Rail Safety Worker

RAIL SAFETY WORKER

User Guide: Continuing Applications In Pending Actions

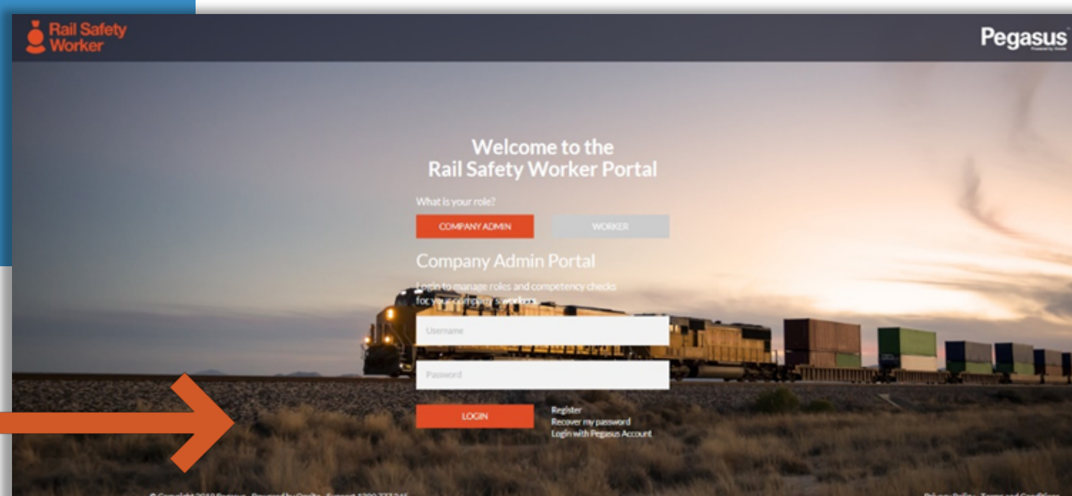
Pegasus

Login to the Rail Safety Worker Portal

LOGIN

Go to https://rsw.poweredbyonsite.com

Enter your username and password and click "Login"



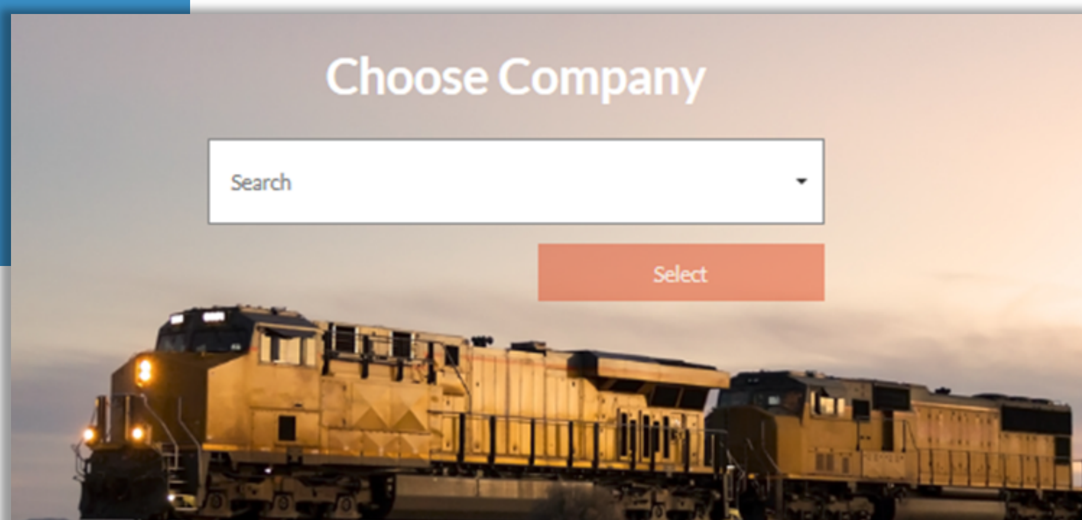
Login to the Rail Safety Worker Portal

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.

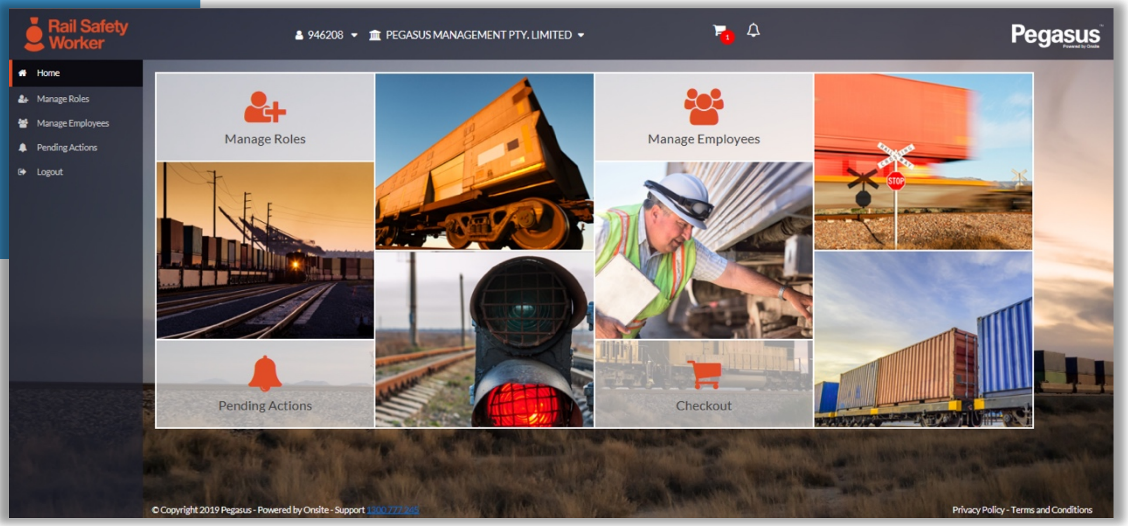


Login to the Rail Safety Worker Portal

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”.



PENDING ACTIONS – CONTINUING APPLICATIONS

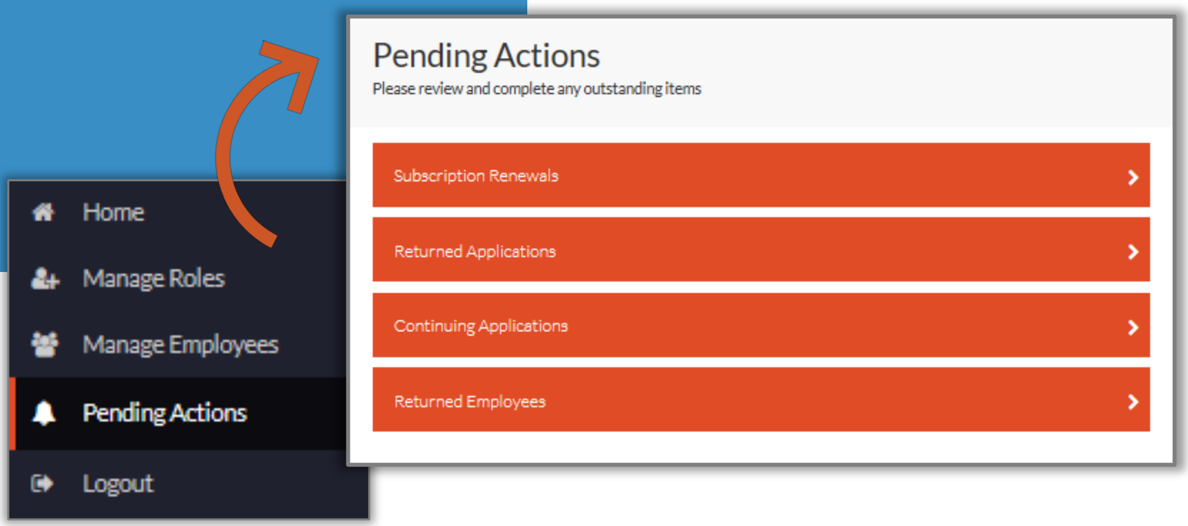
Pending Actions

Steps:

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

Select “Continuing Applications”

- Continuing Applications can cover new card orders and existing card updates that have not yet been submitted for verification.

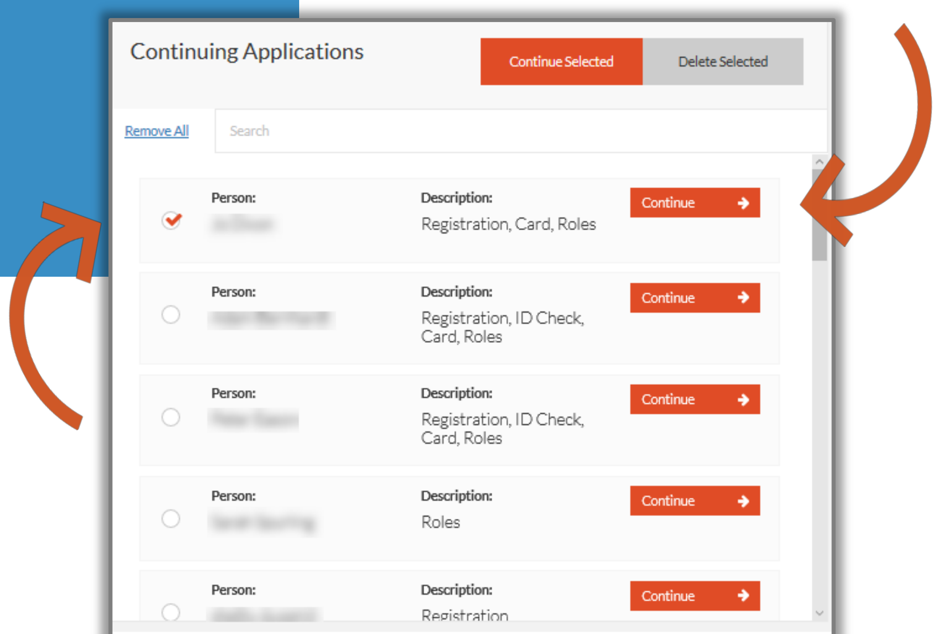


Pending Actions

Continuing Applications

Click in the radio button to select one or more continuing applications.
Click "Continue" when you have selected all you need.

- At the top of the screen you can click on "Continue Selected" and this will open a window with all the selected applications listed.
- If you need to delete an application – perhaps the person has changed employers – click in the radio button and then click "Delete Selected" You cannot delete a card application that has been paid for. The cardholder would need to have an "End Employment" process actioned on their profile.



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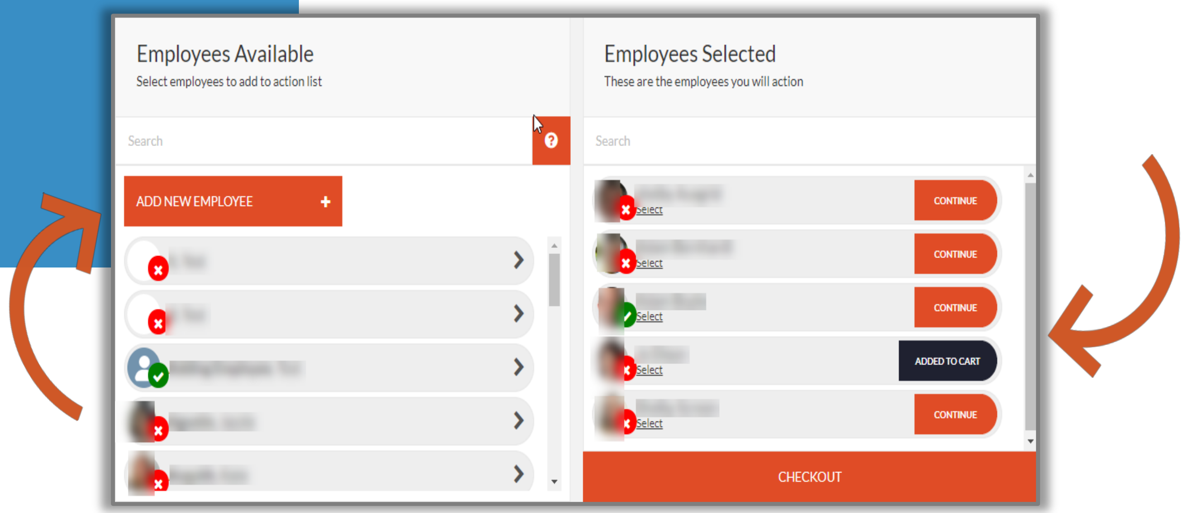
Pending Actions

Continuing Applications

Select “Continue/Submit/Checkout” for the employee’s application that you wish to continue.

You will be directed to the last saved section of the employee’s application.

- If you are directed to continue the **Subscription payment**, follow the steps from **page 10**
- If you are directed to continue the **role selection**, follow the steps from **page 12**



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CONTINUING APPLICATIONS FROM SUBSCRIPTION PAYMENT

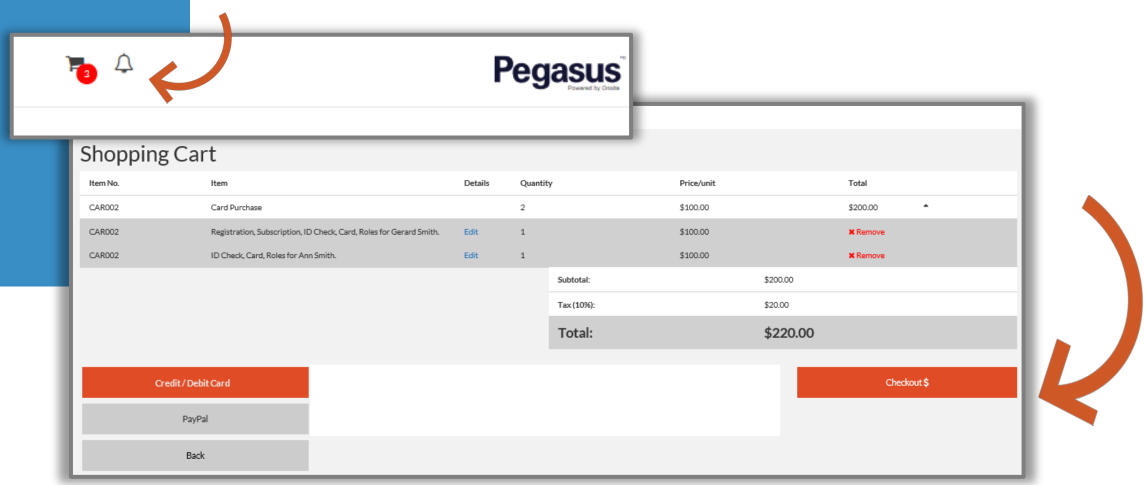
Checkout

Steps

Click on the “Checkout” icon at the bottom of the screen

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.



CONTINUING APPLICATIONS FROM ROLE SELECTION OR DOCUMENT UPLOAD

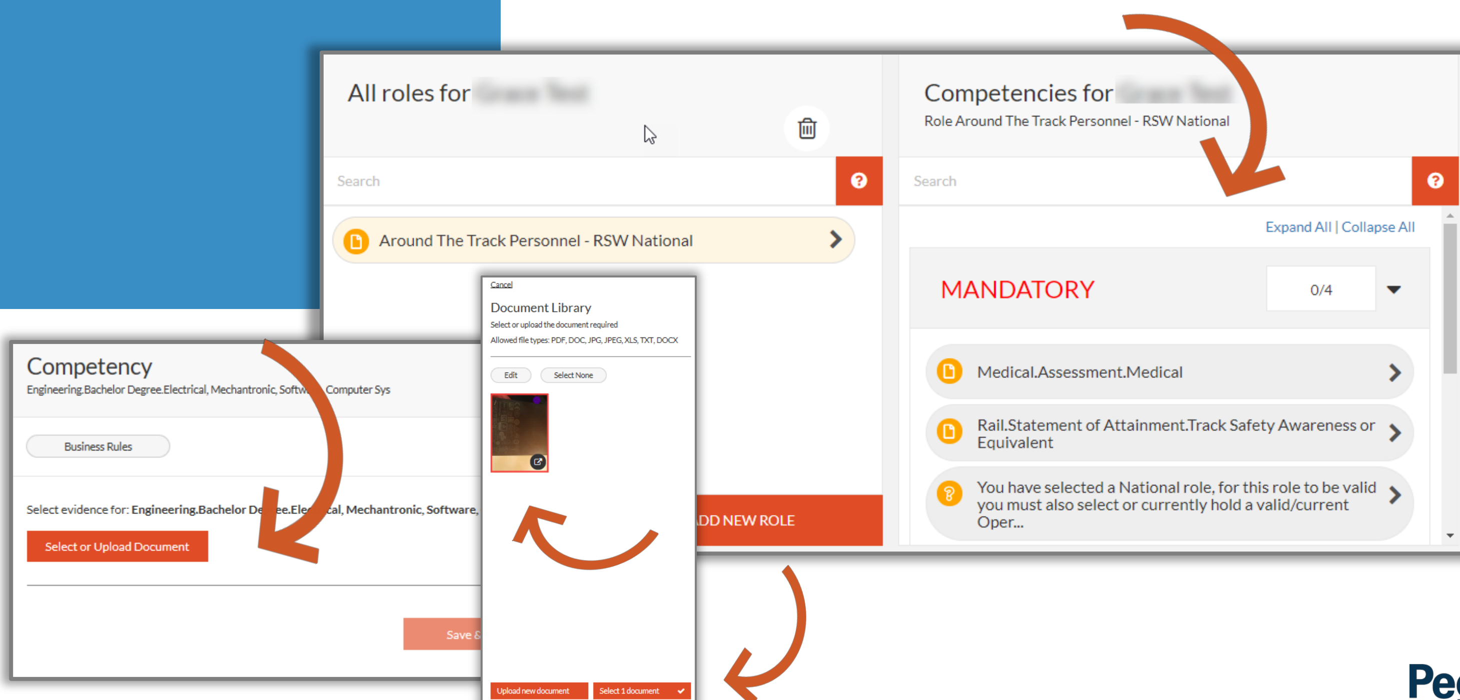
Checkout

Updating Work Roles

Select “Continue” to continue your employee’s profile and upload all required documentation

Click on the role to access the competency list.

- By clicking on the competency the upload option for this item appears on the right of the screen. Click to upload as many pages as is required.
- Select the pages needed for that competency and click “Select # Document/s”.
- You can also add new roles from here too. Just click the “Add New Role” button.



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FOR ASSISTANCE

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