



Guide to Respclearance.com  
The Leading Online Provider  
of Respiratory Protection Certifications

OSHA Compliance Made Easy™

\* Note: Please click on underlined text to be directed to link.

1. [Click here to register your company](#). If you are not going to be the administrator of the account please do not register here. Your company will setup your account.
2. After registering, you will receive an email to complete the registration process.
3. [Purchase Respirator Medical Evaluations or Respirator Fit Tester Training for your employees](#).
4. [Once the company account is setup, create user accounts for your employees](#).
  - [Option 1 \(Individually\)](#): Users can be added individually and will receive login info via email. This is generally utilized for smaller groups or for additional admins. Please see step 5, to assign the evaluation or training to them once the user is created.
  - [Option 2 \(Bulk Entry\)](#): Users can be added in a group (except admins), with an option to assign the evaluation to them simultaneously. They will receive an email with login info and an additional email to take the evaluation. Skip to step 6 once completed.
  - [Option 3 \(Kiosk Mode\)](#): Utilized for users that do not have email addresses or for using a central computer. The admin will have to login into the account and select kiosk mode. Skip to step 6.
5. Assign [Respirator Medical Evaluations](#) or [Respirator Fit Tester Training](#) to your employees. Users will receive an email with a link to take the medical evaluation or training.
6. When an employee passes an evaluation or training, they will receive a certificate which can be printed. There is also an export function, to convert records to a spreadsheet. For Respirator Medical Evaluations, employees who

need further evaluation will receive information as to why they were referred via email.

7. The Supervisor can login to the website at any time to check the status of an evaluation, and print any medical clearance letters for their employees.
  - [Click here to view Respirator Medical Evaluation status.](#)
  - [Click here to view Respirator Fit Testing Training status.](#)

