SAFETY WALLET

EMPLOYEE INDUSTRY CERTIFICATION SAFETY WALLET

(424) - 342 - SAFE
(424) - 342 - 7233

HTTP://SAFETYWALLET.ORG
WHAT IS SAFETYWALLET AND HOW DOES AN EMPLOYER USE THE SYSTEM?

• Have you ever been handed a certification torn in half or covered in mud? Do you want easy access to an employee's certifications without the hassle of getting them from an employee/new hire.

• Safety Wallet is an online employee industry certification database.

• We make it easy to store certifications, trainings, and information for an employee's personal use and for employer's easy access to information.
HOW TO VIEW AN EMPLOYEE PROFILE

• If your employee has access to our system, they can share their profile with you. If your employee does not have access, please have them call (424)-342-7233 or you can upload them as a new hire.

• If the employee is in our system, they can either text your email or phone number to (424)-342-7233.

• You will then receive an email/text of their employee contact profile.

• Currently all apprentices in the Western Line Constructors Chapter area have access to our system.
Click on link to view their profile
VIEWING AN EMPLOYEE PROFILE

This is a profile example.

What Employee information are we storing?

- Main mobile number/email
- Address
- Classification
- Current employer
- Home/working local union
- Emergency contact
- Credentials
- Training
**VIEWING AN EMPLOYEE PROFILE**

When something is expired it will be highlighted in red.

When something is about to expire it will be highlighted in yellow.

Employees can attach pictures of credentials so you can view them.
EMPLOYER ACCESS

We will provide you with access to your employees. Please go to safetywallet.org

Click on Employer Login and enter your provided user id and password
In the Employer area you will have the ability to view any employee that has your company listed as a current employer.

You have the ability to search employees by certification or training that they have in their profile.

Example search all employees that have a – OSHA 20

You can click the view button to see their profile.
EMPLOYEE REPORTS

Once you click on the employee you can view their profile and can create a PDF of their profile.

We highly recommend you save their PDF profile in their employee file.
As an employer you have the ability to upload new employees and training using a .csv template.

- Credentials (anything with a physical card) we would like the employee to upload.
You can do a quick add to record a training class by selecting Add Training. This will provide you a class list and a list of your employees. You can select a check box of each employee to quickly add training instead of uploading.

<table>
<thead>
<tr>
<th>Add Selected Training</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>POLE TOP RESCUE TRAINING</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>To Which Employees</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Last</td>
<td>First</td>
<td>Job Name</td>
<td>Division</td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>Carl</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Training Received

<table>
<thead>
<tr>
<th>Date of Training:</th>
<th>mm/dd/yyyy</th>
<th>Reset</th>
<th>Record Training</th>
</tr>
</thead>
</table>
• The database is hosted on Amazon Web Services (AWS). This is an extremely secure cloud server that hosts many high profile companies.

• When an employee uploads a Certification this is always approved by a Safety Wallet representative before it is added to the employees profile.

• The system verifies that the link request was sent from the employees cell phone number before providing any safety links of their information.

• Safety Wallet has been approved for use by all NECA D10 Chapters.
WHAT IS TO COME..

• The employer will have the ability in the future to push notification to employees based on location or job name.

• We hope to incorporate notifications from fund offices directly to employees.

• We also would like to post notifications to members accounts through the system.
With any other questions please visit our website [http://safetywallet.org](http://safetywallet.org), call (424)-342-SAFE, or email [help@safetywallet.org](mailto:help@safetywallet.org).

**SAFETY WALLET**
Employee Industry Certification Safety Wallet

To view safety records please text:

(424) 342-SAFE
(424-342-7233)

Text either a phone number or email to the number listed above and your safety training will be sent to the phone number or email you requested.

The following commands can also be texted:

- #INTRO
- #EDIT
- #HOW
- #BROUGE
- #EMPLOYER
- #HELP
- #OFFICE
- #STATUS
- #HELP