



General Information

DOES YOUR COMPANY HAVE A USERNAME?

Before moving forward, read the below information to determine how you would like your account created.

By creating an account you will be:

- Adding your company to the TAPPISAFE system.
- Creating an administrative username

ADMINISTRATOR USERNAME gives access to the courses and access to the database.

TRAINING USERNAME gives access to the courses ONLY.

The individual students from your company do NOT need to set up their own username. Your company can supply the username to access courses. All students can use the same username. See the below information to determine the best way to set up username(s) for your company.

PLEASE NOTE: All students must have a username attached to a company in order to access any TAPPISAFE courses.

FOR COMPANIES WITH 10 OR MORE STUDENTS:

Once you have completed your account application, you have set up the administrator username. We recommend a training username to be set up for the company. Please call us at 844-930-4877 to set up the company training account.

All students will log in with the same training username belonging to your company using their own student identifier, see page 4 for instructions to take the online training. You do NOT need to register students ahead of time.

A payment method (credit card or invoice) can be saved on file for your username(s) or individual students can enter their own payment method.

If students will be using their on credit card, it is important to call Customer Service to change the option to no credit card to be saved. Please see page 5 for more information on payments.

FOR COMPANIES WITH 10 OR LESS STUDENTS:

All students will log in with the same administrative username and password belonging to your company and their own student identifier, see page 4 for instructions to take the online training. You do NOT need to register students ahead of time.

A payment method (invoice or credit card) can be saved on file for your account, or individual students can enter their own payment method. If students will be using their on credit card, it is important to call Customer Service to change the option to no credit card to be saved. Please see page 5 for more information on payments.

SUPPLIER OR INDEPENDENT CONTRACTOR COMPANIES

Individuals needing to set up their own account (vendors/suppliers or independent contractors) will follow the account creation steps on page 3. Once your account has been set up follow the instruction to take the online training, page 4.