



## Step By Step Guide

1. [Click here to register your company](#). If you are not going to be the administrator of the account please do not register. After registering, you will receive an email to complete the registration process.
2. You can add a [company hierarchy](#) to manage multiple locations. Also, provide specific instructions and prefill evaluation questions [here](#).
3. Your account is automatically credited with 2 FREE Medical Evaluations and are categorized as 'unassigned' (unused). [Purchase more services as needed; bulk discounts are available](#).
4. [Once the company account is setup, create user accounts for your employees](#).

[Individually](#): Users can be added individually and is generally utilized for smaller groups or for additional admins. There will be an option to assign an evaluation or training simultaneously. They will receive an email with login info. (Evaluation and Training)

[Bulk Entry](#): Users can be added in a group (except admins), and are automatically assigned the evaluation. They will receive an email with login info. (Evaluation Only)

[Kiosk Mode](#): Utilized for evaluation users that do not have email addresses or for using a central computer. (Evaluation Only)

[Access Code Method](#): Users can access an evaluation with an access code. You will be responsible for distributing the access code and providing the link to our login page. (Evaluation Only)

5. When an employee passes an evaluation or training, they will receive a certificate. Records will be stored in our database and can be exported.
6. The supervisor can login to the website at any time to check the status. [Check medical evaluations](#) or [fit tester training statuses](#).
7. For entry of fit test records please hover over the 'Fit Test' button and select 'Fit Test Entry Mode.' Fill out the session information. Users will be prepopulated if they have completed the medical evaluation. Once testing results are saved, view and export records [here](#). Users will be emailed a link to download their card to apple / google wallets or other storage options.

\*Also, check out our [help videos](#) for easy tutorials.