

# Rail Industry Worker Safety Management Portal User Guide - Subscription Renewal Guide



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## Welcome

Here you may

- Apply for registration of your company with an Australian Accredited Rail Operator, and once your company has been registered,
- Request the purchase of Rail Industry Worker cards for your employees.

## Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

## Login

If your company is already registered, login here if you want to:

- Purchase Rail Industry Worker cards for your employees
- Check your employee records

[Login](#)

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For questions or assistance:

riw@pegasus.net.au  
1300 777 245

**Rail Industry Worker Website >>**  
<http://railindustryworker.com.au>

# Overview

Rail Industry Worker is a national competency management system for rail workers.

By law, everyone working on the Australian rail network must be able to provide proof of competency. This is the best way to reduce the risk of untrained people working on the rail network.

The Rail Industry Worker (RIW) program provides a single online competency management system for Australian rail workers. It's owned and endorsed by the Australasian Railway Association (ARA) on behalf of members, meets regulatory requirements and complies with national rail safety law.

Contractor engagement and workforce management specialists Pegasus manage the RIW process, including collecting and verifying individual records, skills sets, training and competencies, and producing, distributing and administering associated competency and access cards.

The Pegasus software, Onsite Track Easy, is the real-time online contractor management solution that powers the Rail Industry Worker program. Onsite:

- provides immediate access to data on rail contractors
- manages training and inductions
- administers rail contractor compliance and pre-qualification documents
- manages the qualifications and competency, including licences and medicals, of all rail workers
- awards accreditation upon successful completion of inductions and assessments
- provides tools for audit, investigation and inspection of rail contractors
- offers online and call centre support

After a 100 point identification check, Pegasus verifies the competence and identification of each applicant before their details are registered in the system and they receive their RIW card.

# Renewing your RIW Subscription

RAIL INDUSTRY WORKER™ TEST MODE

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### Pegasus Management Pty. Limited

**Welcome to your company's login area**  
From here you can order cards and Company Relationships.

- Order Cards** *Order cards for existing and new employees.*
- Update Card Data** *Maintain employee roles.*
- View Employees** *View details of your employees and their data.*
- Company Relationships** *Your company relationships on sites in this portal.*

**ACTION REQUIRED**

**1 Expiring Card Subscription (in next 60 days)**

[show all 0](#)

## Step 1>

Using your details, login to the RIW portal where you will see the heading Action Required at the bottom of the page.

## Step 2>

Under Action Required, you can select to show all under subscription or compliance. Select “Show” to view workers associated to each action.

## ACTION REQUIRED

### 1 Expired Card Subscription

[show all 1](#)

### 1 Expiring Card Subscription (in next 60 days)

[show all 1](#)

### 7 Continuing Employee Compliances

[show all 7](#)

**Expired and Expiring** – allows you to renew worker subscriptions each year.

**Continuing** – is where details are shown if you've ordered a new card or are updating card data for a worker. If there were issues with data supplied, it would be returned and those details can be found under this function also.

**ACTION REQUIRED**

**1 Expired Card Subscription**

**This card has been inactivated until subscription renewal.**

Subscriptions allow your employees to use their cards and maintain their data.  
Please note: Subscriptions costs are \$33.00 annually. Cost includes GST.

Employee	ID	Card	Subscription	Expiry Date	Since Expiry	Renewal Cost	Renewal	Renew	
		Rail Industry Card	12 months for \$33.00	08 May 15	335 days	\$33.00	OVERDUE	renew	(will not renew)



[show all 1](#)

**1 Expiring Card Subscription (in next 60 days)**

Renew early for continuity - all remaining time will be added to the new subscription.  
Cost includes GST. Subscription covers data maintenance and card use, not card supply.

Employee	ID	Card	Subscription	Expiry Date	Expires In	Renewal	Renew	
		Rail Industry Card	12 months for \$33.00	03 Jun 16	56 days	May be renewed	renew	(will not renew)



[show all 1](#)

**7 Continuing Employee Compliances**

[show all 7](#)

**Step 3>**

Select “Renew” to renew the worker’s RIW subscription.



Shopping Cart		
Name	Quantity	Cost
Compliance Subscription	1	\$33.00
<b>Review</b>	<b>Total Cost: \$33.00</b>	

**Step 4>**

Now the subscription has been added to your shopping cart, click “Review” to check what you are paying for.

**Please note>**

If this description does not match what you wanted to pay for, you can click back or remove.



## Review Shopping Cart

Company:	Pegasus Management Pty. Limited
User:	
Total:	\$33.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Compliance Subscription Renewal		\$30.00	\$3.00	\$30.00	\$33.00	Compliance Subscription for	<a href="#">remove</a>
							Total:	\$33.00	including GST of \$3.00

[Back](#)

[Proceed to Checkout](#)

### Step 5>

Click "Proceed to Checkout" to finalise the transaction.

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