



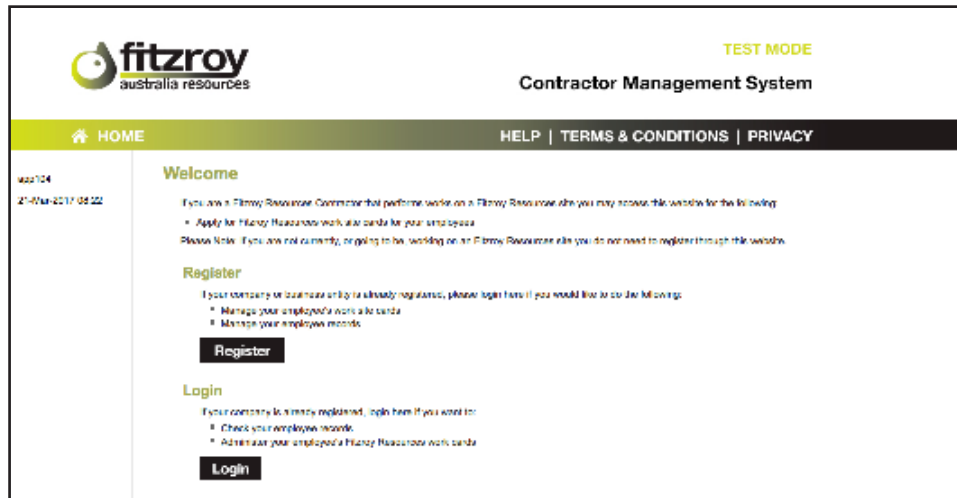
Fitzroy Resources

Contractor Management System

User Guide for Registering Your Company

Fitzroy Resources Contractor Management System

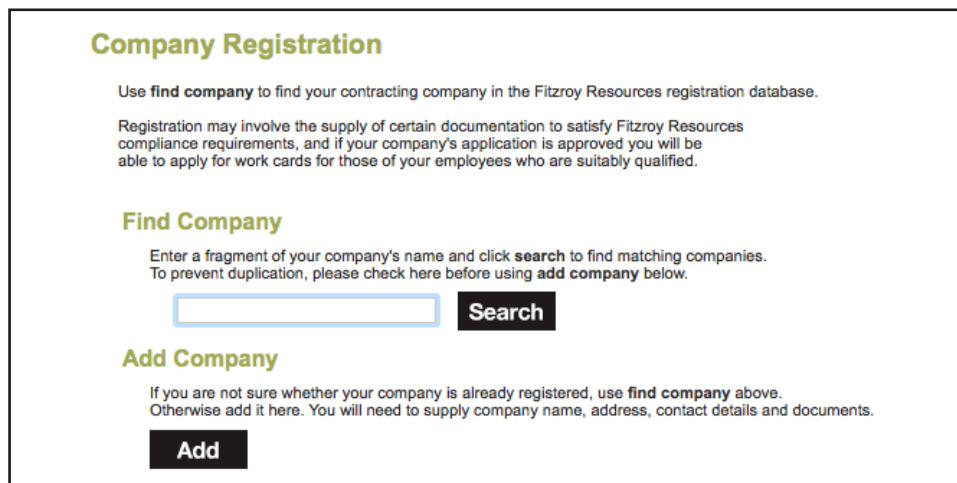
Please follow this step-by-step guide to register your company in the Fitzroy Resources Contractor Management System.



Step 1

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

Once on the home page for the Fitzroy Resources Contractor Management System, click "Register."



Step 2

Enter your company's name in the search field, then select "Search."

If your company is not existing in the portal, please select "Add."

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

ABN:

Country:

Lookup ABR

Continue

Step 3

Enter your company's ABN, then select "Continue."

Add Company

There are 2 names for this ABN.
Please **click the name** you wish to use for this company.

Main and Business Names

Name

Step 4

Select your company from the list of returned companies based on the ABN you supplied.

Add Company

To register your company please provide the following (* = mandatory).

1. Company

Name:

Country:

ABN:

Phone: *

Mobile:

Fax:

Website:

Postal Address

Address: *

Town: *

State/Province: *

Postcode: *

Delivery Address same as postal

Address:

Town:

State/Province:

Postcode:

2. User

First Name: *

Last Name: *

Email: *

3. Declaration

My name is: *

* I am an authorised representative of this company.

Submit

- ▶ When you click **submit** this information will be supplied to Fitzroy Resources Contractor Portal who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

Step 5

Complete the company information and select "Submit." Please ensure you enter all mandatory data marked with *.

Add Company

Thank you, _____ has been approved and you may now log into this portal.

An email has been sent to _____ with your login details.

Press **continue** to log in now.

Continue

Step 6

Your company registration application has now been submitted.

You will receive an email with login details to the Fitzroy Resources Contractor Management System.

Please note: additional users can be setup at log in.

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For questions or assistance please call 1300 306 384
or email fitzroyresources@pegasus.net.au