Welcome to TAPPISAFE

TAPPISAFE is a program developed for industry by industry to deliver awareness level safety orientation to the workforce while maintaining all records in a centralized database for instant verification. TAPPISAFE helps standardizes safety orientations for the workforce, which saves times and delivers the same safety message to each student. So let's get started with TAPPISAFE.

CONTENTS

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.

If you think your company already has an account, please call us at 844-930-4877.

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.

TAPPISAFE Course Information

TAPPISAFE Basic Orientation* $27.50 per student – approximately 1.5 hours

TAPPISAFE Basic Refresher Orientation* $22.50 per student - approximately 45 minutes

Site Specific Orientation $14.00 per student - approximately 45 minutes

*TAPPISAFE Basic/ Basic Refresher are NOT required for every course! Please check the prerequisites for your course before taking either of these.
PLEASE NOTE: The TAPPISAFE Basic Refresher can be taken the following year after the Basic. There is a 60 day grace period from the expiration of the Basic to take the Refresher. If the Basic has been expired more than 60 days, the student will need to retake the Basic.

Converting Facilities Orientations $14.00 per student - approximately 45 minutes
Site Specific Orientations $14.00 per student - approximately 45 minutes
Truck Driver Orientations $14.00 per student - approximately 20 minutes
Visitor Orientations $14.00 per student - approximately 15 minutes

Account Creation

Follow the steps below to create an account:
- Select "Create a New Account"
- Select North American or International Facilities
- Fill in all the applicable information

NOTE: The Student's TAPPISAFE Badge will be mailed to this address so it is important you complete these fields.

Once this process has been completed you will receive two emails:
- First email confirms we have received your request
- Second email confirms your account has been completed, this email may take up to 4 hours as this is a manual process.

NOTE: If you do not want your students to have administrator access to the company account, please call Customer Service844 930-4877 to set up a training username for your students once you have completed the account creation.

Please contact TAPPISAFE Customer Service with any questions at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST and Saturday 7:30 AM to 12:00 PM EST. If any issues are not resolved, please contact our administrative team at 770-209-7213 or info@tappisafe.org.

Take the Online Training

To access courses, follow the instructions below:

- Go to www.tappisafe.org
- Click "Take the Online Training"
- Select North American or International Facilities, based on facility location
- Enter the username and password
- Enter your (Social Security Number, TAPPISAFE Badge ID) or an unique 9 digit number, such as 9 digits of phone number) and click "Search"
- Verify your record has been found by selecting "This is me, Continue" - if the record is not your select "Back" and reenter your ID
- If new student - verify 9 digit number and enter first and last name and click "Create Student Record"
- Select course - only take the courses needed
- Choose billing method - NOTE: Invoicing is only granted to companies with prior approval

NOTE: We do not charge the credit card until you have completed the course. If you are unable to complete the course for any reason, you will need to sign back in from the beginning, but you will be exactly where you left off. We hold bookmarks for up to 7 days.

PRINT PROOF OF TRAINING

Once you have completed your courses, follow these steps to print proof of training:
- Click the "Training History" tab at the top of the screen- your completed courses will be listed
- Choose the email or printer icon, depending on your preference
- Choose which courses you want displayed on your proof of training
- Click Send Email or Print Selection- a scannable barcode is included on all proof of training

Please contact TAPPISAFE Customer Service with any questions at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST and Saturday 7:30 AM to 12:00 PM EST. If any issues are not resolved, please contact our administrative team at 770-209-7213 or info@tappisafe.org.

Payments

Payments can be made through credit card or invoicing, this information is entered on the log in page.

NOTE: If you are placing a personal credit card and do not want other charges to appear on this card, DO NOT CLICK SAVE.

CREDIT CARD

For payment by credit card you will click "Credit Card" in the billing method box. You will then choose "New credit card" or "Credit card on file."

PLEASE NOTE: A credit card can be saved on file by selecting "Save credit card with your administrator username" in the billing method box. If you are placing a personal credit card and do not want other charges to appear on this card, DO NOT CLICK SAVE.

If you save the credit card, the credit card will be charged anytime a student uses the username and completes a course.

If you want to disable the option to save a credit card on file to the username, please call us at 844-930-4877.

INVOICING

For invoicing payments you will click "Invoice" in the Billing Method box. You will then choose "New invoice information" or "Invoice information on file."

To set up invoicing your company needs to complete a credit card application with Alliance Safety Council. There will be a $50.00 per year charge for invoicing. If you already have invoicing set up through the Alliance Safety Council, you do not have to reapply.

Please contact TAPPISAFE Customer Service with any questions at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST and Saturday 7:30 AM to 12:00 PM EST. If any issues are not resolved, please contact our administrative team at 770-209-7213 or info@tappisafe.org.

TAPPISAFE Badges and Proof of Training

Badges are automatically mailed, after the completion of a course, to the address on file for the username used to log in for training. Please allow up to 7-10 business days for receipt of the badge.

In the event that you do not receive your card, please contact us to request a replacement. You can contact us via our website or by phone.

PROOF OF TRAINING

- Click "Take the Online Training" and log in
- Click the "Training History" tab at the top of the screen- your completed courses will be listed
- Choose the email or printer icon, depending on your preference
- Choose which courses you want displayed on your proof of training
- Click Send Email or Print Selection- a scannable barcode is included on all proof of training

PLEASE NOTE: If you entered in your own payment method, you can also print a receipt from this page by selecting the dollar sign ($) icon next to the course. Each course is billed individually.

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TAPPISAFE Database Information

TAPPISAFE CUSTOMER SERVICE: 844-930-4877

The TAPPISAFE Database allows you lookup training records, generate company reports, and print receipts. Click "Access the Database" and log in with your company administrator username and password.

TO LOOK UP INDIVIDUAL RECORDS:
- Hover over "Reports"
- Click on "Training History" from the dropdown
- Select the class type
- Select Show active training only
- Enter student identifier or 9 digit number
- Click search

TO LOOK UP STUDENT BY LAST NAME:
- Click "Advanced" (under the search button)
- A dropdown box will appear above the student identifier box – select last name
- Enter last name in the student identifier box
- Click search
- Choose name from box
- Click select

You can print proof of training, including barcode, for the student by selecting the email or printer icon from the top right. Then select the courses you would like to appear on the proof of training.

STEPS TO GENERATE AN ATTENDANCE REPORT:
- Click on "Reports"
- Choose "Attendance Reports and Registrations"
- Check box for attend up to 10 courses and choose facility orientation needed
- Select the date range
- Click generate report
- To print or email the report click on email or printer icon and choose file type
- To print student's record, click the student icon next to student's name

TAPPISAFE Database Information (cont.)

STEPS TO GENERATE AN EXPIRATION REPORT:

- Click "Reports"
- Choose "Expiration Report"
- Select the date range – dates for month expiring should be future year
- Click generate report
- To print or email the report click on email or printer icon and choose file type

STEPS TO GENERATE A RECEIPT REPORT:

- Click "Reports"
- Select "Receipt Report"
- Enter dates
- Click generate report
- Click printer icon
- To print or email the receipt click on email or printer icon and choose file type

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