## **FAQ for the Utah Safety Council Website**

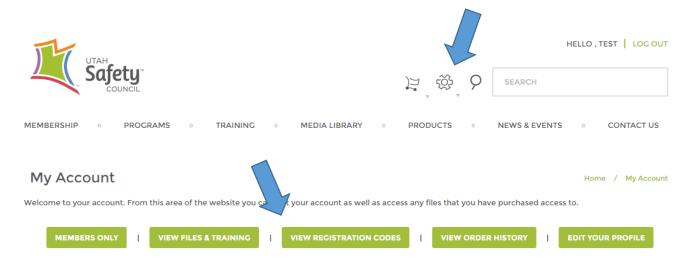
## How do I gain access to the Members Only Website?

The primary contacts for each membership are automatically given access to the Members Only section of the website when they join.

## Granting additional co-workers access under your company's membership

Each member company is automatically set up additional user IDs as part of their membership benefits. The primary contact for each company membership has access to these additional user IDs. To view and share these IDs:

- Log in to our website.
- Click on the gear at the top of the page and go to account settings.
- You will see a button called "View Registration Codes". In that section you will find additional ID codes to link



individuals under a company membership.

## Click on the link that says "Email Registration Code"

Regis	tration Codes	Home / My Account / Account Registration Codes			
Below is a list of your registration codes. Distribute these codes to users to allow them to register for product access. To email the code with instructions on how to utilize it, click the 'email code' link.					
Order Registration Codes					
Order ID	Products	Registration Code	Emailed To	Expiration Date	7
7249	General Membership General Membership (99 employees or less)	9194B		6/16/2017	Email Registration Code
7249	General Membership General Membership (99 employees or less)	26FA9		6/16/2017	Email Registration Code
7249	General Membership General Membership (99 employees or less)	01BC1		6/16/2017	Email Registration Code
7249	General Membership General Membership (99 employees or less)	72023		6/16/2017	Email Registration Code
7249	General Membership General Membership (99 employees or less)	603A1		6/16/2017	Email Registration Code

Enter your co-workers' email address and send. Your co-worker will just have to click the link that they will receive via email, which will take them to our website so that they can register for a new account themselves.