SafeAccess Startup Guide
INTRODUCTION

• Your health and safety is important to us! We will leverage SafeAccess, a risk management solution suite to reduce risk, ensure compliance & provide peace-of-mind for in-person experiences
  • For more information, see: https://www.safeaccess360.com/

• Specifically, we will use the SafeAccess screening feature to communicate & obtain acceptance of the identified health and safety policies and procedures

• You will receive an e-mail invite to access SafeAccess; this document will take you through the steps to get started quickly
HINTS & TIPS

• While SafeAccess works on PCs/laptops, tablets and mobile-phones, we recommend that you accept the email invite to SafeAccess on your mobile device, so you’re all set to check-in and show your SafeAccess green badge when onsite.

• If you are required to provide documents, e.g., proof of testing/vaccination
  • Mobile device: you can upload photos (or take pictures) of your documents; please ensure that your mobile device’s browser has access to your camera/photos to enable this
  • Laptop: you can securely upload PDFs/Images (please note: editable docs such as MS Word are disallowed for security reasons)

• Windows PC users – please note that Internet Explorer is NOT supported by SafeAccess; please use Chrome, Firefox, or Edge

• Please add no-reply@live.safeaccess.app to your contacts – it is also recommended that you ask your IT team to whitelist all e-mail from live.safeaccess.app to ensure timely receipt of all communications
Look for your SafeAccess e-mail invitation from
no-reply@live.safeaccess.app

Click on the link in the e-mail to open SafeAccess in a browser
If you’re **new to SafeAccess and haven’t used the service** before you will see the screen on the right *

1. Verify/Correct your last name
2. Leave the Organization ID field blank
3. Create and confirm a password
4. Agree to the Terms of Service
5. Accept the Privacy Policy
6. Click Save

* If you have used SafeAccess with the same email address, see next slide
If you **have used SafeAccess using the same email address*** before, click on the “Accept the Invitation” button

- If you’ve been invited to use SafeAccess with a different email address from your existing SafeAccess account, you would be considered a new user and should follow the directions on the previous slide to create an account
- User accounts may not be merged

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*SafeAccess uses e-mail addresses as unique identifiers.
Click on the Event / Organization Logo
Select “PRE-EVENT SCREENING”; this will take you through the screening process.

On Computer
Click “Check in”
Once you’ve completed your check-in process, you will receive the Yellow “Pending – Waiting for Review Badge”

Once reviewed by the SafeAccess Trusted Reviewer, your badge will change to a Green “Granted Access” message, and you’ll be sent a confirmation email.

Any users that are Denied Access will receive an email communication from SafeAccess Support with instructions for next steps.

You may return to the site to view your status at anytime using this link:

SafeAccess Website
For convenience, you can add SafeAccess to your mobile device’s homescreen.