

Online HSR Registration Portal

Information Guide for PCBUs

Contents

A.1	Register as a new user	3
A.2	Setting your password.....	3
A.3	Login as an existing user	4
A.4	Add new HSR details	5
A.5	View HSR details	7
A.6	Cancel an HSR	8
A.7	Re-elect an HSR	9
A.8	Download an HSR report	10
A.9	Troubleshooting	10

A: Online HSR Portal – Information Guide for PCBU

A.1 Register as a new user

1. Click on the second radio button 'I am a PCBU (Employer) and want to register with SafeWork SA's online portal for the first time'.
2. You will need a combination of two of the following in order to register as a new user:
 - a. Business Number ABN or ACN
 - b. Client Number (ICN)
 - c. Licence/Registration Number
 - d. Tax Invoice Number
3. Enter at least 2 from the above listing into the relevant field.
4. Your client number (ICN) will be your username.
5. Click on Next.

A.2 Setting your password

1. The password must be 8 characters long and it must be alphanumeric (i.e. it must contain at least 1 number and/or at least 1 letter).
2. Please enter a password you can remember, and record it in the box below for later visits.

Note your ICN and password here:	ICN:	Password:
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3. All fields marked with an asterisk (*) are mandatory.

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[Logout](#)

Set Your Password

Please enter your password.

Thank you for registering to the SafeWork SA Online Portal. We now need you to set your password. The password must be 8 characters long and is alphanumeric (i.e. contains at least 1 number and at least 1 letter).

Please enter a password you can remember, and record it for later portal visits. If you forget your password, please contact the SafeWork SA Help Centre on 1300 365 255 during business hours 8:30 am to 5:00 pm Monday to Friday.

Please provide a Business Email address and select the preferred Invoice Delivery Method. (eg these are required for licensing purposes)

All fields are mandatory.

New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Invoice Delivery Method *	<input type="radio"/> Post <input checked="" type="radio"/> Email
Business Email *	<input type="text"/>

Back Next

4. Click on Next.

[Logout](#)

Password changed successfully.

Welcome to the Licensing & HSR Portal

This site has been developed to allow you to manage your contact details, Register HSRs and manage Plant Registrations.

If any details are incorrect, please contact SafeWork SA on 1300 365 255 for assistance.

Click on the relevant icon to manage data.



HSR



Client/Licensing

[Change Password](#)

Please refer to the specific FAQ for managing contact details, managing HSRs and managing licenses.

[Portal User Guide for PCBU](#) [Portal User Guide for HSR](#) [Portal User Guide for Training Provider](#)



5. If password setting is successful you can begin to browse the Portal (see A.4 'Add new HSR details' or A.5 'View Existing HSRs' for instructions).

Note: *If you forget your password, or if you need to report a problem, please contact the SafeWork SA Help Centre on 1300 365 255 during business hours 9:00am to 5:00pm Monday to Friday.*

A.3 Login as an existing user

Enter your client number (ICN) and Password into the relevant boxes and click on Next (see section A.4 'Add new HSR details' or A.5 'View existing HSRs' for instructions).

Note your ICN and password for future use: ICN: Password:



You will see the next screen – click on **HSR** to begin your session.

Welcome to the Licensing & HSR Portal

This site has been developed to allow you to manage your contact details, Register HSRs and manage Plant Registrations.

If any details are incorrect, please contact SafeWork SA on 1300 365 255 for assistance.

Click on the relevant icon to manage your HSRs and Licensing Records.



HSR



Client/Licensing

[Change Password](#)

Please refer to the specific FAQ for managing contact details, managing HSRs and managing licenses.

A.4 Add new HSR details



HSR Details

Client Number:

ABN:

Business Name:

HSRs shown: All Current


HSR Name	Date Elected	Workgroup	Position
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Buttons: Add New HSR, Export to Excel

Show HSRs by Site: All

No items to display




1. Select the relevant site where the HSR works by clicking on the drop down box marked 'Show HSRs by Site'.
2. Check the listing.

3. Click on .

4. The following is the minimum information required for successful registration of a HSR – make sure you have these details before attempting to register the HSR:
 - a. Title
 - b. Given Names
 - c. Surname
 - d. Date of Birth
 - e. Mobile number or Email address (please enter mobile format as XXXX XXX XXX)
 - f. Workgroup (name of the workgroup HSR is representing)
 - g. Position (enter their occupation/job title)
 - h. Election Date
 - i. Term End Date (3 years from election date minus one day)

Add New HSR

Site: *	<input type="text"/>		
Title: *	<input type="text"/>		
Given Names: *	<input type="text"/>		
Surname: *	<input type="text"/>		
Date of Birth: *	<input type="text"/>		
Mobile:	<input type="text"/>	Email:	<input type="text"/>
Workgroup: *	<input type="text"/>	Position: *	<input type="text"/>
Election Date: *	<input type="text"/>	Term End Date: *	<input type="text"/>




 Save Back Print

Please refer to the specific FAQ for managing contact details, managing HSRs and managing licenses.

- Select the relevant site – click on the drop down box ‘Site*’ and enter the information for the HSR.

Select title (Mr, Ms, Miss, Mrs, Dr)

Given Name:

Surname:

Date of Birth: (if you don't know the date of birth, enter 01/01/1970)

Mobile:

Email:

Workgroup:

Position: (occupation/job title)


Election Date:

Term End Date: (3 years from election date minus one day)



- Click on **Save** (or you can **Print** the page for your records)
- After saving, the new HSR record should appear listed in the table.
- To add another HSR, click on ‘Back’ and repeat the steps 1-7.


Logout

- Click on  (top right of the screen) to end your session.

Note: Once a record is saved you cannot re-open the record. If you make a mistake, contact the SafeWork SA Help Centre on 1300 365 255.

A.5 View HSR details

1. Log in.
2. After logging in, the HSR list should appear on the screen.
3. Sort your list (alphabetical/numerical or reverse alphabetical/numerical) if necessary by clicking on banner headings HSR Name, Date Elected, Workgroup or position. Use the scroll bar on the right of the table or click on the page numbers at the bottom of the table to progress to the next screen.

4. Click on  next to the name of the HSR you want to view.




5. **Print** the record if needed.
6. To download a report, follow the instructions in section A.7.

7.  to end your session

Note: You cannot alter HSR details here. When the HSR has received their access via email or SMS, they can update their own information.

A.6 Cancel an HSR

1. Follow steps 1 - 4 in section A.5
2. Click on 'end HSR Term'
3. Enter the date cancellation is to take effect
4. Enter the reason for the cancellation
5. Click on  Save
6. Check the table to see the cancellation has been recorded.

7.  Log out to end your session.

Note: If you make a mistake, create a replacement record as described in section A.4 'Add new HSR details', or contact the SafeWork SA Help Centre on 1300 365 255.

A.7 Re-elect an HSR

1. Find the HSR under the 'All' radio button.

2. Select the HSR by clicking on  next to the name of the HSR.



3. Click on **Re-elect HSR** at the bottom of the lower table.

Election History:

Election Date	Term End Date	Term End Reason
29/05/2013	28/05/2016	Term expired

1 - 1 of 1 items






Re-elect HSR

4. Type in the election date.

5. Click in the Term End Date box and it should be set to 3 years (minus one day) from the date of election.


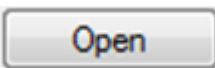
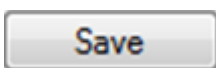
Select New Election Term Dates

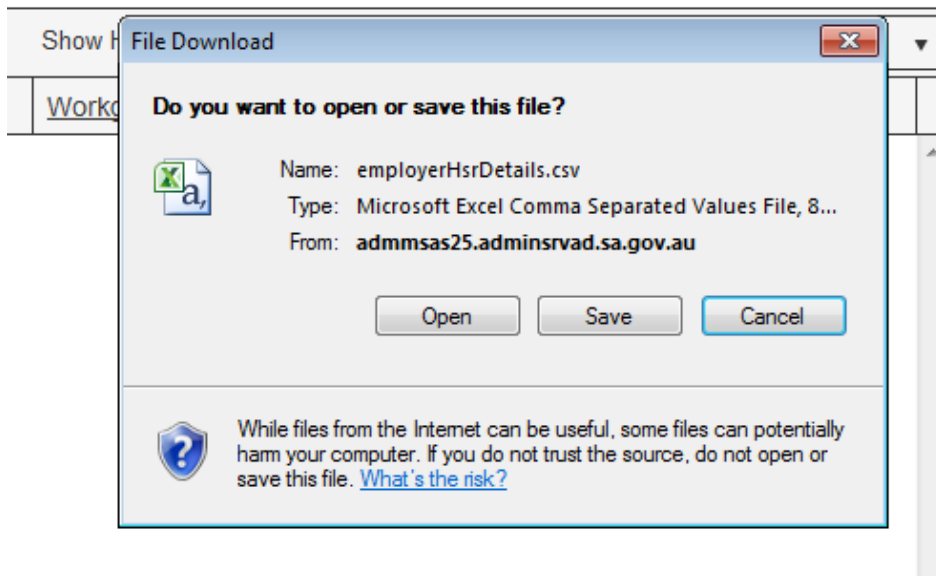
Election Date: 

Term End Date:  

6. Click on  to save the new election details.

A.8 Download an HSR report

7. Log in using your Username and Password.
8. From the dropdown box list select 'All' for all sites listing or click on the relevant site.
9. Click on .
10. Either click on  to view the file or click on  to save the file to your computer for opening later.



11. Log out to end your session.

A.9 Troubleshooting

1. If you have forgotten your password, complete the Reset Password fields. You can also reset your password once you have logged in to the Portal.

If your password requires resetting enter an ABN/ACN and email address then click the "Reset Password" button.

Business Number (ABN) / ACN

Email

2. If you have any problems accessing the site, please contact the SafeWork SA Help Centre on 1300 365 255.
3. After three unsuccessful attempts, you will be locked out. Please follow the instructions below:
 - a. Close all Internet Explorer windows and open it again to begin a fresh session.
 - b. Check the details entered and retry.
4. If you still experience problems with the registration process, please contact the SafeWork SA Help Centre on 1300 365 255 during business hours 9.00am to 5.00pm Monday to Friday.