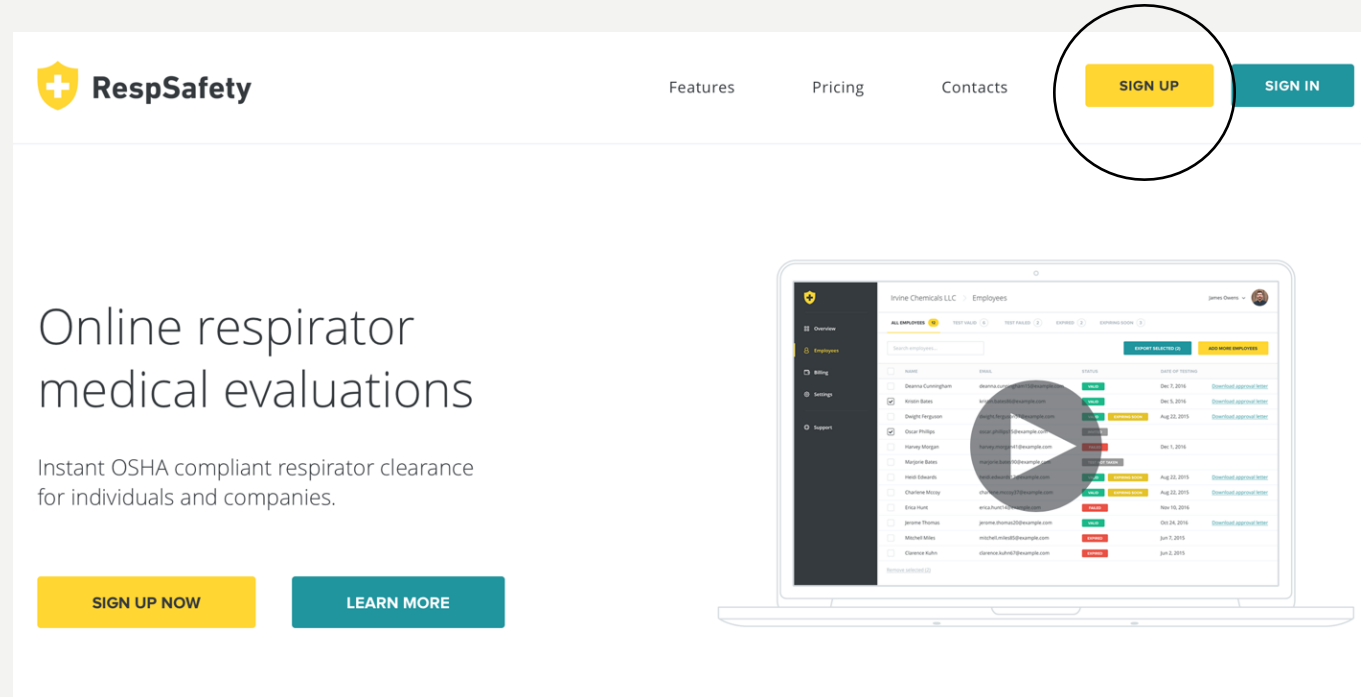




RESPSAFETY.COM

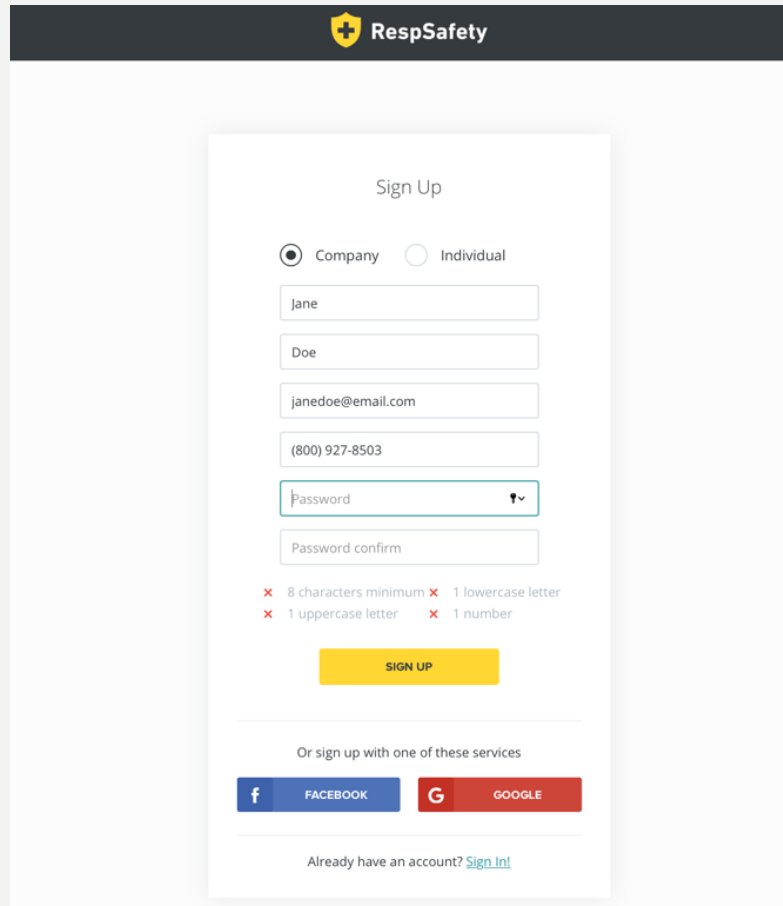
SETTING UP AN ACCOUNT WITH RESPSAFETY

I. Go to: <https://respsafety.com> and click the yellow “SIGN UP” button on the top right



SETTING UP AN ACCOUNT WITH RESPSAFETY

2. Select Company at the top and fill out required fields
3. Click the yellow SIGN UP button to continue



The image shows a web form for creating a RespSafety account. At the top is a dark header with the RespSafety logo. The form itself is titled 'Sign Up' and has two radio buttons: 'Company' (selected) and 'Individual'. Below these are input fields for 'Name' (containing 'Jane'), 'Last Name' (containing 'Doe'), 'Email' (containing 'janedoe@email.com'), 'Phone' (containing '(800) 927-8503'), 'Password', and 'Password confirm'. The password field has a dropdown arrow. Below the password fields are four error messages in red: '8 characters minimum', '1 lowercase letter', '1 uppercase letter', and '1 number'. A yellow 'SIGN UP' button is positioned below the errors. At the bottom, there is a link 'Or sign up with one of these services' followed by Facebook and Google buttons. At the very bottom, a link says 'Already have an account? [Sign In!](#)'.

RespSafety

Sign Up

☒ Company ☐ Individual

Name: Jane

Last Name: Doe

Email: janedoe@email.com

Phone: (800) 927-8503

Password: [dropdown arrow]

Password confirm

8 characters minimum 1 lowercase letter
1 uppercase letter 1 number

SIGN UP

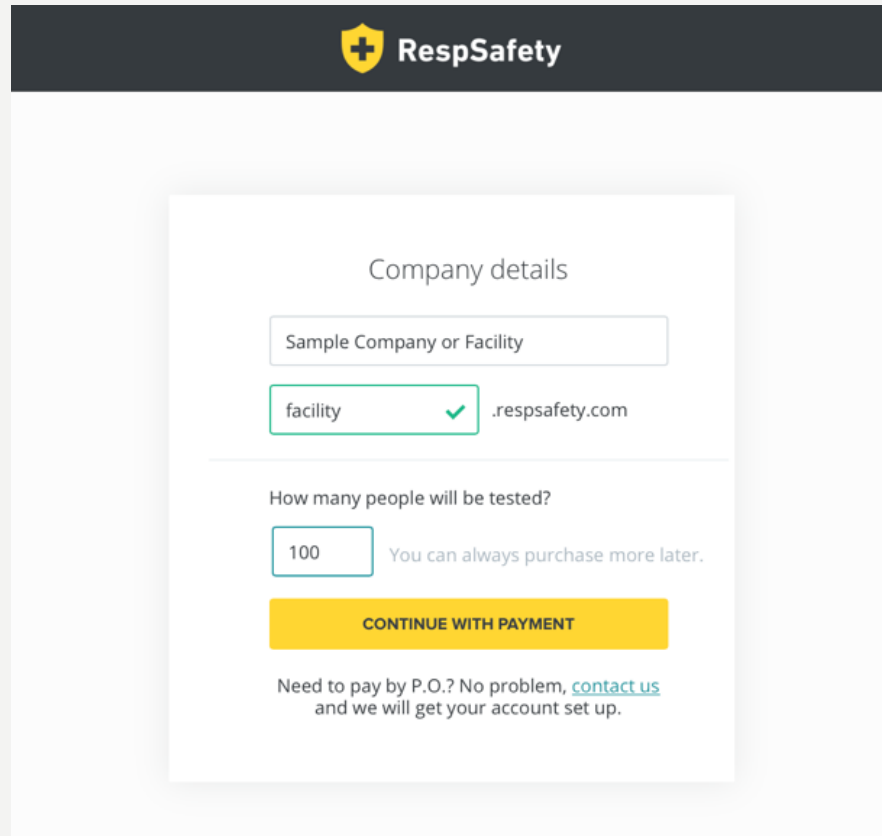
Or sign up with one of these services

f FACEBOOK G GOOGLE

Already have an account? [Sign In!](#)

SETTING UP AN ACCOUNT WITH RESPSAFETY

4. Enter the company or facility name.
5. Enter custom URL which will be used to access the site. This should be your company name.
6. Click the yellow CONTINUE WITH PAYMENT button to continue.



The screenshot shows the RespSafety account setup interface. At the top is a dark header with the RespSafety logo. Below it is a white card titled 'Company details'. The card contains two input fields: 'Sample Company or Facility' and 'facility' (which is highlighted with a green border and a green checkmark). To the right of the 'facility' input is the text '.respsafety.com'. Below these fields is a section titled 'How many people will be tested?' with an input field containing '100' and a note 'You can always purchase more later.' At the bottom of the card is a yellow button labeled 'CONTINUE WITH PAYMENT'. Below the button is a link: 'Need to pay by P.O.? No problem, [contact us](#) and we will get your account set up.'

RespSafety

Company details

Sample Company or Facility

facility .respsafety.com

How many people will be tested?

100 You can always purchase more later.

CONTINUE WITH PAYMENT

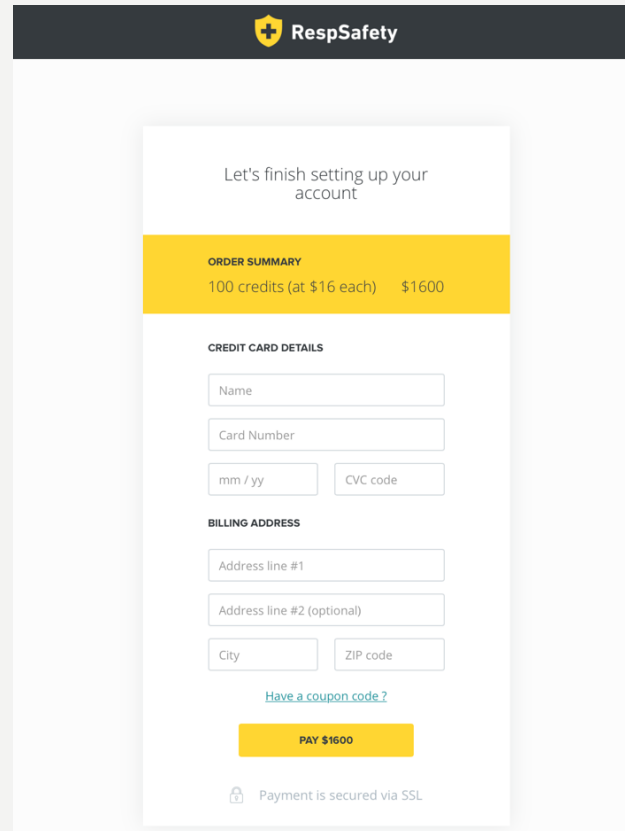
Need to pay by P.O.? No problem, [contact us](#) and we will get your account set up.

SETTING UP AN ACCOUNT WITH RESPSAFETY

7. Complete all required payment fields.

HAVE A COUPON CODE? – Click the “Have a coupon code?” link, enter code and click “Apply”

8. Click the yellow PAY button to proceed



The screenshot shows the RespSafety website's account setup page. At the top is a dark header with the RespSafety logo. Below it, a white box contains the text "Let's finish setting up your account". The main content area has a yellow "ORDER SUMMARY" box showing "100 credits (at \$16 each) \$1600". Below this is the "CREDIT CARD DETAILS" section with input fields for Name, Card Number, mm / yy, and CVC code. The "BILLING ADDRESS" section follows with fields for Address line #1, Address line #2 (optional), City, and ZIP code. A link "Have a coupon code?" is present. At the bottom is a yellow "PAY \$1600" button and a security notice "Payment is secured via SSL".

RespSafety

Let's finish setting up your account

ORDER SUMMARY
100 credits (at \$16 each) \$1600

CREDIT CARD DETAILS

Name

Card Number

mm / yy CVC code

BILLING ADDRESS

Address line #1

Address line #2 (optional)

City ZIP code

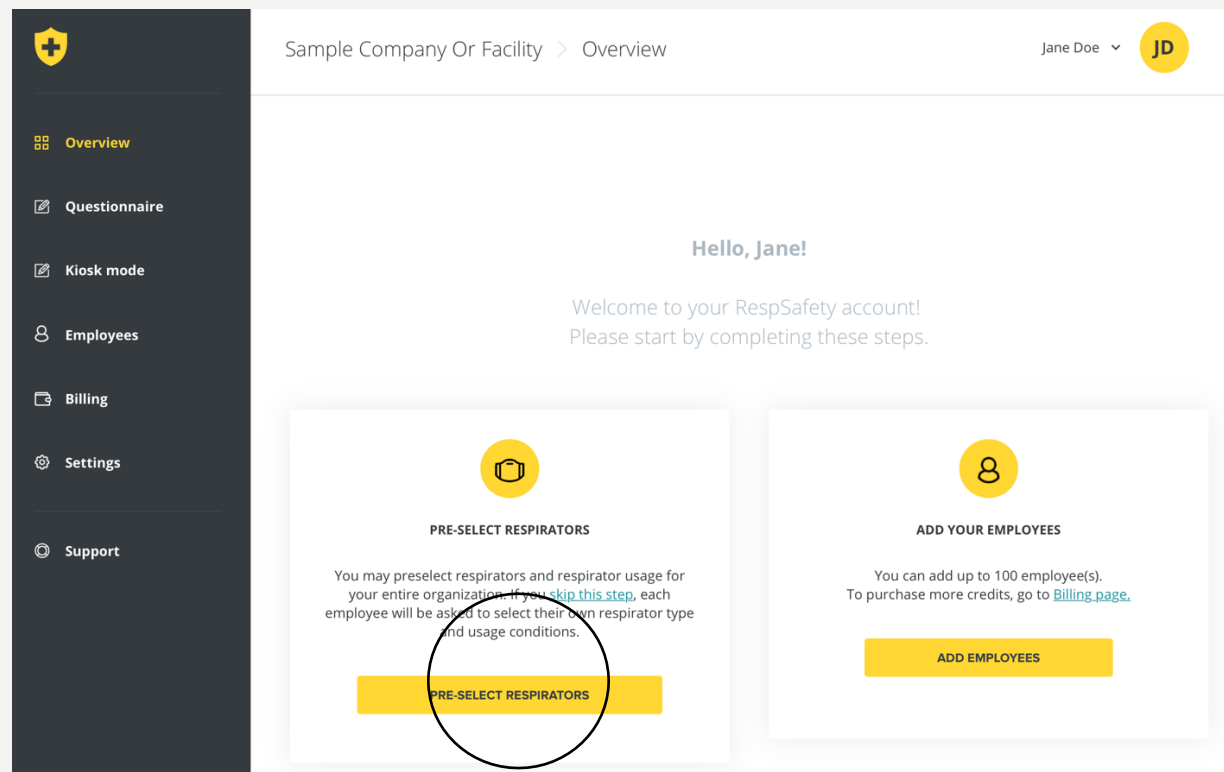
[Have a coupon code?](#)

PAY \$1600

Payment is secured via SSL

SETTING UP YOUR ADMIN ACCOUNT

After completing payment, you will be taken to your administrator dashboard. We recommend pre-selecting the respirators that will be used for your facility. To do that, click on the yellow PRE-SELECT RESPIRATORS button on the admin landing page. This can also be set through the “Settings” link in the left navigation.



SETTING UP YOUR ADMIN ACCOUNT

1. Pre-select the respirators your team will be using. You should select all respirators that apply
2. Pre-select your usage conditions (hours per day or type of use)
3. Click the yellow UPDATE SETTINGS button at the bottom

RESPIRATOR USE IN YOUR COMPANY

If filled out, these answers will pre-populate part of the questionnaire for all your employees.

1. Select the respirators you will use

Half-Facepiece	<input checked="" type="checkbox"/> Disposable Respirator N, R, or P rated (filter-mask, non-cartridge type only) ⓘ	Full-Facepiece	<input checked="" type="checkbox"/> Air Purifying ⓘ
	<input type="checkbox"/> Air Purifying ⓘ		<input type="checkbox"/> Supplied Air ⓘ
	<input type="checkbox"/> Supplied Air ⓘ		<input type="checkbox"/> PAPR Powered-Air Purifying ⓘ
			<input type="checkbox"/> SCBA Self-Contained Breathing Apparatus ⓘ

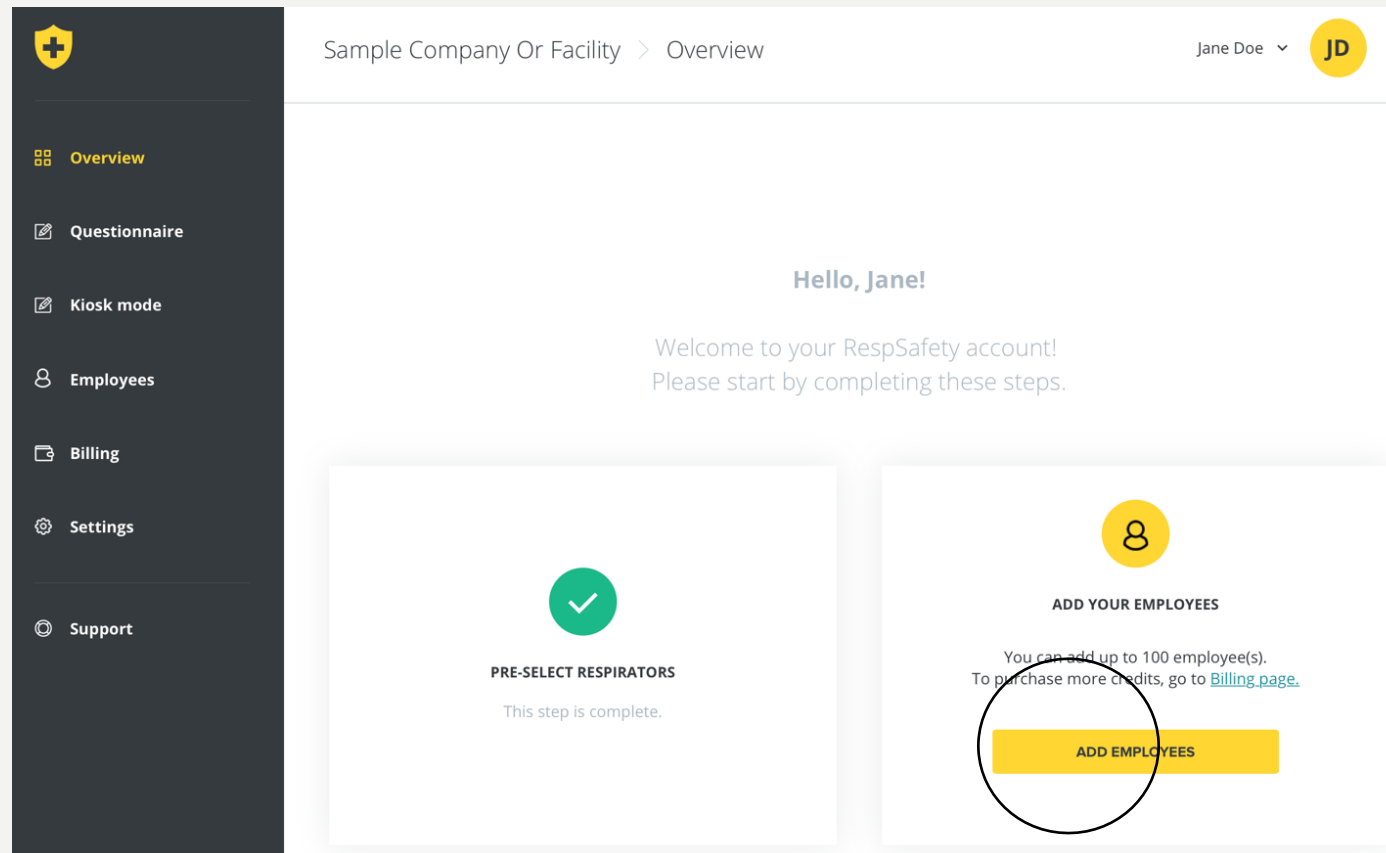
2. How often are you expected to use the respirator(s)? Select all that apply.

<input type="checkbox"/> Escape only (no rescue)
<input type="checkbox"/> Emergency rescue only
<input checked="" type="checkbox"/> Less than 2 hours per week
<input type="checkbox"/> 2 to 4 hours per day
<input type="checkbox"/> Over 4 hours per day

UPDATE SETTINGS

ADDING EMPLOYEES TO ADMIN ACCOUNT

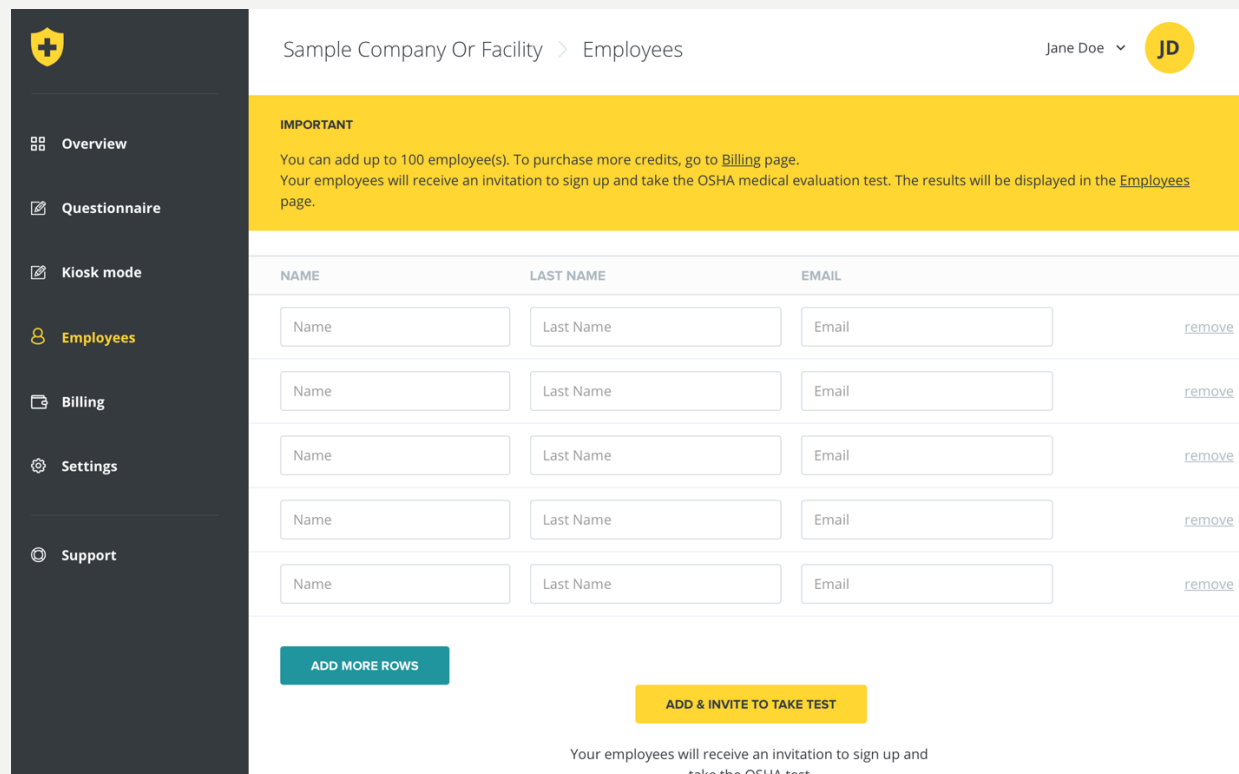
If you have email addresses for your employees, you can invite your staff to take the respirator evaluation. To enter their information, click on the yellow ADD EMPLOYEES button on the admin landing page OR on the Employees link in the left black bar.



ADDING EMPLOYEES TO ADMIN ACCOUNT

1. Enter your employees First Name, Last Name, and Email Addresses into the fields (5 employees at a time)
2. Click the yellow ADD & INVITE TO TAKE TEST button

DON'T HAVE TIME TO ENTER YOUR EMPLOYEES? - Send an excel list of employee first name, last name and email addresses to support@respsafety.com and we will enter the employee info for you.



The screenshot shows the 'Employees' management page in the Respsafety Admin interface. On the left is a dark sidebar with navigation links: Overview, Questionnaire, Kiosk mode, Employees (highlighted), Billing, Settings, and Support. The main content area has a header with 'Sample Company Or Facility > Employees' and a user profile for 'Jane Doe' with initials 'JD'. Below the header is a yellow 'IMPORTANT' banner with text about adding up to 100 employees and purchasing credits. The main area contains a table with 5 rows for adding employees. Each row has input fields for 'NAME', 'LAST NAME', and 'EMAIL', and a 'remove' link. At the bottom of the table is a teal 'ADD MORE ROWS' button. Below the table is a yellow 'ADD & INVITE TO TAKE TEST' button. At the very bottom, a note states: 'Your employees will receive an invitation to sign up and take the OSHA test.'

NAME	LAST NAME	EMAIL	
<input type="text" value="Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	remove
<input type="text" value="Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	remove
<input type="text" value="Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	remove
<input type="text" value="Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	remove
<input type="text" value="Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	remove

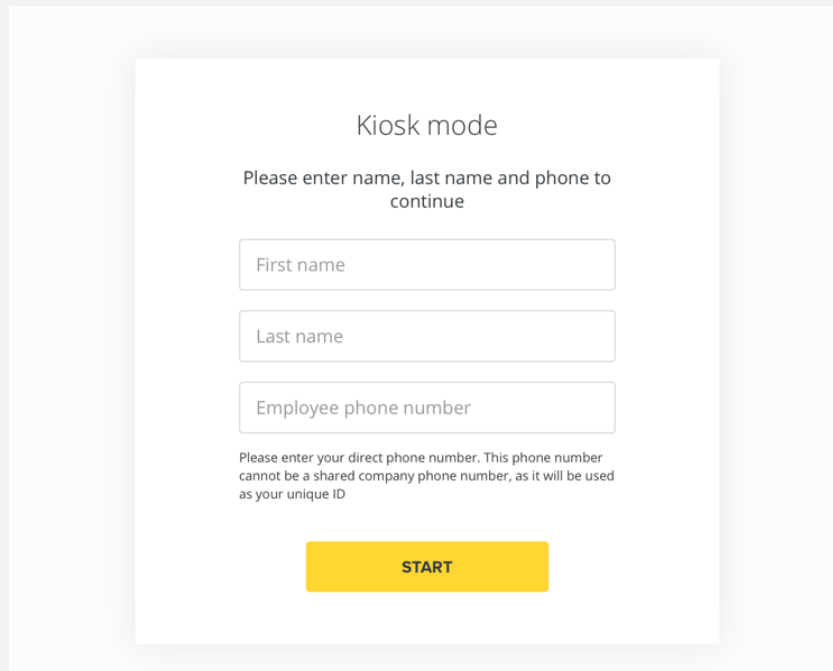
[ADD MORE ROWS](#)

[ADD & INVITE TO TAKE TEST](#)

Your employees will receive an invitation to sign up and take the OSHA test.

KIOSK MODE FOR EMPLOYEES TO TAKE QUESTIONNAIRE

Use KIOSK mode for employees that do not have email access. To get to KIOSK mode click the KIOSK link in the left black bar. KIOSK mode allows the computer to be used as a kiosk which employees can use to complete their medical evaluation. All that is needed is the employee name and a unique phone number for the employee; please do not use a switchboard number or other shared number as the phone number is used as a unique ID. The phone number will never be shared externally but will be used should our medical staff need to speak with the employee directly.

A screenshot of a web form titled "Kiosk mode". The form is centered on a light gray background. It contains three input fields for "First name", "Last name", and "Employee phone number". Below the phone number field is a small note: "Please enter your direct phone number. This phone number cannot be a shared company phone number, as it will be used as your unique ID". At the bottom of the form is a yellow button labeled "START".

Kiosk mode

Please enter name, last name and phone to continue

First name

Last name

Employee phone number

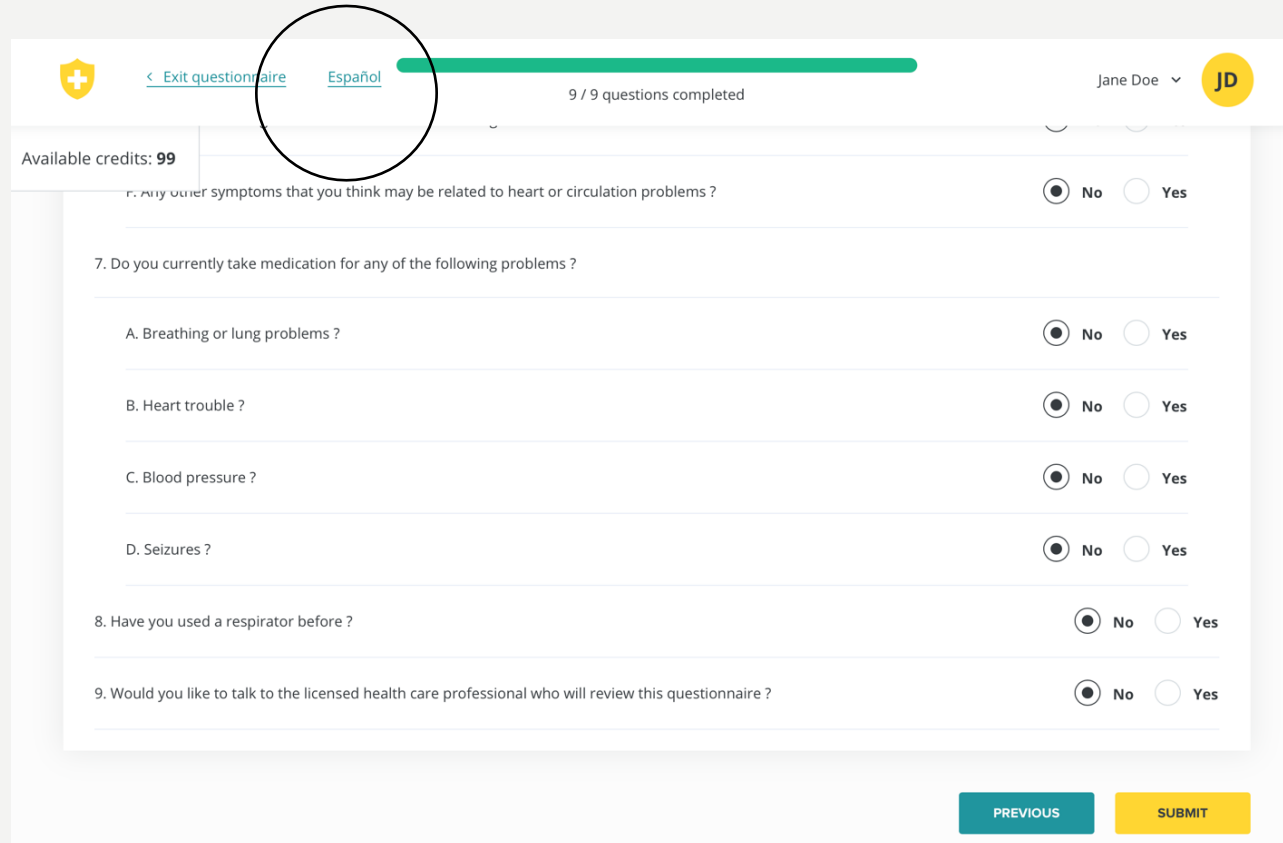
Please enter your direct phone number. This phone number cannot be a shared company phone number, as it will be used as your unique ID

START

QUESTIONNAIRE

The questionnaire should take 5-10 minutes for an employee to complete. It is available in English and Spanish. The Spanish link is at the top.

After completing the questionnaire, employees should click the yellow SUBMIT button



The screenshot shows a questionnaire interface. At the top, there is a header bar with a shield icon, a link to '< Exit questionnaire', a link to 'Español' (circled in black), a progress bar showing '9 / 9 questions completed', the user name 'Jane Doe', and a yellow circular profile icon with 'JD'. Below the header, the main content area displays the question: '7. Do you currently take medication for any of the following problems?'. This question has four sub-items: 'A. Breathing or lung problems?', 'B. Heart trouble?', 'C. Blood pressure?', and 'D. Seizures?'. Each sub-item has a radio button for 'No' (selected) and a radio button for 'Yes'. Below these, there are two more questions: '8. Have you used a respirator before?' and '9. Would you like to talk to the licensed health care professional who will review this questionnaire?'. Both have 'No' selected. At the bottom right, there are two buttons: 'PREVIOUS' (teal) and 'SUBMIT' (yellow).

Available credits: 99

< Exit questionnaire **Español** 9 / 9 questions completed Jane Doe JD

Any other symptoms that you think may be related to heart or circulation problems ? ☒ No ☐ Yes

7. Do you currently take medication for any of the following problems ?

A. Breathing or lung problems ? ☒ No ☐ Yes

B. Heart trouble ? ☒ No ☐ Yes

C. Blood pressure ? ☒ No ☐ Yes

D. Seizures ? ☒ No ☐ Yes

8. Have you used a respirator before ? ☒ No ☐ Yes

9. Would you like to talk to the licensed health care professional who will review this questionnaire ? ☒ No ☐ Yes

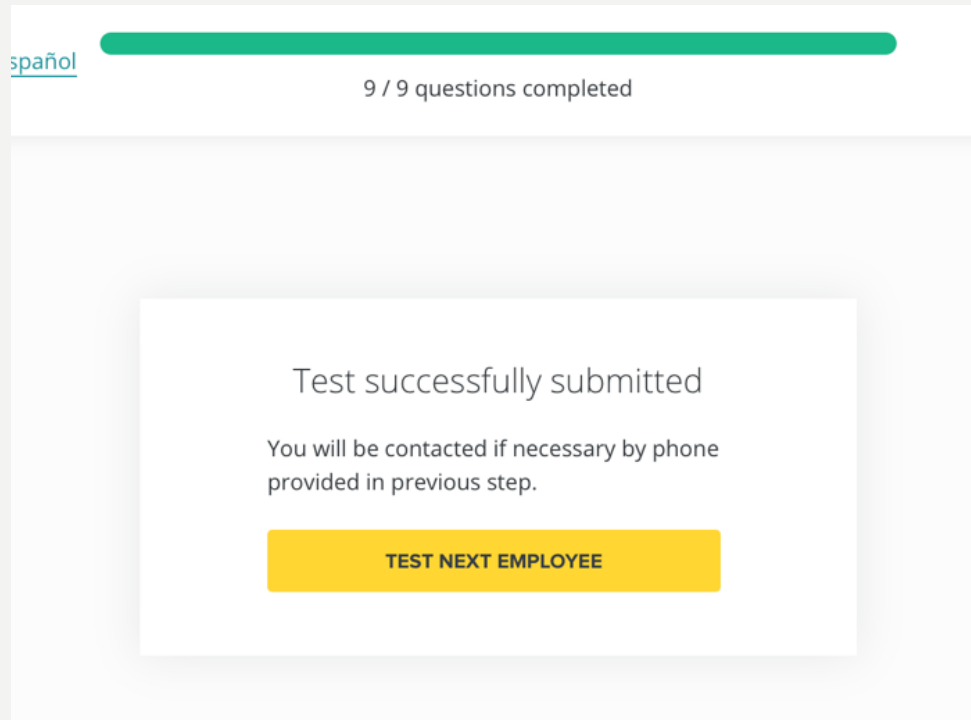
PREVIOUS SUBMIT

QUESTIONNAIRE

A test successfully submitted message will appear upon submission.

Click the yellow TEST NEXT EMPLOYEE button to have another employee complete the questionnaire through the KIOSK mode.

To exit KIOSK mode, click on the “Exit Questionnaire” link on the top left. This will log you out of the system so that employees are not able to access the administrator dashboard.



The screenshot shows a web interface for a questionnaire. At the top left, there is a link labeled "español". To its right is a green progress bar. Below the progress bar, the text "9 / 9 questions completed" is displayed. In the center of the screen, there is a white box with a shadow containing the following text: "Test successfully submitted", "You will be contacted if necessary by phone provided in previous step.", and a yellow button labeled "TEST NEXT EMPLOYEE".

TRACKING EMPLOYEE STATUS

Employee approval status is tracked in the dashboard under the “Employees” link in the left black bar. Approvals can be downloaded in either PDF letter format or in CSV (Excel) format via the links in the center of the screen.

Alternatively, you can send an email to support@respsafety.com and we will send you the data in your preferred format.

The screenshot displays the Respsafety dashboard interface. On the left is a dark sidebar with navigation links: Overview, Questionnaire, Kiosk mode, Employees (highlighted in yellow), Billing, and Settings. The main content area is titled 'Sample Company Or Facility > Employees' and shows a user profile for 'Jane Doe' with a yellow circular avatar containing 'JD'. Below the header, there are two tabs: 'ALL' with a yellow badge showing '3' and 'APPROVAL VALID' with a grey badge showing '1'. A search bar labeled 'Search by name, email...' is positioned above a table. To the right of the search bar are three buttons: 'DOWNLOAD APPROVAL' (teal, circled), 'EXPORT CSV' (teal, circled), and 'ADD MORE EMPLOYEES' (yellow). The table has columns for NAME, EMAIL / PHONE, STATUS, and DATE OF TESTING. It lists three employees: Jim Doe (APPROVED, expires Mar 24, 2021), (Self) Jane Doe (TEST NOT TAKEN), and John Doe (INVITED). At the bottom right, there are pagination controls: 'Prev', '1', and 'Next'.

NAME	EMAIL / PHONE	STATUS	DATE OF TESTING
Jim Doe	(123) 456-7890	APPROVED	Mar 24, 2020 Expiring on Mar 24, 2021
(Self) Jane Doe	janedoe@email.com	TEST NOT TAKEN	-
John Doe	jd@test.com	INVITED	-

If you have any questions or feedback,
please don't hesitate to reach out to us at
support@respsafety.com or (877) 255-5757.
Thank you for allowing RespSafety to help get
your team compliant and back to work.



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