Employer Sign-Up Tip Sheet

1. Go to HazComOnlineTraining.org
2. Click on “Employer Info & Sign-Up” on top menu
3. Click the “Sign-Up” button located at the bottom of the page

From the Employer Sign-Up Page, click on the link to see if your organization has already been signed up. If not, continue through the following process.

Complete Contact Information in Section 1
• Complete all required fields

Complete Employer Information in Section 2
• Complete all required fields

Complete Set-up Information in Section 3
• Provide all formats of accepted work-related email on separate lines.
• This automatically identifies employees in your organization who need access to training.
• For example, if the identified work email format is john.doe@organization.org and the user enters john.doe@hotmail.com, access will be denied.
Complete Billing Information in Section 4

- Complete all required fields
- Click “Request for Sign-Up” button

Verify Information

- Make any necessary edits
- Click “Confirm Sign-Up” button

Confirmation Screen

- Form has been successfully submitted
- We will review your request
- We will contact you with further information
- If you need immediate access to the training, please call (316) 978-5794