Project Orientation in myComply
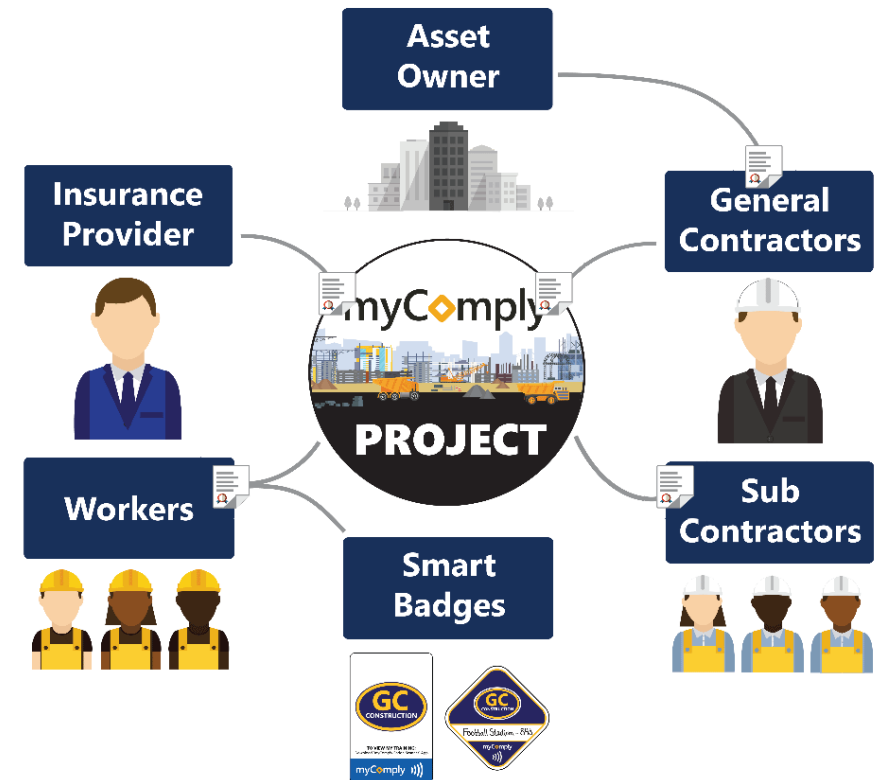
Start Guide for Subcontractors

myComply

Compliance Documentation Where & When You Need It.

We keep you protected from liability that comes from mismanaged compliance documentation.

Are you protected?

Follow this <u>user guide</u> to get started today.

Get Started

Registration

Quick!

Simple!

Free!

Register Now

Once registered, use your credentials to login at https://mycomply.net/Account/Login.

Integrations

Are you registered with one of our software partners?

PROCORE®   **PlanGrid** AN AUTODESK COMPANY
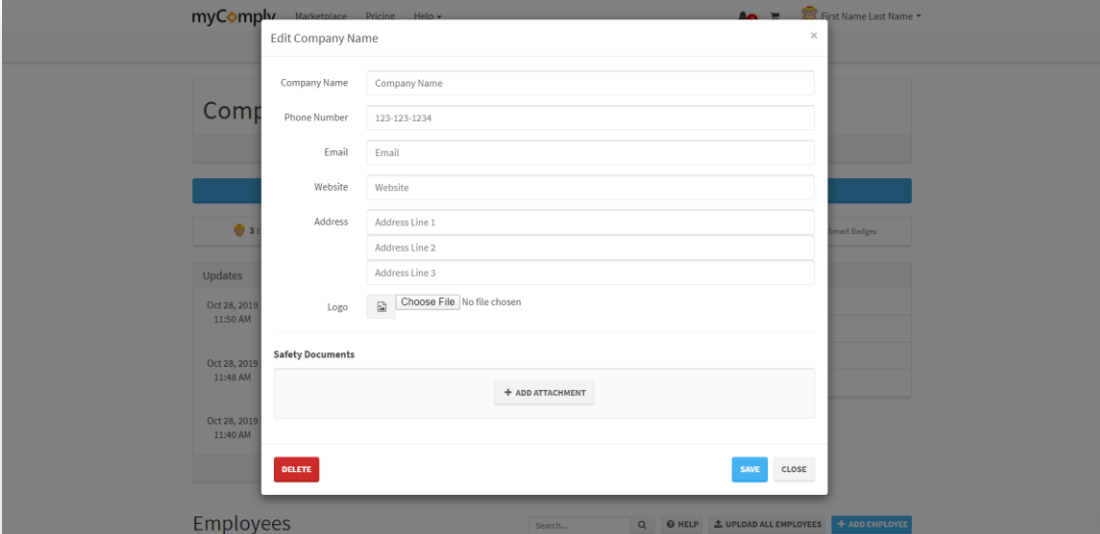
Remove duplicate entry by using your Procore or PlanGrid credentials during login today.

Once in myComply, access **Integration Settings** to import projects and employees then invite subcontractors. Learn more.

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Product Support
team@myComply.net
1 (877) 583-9303

www.mycomply.net

Step 1. Company Profile

- Once registered, optimize your **Company Profile.**

- We recommend you store the latest edition of all company **Safety Documents** on your Company page.

- All employees with access will be able to download the company files and to view the company profile.

Pro Tip Upload the highest quality *company logo* as this is the logo that will be printed on Smart Badges.

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Step 2. Employee Records

- Either add one employee at the time or select **Upload All Employees** to bulk update your Company records. Download the excel template provided. Import completed spreadsheet into myComply.

- Once reviewed and uploaded, search the name of Employees requiring additional access. Once found, click Edit to set their **Permission**.
  - Personal – only access personal profile and notify company admins of changes
  - View – access personal profile and company data without edit access
  - Admin – edit company data and employee records, including projects

> **Pro Tip** If you include an *email* or *phone number* when you add employees, they will receive an invite to myComply.

Step 3. Training & Certifications

- With employees in myComply, you can now add and track training certifications on your employee records.
  - **Already been invited to a Project?** Click *Get Started* in the invite email to

- Either add one certification at a time, or select **Upload All Certifications** to bulk update your Company records.

- Download the excel template provided. Add your certification and training records with date of issue and expiry then import completed template into myComply. If training does not expire, leave column *blank*.
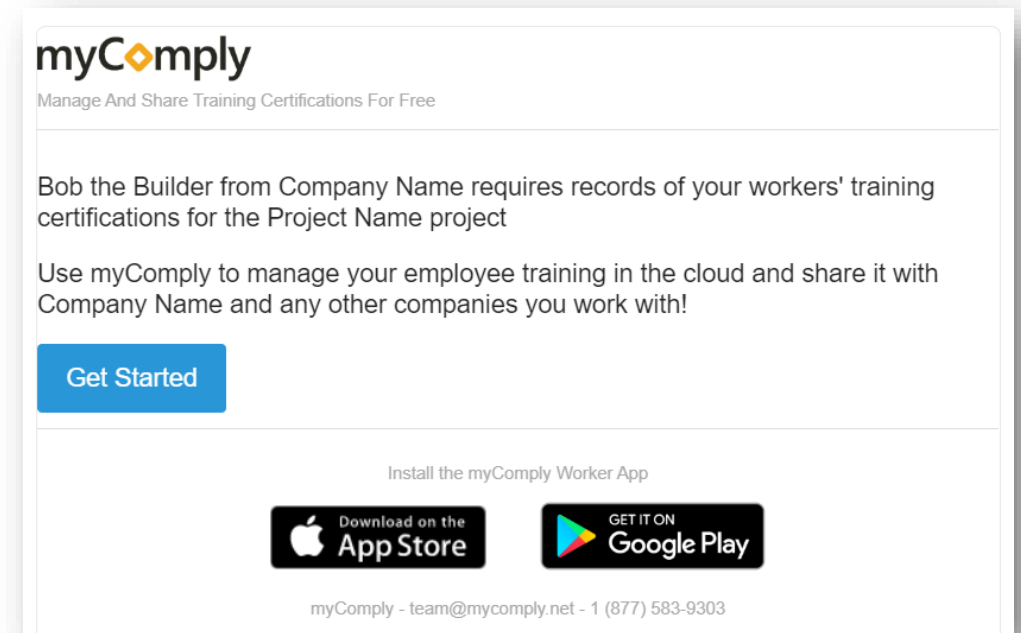
Certifications

Search... 🔍 ❓ HELP ⬇ EXCEL ⬆ UPLOAD ALL CERTIFICATIONS **+ ADD CERTIFICATION**

Certification ▲	Employees ⇅	Actions
▶ Company Orientation	1	EXPAND EXCEL EDIT
▶ Confined Space	1	EXPAND EXCEL EDIT
▶ CPR	1	EXPAND EXCEL EDIT
▶ Fall Arrest	1	EXPAND EXCEL EDIT
▶ First Aid	1	EXPAND EXCEL EDIT
▶ OSHA10	1	EXPAND EXCEL EDIT

+ Add Certification

> **Pro Tip** As an administrator to your Company, you will **receive notifications when training is coming up to expire** for all employees (1 month, 2 weeks, same day). If you give employee access to myComply, they will also be notified.

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Step 4. Receive Invite & Join Project

- Projects are accessible in myComply under the Projects tab and are managed by General Contractors.

- As a subcontractor, you typically will not create projects rather *join* them. If you have been **Invited to myComply**, we recommend you click 'Get Started' in the invitation email.

- The Getting Started platform wizard will walk you through the steps to input your company data for the Project. This information, however, is always accessible and editable in the **Projects tab** of myComply.

- Data added during Project set-up will be **stored on your Company record** and is accessible for future project orientations. There is no need to upload data in myComply multiple times.
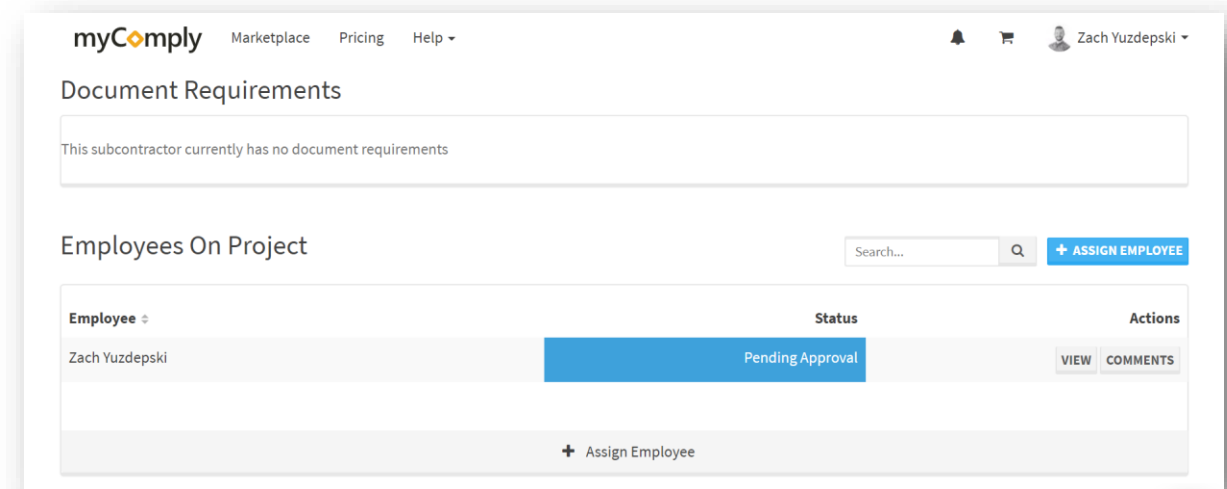
myComply

Manage And Share Training Certifications For Free

Bob the Builder from Company Name requires records of your workers' training certifications for the Project Name project

Use myComply to manage your employee training in the cloud and share it with Company Name and any other companies you work with!

Get Started

Install the myComply Worker App

Download on the App Store   GET IT ON Google Play

myComply - team@mycomply.net - 1 (877) 583-9303

Pro Tip To access Project information, you must be a Company Admin. Click *Edit* on an Employee record to manage their **Permission** level or *Add Employees* to provide access to your team.

Step 5. Upload Requirements

- The general contractor would have uploaded all safety documentation and orientation forms that they require from you to be approved for the project.

- Complete all **Document Requirements**. These may be a template you must download and send back, or the name of a document they require from your organization. You may upload all file types in myComply.

- With Employees and Certification records added to your Company, you may **Assign Employees** to the Project and choose which certifications you wish to share with the manager. Keep an eye on **Certification Requirements** outlined by the general!

Pro Tip Monitor the status of your submissions on the Project page in myComply, including whether Employees have been Approved for the project.

Step 6. Communicate on Requirements

- Stop chasing people and information by centralizing project communication where you securely store and share safety records.

- With records submitted, the project manager can **Approve or Reject** your data, including rejecting a worker with inadequate training.

- Add a **Comment** to communicate directly with the project administration team and watch for notifications from them.

Pro Tip Use *Comments* productively to reduce the number of emails or phone calls required to safely orientate all workers on the job site. Save up to 80% of your time administrating projects with myComply.

Step 7. Order & Program Smart Badges

- Easily access myComply Employee records on-site with myComply's **Smart Badge technology**, including worker photo, training proof and emergency contact information.

- To get started, fill out this form with your preferred badge option.

- Once received, **program the card or decal** to a Company Employee record then distribute badges to workers. *A USB writer is provided with all first time Smart Badge orders to enable the programming in our Desktop App.*

- If joining a Project with *Premium* Safety Standards, badges will be required on site and may be provided to your workers by the General Contractor. Smart Badges will be used to track all worker's attendance. *Please contact your Project Coordinator if unclear.*
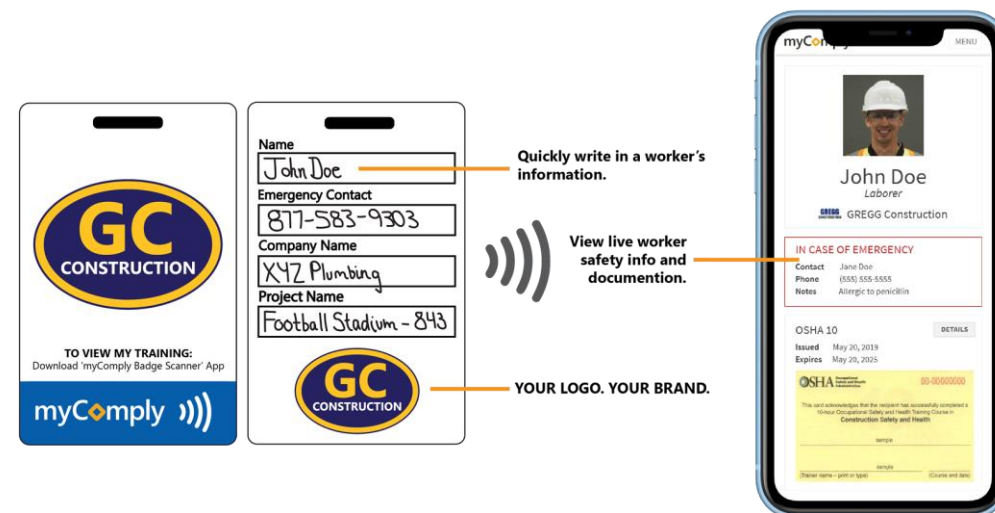
Watch video(s)!

Pro Tip All *Employee* records should be updated in myComply before you begin programming badges.

Congratulations 👏

- You're ready to start **managing your company's safety and training certifications** with ease, doing away with file folders of certifications and outdated excel spreadsheets!

- Access training resources [here](#).

- Submit **feedback & questions** to team@mycomply.net anytime!

Help your Network

Share the power of **myComply's free platform** with the construction companies in your network!

Do you know a General Contractor that is drowning in duplicate administration tasks or needs help securely badging their workforce?
Contact sales@mycomply.net with the contact details.

Should the Subcontractors you trust be using myComply to a?
Contact team@mycomply.net with a list of companies.

Do you have a Safety Trainer you wish to join the Marketplace for easy course scheduling?
Contact sales@mycomply.net with a list of your certified trainers.

Already using myComply, but would like to give your internal team access?
Add Employee on the Company page, or email team@mycomply.net.