



SAFETY WALLET

EMPLOYEE INDUSTRY CERTIFICATION SAFETY WALLET

(424) - 342 - SAFE

safetywallet.org

SAFETY WALLET EMPLOYEE INSTRUCTION SHEET

Employees, welcome to **SAFETY WALLET**. Safety Wallet is an industry employee training/certification database that lets you upload your certifications, so you don't have to carry them in your wallet. Through Safety Wallet you can add/update your profile information, employment history and upload certifications (anything with a card: first aid, OSHA 10 etc.) You and your current employer will have the ability to see your profile. You also have the ability to send your training record to new employers instead of having to hand them all of your cards.

How to get started:

This is a text-based system. You can prompt the database by sending a text based on what you want to do. Below are all of the available prompts/commands that you can text to the database:

#INTRO

This hashtag helps you get started with the system.

Text #INTRO to **(424-342-7233)**

You will receive a welcome text with a contact link. Please save this contact card to your phone contacts.

#EDIT

This hashtag allows you to view your profile, edit, add, or update any of your information. Text #EDIT to **(424-342-7233)**. The system will verify that this request came from a physical phone and matches your phone number.

You will receive a text from **(855) 950-1400** with a token/link that you can click to update/edit your profile. All updates are uploaded in a que and require approval from a Safety Wallet representative. Once approved you and your employer will be able to see the updated information in your profile.

DO NOT SEND THIS LINK TO ANYONE. THEY WILL BE ABLE TO CHANGE YOUR INFORMATION.

#RESETEDIT

This hashtag allows your #edit link to be reset if your link has been accidentally sent to someone.

Text #RESETEDIT to **(424-342-7233)**

#HOW

This hashtag tells you how to send your profile (credentials/training) to another person/company.

Text #HOW to (424-342-7233)

Please text the system (424-342-7233) the persons number or email and they will be sent a link to your profile. This is a great tool if you are a new hire. Your new company will be able to receive a link with your profile including your credentials and training so they will have easy access to a copy of all of your information including copies of original cards (first aid/cpr etc.).

#QRBADGE

This hashtag will send you a QR code. When this QR code is scanned it will allow the individual to view your training. This is a quick way, especially in the field, for your Foreman or Company to view your profile.

Text #QRBADGE (424-342-7233)

#EMPLOYER

This hashtag will send you your current employer in our system. If your current employer is not correct text #edit to update.

Text #EMPLOYER (424-342-7233)

#EXP

This hashtag will text you a list of any credentials/certifications that are about to expire.

Text #EXP (424-342-7233)

#OFFICE

This hashtag will send you the Safety Wallet contact information. You can call this number for help or if you need change your phone number.

Text #OFFICE (424-342-7233)

To reach the Safety Wallet Help Desk call (424)-342-7233

#STATUS

This hashtag will tell you if you are available to supervise apprentices.

Text #STATUS (424-342-7233)

#HELP or ?

This hashtag or the ? gives you a complete list of available commands that have been listed above.

This is an extremely secure database that is hosted on Amazon Web Services. Only you and the admin have the ability to change your personal information. The Outside Line Construction Industry (IBEW/NECA) have approved this for use.

With any other questions please visit our website <http://safetywallet.org>, call our help desk (424) 342-7233, or email help@safetywallet.org.

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