



RAIL SAFETY WORKER

User Guide: Subscription Renewals

Login to the Rail Safety Worker Portal



LOGIN

Go to <https://rsw.poweredbyonsite.com>

Enter your username and password and click "Login"

Login to the Rail Safety Worker Portal

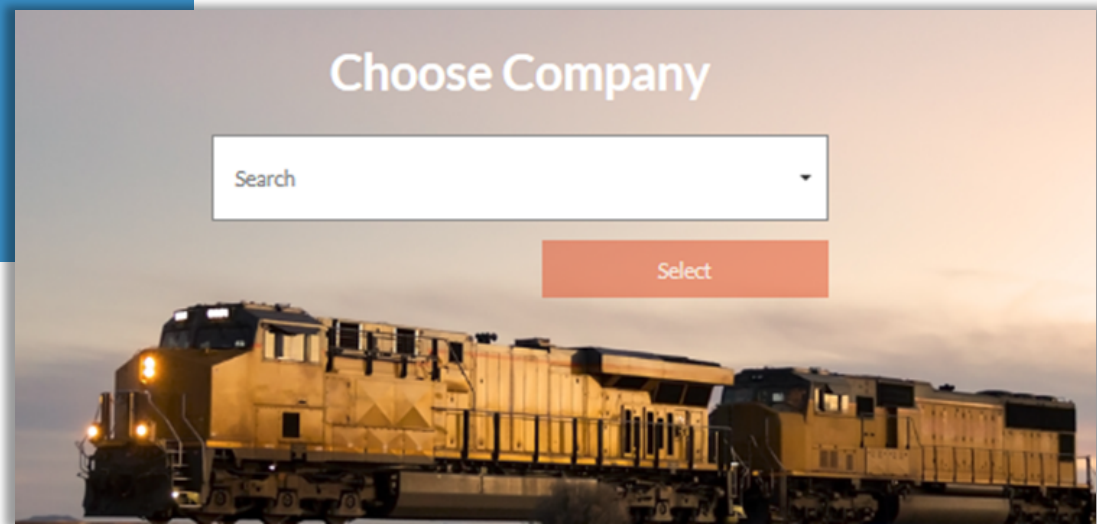


LOGIN

After login, if you are associated to multiple companies, you will be taken to the “Choose Company” page.

If you are not associated to more than one company, follow the direction on the following page.

- You can view any company that you are associated with by entering the company name here and clicking “Select” when you find the company name and click on it.



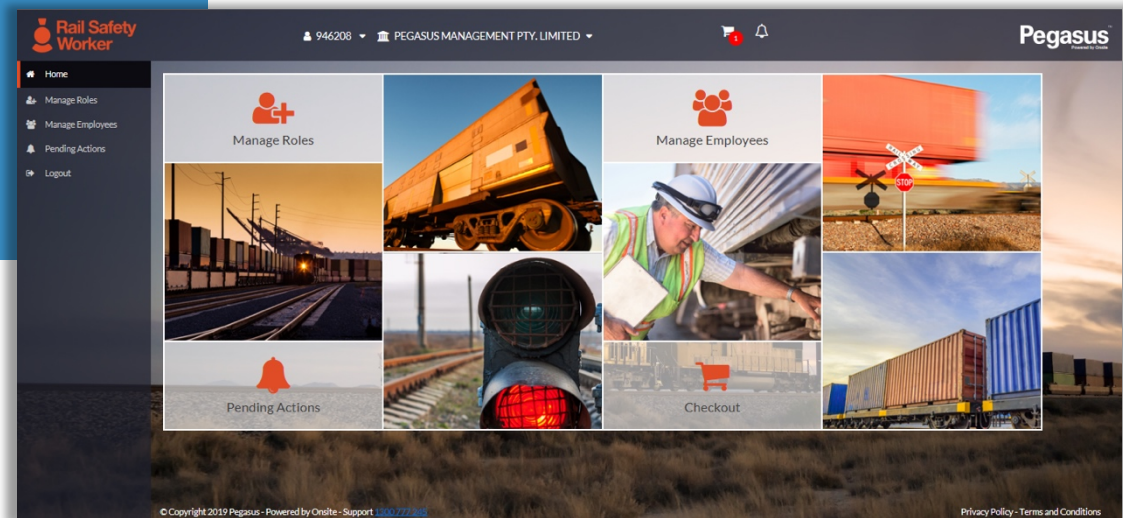
Login to the Rail Safety Worker Portal



LOGIN

If you are not associated to more than one company, you will be taken to the portal home page.

- This page is where you start most of the functions you will need to manage your workers.
- You can add or look up workers, manage their roles, and check “Pending Actions”.





SUBSCRIPTION RENEWALS

Pending Actions

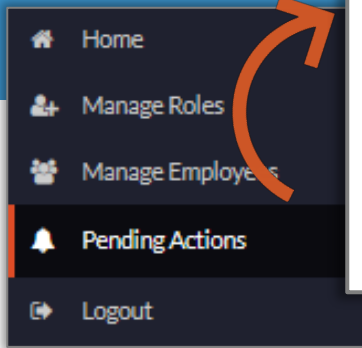


Steps:

Click on “Pending Actions” to view any Continuing Applications, Returned Applications, Returned Employees and Subscription Renewals.

Select “Subscription Renewals”

- Subscription Renewals will list all cards that have a subscription that is due to or has expired.



Pending Actions

Please review and complete any outstanding items

- Subscription Renewals >
- Returned Applications >
- Continuing Applications >
- Returned Employees >

Pending Actions



Subscription Renewals

Click on the cardholder you want to renew or click on “Add All to Cart” to process all subscription renewals at once.

- When you have selected the cardholder/s to renew, click on “Checkout” at the bottom of the screen.

Subscription Renewals

ADD ALL TO CART

Search

Person:	Expiry Date:	Add To Cart
[Redacted]	17/04/2017	
Person:	Expiry Date:	Add To Cart
[Redacted]	27/04/2018	
Person:	Expiry Date:	Add To Cart
[Redacted]	27/05/2018	
Person:	Expiry Date:	Add To Cart
[Redacted]	27/05/2018	
Person:	Expiry Date:	Add To Cart
[Redacted]	27/05/2018	

CHECKOUT

Checkout



Steps:

Click on the “Checkout” icon located at the top of the portal screen to process payments of Rail Safety Worker card Subscription renewals.

Choose your preferred payment method and click on “Checkout”

- When you are processing an update or new card order you will have Checkout buttons in the persons profile but you can always access the checkout form anywhere in the portal by clicking the icon.
- You will be able to download the tax invoice straight after a successful checkout process however, the system will email one to the company administrator email also.

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Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR002	Card Purchase		2	\$100.00	\$200.00
CAR002	Registration, Subscription, ID Check, Card, Roles for Gerard Smith.	Edit	1	\$100.00	\$100.00 ✖ Remove
CAR002	ID Check, Card, Roles for Ann Smith.	Edit	1	\$100.00	\$100.00 ✖ Remove
Subtotal:				\$200.00	
Tax (10%):				\$20.00	
Total:				\$220.00	

[Credit / Debit Card](#)
[PayPal](#)
[Back](#)

[Checkout \\$](#)



FOR ASSISTANCE

CALL **1300 309 566**

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VISIT **railsafetyworker.com.au**