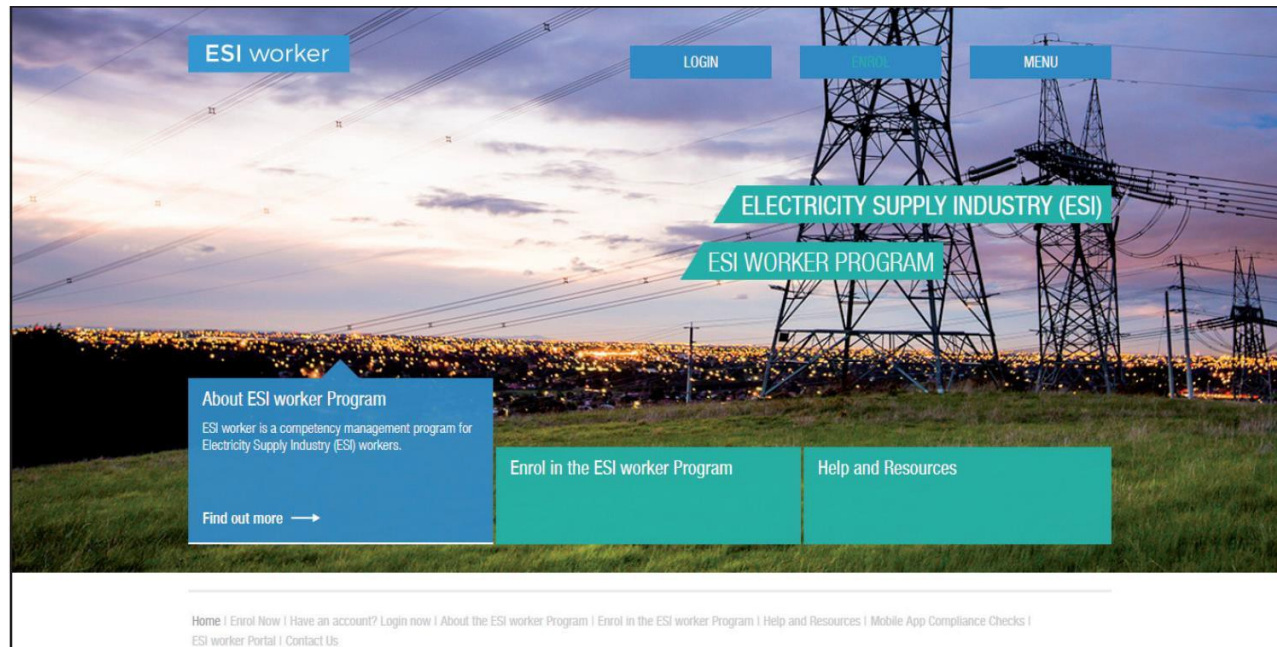


ESIworker

Requesting an ESI Worker Card

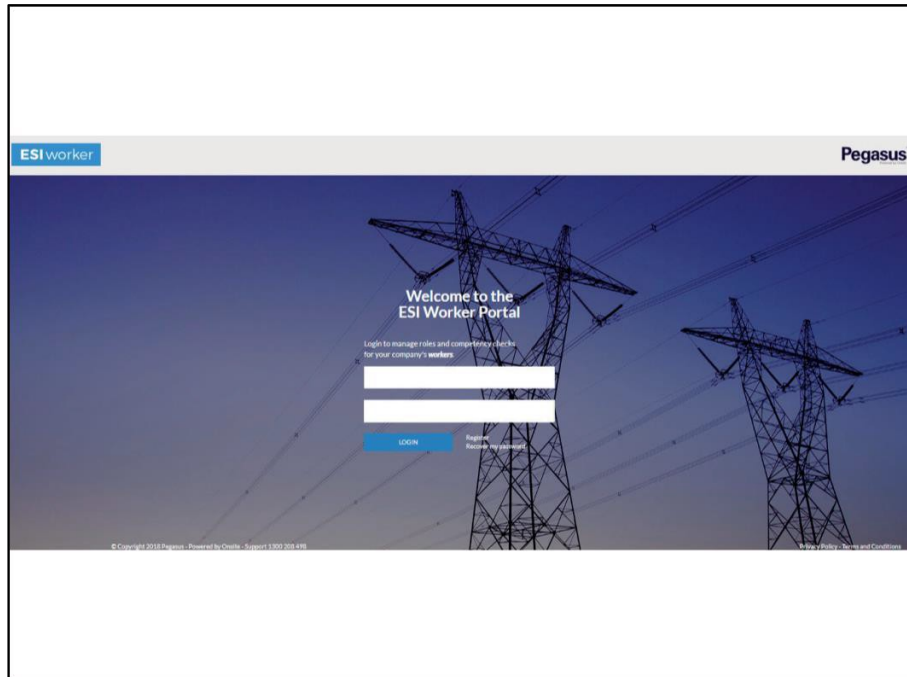
ESI worker

Please follow this step-by-step guide to enroll new workers in the ESI worker program.



Step 1

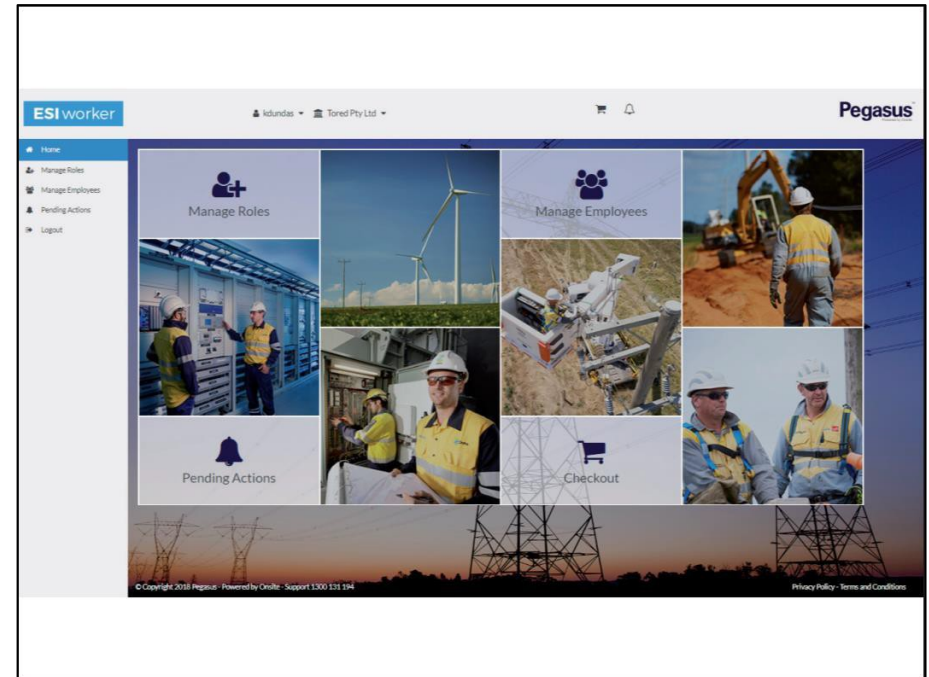
Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.



Step 2

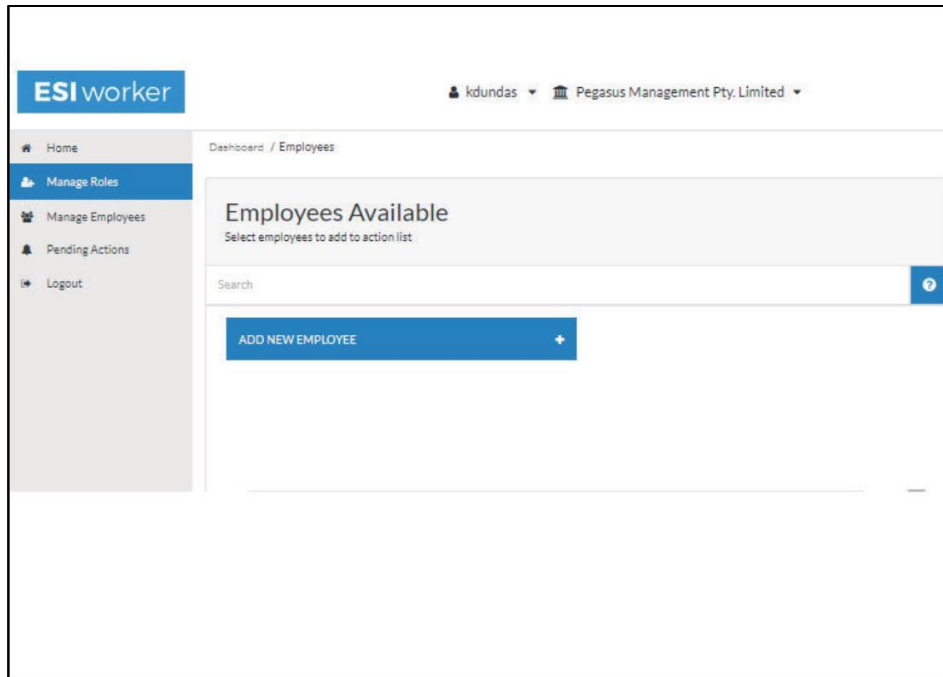
On the home page of the ESI worker portal, enter your login details and click “Login.”

Note: the password is case sensitive.



Step 3

On the home page of your portal, use the dashboard tile or the side menu to select “Manage Roles”.



Step 4

Select “Add New Employee.”

The screenshot displays the 'Personal Details' form for creating a new employee. The form is titled 'Personal Details' with the subtitle 'Create a new employee'. It includes a 'Person' section with a circular profile picture placeholder and a 'Photo Upload' button. Below this are input fields for 'First Name', 'Middle Name', 'Last Name', 'Gender', 'DOB' (with a date picker icon), and 'Phone' (with a phone icon). At the bottom, there are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

Step 5

Select “Upload,” then choose the photo from your document library or your computer.

Personal Details

Create a new employee

Person




Photo Upload

Done ✓

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Back to List Employees

SAVE & CLOSE

Personal Details

Create a new employee

Person




Photo Upload

Upload

Crop

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Back to List Employees

SAVE & CLOSE

Step 6

Once photo is uploaded, select "Done".

Note: if you need to reposition the image, select "Crop" and select "Done" when complete.

Personal Details
Create a new employee

Person




Photo Upload
Upload Crop

First Name *	Jamie
Middle Name	Middle Name
Last Name *	Jamieson
Gender	Female
DOB *	01/01/1990
Phone *	0408111111
Email *	jameson@pegasus.net.au

Address

Address	Address
---------	---------

Back to List Employees SAVE & CLOSE

Step 7

Enter all of the worker's details. The mandatory fields are indicated by a red star.

Note: address is depot or office not personal.

Personal Details
Create a new employee

Last Name *	Jamieson
Gender	Female
DOB *	01/01/1990
Phone *	0408111111
Email *	jameson@pegasus.net.au

Address

Address	426 King Street
Town/City	Newcastle
State	NSW
Postcode	2200
Country	Australia

☒ Agree to Terms and Conditions

Back to List Employees SAVE & CLOSE

Step 8

Agree to the terms and conditions, then select "Save and Close".

Personal Information

Card Shipping Address
Type: Personal
Communicate to: Jamie Jamison
426 King Street, Newcastle, NSW 2200 AU
0402111111

Edit Card Shipping Address

Full Name	Jamie Jamison	PERSON
Address	426 King Street	COMPANY
City	Newcastle	CLEAR
State	NSW	
Postcode	2200	
Country	Australia	
Email	Jamie@regius.net.au	
Mobile	0402111111	

CANCEL NEXT

Step 9

A plastic ESI worker card will be issued once payment is processed. Please be sure to review the card shipment address.

To have the card sent direct to the worker, select "Next".

To have the card sent to your office for you to distribute, select "Company", then "Next".

You can also enter another address by selecting "Clear".

Once you have entered the correct address, select "Next".

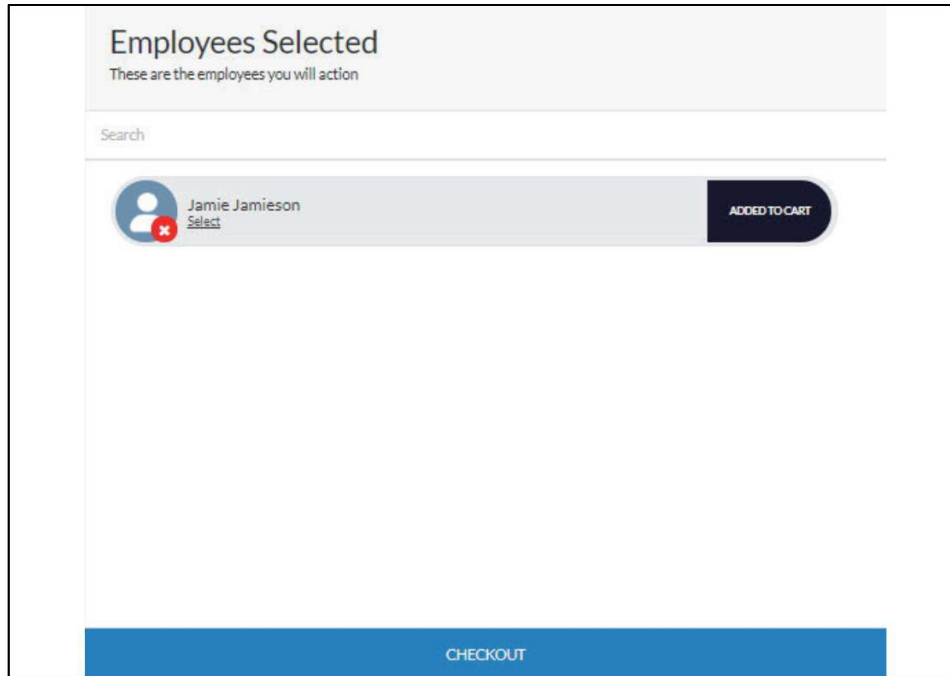
Personal Information

Card Shipping Address
Type: Personal
Communicate to: Jamie Jamison
426 King Street, Newcastle, NSW 2200 AU
0402111111

CANCEL CONFIRM

Step 10

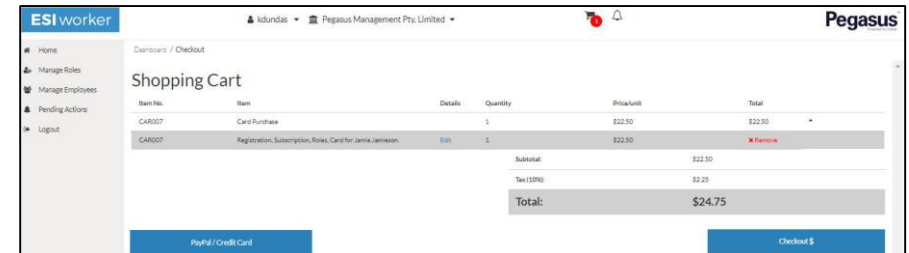
To confirm the address, select "Confirm".



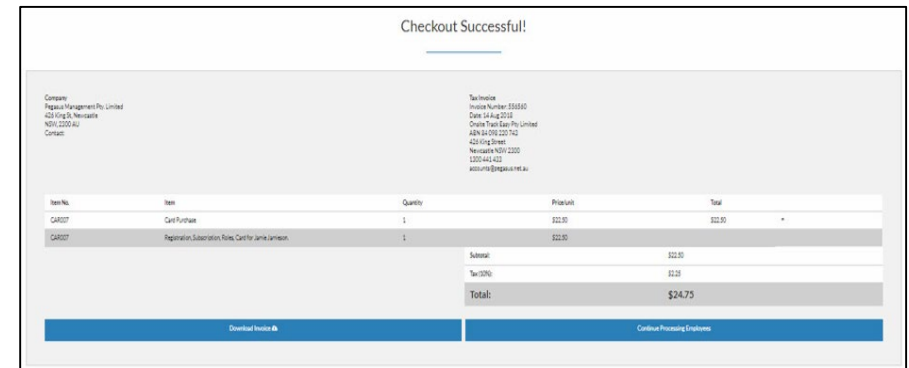
Step 11

Click on the "Checkout" button at the bottom of the screen to process the card payment.

1.



2.




Step 12

Click on the "Checkout" button (shown in image 1) and process the payment. When you have completed the payment, you will see the message: Checkout Successful at the top of the screen (shown in image 2). To continue your request, click on the "Continue Processing Employee" button.

Employees Selected

These are the employees you will action

Search



Jamie Jamieson
[Select](#)

CONTINUE

Sites/roles for Jamie

Select all roles for Jamie or the site they are working on

View all roles

All Roles >

Sites associated

To associate Jamie to a site select ADD SITE

Back to Selected Employees

ADD SITE

Step 13

Click on the "Continue" Button.

Step 14

Click on the "Add Site" button. This will open a page to allow this worker to be associated to particular sites.

✕ Close

Add site associations

Search

CitiPower Powercor ✓

AusNet Services

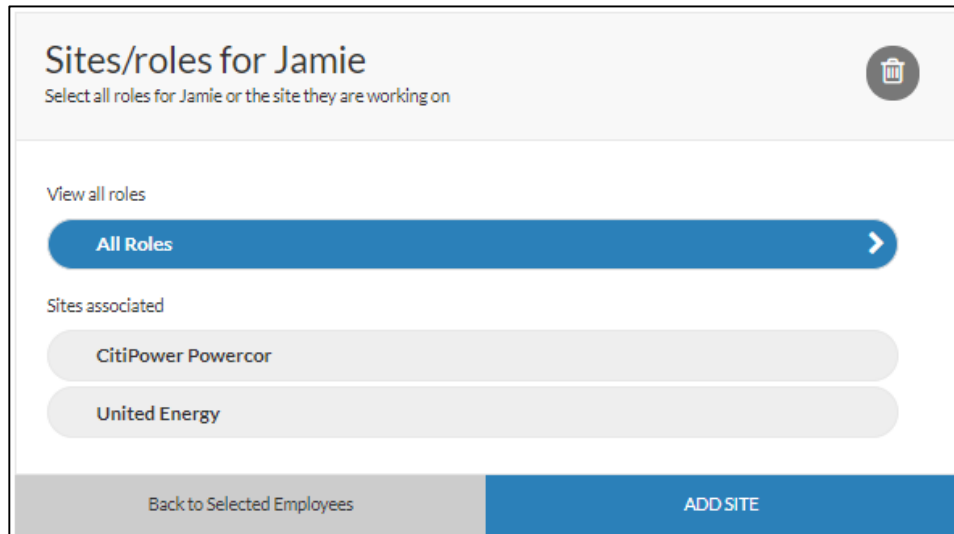
United Energy ✓

Jemena Limited

ADD 2 SITES

Step 15

Select the Operator(s) the employee will be working for and click on the “Add # Sites” button.



This screenshot shows a web interface titled "Sites/roles for Jamie" with a subtitle "Select all roles for Jamie or the site they are working on". In the top right corner, there is a circular icon containing a trash can. Below the title, there is a section labeled "View all roles" which contains a prominent blue button labeled "All Roles" with a right-pointing chevron. Underneath this is a section labeled "Sites associated" which lists two items: "CitiPower Powercor" and "United Energy", each in a light gray rounded rectangular box. At the bottom of the interface, there is a horizontal bar with two buttons: "Back to Selected Employees" on the left and "ADD SITE" on the right.

Step 16

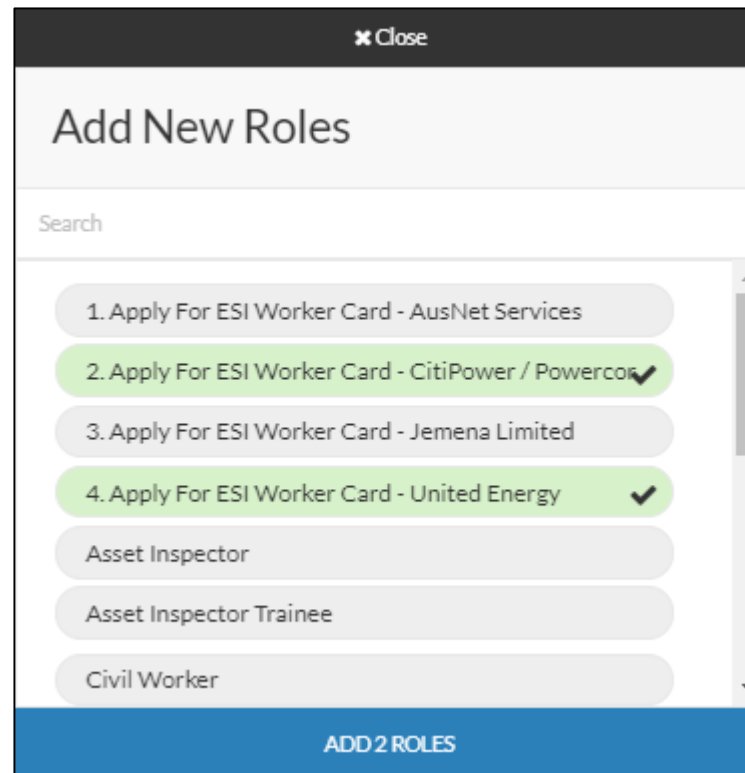
Select "All Roles" to start the role search.



This screenshot shows a web interface titled "All roles for Jamie Jamieson". At the top, there is a search bar with the placeholder text "Search" and a blue button with a white question mark icon on the right. The main area of the interface is currently empty. At the bottom, there is a solid blue bar containing the text "ADD NEW ROLE" in white capital letters.

Step 17

Click on the "Add New Role" button. This will open a new page to view the roles.



✕ Close

Add New Roles

Search

- 1. Apply For ESI Worker Card - AusNet Services
- 2. Apply For ESI Worker Card - CitiPower / Powercor ✓
- 3. Apply For ESI Worker Card - Jemena Limited
- 4. Apply For ESI Worker Card - United Energy ✓
- Asset Inspector
- Asset Inspector Trainee
- Civil Worker

ADD 2 ROLES

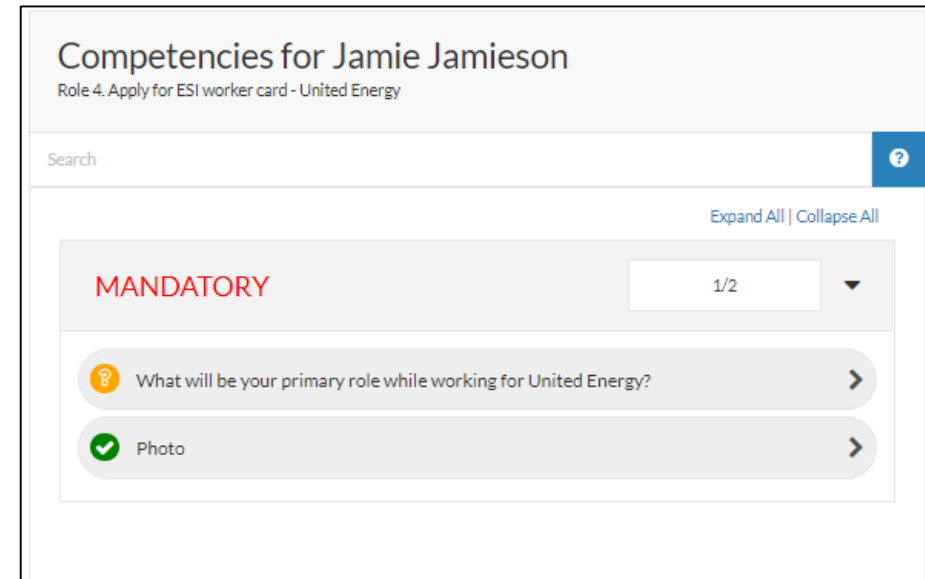
Step 18

Select the “Apply for ESI Worker Card” role(s) that matches the Site(s) you selected in Step 15 and click on the “Add # Roles” button.



Step 19

Click on the Role from the list. This will now highlight.



Step 20

The required competencies will now be displayed on the right of the screen.

Competencies for Jamie Jamieson



Role 4. Apply for ESI worker card - United Energy

Search ?

[Expand All](#) | [Collapse All](#)

MANDATORY

1/2 ▼

-  What will be your primary role while working for United Energy? >
-  Photo >


[Back to Roles](#)

Question

What will be your primary role while working for United Energy?

[Save & Checkout](#)

Step 21

Select the competency marked with a  and the Specific requirements will be displayed on the right of the screen

Step 22

The required competencies will now be displayed. This could be a questions (as in this case) or a file upload, in most cases.

Question

What will be your primary role while working for United Energy?

Lineworker Transmission Apprentice 3rd yr

Lineworker Transmission Apprentice 4th yr

Metering Technician

Metering Technician Apprentice 1st yr

Metering Technician Apprentice 2nd yr

Metering Technician Apprentice 3rd yr

Metering Technician Apprentice 4th yr

Substation Electrician / Fitter Terminal & Zone Substations Apprentice 2nd yr

[Cancel](#) [Save](#) [Save & Submit](#)

Step 21

Select the Primary Role your employee will be performing for the Operator selected and click on the “Save & Submit” or the “Save & Next” button.

Once all of the selected roles have been completed, you will be given the option to Submit.



For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au