

Click on the “Compliance” tab.

Step 4>

Click on the name of the document that you would like to renew.

< Workers Compensation Insurance NSW

Description: Workers Compensation Insurance NSW

View Document

Status: Active

Validity Period: 31/01/2015 - 31/01/2016 0 days

Policy Number: WCC000000007

Amount:

Renew

History

Name	Issue Date	Expiry Date	Status	Comment
Workers Compensation Insurance NSW	31/01/2015	31/01/2016	Not Active	View Document

Step 5>

Click on "Renew."

< Workers Compensation Insurance NSW

1. Upload File

Drag-and-drop file or

Select

2. Data: Additional Information

Policy Number	Member ID	Member ID
	00000000	
Insured		
Name		
Amount		
Rate	Amount	
	0	
	0	
	0	
	Total 0	
Comments		
Comments		
End		
Continue		

History

Name	Issue Date	Copy Date	Status	Comments
Workers Compensation Insurance NSW	2022-02-10		In Progress	
Workers Compensation Insurance NSW	2021-08-2015	2021-08-2015	Not Active	Initial File upload

Step 6>

Upload the document by dragging the file into the “Upload File Box” or click on “Select” to search for the document in your computer files.

Workers Compensation Insurance NSW

1. Upload File

Drag and drop file or

Select

2. Data: Additional Information

Policy Number	Start Date	Expiry Date
<input type="text"/>	<input type="text" value="20/01/2014"/>	<input type="text"/>
Covered		
<input type="text"/>		
Type		
<input type="text"/>		
Amount	Amount	
Rate	Rate	
<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>	
		Total
		<input type="text" value="0"/>
Comments		
<input type="text"/>		
Comments		
<input type="text"/>		
		<input type="button" value="Exit"/>
		<input type="button" value="Continue"/>

History

Policy	Issue Date	Expiry Date	Status	Comment
Workers Compensation Insurance NSW	20/01/2014		In Progress	
Workers Compensation Insurance NSW	20/01/2014	20/01/2014	Not Active	Initial Document

Step 7>

Enter the start date and expiry of the document.

Step 8>

Once all of the required information has been entered, click "Continue."

Certificates

Search Scopes 

Name	Issue Date	Expiry Date	Status
Queensland - Pool Maintenance	3/02/2016		Pending
Public and/or Product Liability Insurance	2/02/2016		In Progress
Income Protection Insurance	2/02/2016		In Progress

Step 9>

The renewed document will now show as pending.

Thank you, your submitted document will now be reviewed by Pegasus.

For questions or assistance please call 1300 305 072

- Home
- Register Business Details
- Manage My Business Details
- Manage My Office Locations
- Logout




Manage My Business Details




Competency Management



Register Business Details



Manage My Office Locations



Powered By Onsite



Induction & Learning Management

