

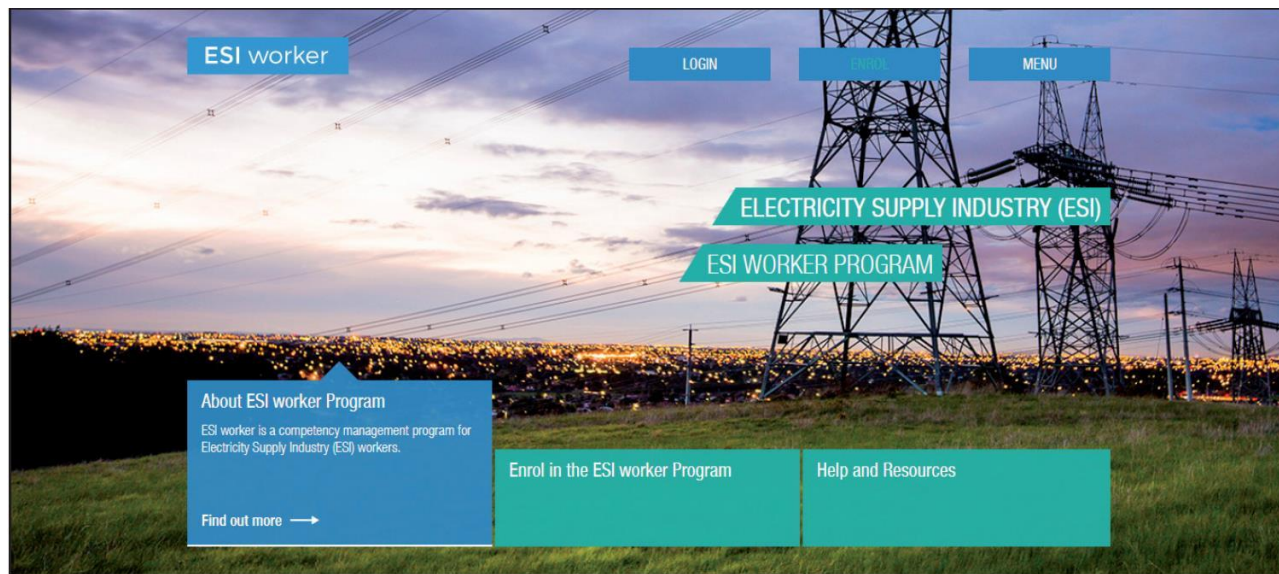
ESIworker

Ordering a Replacement Card for an ESI Worker

ESI worker

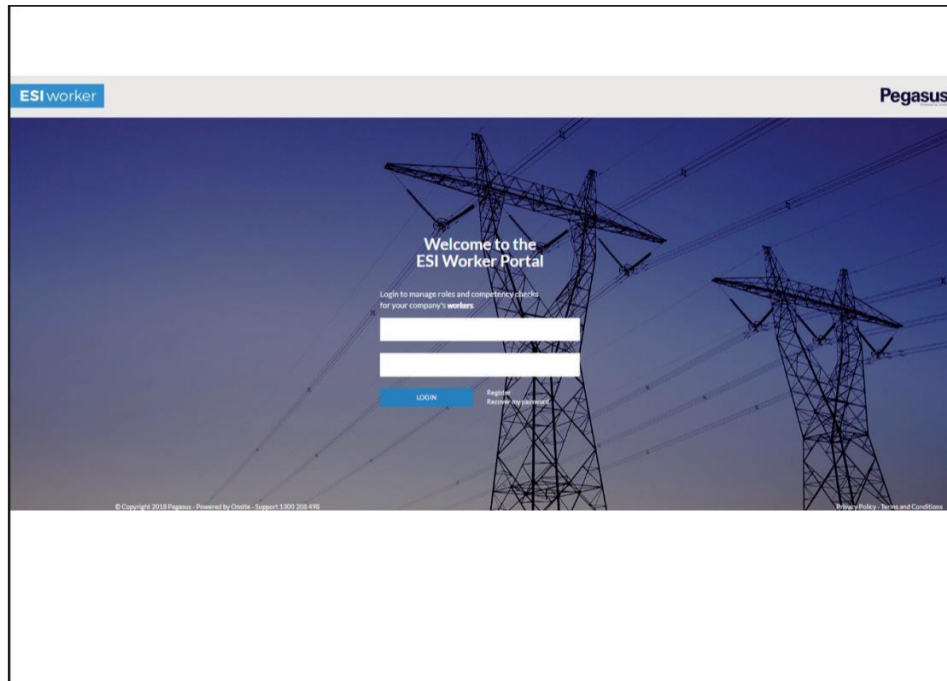
Please follow this step-by-step guide to order a replacement of the plastic ESI worker card.

Note: to order a replacement e-Card, contact esiworker@pegasus.net.au or call 1300 208 498.



Step 1

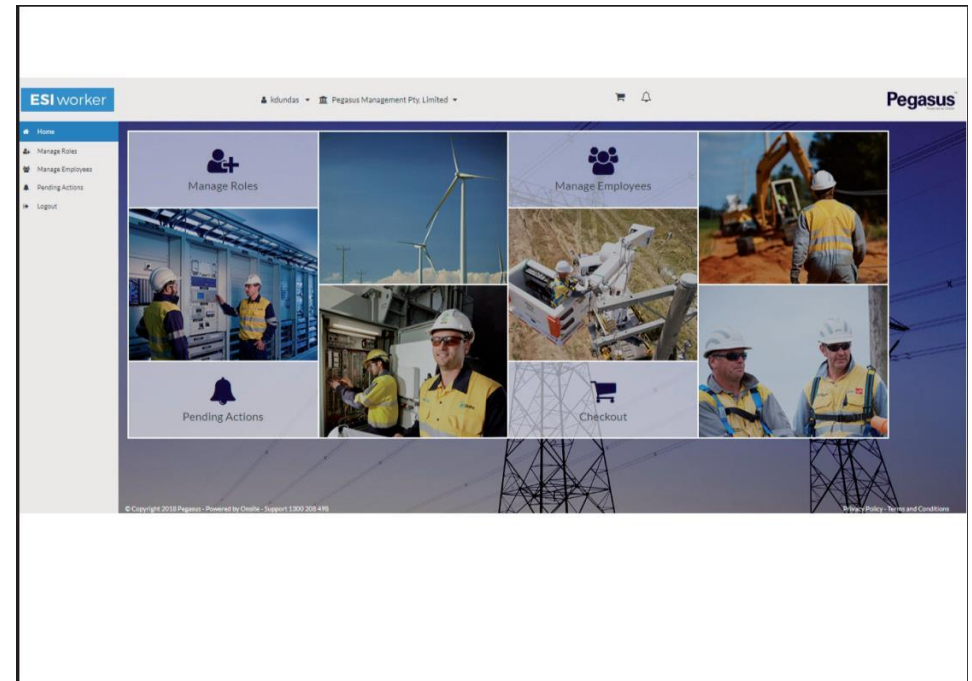
Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.



Step 2

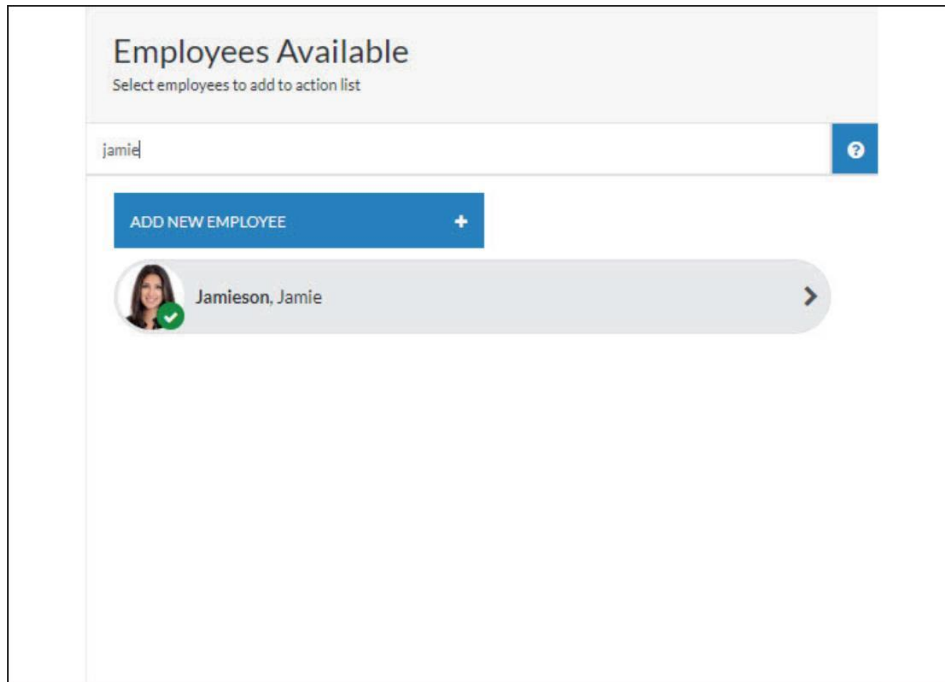
Once on the home page of the ESI worker portal, enter your login details and click "Login".

Note: the password is case sensitive.



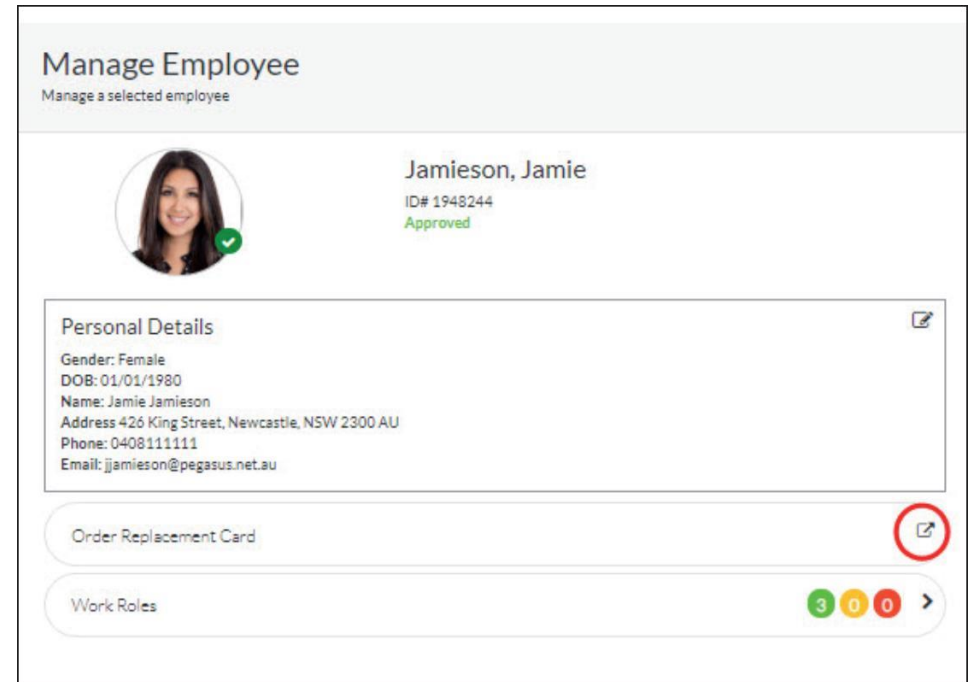
Step 3

On the home page of your portal, use the dashboard tile or the side menu to select "Manage Employees".



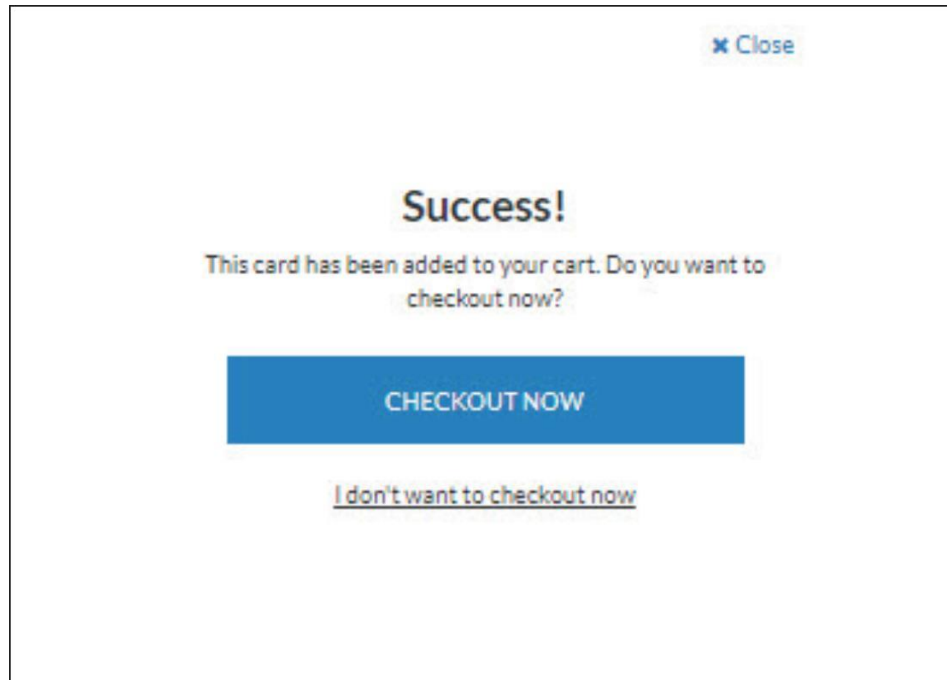
Step 4

Search for and select the worker whose card you need to order.



Step 5

Click on the "Order Replacement Card" icon circled above.



Step 6

When you receive the above notification, select "Checkout Now".

ORDERING A REPLACEMENT CARD

The screenshot shows the 'Shopping Cart' page in the ESI worker system. The user is logged in as 'kdundas' for 'Pegasus Management Pty. Limited'. The cart contains two items:

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$15.00	\$15.00
CAR007	Roles, Card for Jamie Jamieson	Edit	1	\$15.00	Remove

Summary:

- Subtotal: \$15.00
- Tax (10%): \$1.50
- Total: \$16.50**

Buttons: 'PayPal / Credit Card' and 'Checkout \$'.

Step 7

Select your preferred payment method (PayPal/Credit Card) and select "Checkout".

The screenshot shows the 'Checkout Successful!' confirmation page. It includes company and tax invoice details:

Company: Pegasus Management Pty. Limited, 426 King St, Newcastle NSW, 2300 AU, Contact:

Tax Invoice: Invoice Number: 556562, Date: 14 Aug 2018, Onsite Track Easy Pty Limited, ABN 84 098 220 743, 426 King Street, Newcastle NSW 2300, 1300 441 433, accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	\$15.00	\$15.00
CAR007	Roles, Card for Jamie Jamieson	1	\$15.00	

Summary:

- Subtotal: \$15.00
- Tax (10%): \$1.50
- Total: \$16.50**

Buttons: 'Download Invoice' and 'Continue Processing Employees'.

Step 8

Once you have successfully completed payment, download a copy of your invoice and select "Continue Processing Other Employees".

Note: an email containing the invoice will also be sent to the company representative.



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